

APPROVED
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the Academic Council of Vilnius University of
Applied Sciences of 11 December 2019

**DESCRIPTION OF THE PROCEDURE FOR THE EVALUATION AND RECOGNITION
OF ACHIEVEMENTS ACQUIRED THROUGH NON-FORMAL AND INFORMAL
LEARNING AT VILNIUS UNIVERSITY OF APPLIED SCIENCES**

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Evaluation and Recognition of Achievements Acquired through Non-formal and Informal Learning at Vilnius University of Applied Sciences (hereinafter – the Description) establishes the principles and procedure for the evaluation and recognition of learning achievements acquired through non-formal and informal learning (hereinafter – learning achievements) at Vilnius University of Applied Sciences (hereinafter – Vilnius UAS).

2. The evaluation of learning achievements at Vilnius UAS is based on the method of the learning achievements folder (hereinafter – the folder) or on an integrated evaluation model whose basis a folder is, and used in combination with other supplementary evaluation methods (interview, test, demonstration of practical skills, etc). The evaluation of learning evaluation takes place at a Faculty.

3. This Description shall apply when a person expresses his intention to participate in the procedure for the evaluation and recognition of learning achievements (hereinafter – the candidate) who seeks to have his learning achievements evaluated and recognised as corresponding to the knowledge and skills described in the study programme upon completion of the subject (module) (hereinafter – the learning outcomes) and to be awarded study credits (hereinafter – the credits).

4. Vilnius UAS evaluates the candidate's learning achievements acquired in different environments: work, professional development, participation in various organisations and groups, volunteering, community service, non-formal or informal education, leisure learning and other non-academic settings.

5. The concepts used in the Description:

5.1. a **folder** means evidence of the candidate's learning achievements in different environments, supported by third-party documentation, self-evaluation and reflection on the candidate's learning experiences;

5.2. **candidate** means a person who seeks to have his learning achievements evaluated and recognised as being in line with the knowledge and skills described in the study programme at the end of the course/module and awarded credits;

5.3. **consultant** means a member of a Faculty appointed by the Dean, who advises the candidate on the preparation of a learning achievements folder, preparation for the evaluation interview, test, practical skills demonstration or another evaluation method, and provides feedback to the candidate on the evaluation and recognition of his learning achievements;

5.4. **learning achievements** mean the knowledge, skills, abilities and attitudes towards values that a person has acquired and can justify;

5.5. **non-formal adult education** means learning, training or studies in the interests of a person and the society which does not lead to the award of a state-recognised document certifying the completion of education, a certain cycle of education or a specific regulated module, or the acquisition of a qualification;

6. Principles of evaluation and recognition of learning achievements:

6.1. the principle of accessibility. Candidates may seek to have their learning achievements assessed and recognised irrespective of how they were acquired. Accessibility means geographical accessibility to the place of evaluation, ensuring equal opportunities, explaining the nature and specifics of the evaluation procedure, and discussing the possible results of the evaluation;

6.2. the principle of flexibility. The evaluation methodology allows the evaluation of a candidate's learning achievements regardless of where and how they were acquired, allowing the design of individual study pathways for a candidate entering the higher education system from a variety of backgrounds, including practical work, non-formal education institution, or another country;

6.3. the principle of transparency and objectivity. Learning achievements shall be evaluated by combining and integrating different evaluation methods and avoiding subjective attitude of the evaluator towards the evaluation procedures, criteria or the candidate under evaluation. The candidate shall be given feedback on the decision taken and the opportunity to appeal;

6.4. the principle of equivalence. Learning achievements shall be evaluated on the basis of the knowledge and skills described in the relevant study programme upon completion of the study subject (module) or programme;

6.5. the principle of voluntariness. If a candidate voluntarily decides to participate in the evaluation process, he shall be responsible for the documents and materials provided as evidence of

his learning achievements, such as: certificates, employers' feedback, projects, reflective essays, video and audio recordings, samples of work, etc. He shall be motivated for the evaluation, prepared for the evaluation procedure and, if he seeks evaluation, he shall consciously be planning his further studies at Vilnius UAS.

7. The concepts used in the Description correspond to the terms defined in the Law on Research and Higher Education of the Republic of Lithuania, the Law on Non-formal Adult Education of the Republic of Lithuania and the Guidelines for the Evaluation and Recognition of Competences Acquired in Non-formal Adult Education System in Higher Education Institutions, and other documents.

II. CANDIDATE REGISTRATION AND SUBMISSION OF DOCUMENTS

8. The procedure for the evaluation and recognition of learning achievements is open to candidates who have:

8.1. secondary level of education at the least;

8.2. at least 3 years' work experience in the field in which the recognition of learning achievements is sought.

9. The candidate shall submit the following to the registrar of the Faculty concerned in person, by mail or through an authorised person:

9.1. an application to participate in the procedure for the evaluation and recognition of learning achievements acquired in non-formal adult education (Annex 1);

9.2. a secondary education certificate or a copy thereof certified by a notary public;

9.3. a document attesting to the length of service requirement referred to in clause 8.2 of the Description;

9.4. a registration fee payment slip (or a copy thereof).

