



SENATE OF MYKOLAS ROMERIS UNIVERSITY

RESOLUTION

REGARDING APPROVAL OF THE PROCEDURE FOR RECOGNITION OF ACADEMIC CREDITS AT MYKOLAS ROMERIS UNIVERSITY

In accordance with Order No. ISAK-1603 “On the Procedure for Transfer of Academic Credits” of 12 November 2003 of the Minister of Education and Science of the Republic of Lithuania “, the Senate of Mykolas Romeris University does hereby r e s o l v e:

1. To approve:

1.1. The Procedure for Recognition of Academic Credits at Mykolas Romeris University (attached).

1.2. Template of Academic Credit Transfer Card (attached).

1.3. Template of Registration for the Procedure of Assessment of Learning Outcomes and Recognition of Competences Acquired in the Non-Formal Adult Education System (attached).

1.4. Template of Extended Application regarding Participation in the Procedure of Assessment of Learning Outcomes and Recognition of Competences Acquired in the Non-Formal Adult Education System (attached).

1.5. Template of Application regarding Participation in the Procedure of Assessment of Learning Outcomes and Recognition of Competences Acquired in the Non-Formal Adult Education System (attached).

1.6. Template of Assessment of the Portfolio for the Learning Outcomes Achieved in the Non-Formal Adult Education System (attached).

2. To establish that the Department Managers implementing the undergraduate and graduate studies (hereinafter referred to the Department Managers) shall be in charge for recognition of academic credits at Mykolas Romeris University whereas the responsibility for recognition of the academic credits in post-graduate (doctor’s) studies shall lie with the Doctoral Commission of a respective discipline.

3. To invalidate:

3.1. Resolution of the Senate of Mykolas Romeris University No. 1SN-36 “On Approval of the Procedure for Transfer of Academic Credits at Mykolas Romeris University” of 3 June 2011.

3.2. Resolution of the Senate of Mykolas Romeris University No. 1SN-4 “On Amendment of Paragraph 11.6 of the Procedure for Transfer of Academic Credits at Mykolas Romeris University Approved by Resolution No. 1SN-36 of the Senate” of 23 September 2013.

I do hereby promulgate this Resolution adopted by the Senate of Mykolas Romeris University.

RECTOR OF THE UNIVERSITY

ASSOC. PROF. DR. ALGIRDAS MONKEVIČIUS

I do hereby certify that the present Resolution of the Senate of Mykolas Romeris University is authentic.

Chairperson of the Senate

prof. dr. Gintaras Aleknonis

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APPROVED
By Resolution No. 1SN-
of September 2015 of the
Senate of Mykolas Romeris
University

PROCEDURE FOR RECOGNITION OF ACADEMIC CREDITS AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Procedure for Recognition of Academic Credits at Mykolas Romeris University (hereinafter referred to as the Procedure) establishes transfer of academic credits acquired in other Lithuanian and foreign higher education establishments and non-formal adult education system and the principles of recognition and the procedure of formal execution thereof at Mykolas Romeris University (hereinafter referred to as the University).

2. The procedure shall be applicable to:

2.1. persons who have graduated, who have been studying, or who are studying at Lithuanian and foreign higher education establishments under higher education study programmes and who are willing to continue their studies by transferring the academic credits acquired by them, recognizing the obtained academic credits under the same or other study programmes at the University.

2.2. persons with at least secondary education, at least 3-5-year work experience in the area involving the study subject(s) credit recognition of which would be sought and requesting for assessment of the learning outcomes achieved by them in the non-formal adult education system and transfer of the academic credits under the study programmes at the University.

3. The terms used in the Procedure correspond to the terms defined in the Law on Science and Studies of the Republic of Lithuania, legislations of the University. Other terms used in the Procedure are as follows:

3.1. **Contract of part-time studies** means an agreement signed by the managers of the University and of another higher education establishment or by the authorised persons thereof and by the student referred for part-time studies laying down the obligation of the receiving higher education establishment to create conditions for the student to study, setting forth requirements for the student, specifying the financial and other obligations of the parties.

3.2. **Subject requirements** mean the objectives, academic credits, curriculum and scope set in the subject description.

3.3. **Expert** means a lecturer on a study subject appointed based on an offering made by the Department Manager and an order of the University Rector who assesses the learning outcomes achieved by the candidate in the non-formal adult education system and transfers the academic credits under the study subject(s) at the University.

3.4. **Candidate** means a person requesting for assessment of his/ her learning outcomes achieved in the non-formal adult education system and transfer of the academic credits under the study programme(s) at the University.

