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## **KAUNAS UNIVERSITY OF APPLIED ENGINEERING SCIENCES PROCEDURE FOR ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED BY NON- FORMAL AND INFORMAL LEARNING**

### **I. GENERAL PROVISIONS**

1. The Procedure for Assessment and Recognition of Competences Acquired by Non-formal and Informal Learning (hereinafter referred to as the "Procedure") at Kaunas University of Applied Engineering Sciences (hereinafter referred to as KTK) establishes requirements and procedures for assessing and recognising the competences of a person acquired in the non-formal adult education system.
2. This Procedure was prepared in accordance with the Law on Education of the Republic of Lithuania (Official Gazette 1991, No. 23-593); Recommendations for the Assessment and Recognition of Competences Acquired in the Non-Formal Adult Education System in Higher Education Institutions (Official Gazette 2010, No. 152-7763) and the Law on Non-formal Adult Education (Official Gazette, 1998, No. 66-1909). The Procedure was supplemented in accordance with the Order of the Minister of Education and Science of the Republic of Lithuania "On the Approval of the General Principles of Assessment and Recognition of Competences Acquired by Non-formal and Informal Education Related to Higher Education in Higher Education Institutions" (No V-289 of 24 April 2017).
3. The objective of assessment and recognition of competences acquired through non-formal and informal learning is to assess and recognise the competences acquired by the candidate in the non-formal adult education system, enabling the candidate to use them in the formal education system.
4. The following terms are used in this procedure  
**Non-formal learning** shall mean learning according to non-formal learning programmes (courses, seminars, traineeships, projects), at the end of which a certificate identifying competences gained may be issued.  
**Informal learning** is natural, day-to-day, experiential self-directed learning in a working environment, unpaid and voluntary work or during leisure time that is not pre-planned or specially organised.

**Candidate** shall mean a person who wishes that their learning outcomes acquired through informal and informal learning be evaluated and the competences acquired on the basis of them recognised.

**Competence** is the ability to perform certain activities based on the totality of knowledge, skills, abilities, values and personal qualities.

**A consultant** is a person who advises a candidate on how to prepare for assessment.

**Learning outcomes** – knowledge, abilities, values that a person acquires at the end of his studies.

**Evaluator** shall mean a person who assesses the competences acquired by the candidate by non-formal and informal learning and their correspondence with the learning outcomes of the study subject in the study programme.

**Assessment of competences acquired by non-formal and informal learning** shall mean comparing the learning outcomes acquired by non-formal and informal learning with the learning outcomes of studies.

**Recognition of competences acquired by non-formal and informal learning** shall mean formalisation of the results of the assessment of competences acquired by non-formal and informal learning.

**Interview** is a universal method of assessing learning outcomes when information about various aspects of learning, directly invisible motives of activities, experiences, subjective attitude to the phenomena of professional activity and /or life, etc. can be obtained during a conversation.

**A portfolio** of competences is a purposefully drawn-up set of evidence of a candidate based on self-analysis, which demonstrates competences acquired through non-formal and informal learning.

**A test** shall mean a set of questions and/or tasks prepared in accordance with the established rules for assessing, measuring a person's knowledge or abilities, and recognising their values.

**'Performance assessment in the workplace'** means practical testing in the workplace or assessment in an institution in which an environment close to the workplace has been created to determine whether the candidate has the competences necessary for the chosen profession.

**Case study** is a method of interactive assessment that complements theoretical knowledge and focuses on creating a real situation (working, practical, etc.) in the classroom.

**Observation** is a method of assessing learning outcomes. It is used during the interview and a demonstration of the candidate's practical skills in order to complement the available information.

**Self-analysis** shall mean an analysis of one's own learning, professional and social activities, which, independently or with the help of a teacher, consultant or evaluator, tries to obtain knowledge about oneself and one's own achievements.

**Reflection** is a method that encourages a person to analyse and get to know himself better by integrating his theoretical knowledge and experience.

5. This Procedure shall apply to

5.1. Persons studying according to the formal higher education college study programme and seeking assessment and recognition of competences acquired through non-formal and informal learning;

5.2. Persons who do not study according to the formal higher education college study programme, but seek the formalisation of competences acquired through non-formal and informal learning.

## **II. GENERAL PRINCIPLES FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL LEARNING**

6. KTK shall carry out an assessment and recognition of the competences acquired by persons in accordance with the procedure laid down by it, in accordance with the following general principles

6.1. The principle of accessibility. Interested parties may seek to have their acquired competences assessed and recognised. Accessibility implies the geographical availability of the assessment site, ensuring equal opportunities, clarifying the essence and specifics of the evaluation procedure, discussing the possible results of the evaluation.

