

THE DESCRIPTION OF THE PROCEDURE FOR RECOGNITION OF EDUCATION AND QUALIFICATIONS ACQUIRED IN A FOREIGN STATE

SECTION I GENERAL PROVISIONS

1. The Description of the Procedure for Recognition of Education and Qualifications Acquired in a Foreign State (hereinafter - the Description) shall regulate the academic recognition of education and qualifications concerning higher education and acquired under education programmes of foreign states and international organizations (hereinafter - foreign qualifications), at Vilnius Gediminas Technical University (hereinafter - VILNIUS TECH).

2. Terms used in the Description:

Academic Recognition shall mean the determination of the academic value of a qualification, i. e. it is determined whether the qualification in principle meets the academic requirements for a similar qualification in Lithuania.

Higher Education Qualification shall mean an acquired qualification attested by any diploma or other relevant document issued by a competent authority and attesting to the successful completion of a higher education programme.

General Requirements shall mean conditions that must in all cases be fulfilled for access to higher education or to a given level thereof, or for the award of higher education qualification at a given level.

Substantial Difference shall mean a difference when a foreign qualification substantially differs in terms of the requirements for the content, profile, workload, learning (study) quality and study outcomes imposed on it from the respective requirements established for secondary education or higher education qualifications in the Republic of Lithuania.

Qualification Giving Access to Higher Education shall mean a qualification attested by a diploma or other respective document issued by a competent authority attesting the successful completion of an education programme and entitling the holder of the qualification to be considered for admission to higher education institution.

Specific Requirements shall mean additional conditions that must be fulfilled, in addition to general requirements, to get admission to study under a particular educational programme or be awarded a particular higher education qualification.

Applicant shall mean a person who holds a foreign qualification and seeks to get admission to study at VILNIUS TECH.

Qualification Concerning Higher Education shall mean a qualification (education) granting access to higher education or higher education qualification.

Foreign Qualification shall mean a qualification (education) related to higher education and acquired while studying under the educational programmes of foreign states and international organizations in institutions that do not belong to the education system of the Republic of Lithuania.

Academic Recognition of a Foreign Qualification shall mean a formal acknowledgement of a foreign qualification, which establishes the value of that qualification identified during the assessment of a foreign qualification with a view of its holder's access to studies.

Assessment of a Foreign Qualification shall mean the establishment of the value of a foreign qualification performed by comparing a foreign qualification with secondary education provided in the Republic of Lithuania or comparable higher education qualification.

3. Academic recognition of foreign qualifications at VILNIUS TECH shall be an integrated part of the admission process.

4. VILNIUS TECH conducts the academic recognition of foreign qualifications on a centralised basis to ensure uniform application of common criteria and consistency of decisions. International Studies Centre (hereinafter - the Centre) oversees the academic recognition of foreign qualifications.

5. The Centre, by implementing the academic recognition of foreign qualifications and comparing general and special requirements, cooperates with VILNIUS TECH departments and is driven by the recommendations of the Centre for Quality Assessment in Higher Education.

6. Academic recognition is carried out in accordance with the Council of Europe and UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the states of European Region, the EAR Manual, the EAR-HEI Manual, the Description of the Procedure for Recognition of Education and Qualifications concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organizations, approved by Resolution No 212 of the Government of the Republic of Lithuania of February 29, 2012 “On the Approval of the Description of the Procedure for the Recognition of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organizations” and the Methodology for Assessment of Education and Qualifications Concerning Higher Education and Acquired under Educational programmes of Foreign States and International Organizations approved by the Order No. V - 48 of Director of the Centre for Quality Assessment in Higher Education on May 28, 2012 “On the Approval of the Methodology for Assessment of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organizations” (hereinafter - the Methodology).

7. Information on the assessment procedure and criteria is published on VILNIUS TECH website in the sections for applicants both in the Lithuanian and English languages. The decisions made on the qualification assessment are formalized in accordance with the legal acts of VILNIUS TECH.

