

APPROVED BY
the Order No. V-184 of 16 December 2024 of
Director of Utena Higher Education Institution
(wording of Order No. V-3 of 7 January 2025 of
the Director of the Utena Higher Education
Institution)

**DESCRIPTION OF THE PROCEDURE AND QUALITY ASSURANCE OF ASSESSMENT AND
ACADEMIC RECOGNITION OF QUALIFICATIONS RELATED TO HIGHER EDUCATION
AND ACQUIRED UNDER THE EDUCATIONAL PROGRAMMES OF FOREIGN COUNTRIES
AND INTERNATIONAL ORGANISATIONS FOR APPLICANTS TO UTENA HIGHER
EDUCATION INSTITUTION**

**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure and Quality Assurance of Assessment and Academic Recognition of Qualifications and Related to Higher Education and Acquired under the Educational Programmes of Foreign Countries and International Organisations (hereinafter referred to as the "Description") shall regulate the procedure of assessment, academic recognition and quality assurance of qualifications related to higher education and acquired under educational programmes of foreign countries and international organisations at Utena Higher Education Institution (hereinafter referred to as the "Utena HEI").

2. The description is prepared in accordance with the Council of Europe/UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Official Gazette, 1998, No. 110-3025) (hereinafter- Lisbon Recognition Convention), the Law on Ratification of the Council of Europe/UNESCO Convention on the Recognition of Qualifications Concerning Higher Education in the European Region of the Republic of Lithuania (Official Gazette, 1998, No. 110-3022), Resolution No. 212 of the Government of the Republic of Lithuania "On the Approval of the Description of the Procedure for the Recognition of Education and Qualifications Related to Higher Education and Obtained in the Framework of Educational Programmes of Foreign Countries and International Organisations" of 29 February 2012 (new wording, approved by Resolution No. V-443 of 12 June 2024), Republic of Lithuania Law on Higher Education and Research, the Resolution of the Government of the Republic of Lithuania No. 475 of 12 June 2020, the Order of the Minister of Education, Science and Sport of the Republic of Lithuania No. V- 443 of 25 March 2020 "On granting the right to higher education institutions to carry out the academic recognition of education and qualifications related to higher education and acquired under the education programmes of foreign states", the Order of the Minister of Education, Science and Sport of the Republic of Lithuania No. V-920 "On the amendment of Order of the Minister of Education, Science and Sport No. V-443 of 25 March 2020" of 7 June 2022, as well as the documents related to academic recognition of foreign qualifications, other legal acts and the European Recognition Manual for Higher Education, "Description of the Procedure for Competition for Admission to State-Funded Study Places in Higher Education Institutions for Persons Who Have Acquired Education in Foreign Institutions or in Education Programmes of International Organisations," by the Minister of Education, Sport and Science of the Republic of Lithuania No. V-1174 "On Approval of the Description of the Procedure for the Crediting of Partial Results of Studies in Higher Education Institutions" of 6 August 2020, documents adopted by the ENIC/NARIC network, the Council of Europe and other competent institutions on the application and implementation of the Lisbon Recognition Convention, international treaties, bilateral and multilateral agreements of the Republic of Lithuania, national legal acts and the College's legal acts and internal documents.

3. The following terms are used in the Description:

3.1. **General requirements** mean the conditions that must be fulfilled in any case in order to be eligible for higher education or a level of higher education or to acquire a higher education qualification at a given level.

3.2. **Substantial difference** - a difference when foreign qualification substantially differs from the corresponding requirements for secondary education or higher education qualifications in the Republic of Lithuania in terms of the requirements for the content, purpose, volume, quality of learning (studies), and results of studies.

3.3. **Qualification providing access to higher education** means a qualification certified by diploma or other relevant document issued by any competent institution certifying successful completion of an educational programme and entitling the holder to be considered for admission to higher education.

3.4. **Entrant** - the holder of a foreign qualification or his/her authorised person who has submitted an application for academic recognition of a foreign qualification to Utena Higher Education Institution.

3.5. **Special requirements** - additional conditions that must be met in addition to the general foreign qualification requirements in order to be admitted to study in the Republic of Lithuania under a particular education programme.

3.6. **Qualification related to higher education**- a qualification/education giving access to higher education or a higher education qualification.

3.7. **Foreign qualification** - a qualification/education related to higher education that does not belong to the education system of the Republic of Lithuania.

3.8. **Academic recognition of a foreign qualification** - a formal confirmation by the institution carrying out the academic recognition of a foreign qualification, which indicates the value of the foreign qualification for the holder of the qualification in order to study and/or work in the Republic of Lithuania.

