



## SENATE OF MYKOLAS ROMERIS UNIVERSITY

### RESOLUTION ON THE APPROVAL OF THE PROCEDURE FOR THE RECOGNITION OF ACADEMIC CREDITS AT MYKOLAS ROMERIS UNIVERSITY

2015-10-19 No. 1SN-4

Pursuant to the 2003 November 12 Order No ISAK-1603 “On the Procedure for Crediting Study Results” of the Minister of Education and Science of the Republic of Lithuania, the Senate of Mykolas Romeris University r e s o l v e s:

1. To approve:

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

1.2. Template of the Card of Academic Credit Award (attached).

1.3. Registration form for the procedure of assessment of learning achievements and recognition of competencies acquired in the system of non-formal adult education (attached).

1.4. Extended application form for participation in the procedure of assessment of learning achievements and recognition of competences acquired in the system of non-formal adult education (attached).

1.5. Application form for participation in the procedure of assessment of learning achievements and recognition of competences acquired in the non-formal adult education system (attached).

1.6. Assessment form for the Portfolio of non-formal learning achievements in the adult education system (attached).

2. To establish that the heads of units conducting studies at Mykolas Romeris University (hereinafter - heads of units) shall be responsible for the recognition of credits of the first and second study cycle, and the doctoral committee of the respective field of science shall be responsible for the recognition of third (doctoral) cycle credits.

3. To invalidate:

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

3.2. 2013 September 23 Resolution No. 1SN-4 "On the Procedure for Recognition of Academic Credits at Mykolas Romeris University, approved by the Senate Resolution No.

1SN-36 of 3 June 2011, Amendment to Clause 11.6" of the Senate of Mykolas Romeris University.

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

*RECTOR OF THE UNIVERSITY ASSOC. PROF. DR ALGIRDAS MONKEVIČIUS*

I certify that this Resolution of the Senate of Mykolas Romeris University is authentic.

Chairman of the Senate prof. dr. Gintaras Aleknonis

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APPROVED  
by the Senate of  
Mykolas Romeris University  
2015 October 19  
Resolution No. 1SN-4

## PROCEDURE FOR THE RECOGNITION OF CREDITS AT MYKOLAS ROMERIS UNIVERSITY

### I. GENERAL PROVISIONS

1. The Procedure for the Recognition of Study Credits (hereinafter - the Procedure) of Mykolas Romeris University establishes the principles and procedure for the recognition of study results achieved by a person in other Lithuanian and foreign higher education institutions and in the non-formal adult education system and the recognition of study credits at Mykolas Romeris University (hereinafter - the University).

2. The Procedure shall apply to:

2.1. the persons who have graduated, studied or are studying in Lithuanian and foreign higher education institutions in higher education study programs and who wish to continue their studies crediting their study results, recognizing the received study credits according to the same or other study programs at the University.

2.2. the persons with at least secondary education, at least 3-5 years of work experience in the field from which the recognition of credits of the study subject(s) will be sought, and who wish to assess their learning achievements in the system of non-formal adult education in accordance to the programs of the University.

3. Terms used in the Procedure shall correspond to the terms defined in the Law on Science and Studies of the Republic of Lithuania and the legal acts of the University. Other terms used in the Procedure:

3.1. **Contract of part-time studies** is an agreement signed by the heads of the University and another higher education institution or their authorized persons and the student sent for part-time studies, which sets out the host higher education institution's obligation to create the conditions for studying as well as the requirements for students and sets financial and other obligations.

3.2. **Subject requirements** are the aims, study results, content and scope of the study subject stipulated in the description of the study subject.

3.3. **Expert** is a lecturer of a study subject appointed by the head of the department and by the order of the Rector of the University, evaluating the learning achievements of the candidate in the system of non-formal adult education and crediting the study results in accordance to the study subject(s) of the University.

3.4. **Candidate** is a person who wishes to have his / her learning achievements acquired in the system of non-formal adult education assessed and the study results credited in accordance to the study programs at the University.

3.5. **Consultant** is an employee appointed by the head of the unit and by the order of the Rector of the University, who consults the candidate and organizes the procedure of assessment of learning achievements and recognition of competencies acquired in the non-formal adult education system in the unit.

3.6. **Portfolio of learning achievements in non-formal adult education** (hereinafter - **the Portfolio**) is a set of evidence of a candidate's learning achievements in non-formal adult education, based on third-party documents, self-analysis and reflection of the candidate's learning experience.

