

APPROVED

By resolution of the Senate of Vilnius
Gediminas Technical University
on 29 September 2020
No. 120-3.6

**VILNIUS GEDIMINAS TECHNICAL UNIVERSITY
ASSESSMENT AND RECOGNITION OF COMPETENCIES ACQUIRED IN A NON-
FORMAL AND INFORMAL WAY DESCRIPTION OF THE PROCEDURE**

**CHAPTER I
GENERAL PROVISIONS**

1. The description of the procedure for the assessment and recognition of competencies acquired in a non-formal and informal way at Vilnius Gediminas Technical University (hereinafter referred to as the Description of the Procedure) regulates the conditions, procedures, and procedure for the assessment and recognition of competencies acquired during training during professional, public activities, as well as in leisure or informal way at Vilnius Gediminas Technical University (hereinafter – Vilnius Tech).

2. The Description of the Procedure has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Law on Non-Formal Adult Education of the Republic of Lithuania, order No V-289 of the Minister of Education and Science of the Republic of Lithuania of 24 April 2017 "On the approval of the general principles of assessment and recognition of competences acquired through non-formal and informal education related to higher education in higher education".

3. The following definitions shall be used in the description of the procedure:

3.1. **Candidate** – a person who wants his achievements acquired through non-formal and/or informal learning to be recognized as study results and has submitted a written application to the dean of the relevant faculty to participate in the procedure for the assessment and recognition of competencies acquired in an informal and informal way.

3.2. **Consultant** – a person who provides methodological assistance and advises on the content of the competencies requested to be credited in formal training.

3.3. **Learning Achievement Portfolio** – a set of evidence of the candidate's learning achievements (knowledge, understanding, and abilities) (certificates, documents, employer's feedback, projects, plans, self-analysis, etc.) supporting learning achievements.

3.4. **Specialist** – a person appointed by the Rector and responsible for registering and informing the Candidates.

3.5. **Assessor** – a person who carries out an assessment of the learner's achievements and their evidence and who is specially prepared for this work (meets the qualification requirements).

4. The concepts of non-formal education, self-education, and competence correspond to the concepts defined in Article 2 of the Law on Education of the Republic of Lithuania.

5. The general principles of assessment and recognition of competencies acquired in a non-formal and informal way comply with the principles of accessibility, flexibility, transparency and objectivity, rigor, and voluntariness defined by Order No V-289 of the Minister of Education and Science of the Republic of Lithuania of 24 April 2017 "On the approval of the general principles of assessment and recognition of competences acquired through non-formal and informal education in higher education in higher education".

6. A candidate seeking recognition of competencies must have at least secondary education and at least two years of practical work experience in the field for which he seeks recognition of competencies. The volume of study credits that can be granted for the candidate's competencies

acquired in an informal and informal way is no more than 70% of the volume of the study program to be studied.

7. For the assessment of competencies acquired in a non-formal and spontaneous way, the Candidate must pay a contribution of the amount established by the Vilnius Tech Senate, which consists of:

7.1. the costs of examining the application to participate in the competence assessment and recognition procedure;

7.2. the cost of competence (competence) assessment, which depends on the correspondence between the Competences(competencies) acquired by the Candidate non-formally and automatically and the results of the studies.

CHAPTER II ORGANISATION OF COMPETENCE ASSESSMENT AND RECOGNITION

8. The conditions for the assessment competencies acquired in a non-formal and informal way and the contacts of the Specialist responsible for providing information about these competencies are published on the Vilnius Tech website.

9. A person who seeks to obtain recognition of competencies acquired in the informal way of the chosen study subject(s) of first cycle studies at Vilnius Tech shall apply to the Specialist personally or by means of communication and submit the following documents:

9.1. curriculum vitae;

9.2. documents confirming education;

9.3. a completed application to start the competence assessment procedure (Annex 1 to the Description of the Procedure).

10. The specialist, having received a request from the Candidate, submits it to the dean of the relevant faculty within 2 working days. The dean of the relevant faculty shall, by ordinance, appoint a Consultant.

11. The consultant provides the Candidate with methodological assistance and advises on the content of the requested competencies in formal training.

12. The consultant shall submit the Candidate's application to the committee of the selected study programme (hereinafter referred to as the Committee) within 5 working days. Within 5 working days, the Committee adopts a decision to start the procedure for assessing competencies acquired by the applicant in a non-formal and informal way and approves the list of study subjects proposed for evaluation. The decision of the Committee and the list of subjects proposed for evaluation shall be recorded in the minutes of the meeting.

13. The Consultant shall notify the Candidate of the final decision of the Committee and the amount to be paid by the Candidate. The amount of the contribution shall be calculated according to the rate approved by the Senate, which does not exceed the limits of the price of the procedure for the assessment and recognition of competencies acquired by the Candidate in the framework of non-formal adult education established by the Minister of Education, Science and Sport,.

14. The Candidate shall pay a fixed payment for the procedure within 5 working days to the bank account of Vilnius Tech and submit to the Consultant a document confirming the fact of payment.

15. The Committee shall appoint the Assessor(s) to assess the achievements from among lecturers in the relevant subjects of the departments. The appointment of the assessor(s) shall be recorded in the minutes of the Committee meeting. Depending on the subject of study for which crediting is sought, the Committee may appoint between one and three Evaluators to credit one subject of study.

16. The candidate must prepare the Learning Achievement Portfolio within 2 months after the payment of the fee for the procedure. During this period, when preparing the Portfolio, the Candidate may consult with the Consultant and the Assessor.