8. VILNIUS TECH uses a publicly accessible electronic system <http://vilniustech.dreamapply.com> (hereinafter - the System) to inform applicants and for the submission of documents. The System shall inform an applicant:

8.1. On study programmes offered, general and special terms for admission, documents required to be submitted.

8.2. On academic recognition policy (documents, procedure, deadlines).

8.3. Documents are submitted via the System. Documents are scanned and uploaded to the System.

8.4. On the progress of the academic recognition of a foreign qualification, the adopted decision, and the submission of appeals, if the applicant does not agree with the decision taken by VILNIUS TECH.

9. Each foreign qualification is assessed and a decision on its academic recognition is made individually and based on available information.

SECTION II DOCUMENTS TO BE SUBMITTED

10. An applicant shall submit via the System of VILNIUS TECH:

10.1. A document attesting a foreign qualification and a supplement to it, and their copies certified in accordance with the established procedure. If VILNIUS TECH does not have the possibility to examine the educational documents in their original language version, official translations of the educational documents and their supplements into Lithuanian, English or Russian certified in accordance with the established procedure shall be submitted.

10.2. An identity document.

10.3. Contact details.

10.4. Information regarding educational background.

10.5. A document proving the level of foreign language proficiency.

10.6. A motivation letter.

10.7. Confirmation that the information provided by the applicant is true and correct.

10.8. Consent that VILNIUS TECH may apply to third parties (school, university, ENIC / NARIC centres, etc.) for the authenticity of the applicant's documents, the value and level of the education, or studies.

10.9. Other additional documents (documents certifying work experience, etc.), that are required for the assessment of a foreign qualification.

11. Procedures for the assessment and recognition of an applicant's education and / or qualification acquired abroad are carried out only upon receipt of all documents and informing the applicant thereof via the System.

SECTION III ASSESSMENT AND RECOGNITION OF A FOREIGN QUALIFICATION

12. When performing academic recognition of foreign qualifications in accordance with the Methodology, the staff of the Centre shall:

12.1. Identify the value of the qualification in the country of its origin (Articles 32, 33 of the Methodology).

12.2. Identify the level of the qualification in the country of its origin (Articles 34– 36 of the Methodology).

12.3. Compare the qualification with a comparable qualification issued in the Republic of Lithuania (Articles 38– 41 of the Methodology).

12.4. Identify whether the differences between a foreign qualification and the qualification issued in the Republic of Lithuania are substantial, concerning the purpose of the assessment (Paragraphs 42–49 of the Methodology).

13. The foreign qualifications of each applicant are assessed individually, considering differences in education systems and / or special circumstances. To establish the value of an applicant's foreign qualification, a test of knowledge and abilities of the holder of a foreign qualification may be applied.

14. After establishing the value and level of the applicant's qualification and having compared the general requirements of the applicant's foreign qualification and the respective qualification issued in the Republic of Lithuania, and with the absence of substantial differences between them, the special requirements for the applicant's foreign qualification to enter or complete a specific study programme are established.

15. After the assessment of an applicant's foreign qualification and recognition of the foreign qualification as comparable to the qualification issued in the Republic of Lithuania, the applicant can participate in the competition for admission to the chosen study programme.

16. A foreign qualification is recognized and an applicant is admitted to studies if there are no substantial differences between the general requirements for the foreign qualification of the country where the foreign qualification was acquired and the general requirements of the comparable qualification issued in the Republic of Lithuania, also, if it is established that the applicant's qualification meets the special requirements and the applicant has passed the competition for admission to the chosen study programme. An applicant is informed about the recognition of his / her foreign qualification and admission to the study programme by sending him / her a letter of conditional acceptance and by issuing a student admission order.

17. The decision to accept a foreign qualification is taken in two stages. After examining the electronically submitted copies of the documents, an applicant is informed whether these documents would be sufficient for the recognition of the qualification. The received educational documents originals are examined and a decision on the recognition of the qualification is taken.

