

APPROVED
by the Senate of
Mykolas Romeris University
2018 January 29
Resolution No 1SN-23

**PROCEDURE FOR ASSESSMENT AND ACADEMIC RECOGNITION OF
EDUCATIONAL DOCUMENTS ISSUED ABROAD
AT MYKOLAS ROMERIS UNIVERSITY**

I. GENERAL PROVISIONS

1. The Procedure for Assessment and Academic Recognition of Educational Documents Issued Abroad (hereinafter referred to as the “Procedure”) at Mykolas Romeris University shall determine the principles for academic recognition of education and qualifications (hereinafter referred to as the “Foreign Qualifications”) related to higher education and acquired under the educational programs of foreign states and international organizations for the persons who seek access to degree programs delivered at Mykolas Romeris University.

2. The Procedure has been developed and the recognition of foreign qualifications shall be carried out in accordance with “Description of the Procedure for Recognition of Education and Qualifications Related to Higher Education and Acquired in Accordance with Educational Programs of Foreign States and International Organizations” (hereinafter referred to as the “Description”), approved by Resolution No 212 of the Government of the Republic of Lithuania of 29 February 2012, “The Methodology for Assessment of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organisations” (hereinafter referred to as the “Methodology”) approved by amendment to Order No V-21 of the Director of the Centre for Quality Assessment in Higher Education of 14 March 2017, the Council of Europe/UNESCO Convention on the Recognition of Qualifications Concerning Higher Education in the European Region (hereinafter referred to the “Lisbon Recognition Convention”) ratified by 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 of 15 October 1998, the provisions of documents adopted by the Lisbon Recognition Convention Committee, ENIC/NARIC network, the Council of Europe or other competent institutions aimed at application and implementation of the Lisbon Recognition Convention as well as international treaties of the Republic of Lithuania and international recommendations: a) Recommendation on the Recognition of Foreign Qualifications Concerning Higher Education (1999); b) Revised Recommendation on the Recognition of Joint Degrees (2016); c) Revised Recommendation on Criteria and Procedures for the Assessment of Foreign Qualifications (2010); d) Recommendation on the Use of Qualifications Frameworks in the Recognition of Foreign Qualifications (2013); e) Code of Good Practice in the Provision of Transnational Education (2007); f) Recommendation on Recognition of Qualifications Held by Refugees, Displaced Persons and Persons in a Refugee-like Situation, as well as other relevant recommendations, declarations and documents, European Area of Recognition Manual (2012), The European Recognition Manual for Higher Education Institutions (second edition 2016), good practice and guidance documents of the EU member states that have ratified the Lisbon Convention, the Law on Higher Education and Research of the Republic of

Lithuania, international treaties of the Republic of Lithuania, documents and other legal acts adopted by ENIC/NARIC network, the Council of Europe or other competent institutions.

3. For the purposes of the Procedure the following term shall have the following meaning:

Applicant shall mean a holder of a foreign qualification seeking access to degree programmes at Mykolas Romeris University.

All other terms shall correspond to the terms used in the Description and the Methodology.

II. PRINCIPLES OF ASSESSMENT AND ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS

4. Mykolas Romeris University shall follow the same general principles of evaluating foreign qualifications as specified in the Methodology, the Description, other legal acts of the Republic of Lithuania as well international legal documents.

4.1. Each foreign qualification is assessed and a decision concerning its academic recognition is made individually on the basis of information available and The Procedure.

4.2. Responsibility for the provision of true, correct and clear information about a foreign qualification shall primarily be borne by the Applicant.

4.3. The assessment of foreign qualifications shall not discriminate on grounds of gender, race, language, belief, political views, national, ethnic or social origin, or for any other reason unrelated to the essence of the qualification.

4.4. The diversity of educational traditions and systems in the world shall be taken into account when developing the procedure for the assessment of foreign qualifications, the requirements for the documents to be submitted and the assessment criteria.

4.5. The procedure and the criteria for assessing foreign qualifications shall be transparent, clear, consistently applied and reliable. Related information shall be made public.

4.6. The procedure for the assessment of foreign qualifications and the requirements for the documents to be submitted by the Applicant shall periodically be reviewed and improved if necessary.

4.7. The academic recognition of foreign qualifications shall grant the holder the same rights as in the country of origin, unless substantial differences are identified. Decisions on academic recognition shall be reasoned.

