

MYKOLAS ROMERIS UNIVERSITY Regulations for the Assessment and Recognition of Competencies Acquired in Non-formal and/or Informal Education

I. GENERAL PROVISIONS

1. The Regulations on the Assessment and Recognition of Competencies Acquired in Non-Formal and/or Informal Education of Mykolas Romeris University (*hereinafter* the Regulations) establish the conditions, procedures, and order for the assessment and recognition of competencies acquired through non-formal and/or informal education (*hereinafter* the Recognition of Competencies) at Mykolas Romeris University (*hereinafter* the University).

2. The purpose of the Recognition of Competencies is to expand the possibilities of independent learning for individuals and to satisfy individual learning needs and increase their opportunities in the labour market by implementing the principles of lifelong learning / to optimize the costs of a person's time and other resources, recognising and including their knowledge and skills acquired through non-formal and/or informal education in formal studies.

3. The basic concepts used in the regulations are:

3.1. **Responsibility and autonomy** – the student's abilities to apply knowledge and skills independently and responsibly.

3.2. **Expert** – a lecturer of a subject (module) appointed upon the recommendation of the head of the academic unit and by the order of the Rector of the University, who assesses the knowledge, abilities and skills acquired in the non-formal adult education system and/or through informal education.

3.3. **Skills** – the abilities to apply knowledge and use know-how to perform tasks and solve problems.

3.4. **Candidate** – a person who participates in the procedure and seeks to have the knowledge, abilities and skills acquired through their non-formal and/or informal education, and the subject (module) or part of it credited.

3.5. **Competence** is the abilities to perform certain activities responsibly and independently, based on the comprehensive combination of acquired knowledge, skills, and values.

3.6. **Consultant** – an employee appointed by the proposal of the head of the academic unit and by order of the Rector of the University, who consults the Candidate and organises the procedure for the assessment and recognition of knowledge, abilities, skills acquired in the non-formal adult education system and/or through informal education in an academic unit. The consultant advises Candidates on the issues of knowledge, abilities, recognition of skills and crediting of the subject (module).

3.7. **Credit** is a unit of the scope of a study subject, module, or micro-credential, which measures the student's study results and working time.

3.8. **Learning Achievement Portfolio** (*hereinafter* Portfolio) is a set of certified proofs of knowledge and skills (certificates, employer feedback, documents, etc.) acquired by the Candidate seeking knowledge and skills acquired in the non-formal adult education system and/or through informal education, which provides an opportunity to assess objectively and comprehensively the knowledge, abilities and skills acquired by the Candidate.

3.9. **Non-formal education** is education according to various programmes for the satisfaction of educational needs, upgrading qualifications, and acquisition of additional competencies, excluding formal education programmes.

3.10. **Informal education** is self-paced learning that is based on a person's knowledge drawn from multiple sources and their practical experience.

3.11. **Specialist** is an employee of the Centre for Academic Affairs who coordinates the process of assessment and recognition of knowledge, abilities and skills acquired through non-formal and/or informal education at the University.

3.12. **Study outcomes** are a person's "knowledge", "skills" and "responsibility" acquired through formal education programmes.

3.13. **Knowledge** is the result achieved by absorbing information during study. Knowledge is a set of facts, principles, theories and practices related to the field of work or study. In the context of the European Qualifications Framework, knowledge is described as theoretical and/or factual.

3.14. Other terms in the Regulations shall be used as they are defined in the Statute of the University and other legal acts of the University.

4. The regulations have been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Law on Non-Formal Adult Education and Continuing Learning of the Republic of Lithuania, the Law on Education of the Republic of Lithuania, the Order of the Minister of Education, Science and Sports of the Republic of Lithuania No. V-289 of 24 April 2017 "On the Approval of the General Principles for the Assessment and Recognition of Non-Formal and Informal Competencies Acquired in Higher Education", Order No. V-1168 of the Minister of Education, Science and Sports of the Republic of Lithuania of 30 December 2016 "On the Approval of the Description of the Requirements for the Implementation of General Studies". Should there be any contradictions between these Regulations and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania apply.