3.9. **Assessment of foreign qualification** - the establishment of the value of a foreign qualification conducted by comparing it with secondary education provided in the Republic of Lithuania or comparable higher education qualification. or t.

3.10. **Commission for Foreign Qualifications Academic Recognition of (hereinafter referred to as the Commission)** - a commission established by the order of the Director of Utena HEI, which makes a decision on academic recognition.

3.11. **Assessor** - the person responsible for the assessment and academic recognition of qualifications obtained abroad, appointed by order of the Director of Utena HEI.

4. Utena Higher Education Institution follows the general and individual guidelines on the assessment of foreign qualifications related to higher education, prepared by the Centre for Quality Assessment in Higher Education (hereinafter - SQAHE). The final decision on the recognition of an individual qualification is taken by the Commission in accordance with the recommendations of SQAHE, depending on the documents supporting the qualification (secondary education).

5. Academic recognition of foreign qualifications is an integrated part of the admission process and is not equivalent to admission to Utena HEI.

6. The procedure for the assessment and academic recognition of foreign qualifications is provided free of charge for entrants to Utena HEI.

7. Information on the implementation of academic recognition is published on the Utena HEI website in Lithuanian and English.

CHAPTER II GENERAL PRINCIPLES FOR ACADEMIC RECOGNITION AND ASSESSMENT OF QUALIFICATIONS

8. Entrant's foreign or international qualification is assessed in relation to the entrant's purpose (to gain a general right to further study, or to enrol only in a particular field (group of fields) of study).

9. The responsibility for providing true, correct and clear information on foreign qualifications lies primarily with the entrant.

10. The evaluation criteria used are clearly defined, rational, consistently applied and publicly available. The published information is tailored as far as possible to the holders of specific qualifications, i.e. the specific titles of the documents submitted are identified.

11. A foreign or international qualification is recognised as equivalent to a secondary education qualification or higher education qualification at the appropriate level awarded in the Republic of Lithuania if no substantial differences can be pointed out between the general requirements of the country where the foreign qualification was obtained and those of the Republic of Lithuania.

12. The principle of non-discrimination on grounds of sex, race, language, religion, national or social origin, or any other grounds unrelated to the academic merits of the qualification, shall be respected in the assessment of foreign or international qualifications conferring entitlement to higher education, or academic recognition.

13. Each foreign or international qualification shall be assessed and a decision on its academic recognition shall be taken on an individual basis, on the basis of international and national legislation, the College's internal documents, the information available and the documents provided by the entrant.

14. In cases where persons cannot substantiate foreign or international qualifications or have only partial documentation, the procedure for assessing undocumented persons is applied.

CHAPTER III DOCUMENTS TO BE SUBMITTED BY THE APPLICANT

15. The entrant shall submit the following documents:

15.1. an application in the prescribed form, stating his/her name, surname, date of birth, nationality, identity document number, telephone number and/or e-mail address and address (for correspondence);

15.2. high quality colour digital copies or access to digital records of the award of the qualification and/or the learning context in the relevant official registers or information systems in the country;

15.3. a copy of a foreign or international qualification or other equivalent document;

15.4. a copy of the annex to the foreign or international qualification or other equivalent document;

15.5. a copy of the entrant's personal identity document (if the original document or a copy certified in accordance with the prescribed procedure is provided, the document will be returned if the necessary personal data (name, surname, date of birth, nationality, issue number) are retained);

15.6. a copy of the document certifying the change of name and/or surname, if the document certifying the acquired qualification was issued under a different name and/or surname (if the original document or a copy certified in accordance with the prescribed procedure is submitted, the document will be returned if the necessary personal data (name, surname, date of birth, number of the document) have been retained);

15.7. other additional documents specified by the competent entities carrying out the academic recognition of qualifications for the purposes of recognition to establish the substantial difference between the qualifications as to the level, purpose, volume (defined duration of acquisition), quality, results of study (learning), and additional documents necessary to prove the authenticity of the foreign or international qualification, including their legalisation or certification by Apostille, in accordance with the Description of the Procedure for Legalisation of Documents and Certification of Documents by Apostille, adopted by the Government of the Republic of Lithuania on 2006 1079 "On Approval of the Description of the Procedure for Legalisation and Certification of Documents by Apostille" (hereinafter referred to as the "Resolution of the Government of the Republic of Lithuania No. 1079").