3.7. **Procedure for assessment of learning achievements and recognition of competences acquired in the non-formal adult education system** (hereinafter - **the Procedure**) is a procedure for the assessment of a candidate's learning achievements in the non-formal adult education system and crediting of learning outcomes achieved by a person in the non-formal adult education system.

3.8. **Certificate of crediting of study results according to the learning achievements acquired in the system of non-formal adult education** is a document issued to a person, in which the names of the credited study subjects, expression in points and recognized study credits are entered.

3.9. **Specialist** is an employee of the Career Centre who coordinates the process of assessment of learning achievements and recognition of competencies acquired in the system of non-formal adult education at the University.

3.10. **Description of the study subject** is a document indicating the name of the study subject, the volume of the study subject in study credits, the content of the study subject, study and assessment methods, assessment strategy and study sources.

3.11. **Recognition of study credits** is the process by which the University confirms that certain study results achieved and assessed in another study program offered by the same or another higher education institution, or acquired in the non-formal adult education system, meet certain requirements of the proposed study program, and learning outcomes are credited.

3.12. **Administrator of the recognition of study credits** (hereinafter - **the Administrator**) is a person appointed by the head of the unit, who assesses the compliance of the study results with the subject requirements of the desired study program.

3.13. **Coordinator of study credit recognition** (hereinafter - **the Coordinator**) is a person appointed by the head of the unit who is responsible for the recognition of study credits.

3.14. **Study certificate** is a document issued to a person about study results.

## **II. CREDIT OF STUDY RESULTS ACCORDING TO THE APPROXIMATED CONTENT OF STUDIES**

4. Personal study results shall be credited without restrictions if they are compatible with the studies conducted at the University in at least one of the following ways:

4.1. study results have been acquired during previous studies at the University and the study program or subject for which the study results are to be credited has not changed substantially;

4.2. study results have been acquired by part-time studies in another higher education institution with which the University has concluded a study exchange agreement.

5. The credit card of a person who has previously studied at the University shall not be filled in. Study results are credited if the content of the studied study subject program corresponds to at least two thirds of the currently valid volume of the study subject content. Crediting of study results is formalized by the order of the head of the unit.

6. The final thesis and / or final exam shall not be credited.

7. A person who wishes to have his / her previous studies at the University credited shall submit an application to the coordinator of the department where he / she is studying or intends to study, indicating the study program according to which he / she wishes to be credited and the desired credits. A person who has studied at another higher education institution shall submit the documents listed in Clause 10 of this Procedure.

8. If the study certificate confirming partial studies abroad is issued in a language other than English, the student shall submit the original document and its official translation into Lithuanian certified by the translation agency.

9. A person who wishes to have the results of his / her studies at the University credited at another higher education institution shall have to print out the descriptions of his / her subjects published in the University information system "Studijos", which shall be signed by the coordinator.

### **III. CREDIT OF STUDY RESULTS ACCORDING TO THE NON-APPROXIMATED CONTENT OF STUDIES**

10. A person wishing to have his / her study results credited, the content of which is not complied with the University in at least one of the ways specified in Clause 4 of this Procedure, shall submit to the coordinator:

10. 1. an application indicating the study program according to which the study results are to be credited and the study results desired to be credited;

10. 2. the diploma, and its appendix and subject descriptions, if the person has obtained higher education;

10.3. the transcript of records and descriptions of study subjects of the higher education institution where the desired study results have been obtained, if the person has not completed studies or if a diploma appendix has not been issued for the completed studies.

11. The coordinator shall assess the compliance of the studies, the results of which are to be credited, with the requirements of legal acts:

11.1. shall verify that the higher education institution where the study results were obtained is recognized. If necessary, he / she may apply to other institutions for the necessary information about the higher education institution;

11.2. shall check the compliance of the type of studies, study cycle, form of studies and other features of studies with the study system of the University.

12. The administrator, based on the diploma appendix or study certificate and subject descriptions, shall compare the study results and the subject requirements of the program intended to be studied and shall fill in the study results credit card:

12.1. The study results of the study bases or special part shall be credited if their scope is at least two thirds of the study results of a similar study basics or special subject provided in the intended to study program and corresponds to its essential objectives and main parts of the subject content, or if the study does not have a comparable subject, meets the general requirements for the subjects in those parts and provides the knowledge and skills stipulated in that part of the program.