4.8. When performing the assessment of an individual foreign qualification, the practice of assessing similar qualifications shall be taken into account, thus ensuring the consistency of practice of assessing qualifications. The practice shall be systematized, accumulated and taken into account when making decisions on the academic recognition of qualifications. Any substantial change in the practice of assessment and recognition of qualifications shall be justified.

5. Other principles not specified in Item 4 are defined in other legal acts of the Republic of Lithuania as well as international legal documents.

III. DOCUMENTS TO BE SUBMITTED FOR ASSESSMENT AND ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS

6. The Applicant seeking access to degree programs delivered at Mykolas Romeris University shall file an application form and submit all documents required for admission. If his previous education was obtained abroad, the Applicant shall be considered **to have applied for academic recognition of the foreign qualification as an integral part of the admission process.**

6.1. The Applicant shall complete an application form in the online admission platform (hereinafter referred to as the OA Platform) and shall upload digital copies of all the documents (in PDF or analogous format) required for the admission. When applying to the University, digital copies of the following documents shall be uploaded in to **the OA Platform:**

6.1.1. **a document/ documents attesting a foreign qualification (certificate, diploma) and its/ their supplements** or its/their digital copy/copies certified in accordance with the established procedure and providing information on the content, scope (in credits and workloads) of the completed program and the assessments received in the original language;

6.1.2. provided that the documents enumerated in Clause 6.1.1. had been issued in a language other than English or Russian, certified digital copies of the translation of the academic document and its supplement into Lithuanian, Russian or English shall be submitted in addition to the original copy;

6.1.3. **an identity document** or its digital copy certified in accordance with the established order (an authorised person, in addition, shall produce a power of attorney certified in accordance with the established procedure and a digital copy of his/ her identity document);

6.1.4. **a document/documents proving the change of the name and/or surname** or digital copy/copies certified in accordance with the established procedure whereby academic documents are issued under another name and/or surname;

6.1.5. a valid English language proficiency certificate (TOEFL, IELTS, etc.), or shall be required to pass an English language examination organized by the University in accordance with Mykolas Romeris University online examination procedure and Mykolas Romeris University foreign language proficiency testing procedure. Foreign nationals whose official language is English and foreign nationals who have fulfilled the requirements of a course taught in English and organized by Mykolas Romeris University, shall not be required to submit documents proving proficiency in English;

6.1.6. a letter of financial support signed by the parents / sponsors of the Applicant, confirming the Applicant shall be financially supported during the entire period of studies, as well as enclosed bank statements on the parents' / sponsors' income, verifying it shall be sufficient to cover necessary tuition fees associated with the chosen study program and living costs in Lithuania (0,5 minimum salary per month);

6.1.7. application fee invoice;

6.1.8. digital copies of **other documents** (if any) required for the objective assessment of the foreign qualification, confirming other education obtained by the Applicant or documents issued by the competent authorities of the country where the education was acquired, describing the acquired qualifications or submitted educational documents;

6.1.9. Mykolas Romeris University reserves the right to request additional documents from the Applicants, to objectively complete the assessment and academic recognition procedure of the document submitted;

6.1.10. Mykolas Romeris University reserves the right to request a document legalization procedure (Apostille), except for educational documents issued by institutions of the European Union, the EEC, the USA, Russia, Belarus, Moldova and the Ukraine or Mykolas Romeris University partner institutions in other countries.

6.2. After the academic recognition of a foreign qualification, the Applicant (or his / her authorized person) shall provide the original digital copies of all submitted documents within the set deadlines and shall sign the study agreement. If the submission of the original documents reveals discrepancies with the data declared during the application process and / or it turns out that the document (s) certifying the foreign qualification is/ are forged, the decision concerning the academic recognition of the foreign qualification as well as the position won in the competition shall be annulled and the study contract shall be terminated.

6.3. The Applicant shall have the right to send the originals of all the listed documents by post to the address indicated if he/ she is unable to arrive by the deadline. After verifying the authenticity of the documents, they are returned to the Applicant.

IV. FEES FOR ASSESSMENT AND ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS

7. The Procedure of assessment and academic recognition of a foreign qualification shall be provided free of charge and shall be considered part of the Admission Procedure to Mykolas Romeris University. The assessment of foreign qualifications shall start after the Applicant has paid the application fee, the amount of which shall be specified in the Admission Procedure.