16. In cases where the document(s) attesting the qualification(s) is/are lost and, due to objective circumstances, it is not possible to obtain a duplicate, Utena HEI shall carry out the procedure for the recognition of qualifications or partial studies without education. Objective circumstances may be considered as all the cases referred to in this point:

16.1. the issuer of the foreign or international qualification is no longer in business and there is no other body able to issue such a document;

16.2. official information and/or confirmation that the relevant information on the foreign or international qualification and/or the circumstances of its acquisition has been lost and cannot be retrieved;

16.3. the entrant has been granted refugee status, subsidiary protection or temporary protection.

17. The primary source of information for deciding on academic recognition is the original language of the education documents.

18. The qualifications assessor shall ensure that academic recognition is based only on authentic documents.

19. The International Relations Department can advise entrants on procedures, submission of documents and evaluation criteria by email at admission@utenos-kolegija.lt or by phone +370 610 69398.

20. Upon receipt of the entrant application and the documents submitted, a notification will be sent informing the applicant of the receipt of the application and of the further progress of the qualification assessment. The assessment of the foreign qualification shall be carried out within 20 working days of the submission of all the documents required for the assessment, but no later than the beginning of the academic year or the signature of the study agreement.

CHAPTER IV

CRITERIA AND STAGES OF THE EVALUATION AND RECOGNITION PROCEDURE

21. **The qualification assessment consists of the following steps:**

21.1. authentication of documents submitted;

21.2. determining the value of a qualification, taking into account the academic and professional rights it confers on the entrant in the country of origin;

21.3. determining the level of qualification in its country of origin;

21.4. comparison of the qualification with the most comparable qualification offered in the Republic of Lithuania, i.e. comparison of the qualification's content, purpose, volume, quality of learning/education, and achievement requirements with the relevant requirements set by Utena HEI;

21.5. determining whether the differences found between the qualification and the qualification offered in the Republic of Lithuania are material, taking into account the purpose of the assessment.

22. The substantial differences are determined for each foreign qualification on an individual basis, taking into account the entrant purpose, learning outcomes and the status of the awarding body, based on available information and previous recognition practice.

23. Determining whether the qualification meets the admission requirements for a particular study programme.

24. The Assessor shall only make an assessment for the recognition of an individual qualification on the basis of sufficient information and on the basis of official and reliable documentation.

CHAPTER V

FORMALISATION AND APPEAL OF DECISIONS ON RECOGNITION OF QUALIFICATIONS

25. The final decision (Annex 2) on academic recognition is taken by the Commission on the basis of the Assessor's proposal and the SQAHE general recommendations. The following decisions on the academic recognition of a foreign qualification are possible:

25.1. **Recognise foreign or/ and international qualifications.** In this case, approval of academic recognition is not issued to the entrant and the examination of his/her application for admission to the chosen study programme(s) continues; the fact of recognition will be formalised in the order regarding the admission to studies issued by the Director of Utena HEI;

25.2. **Recognise foreign or/and international qualifications and give the entrant only certain rights (for further study only in a particular field (group of fields)).** The entrant is presented

with the decision and he/she is offered study opportunities at Utena HEI that correspond to his/her qualifications, if any;

25.3. Recognition of foreign and international qualifications is subject to additional requirements (minimum average as stated in the education document, examination(s), assessment of the holder's acquired competences, language skills, additional courses, training, etc.) that the entrant will have to fulfil. Where recognition is conditional, a letter signed by the Chairman of the Commission shall be issued, clearly stating the reasons for the decision, indicating the additional requirements to be fulfilled and their alternatives. If it is established that the qualification does not meet the admission requirements set out in the Admission Rules for a particular programme, the entrant will be informed by e-mail and offered another study programme or further assessment of knowledge and skills:

25.3.1. the assessment of knowledge is carried out by a lecturer in the field of study appointed by the Dean of the Faculty;

25.3.2. assessment of knowledge and skills is carried out remotely or by contact;

25.3.3. the conclusions of the additional assessment of knowledge and skills shall be submitted to the Commission;

25.3.4. If the knowledge and skills assessment is positive, the applicant is not issued with an academic recognition and the recognition is formalised by an admission order of the Director of Utena HEI.

25.4. Non-recognition of foreign and international qualifications. In the case of non-recognition of a foreign qualification, a decision signed by the Chairman of the Commission shall be issued, clearly stating the reasons for the decision.

26. The decision regarding academic recognition, in accordance with paragraphs 25.2 and 25.4, shall be sent to the entrant by e-mail, stating the clear reasons for the decision and the conditions for appeal. At the entrant's request, the original decision is sent by post or delivered personally.