3.5. **Consultant** means an employee appointed based on an offering made by the Department Manager and an order of the University Rector who consults a candidate and organizes the procedure of assessment of the learning outcomes achieved in the non-formal adult education system and recognition of the competences at the Department.

3.6. **Portfolio for assessment of learning outcomes achieved in the non-formal adult education system (hereinafter referred to as the Folder)** means a set of proofs of the learning outcomes achieved by the candidate in the non-formal adult education system based on documents issued by the third party, self-analysis and reflection of the candidate's learning experience.

3.7. Procedure of assessment of learning outcomes and recognition of competences acquired in the non-formal adult education system (hereinafter referred to as the Procedure) means the procedure of assessment of the learning outcomes achieved by the candidate in the non-formal adult education system and transfer of academic credits achieved by the person at the University.

3.8. Certificate regarding transfer of academic credits based on learning outcomes achieved in the non-formal adult education system means a document issued to a person specifying titles of the credited subjects, expression in the form of grades, and recognized academic credits.

3.9. Specialist means an employee of Career Centre who coordinates the process of assessment of the learning outcomes achieved in the non-formal adult education system and recognition of the competences at the University.

3.10. Description of the study subject means a document specifying the title of the study subject, the scope thereof in academic credits, description of objectives, study results, the curriculum of the study subject, methods of studying and assessment, assessment strategy, study sources.

3.11. Recognition of academic credits means a process within the course of which the University certifies that certain academic credits acquired and assessed at another study programme offered by the same or a different higher education establishment or acquired in the non-formal adult education system meet certain requirements applicable to the offered study programme and the academic credits are subject to transferring.

3.12. Academic credit recognition administrator (hereinafter referred to as the Administrator) means a person appointed by the Department Manager who assesses compliance of the academic credits with the subject requirements of the desired study programme.

3.13. Academic credit recognition coordinator (hereinafter referred to as the Coordinator) means a person appointed by the Department Manager who is in charge for recognition of academic credits.

3.14. Certificate of studies means a document issued to a person regarding academic credits.

II. TRANSFER OF ACADEMIC CREDITS ACCORDING TO APPROXIMATED CURRICULUM

4. Academic credits of a person shall be transferred without restrictions, if they are approximated with the studies offered at the University in at least in one of the following ways:

4.1. the academic credits have been achieved during earlier studies at the University and the study programme or the subject the transfer of the academic credits whereof is sought are basically unchanged;

4.2. the academic credits have been acquired in part-time studies in another higher education institution that the University has an exchange agreement with.

5. The Academic Credit Transfer Card of the person who has previously studied at the University shall not be filled in. The academic credits shall be transferred, if the curriculum of the study programme of the subject corresponds to no less than two thirds of the curriculum scope of the subject effective at present. Transfer of the academic credits shall be formalised by an order issued by the Department Manager.

6. The final paper and (or) the final examination shall not be transferred.

7. The person willing to have the academic credits of his/ her previous studies at the University transferred, shall submit an application to the Coordinator of the department where he/ she studies or intends to study specifying the study programme under which he/ she is willing to have the academic credits transferred and the academic credits wanted to be transferred. The person who studied in another higher education institution shall submit the documents listed in paragraph 10 of this Procedure.

8. If a transcript of records evidencing part-time studies abroad has been issued in a different language other than English, the student shall provide an original copy of the document and official translation thereof into Lithuanian certified by a translation agency.

9. The person willing to have his/ her academic credits at the University transferred to another higher education institution shall print out the descriptions of the subjects he/ she studied as published on the University's information system "Studijos" [studies]; the descriptions shall be signed by the Coordinator.

III. TRANSFER OF ACADEMIC CREDITS ACCORDING TO NON-APPROXIMATED CURRICULUM

10. The person willing to have the academic credits transferred in cases when the curriculum has not been approximated with the University at least in one of the methods referred to in paragraph 4 of this Procedure shall submit to the Coordinator:

10.1. an application stating the study programme under which he/ she is willing to have the academic credits transferred and the academic credits wanted to be transferred;

10.2. the diploma and supplement thereof, as well as subject descriptions, if the person has acquired higher education;

10.3. the transcript of records and descriptions of the study programme from the higher education establishment where the academic credits to be transferred have been acquired, if the person has not completed the studies or if the diploma supplement has not been issued for the studies completed.