5. The Centre for Academic Affairs is responsible for organising the process of assessment and recognition of knowledge and skills acquired through non-formal and/or informal education.

II. PRINCIPLES AND CONDITIONS FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCIES

III.

6. The assessment and recognition of competencies follow the following principles:

6.1. **Accessibility** principle means that Candidates can seek recognition of their knowledge, abilities and skills acquired through non-formal and/or informal education, regardless of the way they are acquired.

6.2. **Flexibility** principle is an assessment methodology that allows to appraise the knowledge, abilities and skills acquired by the Candidate through non-formal and/or informal education and to credit the subject (module) based on the recognition of the above knowledge, abilities and skills, regardless of place and mode of their acquisition; the principle provides for an opportunity to tailor individually study tracks for Candidates who enter the higher education system from different backgrounds: practical environments, institutions carrying out non-formal education, etc.

6.3. **Transparency and objectivity** allow the recognition of the Candidate's knowledge, abilities and skills and the crediting of the subject (module) of study by avoiding the subjective attitude of the assessor towards the knowledge and skills acquired through non-formal and/or informal education, as well as to the procedures for their recognition and crediting of the subject (module) on the basis of this procedure. The Candidate is provided with feedback on the decision taken and is given the opportunity to appeal.

6.4. **Comparabilities** is the recognition of knowledge, abilities and skills and crediting of the study subject (module) and carried out according to the study results indicated in the respective study programme and in the description of the study subject (module) carried out by the University.

6.5. **Voluntariness** is when making a voluntary decision to participate in the process of recognition of knowledge, skills and crediting of the subject (module) of study, the Candidate takes responsibility for the portfolio of learning achievements submitted for assessment and is motivated to be evaluated and ready for the recognition and crediting procedure.

7. A Candidate may seek recognition of their competencies acquired in work activities, work without payment, and/or voluntary work or internships, during short-term or long-term internships, courses, seminars, projects, exhibitions, etc., while involved in self-study, and other activities.

8. A Candidate seeking recognition of knowledge, abilities and skills must have completed no lower than secondary education and at least two years of practical work experience in the field for which they seek recognition of competencies.

9. The recognition of competencies is carried out by the Expert(s) of the study programme whose study subject (module) included in the study plan crediting the Candidate seeks.

10. A maximum of 75 percent of the scope of the study programme may be credited. Final practice, final examinations, final theses and other written works which are provided for in the study programme as a separate subject (module) may not be credited.

11. For the recognition and assessment of competencies acquired through non-formal and/or informal education, the Candidate must pay the fee established by the order of the Rector of the University:

11.1. for reviewing the application to participate in the procedure for the Assessment and Recognition of Competencies acquired through non-formal and/or informal education no later than the date of submission of the application;

11.2. for recognition of Competencies acquired through non-formal and/or informal education, no later than within 3 working days from the date of notification of the decision(s) taken by the Expert or the group of experts regarding the recognition of the study results of the study subject (module) of the study programme.

IV. ORGANISATION OF THE ASSESSMENT AND RECOGNITION OF COMPETENCIES

12. A Candidate applies to the Centre of Academic Affairs to participate in the Procedure for the Assessment and Recognition [of Competencies acquired through non-formal and/or informal education](#) (*hereinafter* the Procedure) by sending an application (Annex 1) by an e-mail arc@mruni.eu. The application shall be sent with a copy of the document certifying the Candidate's secondary education completion (if the person is a University student), a document certifying the requirement of the length of working experience, and other documents specified in the application form for participation in the Procedure. If the Candidate does not meet the requirements specified in item 8 of these Regulations, the Specialist informs the Candidate.