12.2. The study results of the general education part shall be credited if they correspond to the essential objectives of the subjects of this part and the main parts of the subject content.

12.3. The study results of a student's elective subjects, within the limits of the program according to which it is desired to credit the study results, shall be credited without any restrictions.

12.4. The total volume of study results of college study subjects, which are credited instead of the study basics or special subjects of the university undergraduate study program, shall not exceed half of the scope of the university undergraduate study program intended to be studied.

12.5. No more than 75 percent of the scope of the study program to be studied shall be credited. The final thesis and / or final exam shall not be credited.

12.6. In case of controversial issues related to the recognition of credits, the administrator shall contact the committee of the study program.

13. Taking into account the proposals of the coordinator, within two months from the date of receipt of all documents listed in Clause 10 of this Procedure, the final decision on the recognition of study credits and crediting of study results shall be made by the head of the unit.

14. Persons shall pay the amount of the fee set by the University Council for crediting study subjects. The fee shall not apply to persons who change the study program, form and method of study according to the academic mobility procedures.

#### **IV. CREDIT OF DOCTORAL STUDIES**

15. A doctoral student, an external student, who wishes to have his / her study results credited, shall submit an application to the committee of the doctoral program in the relevant field of study. The crediting of study results shall be formalized in the minutes of the meeting of the doctoral committee of the relevant field of science.

#### **V. CREDIT OF STUDY RESULTS ACCORDING TO LEARNING ACHIEVEMENTS OBTAINED IN THE SYSTEM OF NON-FORMAL ADULT EDUCATION**

16. The Procedure for crediting study results according to the learning achievements acquired in the system of non-formal adult education (hereinafter - the Procedure) shall be carried out in accordance with the University study procedure and this Procedure.

17. No more than 75% of the volume of the study program to be studied shall be credited. The final thesis and / or final exam shall not be credited.

18. The candidate shall register for the Procedure on the University website: shall fill in the electronic registration form for the Procedure of assessment of learning achievements and competencies recognized in the non-formal adult education system (hereinafter - the Registration Form) and shall submit it to the University Career Centre. If the registration data of the candidate do not meet the necessary requirements specified in Clause 2.2 of this Procedure, the specialist shall inform the candidate thereof.

19. The specialist shall provide the candidate with initial information on the possibility to credit the study results according to his / her learning achievements in the system of non-formal adult education and provides the candidate with electronic application forms: an extended application for the participation in the procedure of assessment of learning achievements and recognition of competences acquired in the non-formal adult education system (hereinafter - the Extended Application) and an application for the participation in the procedure of assessment of learning achievements and recognition of competences acquired in non-formal adult education (hereinafter - the Application). The candidate shall submit a completed Extended Application and a signed Application or electronic copies thereof to the specialist.

20. For the examination of the Application, the candidate shall pay the amount of the fee set by the University Council.

21. The specialist shall inform the responsible person of the unit about the documents specified in Clause 19 of this Procedure submitted by the candidate. The person in charge of the unit together with the relevant study program committee shall examine them, assess the compliance of the study program and make a decision on the continuation of the procedure of the candidate, and inform the specialist about the decision. If the unit decides to continue the Procedure, the specialist shall be provided with an electronic submission of the unit manager to appoint an expert(s) and a consultant.

22. The specialist shall inform the candidate of the decision taken by the unit to continue or not the candidate's Procedure. If the unit has decided to continue, the specialist shall:

22.1. coordinate the approval of the expert(s) and consultant by the order of the Rector of the University in accordance with the proposal of the head of the unit;

22.2. provide the candidate with an electronic sample of the Portfolio, methodological and practical recommendations on how to prepare their Portfolio, and direct the candidate to the unit, providing the contact information of the consultant(s).

23. The Consultant shall organize the procedure in the unit and provides support and assistance to the candidate throughout the whole procedure: shall provide the candidate with detailed information on the established criteria according to which the evidence of his / her learning achievements in the non-formal adult education system will be assessed; shall advise the candidate on the preparation for the assessment, how to collect documents and other evidence, compile the Portfolio and submit it for evaluation, how to prepare for the assessment interview, test, demonstration of practical skills or other expert recommendations for additional assessment; together with the candidate shall draw up a timetable for preparation for and assessment of learning outcomes, etc.

