

APPROVED by  
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of Vytautas Magnus University Senate  
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of 10 April 2024  
of Vytautas Magnus University Senate

**VYTAUTAS MAGNUS UNIVERSITY**  
**DESCRIPTION OF PROCEDURE FOR ASSESSMENT AND RECOGNITION OF**  
**COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL**  
**EDUCATION**

**I. GENERAL PROVISIONS**

1. Vytautas Magnus University (hereinafter referred to as “University”) Description of Procedure for Assessment and Recognition of Competences Acquired through Non-Formal and Informal Education (hereinafter referred to as the “Description”) has been prepared in compliance with the Law on Higher Education and Research of the Republic of Lithuania, the Law on Education, Lisbon Convention and other international, national and domestic legal acts.

2. Key concepts used in the Description:

**Competences** – abilities to perform a certain activity on the basis of the acquired knowledge, skills, abilities and values as well as personal qualities.

**Competence portfolio** – a purposefully compiled collection of evidence by a candidate, based on self-analysis, illustrating his/her acquired experience and other competences acquired through non-formal and informal education.

**Competence assessment** – a process aimed at identifying the knowledge, skills, competences, and attitudes that a person has acquired through non-formal or informal education.

**Competence recognition** – the formal assessment and certification of a person's competences acquired through non-formal and informal education.

**Non-formal education** – a systematic learning process in which one learns independently or acquires or improves competences through professional activities.

**Informal education** – a naturally occurring learning process during leisure, social, or other activities.

**Assessment methods** – various methods applied during the assessment process which allow assessing person's competences (e.g., a competence portfolio, interview, examination, case study, practical tasks, testing, evaluative conversation and other).

**II. PARTICIPANTS OF ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION**

Participants of the procedure for the assessment and recognition of competences acquired through non-formal and informal education:

**Candidate** – a person who applies for assessment and recognition of his/her competences acquired through non-formal and informal education. Candidates shall have at least secondary education.

**Competence assessment organiser** – a unit of the University that organises the assessment and recognition of competences acquired through non-formal and informal education, is responsible for administration and organisation of the assessment, and invites assessors (experts) from the University or from outside.

**Consultant (administrator)** – a person responsible for the administration of the assessment of competences acquired through non-formal and informal education: he/she shall provide information to the candidate, receive applications and other documents provided by the candidate, prepare competence validation and recognition documents, analyse the candidate's application; the consultant shall make a decision regarding the suitability of the documents presented by the candidate for the assessment procedure, consult the candidate on the preparation of the competence portfolio and provide other necessary support.

**Expert (teacher)(competence assessor)** – a specialist of high-level competence who assesses the candidate's achievements and identifies his/her competences. These experts may be teachers, experts of the study course or module of the relevant study field. A separate assessment committee may be set up if necessary.

### **III. STAGES AND PROCESS OF ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION**

#### **4. Informing and admission**

4.1. The candidate applying for the assessment of competences acquired through non-formal and informal education shall complete the digital registration form on the platform of VMU Learning Academy.

4.2. After assessing the registration data provided by the candidate, the consultant shall contact the candidate within 3–5 working days to arrange a time for a consultation to follow up the procedure.

4.3. The consultant shall inform the candidate of the principles and conditions of the assessment, the assessment procedure, the possible results of the assessment, and provide information on any other matters of interest to the candidate relating to the procedure for the assessment and recognition of competences.

4.4. The candidate applying for the assessment and recognition of competences acquired through non-formal and informal education shall submit an application. The application must be accompanied by the following documents: a curriculum vitae; documents certifying education and/or other documents which help to identify as precisely as possible the nature and extent of the competences to be recognised.

4.5. Upon receipt of the candidate's application to participate in the process of the recognition of competences, an Agreement on the Assessment and Recognition of Competences Acquired through Non-Formal and Informal Education shall be signed between the candidate and the University.

4.6. After signing the Agreement, the candidate shall start preparing the competence portfolio in accordance with the provided form.

#### **5. Consulting and preparation for assessment**

5.1. The candidate may receive up to 4 academic hours of consultation from a consultant and an expert (assessor). The form (by email, telephone, in person) and timing of the consultation shall be agreed on an individual basis between the consultant or expert and the candidate. The consultation shall be registered in an electronic system.

5.2. The consultant shall advise on how to prepare a portfolio of competences acquired through non-

formal education, how to prepare for an assessment interview, or any other issues.

5.3. The candidate shall have 30 days to prepare the competence portfolio. The deadline may be extended by up to 20 days in case of important reasons. Failure to submit the competence portfolio on time shall result in the unilateral termination of the Agreement and non-refund of the fee paid.

5.4. Evidence of competences acquired through non-formal and informal education must be presented in accordance with the prescribed form for the competence portfolio, in a detailed description, and the portfolio must be organised following clerical rules.