27. Submitting and handling appeals against academic recognition:

27.1. An entrant who disagrees with the Utena HEI decision on the academic recognition of a foreign qualification may, within 10 working days, submit a request to the Director of Utena HEI for a review of the foreign qualification recognition, stating the grounds for the request. In this case, the entrant must submit the original documents of education. The Assessor shall reassess the qualification within 5 working days of receipt of the original documents and, if necessary, revise the decision;

27.2. The entrant who disagrees with the Utena HEI final decision on the academic recognition of a qualification may, within 10 working days from the date of delivery of the decision, submit an appeal to the Appeals Board of the Centre for Quality Assessment in Higher Education.

CHAPTER VI QUALITY ASSURANCE SYSTEM IN DECISION-MAKING

28. The quality assurance system in decision-making consists of internal and external quality assurance measures.

29. The Internal Quality Assurance System applies the quality principles for the recognition of qualifications:

29.1. assessors follow the principle of impartiality and entrant-centred recognition;

29.2. the recognition process is conducted consistently by applying clear and justified criteria at each stage;

29.3. whenever possible, information from more than one source on the qualification being assessed;

29.4. consultation with Utena HEI units (faculties and departments) on the application of specific requirements for qualifications to be recognised as appropriate for a particular study programme;

29.5. recognition practices and this Description shall be reviewed at least once per academic year, with updates and additions made in the light of new information and experience. Any shortcomings noted shall be addressed in order to improve the recognition methods used, to analyse the documents submitted more thoroughly and to shorten the decision-making period;

29.6. the established and updated evaluation criteria and procedures are published regularly on the Utena HEI website, in Lithuanian and English;

29.7. a decision not to recognise a qualification may be reconsidered for the current admissions period if additional information is provided by the applicant at the start of a new admissions round for the following academic year;

29.8. the Commission will only take a decision on the basis of sufficient information and official and reliable documents.

30. External quality assurance measures. Before the Commission can take a recognition decision, it must:

30.1. take into account the general recommendations made by SQAHE to national education systems;

30.2. in the absence of general recommendation, contact SQAHE for individual recommendation for each specific qualification.

31. The Commission, or a person appointed by the Commission, shall cooperate with SQAHE in the development of the practice of recognition of qualifications for the purposes of studies in Lithuania, i.e., to provide SQAHE with summarised information on the decisions taken or to share case examples; to provide SQAHE with information on the decisions taken on the academic recognition of qualifications, within the deadlines and in accordance with the criteria specified by SQAHE; and to provide SQAHE with the documents on the basis of which the recognition decision has been taken, upon the SQAHE request.

CHAPTER VII COMPILATION OF INFORMATION AND DECISION-MAKING

32. The available information on foreign education systems and qualifications is systematised and compiled in electronic formats and files, and the database is kept up-to-date.

33. Special features, security features or samples of forged documents identified shall be kept in appropriate files, recording the date of receipt and country of origin.

34. Decisions taken by the Commission on the Qualifications Academic Recognition conferring access to higher education are recorded in the Log/Register of Academic Recognition of Qualifications, with the original kept in the student's file and a copy kept in the electronic file.

CHAPTER VIII FINAL PROVISIONS

35. The Regulations shall be approved, amended and supplemented by an order of the Director of Utena HEI.

36. The Deputy Director for Studies and Science and the Head of the International Relations Department are responsible for updating the Regulations.

37. The Regulations shall be updated according to the need, but at least once per academic year.

Description of the Procedure and Quality Assurance of Assessment
and Academic Recognition of Qualifications Related to Higher Education
and Acquired under the Educational Programmes of Foreign Countries
and International Organisations for Applicants to Utena Higher Education Institution
ANNEX 1



For the Utena Higher Education Institution

APPLICATION FOR ACADEMIC RECOGNITION OF QUALIFICATION

DD/MM/YYYY

1. HOLDER OF QUALIFICATION	
Name and surname	
Previous name (if changed)	
Date of birth (year-month-day)	__/__/____
Citizenship	
Email	
Tel. Number	
Address of residence (street, house number, apartment number, district, city, country)	
2. INFORMATION ON QUALIFICATIONS	
Name of the qualification	
Name of the programme	
Name and type of the awarding institution	
Address of the awarding authority (city and country)	

