

APPROVED BY  
The Academic Council of Panevėžys  
College No. V4-7 of 25 January 2023  
The Academic Council of Panevėžys  
College No. V4-12 of 18 December 2024  
(new wording)

## **DESCRIPTION OF THE PROCEDURE FOR THE ASSESSMENT AND ACADEMIC RECOGNITION OF EDUCATION AND QUALIFICATIONS CONFERRING THE RIGHT TO HIGHER EDUCATION AND OBTAINED UNDER THE EDUCATIONAL PROGRAMMES OF FOREIGN STATES AND INTERNATIONAL ORGANISATIONS**

### **I. GENERAL PROVISIONS**

1. The Description of the Procedure for the Assessment and Academic Recognition of Education and Qualifications of Applicants to Panevėžys College (hereinafter referred to as "College"), which confer the right to higher education and are acquired under the educational programmes of foreign countries and international organisations (hereinafter referred to as "Description") establishes the principle provisions and procedure for the assessment and academic recognition of education and qualifications conferring the right to higher education, which are acquired under the educational programmes of foreign countries and international organisations (hereinafter referred to as "foreign qualifications").

2. The Regulation has been prepared in accordance with the Regulation on the Procedure for the Recognition of Education and Qualifications Related to Higher Education and Obtained under the Educational Programmes of Foreign Countries and International Organisations approved by the Government of the Republic of Lithuania and the Methodology of the Evaluation of Education and Qualifications Related to Higher Education and Obtained under the Educational Programmes of Foreign Countries and International Organisations approved by the Order of the Director of the Centre for Study Quality Assessment (hereinafter - SKVC).

3. The College carries out academic recognition of the education and qualifications conferring the right to higher education and acquired under the educational programmes of foreign countries and international organisations for intending students. The list of foreign educational systems to which the academic recognition of qualifications may be carried out by the College shall be approved by the Minister of Education, Science and Sport of the Republic of Lithuania.

4. Academic recognition shall be carried out in accordance with the documents listed in point 2 of the Regulations, the Council of Europe and UNESCO Convention on the Recognition of Qualifications Related to Higher Education in the European Region (hereinafter referred to as the "Lisbon Recognition Convention"), the documents adopted by the Lisbon Recognition Convention Committee, the ENIC/NARIC network, the Council of Europe or other competent institutions, international agreements of the Republic of Lithuania, the European Recognition Manual for Higher Education Institutions, other legal acts and the internal documents of the College.

5. Terms used in the description:

5.1 Qualification conferring entitlement to higher education - a qualification attested by a diploma or other appropriate document issued by any competent authority, attesting to the successful completion of an educational programme, and entitling the holder of the qualification to be considered for admission to a higher education institution.

5.2 Foreign qualification - a qualification (education) related to higher education which is not part of the education system of the Republic of Lithuania.

5.3 Academic Recognition of a Foreign Qualification - a formal confirmation by the College of the value of a foreign qualification, as determined by the assessment of the foreign qualification, to the holder of the qualification for the purpose of study at the College.

5.4 "Applicant" means the holder of a foreign qualification who has applied to the College for academic recognition of a foreign qualification.

6. Academic recognition of a foreign qualification does not imply admission to the College, which is governed by the Rules of Admission of Students to Panevėžys College and the Description of the Procedure for Admission of Foreign Nationals to Panevėžys College.

7. Academic recognition of foreign qualifications at the College is an integral and integrated part of the admission process. The assessment and recognition of qualifications for applicants to the College is carried out by the International Studies Coordinator (hereinafter referred to as the "Qualification Assessor"), appointed by order of the College Director.

## **II. GENERAL PRINCIPLES FOR THE ASSESSMENT AND ACADEMIC RECOGNITION OF QUALIFICATIONS OBTAINED ABROAD**

8. No discrimination shall be made in the assessment of qualifications on the grounds of sex, race, language, religion, political opinion, national, ethnic or social origin, or any other grounds unrelated to the academic merits of the qualification.

9. The evaluation procedure and the transparent, clear and consistently applied criteria shall be made publicly available on the College's website.

10. The assessment procedure and the requirements for the documents submitted by the applicant are periodically reviewed and improved as necessary.

11. The qualifications assessment procedure shall take into account the diversity of educational traditions and systems worldwide.