6.2. The principle of flexibility. The assessment methodology allows to evaluate the competences acquired by a person regardless of where and how they were acquired, it is possible to personalise study paths for a person entering the higher education system from various environments: practical activities, institutions carrying out non-formal education, other states, etc.

6.3. The principle of transparency and objectivity. The competences acquired by a person shall be assessed by combining various assessment methods and avoiding the subjective attitude of the assessor to the evaluation procedures, criteria or the person whose competences are assessed. The person shall be provided with feedback on the decision taken and shall be given the opportunity to appeal in accordance with the procedure established by KTK.

6.4. The principle of comparability. The competences acquired by a person shall be assessed on the basis of the expected learning outcomes described in the respective study programme.

6.5. The principle of voluntary participation. By voluntarily deciding to participate in the evaluation process, the candidate shall be responsible for the documents and additional information submitted for evaluation of the acquired competences, they shall also be motivated, ready for the evaluation procedure and, if they seek to acquire a higher education qualification, consciously plan further studies in a higher education institution.

## **III. ASSESSMENT OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL LEARNING**

7. The candidate may apply for assessment and recognition of competences acquired by:

7.1. Courses, seminars, internships, projects, etc.;

7.2. Non-formal education programmes;

7.3. Professional activity;

7.4. Unpaid or voluntary work;

7.5. Self-directed study, etc.

8. Persons with at least secondary education may apply for the assessment and recognition of competences acquired by non-formal and informal learning. Also, individuals who:

8.1. do not have a higher education in the field in which they have been working for at least 3 years;

8.2. have already completed higher education, but have not worked according to the awarded qualification for at least 3 years;

8.3. discontinued higher education college or university studies for various reasons.

9. Various methods of assessment of theoretical knowledge and practical skills can be applied to assess learning and competencies acquired: interview, portfolio assessment, testing,

practical tasks, performance evaluation in the workplace, case study, observation, self-analysis through reflection, etc.

#### **IV. ORGANISATION OF ASSESSMENT OF LEARNING OUTCOMES ACQUIRED BY NON-FORMAL AND INFORMAL LEARNING AND RECOGNITION OF COMPETENCES**

10. The process of evaluation of competences acquired by non-formal and informal learning takes place in the following stages: information, consultation, evaluation, decision-making.

11. The assessment and recognition of competences acquired through non-formal and informal learning is organised and coordinated by the Head of the Department of Applied Research and Commercialisation of Services.

##### **11.1. Registration, information and acceptance of the candidate' documents**

11.1.1. A candidate who wishes to evaluate his competences acquired through non-formal and informal learning shall send by e-mail or regular mail or personally submit the following to the Head of the Department of Applied Research and Commercialisation of Services

11.1.1.1. Application form (Annex 1);

11.1.1.2. Copies of documents confirming secondary or other education;

11.1.1.3. Copy of ID and a passport photo (3x4cm);

11.1.1.4. Certificate from the workplace;

11.1.1.5. Request to assess competences acquired by non-formal and informal learning and to appoint a consultant to prepare the evaluation procedure (Annex 2).

11.1.2. The candidate shall pay a fee of the amount established by an order of KTK Director for the assessment of the competences acquired in the non-formal adult education system, as well as the preparation of KTK for the assessment procedure, and submit the tax receipt to the Head of the Department of Applied Research and Commercialisation of Services.

11.1.3. The of Head of the Department of Applied Research and Commercialisation of Services shall, electronically or in person, provide the candidate with general information about the possibilities of evaluation and recognition of competences, the procedure for assessing and recognising competences, possible results of the evaluation, the necessary documents and the procedure for their submission.

##### **11.2. Advising the candidate and signing the contract**

11.2.1. If the candidate meets the requirements provided for in paragraph 8 of this Procedure, the Head of the Department of Applied Research and Commercialisation of Services shall inform the candidate thereof and transmit the application form and the request of the candidate to the Head of the respective study programme;

11.2.2. The Head of the study programme shall appoint a consultant to the candidate who is a specialist in the relevant field.