24. The candidate shall submit to the consultant the Portfolio together with a copy of the document certifying secondary education, the document certifying the length of service requirement and other evidence certifying that the candidate's learning achievements in the non-formal adult education system correspond to the study results of the relevant study subject(s) of the chosen study program. The achievements of the Portfolio in the system of non-formal adult education are directly related to the results of the relevant study subject(s) of the chosen study program. The Portfolio submitted to the University shall be considered to be the main source of evidence of the candidate's learning

achievements in the non-formal adult education system. It shall be the main method of assessing learning achievements in the non-formal adult education system. The candidate shall be responsible for providing the correct documentation, for accurate documentation of experience, knowledge, skills and abilities. The consultant shall submit the candidate's Portfolio and the assessment form of the non-formal learning achievement Portfolio acquired in the adult education system (hereinafter - the Portfolio assessment form) to the expert or their group.

25. The expert shall analyse the content of the Portfolio, check the candidate's learning achievements, determine their compliance to the study results of the study subject, their expression in the score, and provide specific recommendations to the candidate. The learning achievements of the candidate in the non-formal adult education system may also be assessed by a group of experts.

26. If the expert finds that there is insufficient evidence of learning outcomes in the Portfolio or that the evidence provided is insufficiently substantiated, the candidate shall be given the opportunity to provide additional evidence of learning outcomes or to substantiate the evidence provided within a specified time. The candidate shall provide the expert with new evidence or the substantiation of the evidence already provided as additional documents in the Portfolio at the time appointed by the expert.

27. The expert shall evaluate the learning achievements of the candidate in the system of non-formal adult education using the main Portfolio and additional assessment methods. In order to identify the candidate's learning achievements and their level and taking into account the specificity of the study subject and the weight of the evidence provided by the candidate, the expert shall select an appropriate additional assessment method (interview, test, presentation, essay, etc.).

28. The expert shall make a decision on the crediting of study results according to the learning achievements of the candidate in the system of non-formal adult education. This shall be recorded in the Portfolio assessment form. The expert shall submit the completed and signed Portfolio evaluation form and the candidate's Portfolio to the consultant no later than within 14 days from the receipt of the candidate's Portfolio.

29. The consultant shall provide the candidate with information about the decision(s) made by the expert(s) on the crediting of learning outcomes according to the candidate's learning achievements in the non-formal adult education system. If a candidate decides to continue his / her studies and seek to obtain a higher education qualification (qualification degree) in the field at the University, the consultant shall propose and discuss with the candidate the form of further studies acceptable to him / her.

30. The candidate shall pay the amount of the fee set by the University Council for the study subject credits recognized in the Procedure.

31. After the Procedure, the Consultant shall submit the candidate's Portfolio and the Portfolio assessment form(s) to the Specialist. The Specialist shall coordinate the approval of the crediting of study results according to the learning achievements of the candidate in the system of non-formal adult education by the order of the Rector of the University. The Specialist shall register, store and archive the candidate's documents of the Procedure in accordance with the procedure established by the University.

## **VI. FORMAL EXECUTION OF STUDY RESULTS**

32. The decision on the crediting of study results shall be formalized by the Academic Credit Transfer Card, which is signed by the head of the unit or by the order of the head of the unit.

33. The registration number of the Academic Credit Transfer Card shall be linked to the student identification number, i.e. it consists of the identification mark "K-" and the student identification



number (e.g. No. K-048597). The registration number of the Academic Credit Transfer Card shall be registered in the register of credit cards for study results.

34. The names of the subjects whose study results have been credited, their scope in credits and assessments shall be recorded in the appendix of the issued diploma, in the study certificate instead of the subjects stipulated in the study program. Next to the name of the credited subject, the abbreviation of the name of the higher education institution where the subject whose study results were credited was studied is indicated in brackets. All the abbreviations are explained at the end of the list of subjects, as well as the name of the higher education institution.

35. Subject titles, assessments, names of the state and higher education institution, other data related to the crediting of study results shall be entered in the study certificate in Lithuanian, and in the diploma appendix - in English as well.

36. The decision on the crediting of study results according to the learning achievements of the candidate in the non-formal adult education system shall be formalized by the order of the Rector of the University (indicating the study subject(s), its (their) volume in credits and expression in points). Data on the crediting of study results shall be provided in the diploma appendix (if the candidate is a University student) or in the certificate on the crediting of study results according to the learning achievements acquired in the system of non-formal adult education.