Language of instructions	
3. LEVEL OF THE QUALIFICATION	
Level of qualification	<input type="checkbox"/> secondary <input type="checkbox"/> vocational <input type="checkbox"/> professional higher education <input type="checkbox"/> higher education
Official length of programme in years or semesters	
Year of admission	
Year of graduation	
4. DOCUMENTS SUBMITTED	
<input type="checkbox"/> 4.1.	Education document
<input type="checkbox"/> 4.2.	Supplement to the educational document
<input type="checkbox"/> 4.3.	Identity document
<input type="checkbox"/> 4.4.	A scanned copy of the document attesting the change of name and/or surname, if the educational qualifications were issued under a different name and/or surname
APPLICANT'S AUTHORISATION	<p>1. I certify that the documents submitted for my admission are legal and true copies of the originals.</p> <p>2. I understand that Utena HEI can cancel my study agreement and expel me if I submit fraudulent or plagiarized educational documents. My tuition fee will not be refunded.</p> <p>3. I consent to provide my educational documents to the Centre for Quality Assessment in Higher Education Lithuania and/or the institutions where I studied for verification, assessment, or qualification recognition for admission to Utena HEI.</p> <p>4. I certify that I understand and agree to all the above-mentioned information and the information given in this application is complete and accurate to the best of my knowledge.</p>
Date	Signature

Description of the Procedure and Quality Assurance of Assessment
and Academic Recognition of Qualifications Related to Higher Education
and Acquired under the Educational Programmes of Foreign Countries
and International Organisations for Applicants to Utena Higher Education Institution

UTENA HIGHER EDUCATION INSTITUTION

DECISION

ON ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS

.00/00/202x d. No. KV-

The purpose of academic recognition

Apply to study at Utena HEI

Foreign qualifications

Year of acquisition

Issuer of the document

Country or territory of origin

Recipient's education document

Recognition decision

Information on foreign qualifications:

Text to be written xxxxxxxxxxxxxxxxx

The appendix to the decision is attached to this decision (1 sheet).

Appendix to the Decision

Purpose of the decision

This decision certifies the academic level of the qualification in the Republic of Lithuania, as determined at the time of assessment. The academic level is determined by comparing the foreign qualification with the qualifications awarded in Lithuania at the time of the decision. The decision can only be used to study at Utena HEI, but it does not guarantee admission to the relevant studies.

Legal basis

The decision is based on the following key pieces of legislation:

- The Outline of the Procedure for the Recognition of Education and Qualifications Related to Higher Education and Obtained in Education Programmes of Foreign Countries and International Organisations, approved by the Resolution of the Government of the Republic of Lithuania No. 212 of 29 February 2012;
- Methodology for the assessment of education and qualifications related to higher education and acquired under the educational programmes of foreign countries and international organisations, approved by Order No. V-48 of 28 May 2012 of the Director of SQAHE.

Sources of information

The decision is based on the documents and/or information provided by the holder of the qualification, the methodology and practice of recognition of foreign qualifications applied at the time of the decision, the information provided by the Centre for Quality Assessment of Higher Education and the information available to and collected by Utena HEI during the assessment about the education system of the country of origin, the qualifications provided there and the circumstances of the completed studies or learning.

Authenticity

Internal and/or external verification mechanisms are in place to ensure that recognition decisions are based, as far as possible, only on authentic documents. However, even the use of these mechanisms cannot guarantee either the fact that the qualification has been awarded or the authenticity of the documents submitted. It should be noted that the authentication of a document is the responsibility of the issuing entity.

Criteria for recognition

Qualifications assessment compares the following elements of a qualification: level, quality, purpose, learning outcomes, content structure, scope (duration). The comparison takes into account only the general requirements for the type of qualification concerned, irrespective of the field or profile of the programme, and is based on the principle of acceptability, i.e. the recognition of the qualification takes into account only the essential differences between qualifications. This means that the assessment does not include a detailed analysis of the content of the qualification programme and does not look for complete identity between qualifications. The final decision on a person's eligibility to study the relevant programme is taken during the admissions process, after assessing the foreign qualification's compliance with the specific requirements of the relevant study programme.

Appeals procedure

The holder of the qualification who disagrees with the decision of Utena HEI regarding the academic recognition of the qualification may, within 10 working days, submit a request to the Director of Utena HEI to review the decision of the recognition of the foreign qualification, stating the grounds for such a request and submitting the original documents of the educational qualifications; the holder of the qualification who disagrees with the final decision of Utena HEI regarding the academic recognition of the qualification may submit an appeal to the Appeal Commission of the Centre of Study Quality Evaluation within 10 working days from the date of delivery of the decision.