12. The assessment of individual qualifications shall take into account the practice of assessment of similar qualifications within the College, thus ensuring consistency in assessment practice. Practice shall be systematised and compiled in the Centre for Studies, Careers and Employment and shall be taken into account in decisions on academic recognition of qualifications. Any substantial changes in the practice of assessment and recognition of qualifications must be justified.

13. The responsibility for providing true, correct and clear information about foreign qualifications rests primarily with the applicant.

14. Academic recognition of foreign qualifications must grant the holder the same rights as in the country of origin, unless there are substantial differences.

15. A foreign qualification shall be recognised as equivalent to secondary education in the Republic of Lithuania if no substantial differences can be pointed out between the general requirements of the country in which the qualification was obtained and those of the Republic of Lithuania.

## **III. DOCUMENTS TO BE SUBMITTED FOR THE ASSESSMENT AND ACADEMIC RECOGNITION OF QUALIFICATIONS OBTAINED ABROAD**

16. Information on the assessment procedure, criteria, list of documents required for admission and assessment of qualifications and academic recognition shall be published publicly on the College's website.

17. An applicant shall submit a single online application (using the online application form <https://panko.lt/en/english-application-procedure-for-the-citizens-of-ukraine/>) for admission to studies at the College and for the assessment and recognition of qualifications, in which the applicant agrees that his/her qualifications will be referred, if necessary, to the institution that issued his/her educational documents or to the SKVC.

18. The application form shall contain information about the applicant, his/her qualifications, the study programme(s) he/she wishes to study, foreign language and other competences, work experience.

19. The following documents must be submitted with the application. The scanned documents must be in high resolution and must be made only from original documents:

19.1. Scanned copies of the foreign qualification document (certificate, diploma) and its annex(es). If the documents are not in English/Russian, a notarised translation(s) into English/Russian of the educational qualification(s) (certificate, diploma) and its annex(es) must also be provided.

19.2. A scanned copy of an identity document (passport or identity card).

19.3. Document(s) attesting the change of name if the educational documents were issued under a different name and/or surname.

19.4 Other documents (if any) necessary for the objective assessment of the qualifications, confirming other education acquired by the applicant, explaining the qualifications acquired or the educational documents submitted.

20. The assessor reserves the right to request the applicant to provide additional documents necessary for the competent assessment and recognition of the qualification. In the event of any doubt as to the authenticity of the documents submitted, the Qualifications Assessor shall have the right to request the original documents.

#### **IV. ASSESSMENT OF FOREIGN QUALIFICATIONS**

21. The procedure for the assessment of foreign qualifications shall be initiated and carried out within one month of the submission of all documents required for the assessment.

22. Before starting the process of evaluation of foreign qualifications, the Qualifications Evaluator, in consultation with the chairpersons of the programme(s) committee of the relevant field(s) of study, shall carry out an evaluation of the specific requirements.

22.1 If the applicant's qualification and/or learning/study outcomes meet the minimum qualification requirements for admission, the assessment of the qualification for academic recognition shall be initiated.

22.2 If the applicant's qualifications and/or learning/study results do not meet the minimum qualification requirements for admission, the applicant shall be informed by email that the admission conditions have not been met.

22.2.1. If available, the applicant shall be offered another study programme, remedial courses, additional studies or additional examinations, etc. In this case, the applicant must supplement his/her application and submit it for reassessment.

22.2.2 If it is not possible to offer the applicant another study programme, remedial courses, additional studies or an additional knowledge test, etc., the examination of the application shall be terminated.

23. The qualification assessment shall consist of the following stages:

23.1. determining the value of the qualification in the country of origin:

23.1.1. whether the qualification is part of the formal education system of that country.

23.1.2. whether the provider of the qualification is authorised to award such qualifications.

23.1.3. whether the document issued is of an approved model (if any).

23.2 Determination of the level of the qualification in its country of origin:

23.2.1. whether the qualification qualifies the person for higher education.

23.2.2. whether the education acquired corresponds to the secondary education acquired in the Republic of Lithuania.

23.3 Comparison of the qualification with the most comparable qualification offered in the Republic of Lithuania:

23.3.1. a comparison of the content, purpose, scope, quality of learning of the qualification with the relevant requirements in the Republic of Lithuania.

