

APPROVED
by Order No. 01-07-98
of the President of ISM University of
Management and Economics of
23 December 2020

**DESCRIPTION OF THE PROCEDURE OF ISM UNIVERSITY
OF MANAGEMENT AND ECONOMICS FOR THE
ASSESSMENT AND RECOGNITION OF COMPETENCES
ACQUIRED THROUGH NON-FORMAL AND INFORMAL
EDUCATION**

I. GENERAL PROVISIONS

1. The Description of the Procedure of ISM University of Management and Economics for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Education (hereinafter referred to as the Description) shall form the basis for the ISM University of Management and Economics (hereinafter referred to as ISM or the University) to perform the procedures for the assessment and recognition of competences acquired through non-formal and informal education.

2. The Description has been drafted in accordance with the following documents that have been valid at the time when it was drafted: Law on Education of the Republic of Lithuania, Law on Science and Studies of the Republic of Lithuania, Law on Non-formal Adult Education and Continuing Education of the Republic of Lithuania; Decree No. V-289 of the Minister of Education and Science of the Republic of Lithuania of 24 April 2017 "Regarding the approval of general principles for the assessment and recognition of non-formal and informal competences in higher education", conclusions of the Council of the European Union of 12 May 2009 "Regarding a strategic framework for European cooperation in education and training (ET 2020)" (2009/C 119/02) and the University's internal regulations.

3. The following definitions are used for the purpose of this Description:

Examination - an assessment of student achievements based on their learning outcomes.

Note: The examination is based on the criteria for the assessment of student achievements, including the preparation of respective assessment tools. The criteria for the assessment of student achievements are determined on the basis of defined learning outcomes, which is a fundamental theoretical provision of studies based on learning outcomes.

Assessment - a grade or a pass reflecting a compliance of student achievements with the defined learning outcomes granted based on the assessment system applied by the University.

Candidate - a person seeking to have their competences acquired through non-formal and / or informal education recognised as their learning outcomes (including granting of respective credits), who has signed an agreement with the University on the assessment and recognition of their learning achievements as their learning outcomes.

Competence - the ability to perform a certain activity based on the entirety of acquired knowledge, abilities, skills and values.

Assessment of competences - a process to assess the degree to which the competences or their elements described in respective professional standards, qualification descriptions or other similar documents comply with the professional requirements resulting from relevant labour market and democratic society development needs.

Consultant - a person who advises the candidate on how to prepare for the assessment of competences and gather respective evidence.

Learning achievements - a candidate's knowledge, abilities and skills that they can reveal and substantiate during the assessment of their learning achievements.

Assessment of learning achievements - a decision made during the assessment of student achievements as to whether they comply with the defined learning outcomes.

Evaluation of learning achievements - collection, systematising and analysis of quantitative and qualitative data on student achievements.

Recognition of learning achievements as learning outcomes - a process of recognising a candidate's learning achievements attained by them through non-formal and / or informal education as compliant with the learning outcomes of a respective course(s).

Note: The assessment results in a grade which reflects the level of student achievements.

Agreement on the Assessment and Recognition of Learning Achievements as Learning Outcomes - an agreement signed by the President of the University or their authorised representative and a candidate defining respective relations and obligations of the parties with regard to assessment, recognition, crediting and formalising of learning achievements as learning outcomes.

Procedure for the assessment of learning achievements - a consistent course of actions and methods to assess the candidate's learning achievements performed by the University.

Non-formal education - an education that is in line with the interests of an individual, employers and society offering characteristic flexible forms of learning (courses, seminars, lectures, part-time education, etc.). Its content is regulated through non-formal education programmes, upon completion of which a certificate of learning achievements can be issued.

Informal education - a self-directed learning that is based on a person's knowledge gained from various available sources, including their practical experience.

Student achievements - subjective student learning outcomes (knowledge, abilities, values and attitudes) as demonstrated during assessment.

Note: Student achievements are formalised through respective grades resulting from a student achievements assessment procedure.

Assessment of student achievements - collection, systematising and analysis of quantitative and qualitative data on student achievements.

Note: The data collected during the assessment of student achievements forms the basis for a decision on the grade reflecting the level of respective student achievements.

