

APPROVED

by Resolution No. 176-03 of the Senate of
the Lithuanian University of Health Sciences
of 26 February 2024

**PROCEDURE FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES
ACQUIRED THROUGH NON-FORMAL AND INFORMAL LEARNING AT THE
LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

**CHAPTER I
GENERAL PROVISIONS**

1. The Procedure for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning at the Lithuanian University of Health Sciences (hereinafter referred to as the University) (hereinafter referred to as the Procedure) establishes the arrangements and procedures for the assessment and recognition of competences acquired through non-formal and informal learning.
2. This Procedure has been drawn up in accordance with the Law of the Republic of Lithuania on Science and Studies, the Law of the Republic of Lithuania on Education, the Law of the Republic of Lithuania on Non-formal Adult Education and Continuing Learning, and the Order of the Minister of Education and Science of the Republic of Lithuania “On the Approval of the General Principles for the Assessment and Recognition in Higher Education Institutions of Competences Acquired through Non-formal and Informal Learning Related to Higher Education.”
3. The assessment and recognition of competences acquired through non-formal and informal learning, where the purpose is to establish and recognise the equivalence of such competences to the learning outcomes of professional qualification development programmes/courses, shall be carried out in accordance with the Regulations on Professional Qualification Development at the Lithuanian University of Health Sciences.
4. This Procedure shall not apply to the recognition of the results of a final thesis and/or final examination.
5. The following terms are used in this Procedure:
 - Candidate** – a University student, learner or a person who is not enrolled at the University, who has attained at least secondary education and intends to undergo the assessment procedure for the assessment and recognition of competences acquired through non-formal and informal learning.
 - Competence** – the ability to perform a particular activity based on a combination of acquired knowledge, skills, abilities and values.
 - Competence Portfolio** – a collection of supporting evidence compiled by the Candidate, based on self-assessment, documenting their work experience and knowledge, skills, abilities and values acquired through non-formal and informal learning.
 - Recognition of Competences** – the formal recognition of a person's competences acquired through non-formal and informal learning by issuing an academic certificate (where the person is not a University student) and/or granting credit for a study subject (module) (where the person is a University student).

Assessment of Competences – a process of collecting, analysing and systematising objective information (facts) concerning the Candidate's competences acquired through non-formal and informal learning and determining their correspondence to the intended learning outcomes of the studies.

Consultant – a member of staff appointed by the Dean of a Faculty or the Director of the Centre for Postgraduate Studies who provides the Candidate with guidance on preparing for the assessment of competences acquired through non-formal and informal learning.

Non-formal education – education provided through various programmes designed to meet educational needs, improve qualifications or acquire additional competences, excluding formal education programmes.

Informal learning – self-directed learning based on knowledge acquired by an individual from various sources and on their practical experience.

Assessor – a member of staff appointed by an order of the Dean of a Faculty or the Director of the Centre for Postgraduate Studies to serve on the Assessment Commission, who assesses the competences acquired by the Candidate through non-formal and informal learning and determines their correspondence to the intended learning outcomes specified in the relevant study programme.

6. Other terms used in this Procedure shall have the meanings assigned to them in the legal acts referred to in paragraph 2 of this Procedure.

CHAPTER II

ORGANISATION OF THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL LEARNING

7. A Candidate may apply for the assessment of competences acquired through non-formal and informal learning in:
 - 7.1. professional (employment) activities;
 - 7.2. voluntary work or other work benefiting the community;
 - 7.3. internships, courses, seminars, projects and other professional development activities;
 - 7.4. self-directed learning;
 - 7.5. other activities related to the competences for which the Candidate seeks assessment and recognition.
8. The following persons may apply for the assessment of competences acquired through non-formal and informal learning:
 - 8.1. University students and learners;
 - 8.2. persons who are not enrolled at the University and who have attained at least secondary education (this provision shall not apply where the purpose is to establish the correspondence of competences to the learning outcomes of a residency study programme).
9. The assessment and recognition of competences acquired through non-formal and informal learning shall be carried out twice a year, in June and/or January. Candidates shall submit the required documents by 31 May or 31 December, respectively.
10. The assessment and recognition of competences acquired through non-formal and informal learning shall be coordinated by the Study Centre where the purpose is to recognise the competences and establish their correspondence to the learning outcomes of a pre-diploma

study programme, or by the Centre for Postgraduate Studies where the purpose is to recognise the competences and establish their correspondence to the learning outcomes of a residency study programme or to the learning outcomes of postgraduate professional qualification development programmes/courses.

11. The assessment and recognition of competences acquired through non-formal and informal learning shall comprise the following stages:

11.1. Provision of information and receipt of documents. This stage shall be carried out by the Study Centre or the Centre for Postgraduate Studies. At this stage:

11.1.1. the Candidate shall be informed, by their preferred means of communication (by email, telephone, in person or otherwise), about the assessment and recognition process and shall be provided with information on the preparation of a Competence Portfolio and other supporting documents capable of evidencing the competences acquired;

11.1.2. a Candidate intending to undergo the assessment and recognition procedure for competences acquired through non-formal and informal learning shall submit an Application for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning (Annex 1) to the Dean of the relevant Faculty or to the Director of the Centre for Postgraduate Studies, together with the following documents:

11.1.2.1. a CV (in Europass CV format);

11.1.2.2. documents certifying the Candidate's educational attainment;

11.1.2.3. a Competence Portfolio;

11.1.2.4. a copy of the receipt or statement confirming payment of the document registration and application processing fee.