## **VII. FINAL PROVISIONS**

37. If a person does not agree with the decision on the recognition of study credits, he / she shall have the right to submit an appeal in accordance with the Appeals Provisions approved by the Senate.

Form approved  
by the Senate of  
Mykolas Romeris University  
2015 October 19  
Resolution No. 1SN-4

**ACADEMIC CREDIT TRANSFER CARD**

<b>NR.</b>	<b>K</b>	-						
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\_\_\_\_\_ student \_\_\_\_\_  
\_\_\_\_\_  
*Faculty* \_\_\_\_\_ *name,* \_\_\_\_\_ *surname*  
*personal ID*  
studying \_\_\_\_\_ program  
( \_\_\_\_\_ )  
*state code* \_\_\_\_\_ *study cycle and form* \_\_\_\_\_ *study program*  
from \_\_\_\_\_ until \_\_\_\_\_ under \_\_\_\_\_ -  
\_\_\_\_\_ program  
studied \_\_\_\_\_  
\_\_\_\_\_  
*education institution* \_\_\_\_\_ *state* \_\_\_\_\_ *higher*

Subjects and assessments of the student credited:

No	Study subject (module) (compulsory/optional/free)			Scope of study subject		Contact hours (if any)
	Study subject with transferred credits gained at higher education school (HES) (study subject in the foreign language, if any, in brackets)	Name of study subject at MRU	Sem ester	HES in credits	MRU in credits	
1.						
2.						
Total						

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

Head of the unit \_\_\_\_\_

*name, surname*

*signature*

*date*

Co-ordinator \_\_\_\_\_

*name, surname*

*signature*

*date*

Form approved  
 by the Senate of  
 Mykolas Romeris University  
 2015 October 19  
 Resolution No. 1SN-4

**FORM FOR THE ASSESSMENT OF LEARNING ACHIEVEMENTS AND  
 RECOGNITION OF COMPETENCIES  
 ACQUIRED IN THE NON-FORMAL ADULT EDUCATION SYSTEM**

<b>Name</b>		
<b>Surname</b>		
<b>Address</b>		
<b>City</b>		
<b>Country</b>		<b>Code</b>
<b>E-mail</b>		<b>Tel.</b>
<b>At present you:</b> <i>(mark x)</i>	<input type="radio"/> Work <input type="checkbox"/> <input type="radio"/> Are not working <input type="checkbox"/>	
<b>Education</b>	<input type="radio"/> Secondary <input type="checkbox"/> <input type="radio"/> Higher <input type="checkbox"/> <input type="radio"/> Higher non-university <input type="checkbox"/> <input type="radio"/> Higher University <input type="checkbox"/> <input type="radio"/> Other .....	
<b>When was your education obtained and in which country?</b>	<input type="radio"/> ..... year	
<b>Work experience</b>	<b>Date:</b> <b>from</b> ..... <b>until</b> ..... <b>Current employment</b> .....	<b>Name of institution / company:</b> .....  <b>Nature of activity:</b> .....  <b>Position held:</b> .....
<b>Study program / subject(s) for which you are seeking academic recognition</b>		

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Form approved  
 by the Senate of  
 Mykolas Romeris University  
 2015 October 19  
 Resolution No. 1SN-4

**EXTENDED REQUEST  
 ON THE PARTICIPATION IN THE PROCEDURE FOR THE ASSESSMENT OF  
 LEARNING ACHIEVEMENTS AND  
 THE RECOGNITION OF COMPETENCIES IN THE NON-FORMAL ADULT  
 EDUCATION SYSTEM**

*Please do not leave blank boxes (fill in or mark with an "x"). Please fill in sections B, C, D, E and the rest only of your achievement information that is related to the specific study subjects for which you intend to seek recognition of study credits.*

**A-YOUR EDUCATION**

*Start by filling in the table from LATEST to secondary education.*

Year	Education Institution	Learning outcomes	Diploma thesis / Exams

**B-PROFESSIONAL EXPERIENCE**

*Describe your work experience. Based on the information you provided, you will later need to clarify and substantiate some of this information or provide evidence of your experience. START FROM THE LAST JOB, then the penultimate, etc. Write each job in a separate column.*

Date (from ..... until .....)	Workplace: name, position	Responsibility, acquired learning achievements (knowledge, skills, abilities), some more important implemented projects or tasks

**C- NON-FORMAL LEARNING (INTERNSHIPS, COURSES)**

*To be filled in: three / four most significant.*

Internships/courses	Duration (hours, months or years)	Precise date (from .....	Acquired learning outcomes	Supporting documents (name of the issuing institution, full

		until ...) and place	(knowledge, skills, abilities)	name of the document, date of issue, number, etc.)