Evaluation - the entirety of methods and procedures used to assess a candidate's learning achievements (knowledge, skills, abilities and values).

Assessor - a course teacher who assesses the candidate's learning achievements and determines whether they comply with the learning outcomes of their course.

II. ORGANISING THE ASSESSMENT AND RECOGNITION OF NON-FORMAL AND INFORMAL COMPETENCES

4. University students, external students and other non-students of the University who have already attained at least secondary education may be subjected to the procedure of assessment and recognition of competences acquired through non-formal and informal education (hereinafter - the Assessment and Recognition of Competences).

5. An individual may apply for the assessment of their competences acquired:

5.1. at work;

5.2. when doing unpaid or voluntary work;

5.3. as part of internships, courses, seminars, projects, etc.;

5.4. in the process of self-directed learning;

5.5. in their leisure time or in any other ways that the individual can substantiate and prove as being equivalent to the learning outcomes of the modules (course) taught.

6. An individual becomes a candidate to have their competences recognised and assessed when they submit a respective application to the Study Services Department or send it by e-mail at ism@ism.lt (Appendix No. 1) and sign the Agreement for the Assessment and Recognition of Competences (Appendix No. 4), which defines the obligations of both parties, and present a respective payment receipt.

7. The procedure for the assessment and recognition of competences is performed twice a year: one month before the start of the fall and the spring semesters.

III. PROCESS FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION

8. Informing phase:

8.1. Before signing the agreement, an individual is informed and consulted on the assessment conditions, possible assessment outcomes and an individual study plan, if need be, by a person appointed as decreed by the President.

9. Consulting phase:

9.1. Consultations are offered only after signing the agreement on the assessment and recognition of learning achievements and following the payment of a respective fee set by the University.

9.2. The initial consultation between the consultant and the candidate takes place for at least 1 academic hour, other consultations are offered depending on the needs of the candidate.

9.3. The form (by e-mail, telephone or in person) and schedule of the consultations is agreed between the candidate and the consultant.

9.4. As part of the consultation, the consultant and the candidate discuss what learning achievements will be assessed, how to gather evidence of respective learning achievements, how to prepare a portfolio of learning achievements (Appendix No. 2), including various assessment methods (case study, examination, interview, etc.) and the way to prepare for assessments depending on the applicable assessment method (test, interview, etc.). The documents required for the assessment must be collected by the candidate and submitted within one month.

10. Assessment phase:

10.1 The assessment phase starts with the submission to the Commission of a compiled portfolio of learning achievements as agreed between the candidate and the consultant.

10.2 The assessment of competences is performed by the Assessment and Recognition Commission for Competences (hereinafter referred to as the Commission) approved by the President. The composition of the Commission shall be approved on a case-by-case basis. The Commission shall establish its rules of procedure at its first meeting, and the rules are recorded in the minutes of the meeting.

10.3 The Commission analyses the content of the submitted documents and prepares a list of competences that can be assessed and recognised.

10.4 The Commission decides on the methods for assessing respective learning achievements, informs the candidate about it and sets a date for the assessment of the candidate's achievements.

11. Crediting of competences:

11.1. Following the assessment of the candidate, an assessment report is drafted (Appendix No. 3) and the Commission decides whether or not to recognise or partially recognise the evidence of non-formal and informal education attained by the candidate. When the evidence provided by the candidate only partially substantiates the learning outcomes (competences) of a course, the assessor decides which part of the course can be credited.

11.2. The crediting of competences is formalised by giving an assessment - a grade or a credit. The assessment is entered in the section for Student Achievement Assessment of the Academic

Information System.

11.3 If the candidate proves that they have the knowledge, abilities and skills described in the learning outcomes of a course, they are granted credits for a respective course.

12. If the assessment shows that the candidate has not provided sufficient evidence of their competences and cannot demonstrate them in other ways, additional consultations may be organised at the candidate's request.

13. If the candidate does not agree with the decision on the assessment of the acquired competences, they have the right to appeal to the Commission of Appeals in line with the order provided for in Clause 17.

14. Scope of assessment and recognition of competences:

14.1. The volume of ECTS credits granted during the assessment and recognition of the candidate's learning achievements shall not exceed 50 per cent of the volume of the study programme that the candidate intends to study.