5.5. The candidate may apply for recognition of competences acquired through work activities, unpaid or voluntary work, traineeships, courses, seminars, projects, independent learning, leisure learning or any other form of learning acceptable to the candidate.

5.6. The following documents can serve as the evidence of the competences gained through non-formal and informal education: document copies prepared by the candidate (reports, guidelines, and etc.); video recorded material or photos (of works, events, etc.); feedback on the candidate's activity received from clients, customers; employer's assessment and recommendations; letters of gratitude, award documents; documents confirming participation in professional competitions, and other documents.

5.7. The consultant shall assess the compliance of the competence portfolio with the formal requirements (he/she shall allow the candidate to correct the competence portfolio in case of any defects) and shall submit it for assessment.

5.8. The candidate can follow the assessment process in the electronic system, as well as have access to the results of the assessment and, if necessary, submit comments and additional material in the same electronic system.

## 6. Assessment and evaluation

6.1. The assessment and evaluation of competences acquired through non-formal and informal education shall be the responsibility of an expert (assessor ) or an assessment committee.

6.2. Within a maximum of 2 weeks from the date of receipt of the candidate's competence portfolio, the expert (assessor) or the assessment committee shall analyse its content, verify the evidence, select the assessment methods best suited to identify the candidate's competences and their level, and test the candidate's competences using the provided methods.

6.3. The expert (assessor) or the assessment committee shall assess the competences acquired by the candidate and their alignment with the outcomes of the study course, module (study programme, part of the study programme), if the aim is to recognise the competences as outcomes of the study course.

6.4. The formal confirmation of the assessment of the candidate's competences acquired through non-formal and informal education shall be recorded by the expert (assessor) in the *Form for Assessment of Competences Acquired through Non-Formal and Informal Education*.

6.5. The decision on the assessment of the candidate's competences acquired through non-formal and informal education may be **positive**, when the competences acquired by the person are fully recognised; **partially positive**, when only part of the competences submitted for assessment are recognised; or **negative**, when the competences acquired by the person are not recognised.

6.6. In case of a **positive** decision, the expert or the committee that assessed the competences acquired by the candidate shall record this in the *Form for Assessment of Competences Acquired through Non-Formal and Informal Education*.

6.7. In case of a **partially positive decision**, the expert or the committee shall decide on the part of the study course and the competences to be validated and shall indicate this in the *Form for Assessment of Competences Acquired through Non-Formal and Informal Education*, or the candidate shall be given the opportunity to provide additional evidence of competences within a time limit set by the expert in order to have his/her competences assessed using additional methods.

6.8. In case of a **negative** decision, the competences acquired through non-formal and informal education shall not be recognised.

6.9. The candidate shall be informed of the results of the evaluation within 3 working days of the approval of the decision.

6.10. Once the competences or part of the competences have been recognised, a Certificate of Competences shall be issued and submitted electronically on the platform of VMU Learning Academy. At the candidate's request, a paper version of the Certificate may be issued.

6.11. If the recognised competences are linked to the outcomes of the study courses and are assessed by a grade, the candidate may be issued with an academic certificate at his/her request.

6.12. The candidate who is studying or intends to study at the University and pursue higher education qualification can have certain study courses, modules (a study programme or its part) validated.

6.13. The volume of study credits allocated for the competences acquired through non-formal and informal education may not exceed 75% of the volume of the study programme the candidate intends to study in.

6.14. The Final Thesis shall not be validated.

#### **IV. TERMS AND CONDITIONS OF PAYMENT FOR ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION**

7. The candidate shall pay fees for the procedure of assessment and recognition of competences acquired through non-formal and informal education. The service fee shall be set and approved by the Rector of Vytautas Magnus University.

8. The cost of the procedure for the assessment and recognition of competences acquired through non-formal and informal education shall include a fee for the examination of the assessment and recognition of competences acquired through non-formal and informal education, consultation, the carrying out of the assessment procedure, and the preparation of documents. It depends on the extent of compliance between the assessed competences and the learning outcomes, based on a fee per study credit expressed in terms of BSB.

9. The assessment and recognition of non-formal and informal competences shall be financed by the candidate and may also be financed by legal or natural persons.

10. This service shall be free of charge for students studying in first cycle, second cycle, integrated, or professional study programmes.

#### **V. FINAL PROVISIONS**

11. If the person disagrees with the decision on the assessment of competences acquired through non-formal and informal education, he/she shall have a right to submit an appeal to the Rector of Vytautas Magnus University no later than in 10 working days from the date of informing the candidate about the decision.

12. Candidates' appeals shall be examined in compliance with Regulations for Submission of Appeals at Vytautas Magnus University.

13. In certain study fields (study programmes), restrictions on the procedure for the assessment and recognition of competences acquired through non-formal and informal education may be established and applied, or specific descriptions of criteria for the assessment of competences may be drawn up and approved by the Rector's order.