11.2. Consultation. At this stage:

11.2.1. The Consultant appointed by the Dean of the Faculty or the Director of the Centre for Postgraduate Studies shall review the documents submitted, assess whether the application meets the requirements and, in consultation with the lecturer responsible for the relevant study subject (module), determine whether the competences specified in the application correspond to the learning outcomes of the relevant study subject (module) within the study programme.

11.2.2. The Consultant shall inform the Candidate, no later than within 5 working days, whether the application meets the requirements and of the further course of the procedure.

11.2.3. Where the Candidate decides to proceed with the assessment and recognition procedure for competences acquired through non-formal and informal learning, an Agreement between the University and the Candidate for the Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning shall be concluded (Annex 2).

11.2.4. The Candidate shall be provided with an opportunity to consult the Consultant for up to 2 academic hours regarding preparation for the assessment procedure. Consultations shall be recorded in the Consultation Record Form (Annex 3).

11.3. Assessment and decision-making (evaluation). At this stage:

11.3.1. An Assessment Commission (hereinafter referred to as the Commission) shall be established by an order of the Dean of the Faculty or the Director of the Centre for

Postgraduate Studies for the purpose of conducting the procedure for the assessment and recognition of the Candidate's acquired competences. The Commission shall comprise at least 3 Assessors. The Commission shall include the following members: the lecturer responsible for the relevant study subject (module), a member of the Study Programme Committee (or the relevant Residency Study Programme Commission), the Vice-Dean and/or other experts in the relevant field of study.

- 11.3.2. Within 10 working days, the Commission shall review the content of the documents submitted by the Candidate, prepare a List of Competences Proposed for Assessment (Annex 4), determine the methods to be used for assessing the acquired competences (Annex 5), and inform the Candidate accordingly.
 - 11.3.3. The Candidate's acquired competences shall be assessed using a combination of different assessment methods, including an interview, Competence Portfolio, testing, workplace performance assessment, an objective structured clinical examination (OSCE) or elements thereof, observation, self-assessment and other methods. At least 3 assessment methods shall be used to assess each competence.
 - 11.3.4. The assessment of competences shall take place at a time agreed with the Candidate. Where the Candidate fails to attend the assessment procedure without a valid reason, the procedure for the assessment and recognition of competences shall be terminated. A Candidate wishing to undergo the assessment and recognition procedure for competences acquired through non-formal and informal learning again shall submit a new application for the assessment and recognition of their acquired competences.
 - 11.3.5. The Commission's decision regarding the recognition of the Candidate's competences and the award of credit for the relevant study subject (module) shall be recorded in the minutes of the Commission meeting.
 - 11.3.6. Following the assessment of the competences, the Commission shall, within 10 working days, prepare a Final Report (Annex 6), containing a conclusion as to whether the Candidate's competences acquired through non-formal and informal learning are to be recognised. Where the competences are recognised, their level shall be assessed and awarded a grade on a 10-point scale.
 - 11.3.7. Within 2 working days of the date on which the decision is made, the Commission shall notify the Candidate of the Commission's decision and the assessment results.
 - 11.3.8. The Candidate's competences shall be formally recognised by issuing a Certificate of the Assessment and Recognition of Competences Acquired through Non-formal and Informal Learning and the Award of Credit for Learning Outcomes (Annex 7), signed by the Head of the Study Centre or the Centre for Postgraduate Studies, and/or by recording the acquired competences in the learning outcomes credit transfer record in LSMUSIS, in accordance with the University's Regulations of Studies.
12. Credit may be awarded for no more than 50% of the total volume of a study programme (in the case of pre-diploma studies) and no more than 25% of the total volume of a residency study programme.

13. A fee determined by the University Council shall be charged for the assessment and recognition of competences acquired through non-formal and informal learning. The fee shall comprise:
 - 13.1. a registration fee for the assessment and recognition procedure for competences acquired through non-formal and informal learning (covering the registration of documents and processing of the application). University students shall be exempt from this fee;
 - 13.2. a fee for the assessment and recognition procedure for competences acquired through non-formal and informal learning. The amount of the fee shall be based on the standard annual tuition fee for the relevant study programme approved by resolution of the University Council, with the fee for each credit of the relevant study subject (module) set at 0.7 times the applicable per-credit rate.

CHAPTER III

FINAL PROVISIONS

14. Where a Candidate disagrees with the Commission's decision concerning the assessment and recognition of their acquired competences, they shall have the right to lodge an appeal with the Vice-Rector responsible for the relevant area (the Vice-Rector for Studies or the Vice-Rector for Clinical Medicine) within 5 working days of receiving the decision.
15. An Appeals Commission shall be established by order of the Rector to consider the appeal. The Appeals Commission shall comprise at least 5 members, including the Chair of the Study Programme Committee (or the relevant Residency Study Programme Commission) and experts in the relevant field of study.
16. The Appeals Commission shall consider the appeal within 10 working days of its receipt and shall provide the appellant with a written response within 2 working days of the decision being made.
17. The procedure for exercising the rights of data subjects established by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) shall be governed by the Rules for the Exercise of Data Subject Rights at the Lithuanian University of Health Sciences, approved by Order No. 2021-V-0195 of the Rector of the Lithuanian University of Health Sciences of 12 April 2021 "On the Approval of the Rules for the Exercise of Data Subject Rights at the Lithuanian University of Health Sciences."
18. The Candidate's personal data shall be processed for the purposes of administering the assessment and recognition of competences acquired through non-formal and informal learning and handling appeals.
19. Documents relating to the assessment and recognition of the Candidate's competences acquired through non-formal and informal learning shall be retained in accordance with the University's approved Records Management Plan.
20. This Procedure shall enter into force on the date of its approval.