18. In the case when an applicant cannot be admitted to the chosen study programme, VILNIUS TECH may offer another study programme suitable for him / her. An applicant shall be informed thereof via the System.

19. After the recognition of an applicant's foreign qualification and establishment of additional requirements (examinations, additional courses, etc.) which the applicant must fulfil, the applicant shall be informed thereof via the System.

20. If it is established that an applicant's academic qualification does not correspond to the qualification required for admission to VILNIUS TECH, it may be recommended to the applicant that his / her studies under educational programmes of foreign states and international organisations are recognised as part of a study programme. Such decision shall be taken in accordance with the "Description of the Procedure for Crediting Study Outcomes at Vilnius Gediminas Technical University" approved by the Resolution No. 115-3.1 of Vilnius Gediminas Technical University Senate on December 17, 2019. The applicant shall be informed thereof via the System.

21. If it is established that an applicant's qualification applies to the system of non-formal education, it may be recommended to the applicant that his / her studies under educational programmes of foreign states and international organisations are recognised as learning outcomes gained in non-formal and informal education. Such decision shall be taken in accordance with the "Description of the Procedure for the Assessment and Recognition of the Competencies Gained in Non-Formal and Informal Education" approved by VILNIUS TECH Senate Resolution No 120-3.6 on September 29, 2020. The applicant shall be informed thereof via the System.

22. If a decision is made not to recognize the education and / or qualification acquired in a foreign state, the applicant shall be informed of the reasons for the decision taken and the appeal procedure. The decision is formalised in accordance with the procedure established at VILNIUS TECH, by either drawing up the minutes of the meeting of the Collegial Decision-Making Commission or Rector's Order, or the Order issued by Vice-Rector, or the Head of the Department authorized by the Rector.

23. The procedure for the academic recognition of a foreign qualification is terminated if the document attesting a foreign qualification of the applicant is suspected to have been forged, and the information is forwarded to the competent law enforcement authority.

24. All decisions regarding the recognition of education and qualifications acquired in a foreign state are based on the documents submitted by the applicant to VILNIUS TECH.

25. The staff of the Centre cooperates with the Centre for Quality Assessment in Higher Education in the assessment and recognition of foreign qualifications:

25.1. The Centre seeks methodological assistance and guidance on the recognition of qualifications and up to date information.

25.2. The Centre holds consultations on the implementation and improvement of the recognition procedure.

25.3. The Centre participates in trainings organized by the Centre for Quality Assessment in Higher Education on issues relevant to the assessment of qualifications.

25.4. Within the stated time limits and in accordance with the criteria specified by the Centre for Quality Assessment in Higher Education, the Centre provides information on decisions of the academic recognition of qualifications.

25.5. The Centre refers to the recommendations and consultations provided by the Centre for Quality Assessment in Higher Education for the assessment and / or academic recognition of foreign qualifications.

SECTION IV FINAL PROVISIONS

26. By monitoring the decisions made on the recognition of education and qualifications acquired in a foreign state, VILNIUS TECH:

26.1. Systemizes the decisions taken by other institutions regarding the assessment of education and qualifications acquired in a foreign state and takes them into account when making decisions and examining applications and complaints from applicants.

26.2. Collects and systemizes information on samples of received educational documents, previous recognition decisions.

26.3. Regularly reviews the assessment procedure and requirements for the documents to be submitted and, where appropriate, upgrades them.

26.4. Collects information on the education systems of different countries.

26.5. Accumulates the ways of access to international networks, databases and other sources that help to find information on the education, content and value of qualifications acquired in a foreign state.

27. An applicant who does not agree with VILNIUS TECH decision concerning the recognition of a foreign qualification has the right to appeal against it within 14 calendar days after the receipt of the decision. The appeal is submitted to the Appeal Commission for the Recognition of Education and Qualifications Concerning Higher Education and Acquired in the Education Programmes of Foreign States and International Organizations which is established at the Centre for Quality Assessment in Higher Education.