11. The Coordinator shall assess compliance of the academic credits intended to be transferred with the requirements established by the legislations:

11.1. verify whether the higher education establishment where the academic credits have been acquired has been recognised. If necessary, he/ she may apply to other institutions for the information necessary about the higher education establishment;

11.2. verify compliance of the study type, study level, study form and other parameters of the studies with the study system of the University;

12. The Administrator refers to the diploma supplement or to the transcript of records and subject descriptions and compares the academic results with the subject requirements of the programme intended to be studied and fills in the Academic Credit Transfer Card:

12.1. The academic credits of the study fundamentals or special part shall be transferred, if the scope thereof makes at least two thirds of the scope of the academic credits for the fundamentals or the special part of a similar subject included in the programme intended to be studied and corresponds to its major objectives and principal constituents of its curriculum or, if there is no subject which could be compared in the study fundamental or special part, whether it conforms to the general requirements established for the subjects of such programme parts and confers the knowledge and skills provided for in such programme part.

12.2. The academic credits of the comprehensive education part shall be transferred, if they correspond to the principal goals and major curriculum constituents of the subjects of this part.

12.3. The academic credits of the optional subjects chosen by the student shall be transferred without restrictions within the scope of the programme when the transfer of the academic credits is sought.

12.4. The total scope of college-type study subjects transferred instead of the fundamentals or special subjects of the university undergraduate study programme intended to be taken may not exceed half of the scope of the university undergraduate study programme intended to be studied.

12.5. It shall be allowed to transfer not more than 75 percent of the scope of the study programme intended to be studied. The final paper and (or) the final examination shall not be transferred.

12.7. In the event of any problematic issues related to transfer of credits, the Administrator shall address to the study programme committee.

13. With reference to the recommendations made by the coordinator, a final decision on the recognition of transfer of academic credits shall be made by the Department Manager within two months after the day of receipt of all documents listed in paragraph 10 of this Procedure.

14. Individuals must pay a fee set by the University Council for transfer of academic credits. The fee shall not be applicable to individuals who are about to change the study programme, study form, and method under academic mobility procedures.

IV. TRANSFER OF DOCTORAL ACADEMIC CREDITS

15. The doctoral student, external student willing to have his/ her academic credits transferred shall apply to the Doctoral Committee of the relevant science field. Transfer of academic credits shall be formalized by the minutes of the Committee meeting.

V. TRANSFER OF ACADEMIC CREDITS BASED ON LEARNING OUTCOMES ACHIEVED IN THE NON-FORMAL ADULT EDUCATION SYSTEM

16. The procedure of transfer of academic credits based on learning outcomes achieved in the non-formal adult education system (hereinafter referred to as the Procedure) shall be implemented in accordance with the study procedure of the University and this Procedure.

17. It shall be allowed to transfer not more than 75 percent of the scope of the study programme intended to be studied. The final paper and (or) the final examination shall not be transferred.

18. A candidate for the Procedure shall register on the website of the University: fill in an online Registration Form for the Procedure of Assessment of Learning Outcomes and Recognition of Competences Acquired in the Non-Formal Adult Education System (hereinafter referred to as the Registration Form) and shall submit it to the Career Centre of the University. If the candidate's registration data fails to meet mandatory requirements specified in Item 2.2 of this Procedure, a specialist will notify the candidate this.

19. The specialist shall provide the candidate the preliminary information regarding the possibility to transfer the academic credits based on the learning outcomes achieved by him/ her in the non-formal adult education system and shall issue the candidate electronic application forms: Extended Application regarding Participation in the Procedure of Assessment of Learning Outcomes and Recognition of Competences Acquired in the Non-Formal Adult Education System (hereinafter referred to as the Extended Application) and Application regarding Participation in the Procedure of Assessment of Learning Outcomes and Recognition of Competences Acquired in the Non-Formal Adult Education System (hereinafter referred to as the Application). The candidate shall submit the specialist a filled in Extended Application and a signed Application or electronic copies thereof.

20. The candidate shall pay a contribution set by the University Council for consideration of the Application.

21. The specialist shall inform the person in charge at the department about submission of the documents listed in Item 19 of this Procedure by the candidate. The person in charge at the department together with a respective committee of the study programme analyse them assess compliance thereof with the study programme and make a decision regarding continuation of the candidate's Procedure and informs the specialist about the decision made. If the department makes a decision to continue the Procedure, the specialist is provided the department manager's electronic offering to appoint (an) expert(s) and a consultant.