V. SPECIALISTS PERFORMING ASSESSMENT AND ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS

8. The assessment of foreign qualifications and the activities of academic recognition shall be organized and carried out in accordance with the General Requirements by specialists (hereinafter referred to as “Authorized Specialists”) who meet the requirements for working with recognition of foreign qualifications and are appointed by the order of the Rector of Mykolas Romeris University.

VI. ASSESSMENT AND ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS: DURATION AND DECISION-MAKING PROCESS

9. The authorized specialists shall inform the Applicant in writing about the received documents regarding the academic recognition within five working days from the receipt of the educational documents in the OA Platform.

10. The assessment of a foreign qualification shall consist of the following stages (depending on the data provided in the information sources or other circumstances, the stages may overlap or change their sequence):

- 10.1. establishing the value of qualification in its country of origin;
- 10.2. establishing the level of qualification in its country of origin;

10.3. comparing the foreign qualification with the most similar qualification provided in the Republic of Lithuania, i.e. comparing the content, profile, workload, quality, learning outcomes requirements of the qualification to relevant requirements established in the Republic of Lithuania;

10.4. establishing whether differences between the foreign qualification and qualification provided in the Republic of Lithuania are substantial and whether the foreign qualification is suitable for admission to the study program (s) of the Applicant's choice at Mykolas Romeris University;

10.5. special requirements set out in the Admission Procedure, e.g., the requirements set for the Field of Law (Bachelor of Law, etc.) shall be assessed by authorized specialists in cooperation with the representatives of the faculties / institutes (via OA Platform and OA Database, by giving the faculty representatives access to the submitted documents). The final decision shall rest with the authorized specialists.

11. The purpose and criteria of the assessment stages shall be set out in the Methodology and shall be followed by the authorized specialists when conducting the assessment of foreign qualifications.

12. In cases whereby the foreign qualification does not comply with the provisions of Clause 33 or Sub-paragraph 35.1 of the Methodology, no further assessment of the qualification shall be performed and the Applicant shall be informed thereof in writing.

13. In cases when, following the action provided for in Sub-paragraph 35.2 of the Methodology, it is established that a similar qualification is not provided in the Republic of Lithuania (for example, short-cycle qualifications are usually linked with European Qualifications Framework level 5), no further assessment of the qualification shall be performed. In the cases referred to in this paragraph, upon the Applicant's request, he / she shall be informed about the further possibilities of his / her foreign qualification submitted for assessment for studies at Mykolas Romeris University or in the Republic of Lithuania.

14. The decision on the academic recognition of a foreign qualification and its suitability for the studies at Mykolas Romeris University shall be made within one month from the receipt of all required documents in the OA database from the day of informing the authorized specialists about the received documents (as specified in Item 9). This term may be extended by the decision of the Rector or his / her authorized person (but not longer than 3 months or until the end of the organization of admission to Mykolas Romeris University provided for in the Admission Rules), providing additional information needs to be collected for academic recognition of foreign qualifications. Providing the Applicant fails to submit the required documents for the academic recognition of the foreign qualification within the set deadline, the examination of the application shall be terminated and the Applicant shall be informed thereof in writing.

15. Academic recognition of foreign qualification and suitability for studies at Mykolas Romeris University shall be formalized by an internal document and the Applicant shall be allowed to continue participating in the competition for admission to the study program (s) specified by him / her.

16. In cases whereby the identified fundamental differences do not allow for full academic recognition, the possibility of "conditional recognition" of foreign qualifications shall be considered, by specifying the additional requirements the Applicant shall have to meet by passing a test of knowledge and abilities, by taking additional subjects or by getting enrolled in preparatory courses. Mykolas Romeris University shall be entitled to perform a test of knowledge and abilities of the holder of a foreign qualification which is organised in accordance with the procedure established by higher education institutions. Testing of knowledge and abilities may be applied when additional testing is organised for the same purpose in the country of origin of the qualification (for example, a test of generic competences); the Applicant is granted a status of a refugee and his/ her qualification cannot be attested by documents as well as when a grounded suspicion arises concerning quality of studies/learning. The Applicant shall be notified in writing on the decision to grant "conditional recognition" and on the additional conditions to be met.