14.2. The final thesis or final examinations shall not be credited.

15. The candidate must pay a fee for consultations and participation in the process of assessment and recognition of their learning achievements as learning outcomes; the size of the fee is determined by the University.

16. The candidate shall pay for the assessment of learning achievements in accordance with the procedure established by the University.

IV. FINAL PROVISIONS

17. If an individual does not agree with the decision on the assessment and recognition of their competences, they may file a written appeal to the Commission of Appeals no later than within 5 business days as of the adoption of the decision.

18. The composition of the Commission of Appeals is determined by the President of ISM. The Commission of Appeals must examine the appeal within 15 calendar days. The decision of the Commission of Appeals regarding the assessment and recognition of competences may be appealed to the Dispute Resolution Commission in accordance with the procedure and within the time limits established in the Description of the Procedure for Submission and Examination of Applications and Appeals.

19. The Study Services Department of ISM informs the student about the decision.

20. This Description shall enter into force on the day the President of the University signs a respective order approving the Description.



(name, surname, personal identification number)

(address, telephone number, e-mail)

**APPLICATION
FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED
THROUGH NON-FORMAL AND INFORMAL EDUCATION**

(date)

I hereby apply for the assessment of my competences acquired through non-formal and informal education and their recognition as complying with the learning outcomes of the course:

No.	Competences	Study programme (study cycle)	Name and code of the course to be credited	Credits

(name, surname, signature)



(name, surname, personal identification number)

(address, telephone number, e-mail)

PROOF OF COMPETENCES

(date)

1. Competences, qualifications and education acquired through formal education, including respective supporting documents:

Competences and / or qualifications and / or education	Name of the document	Issuing institution and year of issue	Consultant's comments

2. Competences acquired through non-formal and informal education, including respective supporting documents:

Competences	Name of the document	Issuing institution and year of issue	Consultant's comments

SUPPLEMENTS:

1. Curriculum vitae;
2. ...

(name, surname, signature)



MINUTES OF THE INTERVIEW WITH THE CANDIDATE TO ASSESS NON-FORMAL AND INFORMAL COMPETENCES

_____ (date)

Participants of the interview:

Candidate

_____ (name, surname, personal identification number)

_____ (in case of studies at the Lithuanian Academy of Music and Theatre, please indicate the study programme, study cycle, and faculty)

**Commission for the Assessment
of Competences**

Chairperson

_____ (position, name, surname)

Member

_____ (position, name, surname)

Member

_____ (position, name, surname)

Content of the interview:

Course related to the candidate's learning achievements
Issues addressed during the interview
Conclusion

We hereby confirm that the above information is true

and correct: Candidate

_____ (name, surname, signature)

**Commission for the Assessment
of Competences**

Chairman

_____ (name, surname, signature)

Member

_____ (name, surname, signature)

Member

_____ (name, surname, signature)



AGREEMENT ON THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL EDUCATION

_____ 20__
Vilnius

ISM University of Management and Economics, UAB, legal entity code: 111963319, with its registered office located at Aušros Vartų St. 7A, Vilnius, Lithuania (hereinafter referred to as **ISM**), represented by _____, Vice-President for Studies and Research, acting under _____, and _____, personal identification number _____, residing at _____ (hereinafter referred to as the **Candidate**) hereinafter collectively referred to as the **Parties**, and each individually referred to as the **Party**, by following the provisions of the documents regulating the studies at ISM, including other relevant legislation of the Republic of Lithuania, have entered into the following Agreement on the Assessment and Recognition of Competences Acquired through Non-Formal and Informal Education (hereinafter - the **Agreement**):

I. Object of the Agreement

1. This Agreement sets out the procedure and price for the assessment and recognition of competences acquired by the Candidate through non-formal and informal education, including the obligations of the Parties and the terms and conditions defining the validity of, amendments to and termination of the Agreement.
2. This Agreement is concluded and shall remain valid for the period from _____ 20__ to _____ 20__.
3. The Candidate can seek for the assessment and recognition of their learning achievements and competences within the framework of the following courses / modules:
_____ (course / module name, code and credits).
4. The consulting of the Candidate will last for _____ hours.