22. The specialist shall inform the candidate about the decision to continue or not to continue the candidate's Procedure made by the department. If the department has made the decision to continue, the specialist:

22.1. based on the department manager's offering, coordinates approval by the expert(s) and the consultant in accordance with the University Rector's order;

22.2. provides the candidate with an electronic template of the Portfolio, methodical and practical recommendations on how to prepare his/ her own Portfolio and directs the candidate to the department giving the contact information of the consultant(s).

23. The consultant shall organize the Procedure at the department and ensure support and assistance to the candidate throughout the entire period of the Procedure: provide the candidate with detailed information on the set criteria based on which the proofs of the learning outcomes achieved by him/ her in the non-formal adult education system will be subject to assessment; consult the candidate on preparation for the assessment, on how to collect documents and other proofs, form the Portfolio and submit it for assessment, how to prepare for the assessment interview, test, practical demonstration of skills or other recommendations regarding additional assessment given by the expert; makes a schedule for preparation for assessment of the learning outcomes and assessment of the learning outcomes together with the candidate, etc.

24. The candidate shall provide the consultant a prepared Portfolio together with a copy of a document certifying the secondary education, a document certifying the requirement applicable to seniority and other proofs certifying compliance of the learning outcomes achieved by the candidate in the non-formal adult education system with the academic credits of (a) respective subject(s) of the selected study programme. In the Portfolio the outcomes acquired in the non-formal adult education system are associated with the results of (a) respective subject(s) of the selected study programme. The Portfolio submitted to the University shall be considered as the main sources of proofs of the learning outcomes achieved by the candidate in the non-formal adult education system. This is the main method of assessment of the learning outcomes achieved in the non-formal adult education system. The candidate shall be responsible for proper submission of the documents, for accurate documentation of experience, knowledge, skills, and abilities. The consultant shall submit the candidate's Portfolio and a Template of Assessment of the Portfolio of Learning Outcomes Achieved in the Non-Formal Adult Education System (hereinafter referred to as the Template of Assessment of the Portfolio) to the expert or a group of them.

25. The expert shall analyse the content of the Portfolio, conduct assessment of the learning outcomes of the candidate, determine compliance thereof with the academic credits of the subject, expression thereof in the form of a grade and give specific recommendations to the candidate. A group of experts can also assess the learning outcomes achieved by the candidate in the non-formal adult education system.

26. If the expert finds that the Folder lacks proofs of the learning outcomes or the provided proofs lack substantiation, the candidate shall be given an opportunity to provide additional proofs or to substantiate the provided proofs within the set period of time. The candidate shall provide new proofs or substantiation of the already provided proofs as additional documents for the Folder at the time set by the expert.

27. The expert shall assess the learning outcomes achieved by the candidate in the non-formal adult education system by applying the main method of assessment of the Portfolio and additional assessment methods. In order to identify the learning outcomes of the candidate and to determine the level thereof the expert shall select an appropriate additional assessment method (an interview, test, presentation, essay, etc.) and shall appoint a date for the additional assessment of the candidate taking into account the specific nature of the study subject and validity of the proofs provided by the candidate.

28. The expert makes a decision regarding transfer of academic credits based on the learning outcomes achieved by the candidate in the non-formal adult education system. This shall be recorded in the Template of Assessment of the Portfolio. The expert shall hand over a filled in and signed Template of Assessment of the Portfolio and the Candidate's Portfolio no later than within 14 days from receipt of the candidate's Portfolio.

29. The consultant shall give the candidate information about the decision(s) made by the expert(s) regarding transfer of academic credits based on the learning outcomes achieved by the candidate in the non-formal adult education system. If the candidate decides to continue his/ her studies and to seek to acquire a higher education qualification (qualification degree) in the area

(field) at the University, the consultant shall offer and discuss with the candidate a further form of studies acceptable to him/ her.

30. The Candidate shall pay a contribution set by the University Council for the academic credits transferred within the course of the Procedure.

31. The consultant shall submit the specialist the candidate's Portfolio and the Template(s) of Assessment of the Portfolio after the Procedure. The specialist shall coordinate transfer of the academic credits based on the learning outcomes achieved by the candidate in the non-formal adult education system which shall be subject to approval by an order issued by the University Rector. The specialist shall record, store and archive the documents of the candidate's Procedure under the procedure established by the University.

VI. FORMAL EXECUTION OF TRANSFER OF ACADEMIC CREDITS

32. The decision on transfer of the academic credits shall be formally executed by the Academic Credit Transfer Card signed by the Department Manager or by an order of the Department Manager.