17. The Consultant shall submit the Candidate's learning achievement portfolio to the Assessor(s) within three working days of its receipt.

18. Within 10 working days, the assessor(s) carries out an assessment of the Learning Achievement Portfolio and fills in the portfolio assessment form (Annex 2 to the Description of the Procedure). If the assessor finds that there is a lack of evidence for the recognition of competencies, the Consultant prepares and sends a notice to the Candidate about the missing information and indicates a deadline for the elimination of the deficiencies. If something is missing, a notice is written to the Candidate and an appropriate deadline is indicated for the elimination of the deficiencies. If the candidate fails to correct the deficiencies within the set deadline, the Learning Achievement Portfolio is not further evaluated and the application is not examined.

19. After evaluating the Candidate's portfolio of learning achievements, the date of the interview with the Candidate is assigned. The Candidate, the evaluator(s) who assessed his/her portfolio and the Consultant shall participate in the interview. During the interview, if necessary, additional questions may be asked related to the competencies being assessed. The assessor(s) shall fill in the interview evaluation form (Annex 3 to the Description of the Procedure).

20. If, after the interview, the Assessor(s) considers that there is a lack of evidence of certain competencies in the Learning Achievement Portfolio, he/she has the right to request additional submission or recommend the use of additional verification methods.

21. The assessor(s) must submit the final conclusions to the Consultant on the crediting or non-crediting of the study programme subject no later than 20 working days after receiving the Learning Achievement Portfolio.

22. The final conclusion on the crediting or non-crediting of the subject of the study programme is recorded on the card for the assessment of learning achievements and crediting of subjects (Annex 4). The card is filled in and signed by the Assessor(s). The signed card is submitted for approval to the dean of the faculty.

23. The consultant shall inform the Candidate of the final conclusions within 5 working days.

24. The consultant within 2 working days prepares one of the possible options for the order:

24.1. on the completion of the procedure and the granting of credits;

24.2. on the completion of the procedure.

25. If the Candidate does not agree with the decision, he has the right to submit an appeal to the Rector of Vilnius Tech within 5 working days. Appeals of candidates are considered in accordance with the procedure established at the university for the submission and examination of appeals for the assessment of knowledge.

26. After recognition of competencies and granting credits, the Consultant shall, within 14 working days, organize the issuance of a certificate of recognition of competencies to the Candidate.

CHAPTER III FINAL PROVISIONS

27. All other issues not provided for in the Description of this Procedure shall be dealt with by the university administration.

Description of the procedure for the assessment and recognition of competencecompetencies in a non-formal and informal way at Vilnius Gediminas Technical University
Annex 1

(Example of the application form for the assessment and recognition of competences acquired in a non-formal and informal way)

(Full name)

(Place of residence, e-mail, telephone)

Vilnius Gediminas Technical University
to the dean of the faculty _____

**REQUEST FOR ASSESSMENT AND RECOGNITION OF
COMPETENCECOMPETENCIES IN A NON-FORMAL AND INFORMAL WAY UNDER
THE STUDY PROGRAMME _____**

20__-__-__
Vilnius

Please allow you to participate in the procedure for the assessment and recognition of competences acquired in a non-formal and informal way under the _____ study programme and to seek the award of credits for the following study subjects:

No.	Title of the subject	Number of credits

(SIGNATURE)

(Full name)

Description of the procedure for the assessment and recognition of competences acquired in a non-formal and informal way at Vilnius Gediminas Technical University
Annex 2

(Example of the assessment form of the M-eating achievement portfolio of competences acquired in non-formal and informal ways)

LEARNING ACHIEVEMENTS OF COMPETENCES ACQUIRED IN A NON-FORMAL AND INFORMAL WAY ACCORDING TO THE _____ FOLDER EVALUATION FORM

20__-__-__

Candidate

_____ (Full name)

Evaluator(s)

_____ (Full name)

The subject that is assessed

_____ (Name)

Competencies to be assessed	Assessment methods	Evidence of competence	Conclusion of the assessment

The final conclusion of the assessment is as follows:

Candidate

(Parash)

(Full name)

Evaluator(s)

(Parash)

(Full name)

Description of the procedure for the assessment and recognition of competences acquired in a non-formal and informal way at Vilnius Gediminas Technical University
Annex 3

(Example of an interview form for the assessment of competences acquired in a non-formal and informal way)

**COMPETENCES ACQUIRED IN A NON-FORMAL AND INFORMAL WAY
ACCORDING TO THE _____
INTERVIEW EVALUATION FORM**

20____-____-____

Candidate

(Full name)

Evaluator(s)

(Full name)

**The subject of study is
valued**

(Name)

Topic of conversation	Competencies to be assessed	Notes	Conclusion of the assessment

**The final conclusion of the
assessment is as follows:**

Candidate

(Signature)

(Full name)

Evaluator(s)

(Signature)

(Full name)

Description of the procedure for the assessment and recognition of competences acquired in a non-formal and informal way at Vilnius Gediminas Technical University
Annex 4

(An example of the form of the card for the assessment of learning achievements and crediting of subjects)

I APPROVE

Dean of the Faculty of _____

(Signature)

(Full name)

20____-____-____

(Full name)

(Name of study programme / personal identification number, if not studied by Vilnius Tech)

CARD FOR THE ASSESSMENT OF LEARNING ACHIEVEMENTS AND CREDITING OF SUBJECTS

Legible subject of study	Credits	Rating	Evaluator(s)	
			name and surname	signature