III. OBLIGATIONS OF ISM

5. ISM hereby undertakes to:

- 5.1. provide conditions for the Candidate's competences acquired through non-formal and informal education to be assessed (in certain cases - also additionally assessed) and recognised in relation to the chosen courses / modules;
- 5.2. ensure that the assessment and recognition process is objective and impartial;
- 5.3. process the Candidate's personal data in accordance with the provisions of the laws of the Republic of Lithuania;
- 5.4. at the request of the Candidate, to issue a transcript or a certificate indicating the learning outcomes that have been credited.

IV. OBLIGATIONS OF THE CANDIDATE

6. The Candidate hereby undertakes to:

- 6.1. independently get acquainted with the rules published on the ISM website and regulating the organisation of the study process;

- 6.2. pay the fee specified in this Agreement;
- 6.3. comply with the provisions of the Description of the Procedure of ISM University of Management and Economics for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Education;
- 6.4. fulfil other obligations set forth in the legal documents providing for the internal regulations of ISM.

V. FEE AND PAYMENT PROCEDURE

7. The size of the fee depends on the number of modules to be assessed and their size in credits, including the duration of the consulting and assessment procedure.
8. The fee for the assessment and recognition of competences acquired through non-formal and informal education is - _____ EUR (_____ ct).
9. The Candidate shall undertake to pay for the procedure of assessment and recognition of their learning achievements and competences by making a respective bank transfer to the current bank account of ISM as specified in the Agreement within 5 business days as of the date of signing the Agreement.
10. ISM has the right to terminate the Agreement in case the Candidate fails to pay for the assessment of their learning achievements and competences within the term specified in Clause 9 of the Agreement.
11. Upon termination of the Agreement, the fee paid to ISM for the assessment and recognition of learning achievements and competences shall not be refunded, except in cases when the Agreement is terminated due to the fault of ISM.

VI. FINAL PROVISIONS

12. The Agreement enters into force on the day of its signature.
13. The Candidate has the right to terminate the Agreement at any time by notifying ISM about it in writing no later than 10 (ten) business days before the desired date of termination of the Agreement.
14. The Agreement shall be terminated on the initiative of ISM by giving a prior written notice of 5 (five) business days in cases when the Candidate does not comply with the requirements provided for in the Agreement and / or fails to pay the mandatory fees and / or fails to comply with the internal regulations of the ISM and / or the provisions of the Description of the Procedure for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Education.
15. The Agreement may be terminated at any time by mutual consent of the Parties.
16. The Parties shall be released from liability for improper performance of the Agreement if the proper performance of the Agreement is hindered by *force majeure* circumstances, which are understood as defined in the Civil Code of the Republic of Lithuania. The Party unable to perform under the Agreement must notify the other Party about these circumstances immediately, however, not later than within 2 (two) business days as of the day they occurred. Otherwise, the Party loses the right to invoke on the provision of *force majeure*.
17. In cases when this Agreement does not provide for an issue related to the assessment and recognition of the Candidate's learning achievements and competences, respective legislation of the Republic of Lithuania and documents regulating studies at ISM shall apply.
18. The Candidate hereby gives their consent to the processing of their personal data by ISM as defined by the law.
19. Disputes between the Parties shall be resolved in accordance with the procedure established in respective legal documentation adopted by ISM. Should the Parties fail to reach an agreement within 20 (twenty) calendar days, the dispute shall be settled before the court according to the address of the registered office of ISM and in accordance with the procedure established by the laws of the Republic of Lithuania.
20. This Agreement is concluded in one copy and signed by attaching non-qualified signatures of the Parties in pdf format and sending it to each of the Parties by e-mail.
21. By signing the Agreement, the Parties hereby confirm that they fully understand the content of the Agreement which is clear to them and reflects the will expressed by the Parties.
22. The Agreement shall enter into force as of its signature and shall remain in force until all the obligations under it are fully met by the Parties.

VII. Details and signatures of the Parties

ISM University of Management and Economics, UAB

Aušros Vartų St. 7A Vilnius, LT-01304

Legal entity code: 111963319

VAT code: LT119633113

AB DNB bankas, bank code: 40100

Current account No. LT574010049500436891

E-mail: _____@ism.lt

Candidate

Name and surname:

Personal identification number:

Place of residence:

Tel.:

E-mail:

(position, name, surname signature)

(name, surname signature)