33. The reference number of the Academic Credit Transfer Card shall be linked with the student's identification number, i.e. it shall consist of the identifying mark "K-" and the student's identification number (e.g., No. K-048597). The reference number of the Academic Credit Transfer Card shall be registered in the Register of Academic Credit Transfer Cards.

34. The names, scope in credits, and assessments of the subject the academic credits whereof have been transferred shall be recorded in the issued diploma supplement, in the study certificate instead of the subjects provided for in the study programme. The name of the subject credited shall be accompanied in brackets by the abbreviated name of the higher education establishment where the subject the academic credits whereof have been transferred were taken. All abbreviations shall be explained at the end of the listed subjects and the name of the higher education establishment shall also be entered.

35. The subject names and assessments, the names of the state and the higher education institution, other details related to transfer of academic credits shall be written in the transcript of records in Lithuanian while in the diploma supplement they shall also be recorded in English.

36. A decision regarding transfer of the academic credits based on the learning outcomes achieved by the candidate in the non-formal adult education system which shall be formally executed by an order issued by the University Rector (specifying the study subject(s), the scope thereof in credits, and expression in the form of a grade). Details on transfer of academic credits shall be specified in the diploma supplement (if the candidate is a student at the University) or certificate regarding transfer of academic credits based on the learning outcomes achieved by the candidate in the non-formal adult education system.

VII. FINAL PROVISIONS

37. If the person disagrees with the decision regarding the recognition of academic credits, he/ she shall be entitled to file an appeal following the Appeal Regulations approved by the Senate.

ACADEMIC CREDIT TRANSFER CARD

No.	K	-						
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_____ student _____ ,
Department name *name, surname* *personal number*
 enrolled in _____ programme (_____),
study cycle and form *name of the study programme* *state code*
 from _____ to _____ under _____ programme
 studied _____ , _____
name of the state *name of the higher education institution*

The following subjects and assessments of the student shall be transferred:

No.	Name of the study subject (compulsory/ optional/ free)			Scope of the study subject		Contact hours (if any)	Grade	
	Name of the study subject with transferred credits gained at higher education institution (HES) (name of the study subject in the foreign language, if any, in brackets)	Name of the study subject at MRU	Semester	HES in credits	MRU in credits		HES	Equivalent at MRU
1.								
2.								
Total								

Description of the assessment system (required in absence of a grade)

Department Manager _____
name, surname *signature* *date*

Coordinator _____
name, surname *signature* *date*

**TEMPLATE OF REGISTRATION FOR THE PROCEDURE OF ASSESSMENT OF
 LEARNING OUTCOMES AND RECOGNITION OF COMPETENCES ACQUIRED IN
 THE NON-FORMAL ADULT EDUCATION SYSTEM**

Name			
Surname			
Address			
Town/ City			
State		Post code	LT-
E-mail		Tel.	
Currently you are: <i>(mark as x)</i>	<input type="radio"/> Employed <input type="checkbox"/> <input type="radio"/> Unemployed <input type="checkbox"/>		
Acquired education <i>(mark as x)</i>	<input type="radio"/> Secondary <input type="checkbox"/> <input type="radio"/> Higher <input type="checkbox"/> <input type="radio"/> Higher non-university background <input type="checkbox"/> <input type="radio"/> Higher university background <input type="checkbox"/> <input type="radio"/> Other		
When and in which state was the education acquired?	<input type="radio"/> Year		
Work experience	Date: from to Current workplace:	Name of the establishment/ company: Type of activities: Position held:	
Study programme / subject(s) recognition of academic credits you will seek for			

**TEMPLATE OF EXTENDED APPLICATION REGARDING PARTICIPATION IN THE
PROCEDURE OF ASSESSMENT OF LEARNING OUTCOMES AND RECOGNITION OF
COMPETENCES ACQUIRED IN THE NON-FORMAL ADULT EDUCATION SYSTEM**

Please do not leave blank boxes (please fill in or mark as “x”).

Please fill in only those details of your achievements that are related to specific study subjects you intend seeking for recognition of academic credits in Sections B, C, D, E, etc.

A - YOUR EDUCATION

Please start filling the table in with the most RECENTLY acquired education up to secondary education.

Year	Educational establishment	Results	Diploma paper / examinations

B - PROFESSIONAL EXPERIENCE

Please describe your work experience. You will be required to specify and substantiate some items based on the information provided by you or to submit documents proving the experience gained by you.