11.2.3. The candidate shall discuss and draws up a consultation schedule with the consultant, and determine the date of the meeting of the assessment board;

11.2.4. The candidate shall sign an agreement on the assessment and recognition of competences acquired by non-formal and informal learning (Annex 3). The draft contract shall be registered by the Head of the Department of Applied Research and Commercialisation of Services in accordance with a standard contract template approved by KTK Director;

11.2.5. The consultant shall provide the candidate with a description of the study subject with which the candidate's learning is linked and shall familiarise himself with the learning outcomes of the subject which correspond to the competences assessed. The consultant shall advise the candidate on how to prepare a portfolio of competences acquired through non-formal and informal learning (Annex 10). The consultations provided (individually or in a group) are recorded in the consultation log.

### **11.3. Assessment of competences**

11.3.1. The head of the study programme shall prepare a proposal for the formation of an Assessment Board. The prepared submission shall be coordinated with the Deputy Director for Studies and Science. The Director or a person authorised by him shall sign an order for the formation of the Assessment Board. The Board shall consist of at least three evaluators.

11.3.2. The Board, in accordance with the form of portfolio evaluation (Annex 4), shall analyse the content and authenticity of the documents submitted in the portfolio and determine whether/how the evidence reflects the candidate's knowledge and abilities, whether they correspond to the learning outcomes of the subject to be assessed. If the evidence presented in the portfolio is not sufficient to substantiate the competences the candidate seeks to have recognised, the Board uses other assessment methods (interview, case studies, tests, presentation/demonstration of the work, etc.) This is recorded in the minutes of the Board meeting to justify the competence of the candidate (Annex 5). If it has been decided that the evidence presented in the portfolio is sufficient to substantiate the competences of the candidate, the Assessment Board shall draw up a list of competences that can be assessed and recognised;

11.3.3. The Assessment Board shall decide on the methods by which competences acquired through non-formal and informal learning will be assessed and shall inform the candidate thereof. Assessment methods shall be chosen in such a way as to identify the competences of the candidate and determine their level;

11.3.4. The Assessment Board shall carry out the assessment, recognition and documentation of competences acquired by non-formal and informal learning (Annex 6);

11.3.5. Within 5 working days, the Board shall draw up a final evaluation report (Annex 7) in which it shall submit a decision: positive (to recognise competences acquired by non-formal and informal learning as corresponding to the learning outcomes of study subject(s)), partially positive (to partially recognise) or negative (not to recognise). In case of a positive decision, the level of competences corresponding to learning outcomes shall be assessed with a decimal grading system.

### **11.4. Adoption (evaluation) and formalisation of the decision**

11.4.1. The recognition of competences corresponding to learning outcomes shall be carried out in accordance with the orders of the Minister of Education and Science of the Republic of Lithuania regulating studies and the Procedure for Recognising Competences at KTK approved by Order No V1-86 of the Director of 14 May 2015;

11.4.2. KTK may impose restrictions on the assessment and recognition of individual subjects/modules of the study programme;

11.4.3. Graduation thesis and/or final examination are not subject to recognition;

11.4.4. No more than 75 per cent of the scope of the subjects of the study field (branch) of the study programme to be studied may be recognised;

11.4.5. Upon the adoption of a positive decision, the competences acquired by the candidate by non-formal and informal learning shall be confirmed by recognition documents.

11.4.6. Recognition cards (Annex 8) and certificates (Annex 9) shall be submitted for approval to KTK Deputy Director for Studies and Science;

11.4.7. Approved recognition cards are transferred to the Office for Study Organisation, where documents (requests, individual study programmes) about the subjects/modules recognised are prepared according to the application submitted by the candidate and the card data;

11.4.8. Upon the adoption of a partial recognition decision, the candidate shall be given the opportunity to submit additional evidence of competences within the time limit set by the Assessment Board and/or the competences of the candidate shall be assessed by additional methods;

11.4.9. Upon the adoption of a negative decision, the competences acquired by the candidate by non-formal and informal learning are not recognised as equivalent to the requirements of the subject/module of the respective study programme;

11.4.10. If the candidate does not agree with the decision on the assessment of competences acquired by non-formal and informal learning, they shall have the right to submit a reasoned appeal to KTK Director, who shall form an Appeal Committee to examine the candidate's appeal within 3 working days after getting acquainted with the decision of the Assessment Board. The appeal shall be registered by the Head of the Department of Applied Research and Commercialisation of Services. The Appeal Committee shall, within 10 working days, examine the candidate's appeal and submit its decision. If the time limit for lodging an appeal is missed, the appeal shall not be considered. The Head of the Department of Applied Research and Commercialisation of Services shall inform the candidate of the decision taken by the Appeal Committee in person, by post or by e-mail.

#### **IV. FINAL PROVISIONS**

12. This Procedure shall be amended and supplemented by the Academic Council.

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