III. PREPARATION OF THE CANDIDATE FOR THE EVALUATION OF LEARNING ACHIEVEMENTS

10. A consultant shall consult candidates on preparation for the evaluation: collecting documents and other evidence, compiling and submitting a learning achievements folder for evaluation, preparing for an interview, a test or a demonstration of practical skills.

11. An agreement shall be signed between a candidate and a Faculty of Vilnius UAS represented by the Dean of the Faculty, regarding the candidate's participation in the procedure for the evaluation and recognition of learning achievements (Annex 2).

12. A consultant shall work with the candidate to draw up a timetable for the preparation for the evaluation of learning achievements and the evaluation of learning achievements.

13. A team of 2-3 experts shall be brought together by Order of the Dean to evaluate the candidate's learning achievements.

14. The candidate shall submit to a group of experts a folder attesting to the learning achievements acquired no later than 6 months after the submission of the documents referred to in clause 9 of the Description. If the evidence of learning achievements is in a foreign language, the candidate shall provide a notarised translation into Lithuanian.

IV. EVALUATION AND RECOGNITION OF LEARNING ACHIEVEMENTS

15. A group of experts shall, no later than 10 working days after receipt of the candidate's learning achievements folder:

15.1. analyse the candidate's submitted folder in accordance with the methodology for the evaluation of learning achievements acquired in the non-formal adult education system in the relevant study subject (module) approved by Order of the Dean of the Faculty;

15.2. evaluate the compliance of the candidate's learning achievements (theoretical knowledge, practical skills) with the expected study results of the respective subject (module), if the methodology for the evaluation of learning achievements acquired in the non-formal adult education system of the respective subject (module) provides for an additional method of evaluation (demonstration of practical skills, an interview etc.).

16. If the expert makes recommendations for an additional evaluation in the folder evaluation form, the additional evaluation shall be arranged no earlier than 10 days after the publication of the results of the folder evaluation.

17. When evaluating a candidate's folder, a group of experts shall complete a folder evaluation form (Annex 3).

18. When arranging an additional evaluation, the expert group shall complete an additional evaluation form (Annex 4).

19. The final score shall be determined by consensus of the expert group by completing a study results crediting card of a study subject (module) (Annex 5).

20. A decision taken by the expert group on the evaluation of the candidate's learning achievements may include:

20.1. to recognise the learning achievements as corresponding to the expected results of the study programme at Vilnius UAS and to award credits;

20.2. to partially recognise the learning achievements as corresponding to the expected study results of the study programme at Vilnius UAS and provide an additional evaluation;

20.3. not to recognise the candidate's learning achievements as equivalent to requirements of the respective study programme.

21. Vilnius UAS evaluates and recognises learning achievements and awards study credits up to a maximum of 75% of the respective study programme; credits shall not be awarded for a final thesis (project).

V. INFORMING THE CANDIDATE ABOUT THE EVALUATION AND RECOGNITION OF LEARNING ACHIEVEMENTS

22. Experts shall submit a completed study subject (module) results crediting card to the consultant, who shall provide the candidate with the original of this document for review and signature.

23. If the experts' conclusions include recommendations for an additional evaluation, the consultant shall inform the candidate of a period of time given to prepare for the additional evaluation.

24. The study subject (module) results crediting card shall be signed by the head of the Faculty's Study Department.

25. If the experts have made a decision to recognise the candidate's learning achievements as corresponding to the expected study results of the study programme at Vilnius UAS and to award credits, the candidate:

25.1. may be admitted as an unclassified student by order of the Dean of the Faculty; an agreement between Vilnius UAS and an unclassified student shall be concluded;

25.2. may receive a study certificate indicating the recognised learning achievements and the credits awarded in the respective subject (module).

26. If a candidate disagrees with the decision of the expert group on the evaluation of learning achievements, he shall have the right to appeal to the Rector of Vilnius UAS, who shall set up an Appeals Commission to hear the candidate's appeal in accordance with the procedure established by Vilnius UAS.

VI. FINAL PROVISIONS

26. The candidate shall pay the fees for the evaluation and recognition of non-formal and informal learning achievements:

26.1. EUR 40 for the submission of a registration form for the participation in the procedure for the evaluation and recognition of learning achievements, as well as for the preparation for the evaluation procedure;

26.2. a payment for the evaluation of learning achievements, which depends on the extent of correspondence of learning achievements acquired by the candidate through non-formal and informal learning and study results, at a rate per study credit expressed as a basic social allowance. This payment shall be equal to 0.5 BSA.

37. The procedure for the evaluation and recognition of the candidate's non-formal and informal learning achievements shall be financed by the candidate himself, and may also be financed by the employer, associations, the Employment Service under the Ministry of Social Security and Labour of the Republic of Lithuania, and by other legal and natural persons.