Please START WITH THE MOST RECENT workplace, then move to next-to-last, etc. Please write each workplace in a separate box.

Date (from...to ...)	Workplace: name, job title	Responsibility, achieved learning outcomes (knowledge, skills, abilities), implemented major projects or tasks

C - NON-FORMAL LEARNING (INTERNSHIPS, COURSES)

Fill in the table: three to four most significant ones.

Title of internship/ courses	Duration (in hours, months, or years)	Exact date (from... to...) and place	Achieved learning outcomes (knowledge, skills, abilities)	Evidencing documents (name of the issuing institution, full document title, date of issue, No., etc.)

D - INDEPENDENT LEARNING

Fill in the table by specifying: independent studies, other experience, learning outcomes achieved on your own accord.

Field	Duration (in hours, months, or years)	Achieved learning outcomes (knowledge, skills, abilities)	Proofs (literature read, projects, other sources)

E - OTHER EXPERIENCE

Please describe your other experience as well (knowledge of languages, ability to study independently, participation in associations, sporting, cultural activities, volunteering) and give a brief description of the achieved learning outcomes (knowledge, skills, abilities) in these areas.

Other experience	Duration (in hours, months, or years)	Exact date (from... to...) and place	Achieved learning outcomes (knowledge, skills, abilities)	Evidencing documents (name of the issuing institution, full document title, date of issue, No., etc.)

YOUR GOALS ...

What are your goals involving seeking for academic credits based on the learning outcomes achieved in the non-formal adult education system?

Please specify the field of studies in which you will seek for academic credits. Please specify the name of the study programme. If you can, please specify the study subject(s) recognition of academic credits of which you plan on seeking.

Why are you seeking for formal academic recognition of the learning outcomes achieved in the non-formal adult education system?

In case of switching to another speciality, please give reasons:

YOUR QUESTIONS ...

What would you like to ask us?

YOUR NAME, SURNAME, DATE OF FILLING IN (tel. No., e-mail)

**TEMPLATE OF ASSESSMENT OF THE PORTFOLIO FOR THE
LEARNING OUTCOMES ACHIEVED IN THE NON-FORMAL ADULT
EDUCATION SYSTEM**

MYKOLAS ROMERIS UNIVERSITY

(name of the academic subdivision)

APPROVAL TO CREDIT GRANTING

INFORMATION ABOUT THE CANDIDATE (filled in by the consultant)	
Name	
Surname	
Study subject	
Number of academic credits	
Has the candidate studied at the University before?	
If yes, specify the study programme	
CONSULTANT	
Name Surname Signature Date	

Date (the Portfolio was received) _____

Date (the Portfolio was assessed) _____

RECOMMENDATION (mark as X)	<input type="checkbox"/> Credits are recommended
	<input type="checkbox"/> Credits are not recommended

I. ASSESSMENT BY APPLYING THE MAIN ASSESSMENT METHOD

Assessment of the Portfolio:

1. The structure of the Portfolio is clear and provided in a logical manner yes no
2. Proofs of the learning outcomes achieved in the work environment have been provided in the Portfolio yes no
3. Proofs of the non-formal learning outcomes have been provided in the Portfolio yes no
4. Proofs of the independent learning outcomes have been provided in the Portfolio yes no
5. The specified learning outcomes reflect theoretical and practical aspects of the study subject (at least 50%) yes no
6. The specified learning outcomes reflect practical aspects of the study subject (at least 50%) yes no
7. The provided proofs of the learning outcomes are in compliance with the academic credits specified in the description of the study subject (at least 50%) yes no
8. The language discourse used for description of the learning outcomes meets the requirements set for the level of language to be used at the university yes no

If the answer to any of these questions was “no”, please explain in detail (use an extra sheet, if necessary)

II. ASSESSMENT BY INTEGRATING ADDITIONAL METHODS

The candidate is suggested to:

- ✓ Give additional proofs (specify what kind of proofs)

- ✓ Prepare a presentation (give a topic)

- ✓ Prepare for an interview (give (a) topic/ topics for the interview) – *RECOMMENDED*

- ✓ Additionally read the specified literature (give a list of references on a separate sheet, if necessary)

✓ Perform additional tasks (test, paper, essay, business plan, situation analysis, simulation, demonstration, etc.)

III. FINAL COMMENTS AND RECOMMENDATIONS

Final comments and recommendations for the candidate, expression in the form of a grade:

The expert having assessed the Portfolio:

Name, surname _____ Signature _____ Date _____

Position _____

Academic subdivision _____