#### **D- SELF-LEARNING**

*To be filled in: independent studies, other experiences, learning achievements acquired by self-learning.*

Area	Duration (hours, months or years)	Acquired learning outcomes (knowledge, skills, abilities)	Evidence (literature studied, projects, other sources)

#### **E - OTHER EXPERIENCE**

*Indicate your other experience (language skills, ability to study independently, participation in associations, sports, culture, volunteering) and briefly describe the learning achievements (knowledge, skills, abilities) gained in these areas.*

Other experience	Duration (hours, months or years)	Date (from .... until ...) and place	Acquired learning outcomes (knowledge, skills, abilities)	Supporting documents (name of the issuing institution, full name of the document, date of issue, number, etc.)

#### **YOUR GOALS ...**

*What are your goals for study credits for learning achievements acquired in the non-formal adult education system?*

*Which field of study credits will you pursue? Indicate the name of the study program. If possible, indicate the study subject(s) for which you intend to seek the recognition of study credits.*

*Why are you seeking formal academic recognition of learning outcomes in non-formal adult education?*

*If you are seeking reorientation to another profession, please justify:*

**YOUR QUESTIONS ...**

What would you like to ask us?

**YOUR NAME, SURNAME, DATE OF COMPLETION (Tel., E-mail)**






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Name, surname

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Signature

Form approved  
by the Senate of  
Mykolas Romeris University  
2015 October 19  
Resolution No. 1SN-4

**FORM FOR THE EVALUATION OF THE PORTFOLIO OF LEARNING  
ACHIEVEMENTS  
IN THE NON-FORMAL ADULT EDUCATION SYSTEM**

MYKOLAS ROMERIS UNIVERSITY

\_\_\_\_\_  
(name of academic unit)

*APPROVAL OF CREDITS*

<b>CANDIDATE INFORMATION</b> (to be completed by the Consultant)	
<b>Name</b>	
<b>Surname</b>	
<b>Study subject</b>	
<b>Number of study credits</b>	
<b>Has the candidate studied at a university before?</b>	
<b>If yes, indicate the study program</b>	
<b>CONSULTANT</b>	
Name Surname Signature Date	

Date (the Portfolio received) \_\_\_\_\_

Date (the Portfolio assessed) \_\_\_\_\_

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

**I. ASSESSMENT BY THE MAIN PORTFOLIO METHOD**

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**Folder rating:**

1. The structure of the portfolio is clear and logical

yes  no

2. The portfolio contains evidence of learning achievements acquired in the work environment

yes  no

3. Evidence of non-formal learning achievements in the portfolio

yes  no

4. Evidence of self-learning achievements

yes  no

5. The presented learning outcomes reflect the theoretical and practical aspects of the study subject (at least 50%)  yes  no

6. The presented learning achievements reflect the practical aspects of the study subject (not less than 50%)  yes  no

7. The provided evidence of learning achievements corresponds to the study results provided in the description of the study subject (not less than 50%)

yes  no

8. The language discourse used to describe learning outcomes meets the language requirements at university level  yes  no

If you answered "no" to any of the questions, please explain in detail (provide on a separate sheet if necessary)

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**II. ASSESSMENT BY INTEGRATING ADDITIONAL METHODS**

**The candidate is offered:**

✓ To provide additional evidence (specify which)  
 \_\_\_\_\_  
 \_\_\_\_\_

✓ \_\_\_\_\_  
 \_\_\_\_\_  
 To prepare a presentation (specify the topic)  
 \_\_\_\_\_  
 \_\_\_\_\_

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✓ To prepare for the interview (specify the topic(s) of the interview) - *RECOMMENDED*  
 \_\_\_\_\_  
 \_\_\_\_\_

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✓ To additionally read the indicated literature (list of literature, if necessary, provide on a separate sheet)  
 \_\_\_\_\_

✓ To perform additional tasks (test, written assignment, essay, business plan, situation analysis, simulation, demonstration, etc.)

**III. FINAL REMARKS AND RECOMMENDATIONS**

**Final remarks and recommendations for the candidate, expressed in points:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Expert who evaluated the Portfolio:**

Name, surname

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Position

Academic unit

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