17. If the proposed conditions of academic recognition are approved by the Applicant, he / she shall continue to participate in the competition, and upon his / her acceptance to the University, the fulfillment of these conditions shall be provided for in the “Supplementary Study Agreement” (or the relevant Annex to the Study Agreement).

18. In cases whereby the decision on academic recognition shall read “refuse to recognize”, the authorized specialist shall clearly specify the reasons behind decision making in writing by sending the Applicant an e-mail indicated in the OA Platform.

19. Decisions on academic recognition of a foreign qualification shall be based on the information available at Mykolas Romeris University during the assessment of foreign qualifications.

20. Providing that in the course of consideration of an application concerning academic recognition of a foreign qualification it is established that information provided by a competent authority reveals that a document/documents attesting a foreign qualification have been forged, a decision concerning academic recognition of a foreign qualification shall not be taken and consideration of the application shall be terminated. The Applicant shall be informed thereof in writing

VII. LEGAL PROTECTION OF PERSONAL DATA

21. Mykolas Romeris University shall ensure the protection of personal data of Applicants in accordance with Law of the Republic of Lithuania on Legal Protection of Personal Data.

22. Documents related to the foreign qualifications of the Applicants shall be stored in premises adapted for this purpose during and after the procedures of their assessment.

VIII. QUALITY ASSURANCE AND COOPERATION WITH ACADEMIC RECOGNITION AUTHORITIES

23. The quality of the assessment and academic recognition of foreign qualifications at Mykolas Romeris University shall be ensured in accordance with the Quality Policy Provisions for the Studies and Research at Mykolas Romeris University as well as with the following general principles:

23.1. The quality of administration activities regarding assessment and academic recognition of foreign qualifications shall be monitored and evaluated as an integral part of the overall quality assurance of Mykolas Romeris University.

23.2. When assessing the quality of decisions on the academic recognition of foreign qualifications, the Admission Commission shall be held responsible as it shall consider applications for admission to a specific degree program. At least once a year, the authorized specialists shall submit reports to the Vice-Rector for Academic Affairs and the Academic Affairs Center, shall discuss academic recognition of foreign qualifications, the relationship between academic recognition and admission, problems (if any) encountered in studies, monitoring of admissions, shall suggest actions for improving the quality of activities and decision-making process in meetings with Study Program Committees, Study Program Managers, other stakeholders interested in quality assurance of international studies at the University;

23.3. Cooperation with the Centre for Quality Assessment in Higher Education (hereinafter - SKVC) shall guarantee external quality assurance of foreign qualifications assessment.

23.4. Authorized specialists shall follow the general recommendations of SKVC, published and regularly updated on the SKVC website, or shall apply to SKVC for an individual recommendation provided for in Item 17 of the Description, by submitting copies of educational documents and by indicating the purpose of academic recognition.

23.5. The authorized specialists shall consult with SKVC in all unforeseen complex cases.

24. Annually Mykolas Romeris University shall submit a report and information on recognized foreign qualifications to SKVC by the set deadlines, shall provide copies of educational documents and other information to SKVC upon their request and shall ensure good cooperation with SKVC in the process of monitoring the recognition of foreign qualifications.

IX. SUBMISSION AND INVESTIGATION OF APPEALS CONCERNING ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS

25. An Applicant shall have the right to obtain an appeal to Mykolas Romeris University within 10 calendar days after the receipt of the decision “to recognize the foreign qualification only together with additional requirements” (as provided in sub-clauses 30.2 or 30.3 of the Description) or “to refuse to recognize”, or if he / she is not satisfied with the decision on the recognition of foreign qualification, (e.g., does not agree with the recognition of a foreign qualification as a lower postgraduate qualification than is necessary for admission to second or third cycle study programs delivered at Mykolas Romeris University):

25.1. procedural requirements were violated;

25.2. the decision is the opposite of a previous decision in another institution;

25.3. new circumstances emerge that were not known at the time of previous academic recognition of the foreign qualification.

26. An Applicant who does not agree with the decision of Mykolas Romeris University concerning academic recognition of a foreign qualification after the investigation of his/ her appeal, may appeal against it within 14 calendar days after the receipt of the decision to the Appellate Commission for Recognition of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organisations made by SKVC and operating in accordance with the Regulations of the above Commission, approved by SKVC and the Minister of Education and Science or to the Administrative Court in accordance with the procedure laid down by the Law on Administrative Proceedings of the Republic of Lithuania.
