

Document	Document approval	Case index by Documentation plan	Number of pages	Notes
Description of the Order of Recognizing Competences, acquired in a Formal Education Method for Persons, Wishing to Continue Studies in the SMK, as Part of Study Programme of the Public Institution SMK University of Applied Social Sciences	Approved 14-12-2020 by the Order of the Director No. V(20)-0080			Valid since 15-12-2020

**DESCRIPTION OF THE ORDER OF RECOGNIZING CEMPETENCES, ACQUIRED IN A FORMAL EDUCATION METHOD FOR PERSONS, WISHING TO CONTINUE STUDIES IN THE SMK, AS PART OF STUDY PROGRAMME OF THE PUBLIC INSTITUTION SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES**

**CHAPTER I  
GENERAL PROVISIONS**

1. Description of the Order of Recognizing Competences, acquired in a Formal Education Method for Persons, Wishing to Continue Studies in a Higher Education Institution, as Part of Study Programme (hereinafter – the Description) shall establish the general principles and order of formalization for the recognition of competences acquired by individuals through formal education as part of the study programme (hereinafter - recognition of competences) at the SMK Higher Education Institution (hereinafter – the SMK)

2. The description shall be applied to:

2.1. persons who have acquired or have been recognized with a qualification of at least level 4 according to the Description of Lithuanian Qualifications Framework, approved by 4 May 2010 Decision No.535 of the Government of the Republic of Lithuania "On the approval of the Description of Lithuanian Qualifications Framework", and for those admitted to the first cycle or integrated studies in higher education institutions;

2.2. higher education institutions, that carry out recognition of competences in their established order, that is published in the website of a higher education institution.

2.3. Concepts used in the Description:

2.3.3. **Description of a course unit (module)** – a document that shall indicate the title of a course unit (module), the volume of a course unit (module) in credits and hours (indicating the volume of contact and independent work in hours), aims (learning outcomes of the programme, course unit module) links between learning outcomes, study methods and assessment methods, assessment criteria, content of a course unit (module), the main and additional literature, preparators of the description of a course unit (module).

2.3.4. **Subject requirements** – requirements set by the SMK for the aims, content and volume of every course unit (module).

2.3.5. **Coordinator of crediting learning outcomes** – a person, responsible for crediting learning outcomes, appointed by the SMK Director.

2.3.6. **Learning outcome crediting card** – a document that shall record the titles of credited course units (their translation into Lithuanian), the equivalents of a course unit volume and assessment

3. Other concepts used in the Description shall conform to the concepts used in the Law on Education of the Republic of Lithuania, Law on Science and Studies of the Republic of Lithuania, Law on Vocational Training of the Republic of Lithuania and legal acts implementing them.

**CHAPTER II**  
**RECOGNITION OF COMPETENCES IN ACCORDANCE WITH THE COORDINATED**  
**CONTENT OF VOCATIONAL TRAINING AND STUDIES AND ORGANIZATION OF THE**  
**RECOGNITION**

4. In case a person's acquired competences are recognized in accordance with the agreement concluded between the vocational training provider and the higher education institution, which coordinates the content of the relevant vocational training program and the study program, the person who wishes to have the competences acquired through formal education recognized as part of the study programme shall have to submit to the higher education institution:

4.1. an application to recognize the acquired competences;

4.2. vocational training diploma or qualification certificate and its appendices (if any), that shall approve the person's acquired qualification of at least level 4;

4.3. description of vocational training programme or module or indicate in the application website, where the description is placed.

5. After evaluating the person's acquired competences, the SMK shall recognize them as a study module (course unit), following the agreement indicated in Clause 4 of the Description.

6. Recognition of competences acquired in a formal education method shall be implemented at the start of academic year, before the start of studies.

7. Recognition of competences acquired in a formal education method shall be coordinated by the Head of Academic Activity (in Divisions – Head of the Division).

8. Functions of the Coordinator:

15.1. shall provide candidates with the information on the possibilities of recognizing competences acquired in a formal education method;

15.2. shall advise a candidate on the course of recognition procedure;

15.3. shall plan the process of recognizing the acquired competences.

16. Learning outcomes of competences recognized for a student shall be formalized by filling out a card of recognizing learning outcomes (Appendix 1) or on the order of the Director.

**CHAPTER III**  
**RECOGNITION OF COMPETENCES IN ACCORDANCE WITH AN UNCOORDINATED**  
**CONTENT OF VOCATIONAL TRAINING AND STUDIES**

6. In case the content of the relevant vocational training programme and the study programme are not coordinated, the person who wishes to have the acquired competences recognized as part of the study programme shall have to submit to the higher education institution:

6.1. an application to recognize the acquired competences;

6.2. vocational training diploma or qualification certificate and its appendices (if any), that shall approve the person's acquired qualification of at least level 4;

6.3. description of vocational training programme or indicate in the application the website, where the description is placed.

6.4. Decision of the Ministry of Education and Science or the authorized institution on the recognition of a person's qualification, acquired in accordance with the educational programmes of foreign state and (or) international organizations and its conformity to the Lithuanian Qualifications Framework.

7. The SMK shall assess and establish:

7.1. the level of the acquired qualification in accordance with the Lithuanian Qualifications Framework (if necessary it can apply to other state institutions concerning receipt of additional information);

7.2. the competences that can be recognized as a part of the studied programme.

8. After evaluating the competences acquired by a person, the SMK shall be able to recognize them as a study module (course unit), if they essentially conform to the learning outcomes and aims of a similar module (course unit) foreseen under the studied programme.

#### **CHAPTER IV FINAL PROVISIONS**

9. The decision on the recognition of a person's acquired competences shall be made within 20 working days from the date of receipt of all documents and shall be formalized in the order established by the higher education institution.

10. If a person does not agree with the decision regarding the recognition of his acquired competences, he shall have the right to appeal to the Head of the higher education institution within 10 working days from the date of the decision.

11. The higher education institution shall have to form a commission to examine appeals regarding the recognition of competences. At least one member of the commission shall have to be a representative of employers.

12. Appeals shall be examined following the provisions of Appeals Commission approved by the SMK Director.

13. The composition of the Appeals Commission shall be determined by the Director of the SMK. The Appeals Commission shall have to examine a complaint within 10 days. The decision of the Appeals Commission regarding crediting study results or resuming studies shall be final.

14. The SMK Head of Study Process shall inform a student on the decision made.