23.4 Determining whether the differences found between the qualification obtained abroad and the qualification offered in the Republic of Lithuania are substantial, taking into account the purpose of the assessment.

24. In cases where the qualification does not comply with the provisions of sub-paragraphs 23.1 and/or 23.2 of the Description, no further assessment of the qualification shall be carried out and the applicant shall be informed thereof by e-mail.

25. The assessment of an individual qualification shall take into account the assessment practices of similar qualifications, thereby ensuring consistency in the assessment practices. The practice shall be systematised and compiled in the Centre for Studies, Careers and Employment and shall be taken into account in the decision-making process for the academic recognition of qualifications.

26. If the document(s) certifying the applicant's foreign qualification(s) are found to be forged, the College shall terminate the procedure for academic recognition of the foreign qualification and shall inform the applicant of this by e-mail.

27. If there are contradictions in the documents and information submitted by the applicant and there is no objective possibility to explain them in a reasonable manner, the qualification assessment shall not be continued and the applicant shall be informed by e-mail.

## **V. TAKING A DECISION ON THE ACADEMIC RECOGNITION OF A QUALIFICATION OBTAINED ABROAD**

28. A qualification obtained abroad shall be recognised as equivalent to secondary education awarded in the Republic of Lithuania if no substantial differences can be pointed out between the general requirements of the country where the qualification was obtained and those of the Republic of Lithuania.

29. The qualification assessor, after the assessment of the foreign qualification, shall take one of the following decisions on academic recognition:

29.1. to recognise secondary education acquired abroad.

29.2. to recognise secondary education acquired abroad, granting the holder of the qualification the right to enrol only in study programmes in a particular field (groups of fields).

29.3 Recognition of secondary education obtained abroad only in conjunction with additional requirements (examination(s), additional courses, etc.) to be fulfilled by the holder of the qualification.

29.4. not to recognise a foreign qualification.

30. A decision on the recognition of a foreign qualification shall be taken only on the basis of sufficient information and official and reliable documents. The decision shall be reasoned and the reasons for the decision shall be clearly stated in writing.

31. The decision on the academic recognition of a foreign qualification in the cases provided for in sub-paragraphs 29.2.-29.4 shall be formalised in a written document signed by the Principal of the College or a Qualifications Assessor authorised by him/her. The decision shall be communicated to the applicant by sending a notification by e-mail.

32. After the decision referred to in sub-paragraph 29.1 of the Regulations has been taken or after the decisions referred to in sub-paragraphs 29.2.-29.3 have been taken, and the applicant has fulfilled the additional requirements, the procedures for the applicant's admission to the College shall be commenced in accordance with the Rules of Admission of Students to the College and the Procedures for Admission of Citizens of Foreign Countries to the College of Panevėžys.

33. An applicant who disagrees with the decision of the College regarding academic recognition of a foreign qualification may, within 14 calendar days from the receipt of the decision, submit an appeal to the Appeal Commission for Recognition of Education and Qualifications Related to Higher Education and Acquired under the Educational Programmes of Foreign Countries and International Organisations established by the SKVC, acting in accordance with the regulations of this Commission, agreed and approved by the SKVC with the Ministry of Education and Science.

## **VI. QUALITY ASSURANCE IN DECISION-MAKING**

34. The assessment and academic recognition of qualifications acquired abroad shall be carried out centrally in order to ensure impartial and consistent decision-making.

35. The assessment shall be based on the SKVC's general guidelines for the recognition of foreign qualifications.

36. If the Qualifications Assessor does not have sufficient information or qualifications to make an academic recognition decision in a particular case, the Qualifications Assessor must seek advice from the SKVC.

37. The Qualifications Assessor shall be obliged to take an interest in the practice of academic recognition in the world and to improve his/her qualifications by participating in trainings, seminars, internships.

38. The qualifications assessor shall provide information to the SKVC on the academic recognition decisions taken and other requested information within the deadlines set by the SKVC.

## **VII. FINAL PROVISIONS**

39. The Regulations shall be approved and amended by resolution of the Academic Board.

40. Other matters concerning the evaluation and academic recognition of foreign qualifications not covered by this Regulation shall be decided by the Qualifications Evaluator in consultation with the Deputy Director for Studies and in consultation with the SKVC.