13. If a Candidate meets the requirements specified in item 8 of these Regulations, the Specialist shall provide the Candidate with initial information on the possibility of crediting the study results according to the knowledge, abilities and skills acquired in their non-formal adult education system and/or informal education, and shall provide the Candidate with an electronic application form for the Assessment and Recognition of Competencies acquired through non-formal and/or informal education (Annex 2).

14. The Specialist shall inform the responsible person of an academic unit about the applications submitted by the Candidate and other documents specified in Items 12 – 13 of these Regulations. The Consultant appointed by an academic unit examines submissions, assesses their compliance with the study programme and makes a decision on the advance or termination of the Candidate's procedure, and informs the Specialist about the decision taken. If an academic unit makes a decision to continue the Procedure, it shall submit to the Specialist an electronic submission from the head of the academic unit to appoint an Expert(s) and a Consultant.

15. The Specialist informs the Candidate about the decision taken by the academic unit to continue or not to continue the Candidate's procedure. If the academic unit has made a decision to continue the procedure, the Specialist:

15.1. in accordance with the proposal of the head of the academic unit, coordinates the approval of the Expert(s) and Consultant by order of the Rector of the University;

15.2. provides the Candidate with an electronic sample of the Portfolio, methodological and practical recommendations on how to prepare their Portfolio, and refers the Candidate to the department by providing the contact information of the Consultant(s).

16. The Candidate must assemble the Portfolio within 2 months from the date of notification of the Candidate.

17. The Consultant organises the Procedure in the academic unit and ensures support and assistance to the Candidate throughout the Procedure: by providing the Candidate with detailed information on the established criteria on the basis of which the evidence, knowledge and skills acquired in the non-formal adult education system and/or informal education will be evaluated; by advising the Candidate on the preparation for the

assessment, how to collect documents and other evidence, compile and submit the Portfolio assessment of how to prepare for an assessment interview, test, demonstration of practical skills or other recommendations made by the Expert for additional assessment; by making a schedule for the preparation for the assessment of knowledge, abilities and skills and their assessment, etc. in cooperation with the Candidate.

18. The Candidate submits a ready Portfolio to the Consultant. The knowledge, abilities and skills acquired in the non-formal adult education system in the Portfolio are aligned to the study outcomes of the respective subject(s) of study (modules) of the selected study programme. The Portfolio submitted to the University is considered to be the main evidence of the source of the Candidate's knowledge, abilities and skills acquired in the non-formal adult education system and/or through informal education. The Candidate is responsible for providing correct documents, for accurately documenting knowledge, skills, and experience.

19. The Consultant shall submit to the Expert(s) the Portfolio of the Candidate and the Assessment Form of the Portfolio of knowledge, abilities and skills acquired in the non-formal adult and/or through informal education (*hereinafter* the Portfolio Assessment Form) within 3 (three) working days since receiving the submissions.

20. The Expert or Panel of Experts performs the Portfolio Assessment within 15 working days and fills in the Portfolio Assessment Form (Annex 3). If the Expert or Panel of Experts determines that the Portfolio shows insufficient evidence of knowledge, abilities and skills or that the evidence provided is insufficiently substantiated, the Candidate shall be given the opportunity to provide additional evidence of knowledge, abilities and skills within 10 working days or to prove the evidence provided. The Candidate shall, at the time appointed by the Expert, provide him with new evidence or a justification of the evidence already provided as additional documents of the Portfolio. For objective reasons, the term may be extended, but not for more than 2 months. If the Candidate fails to provide additional evidence within the prescribed time, the Portfolio will not be evaluated and the application will not be considered.

21. The Expert assesses the knowledge, abilities and skills acquired in the non-formal adult education system and/or through informal education using the main assessment methods of the Portfolio and additional assessment methods. In order to identify the Candidate's knowledge, abilities and skills, to determine their level, and take into account the specificity of the subject of study and the weight of the evidence provided by the Candidate, the Expert selects the appropriate additional assessment method and assigns the Candidate a date for the additional assessment. Various assessment methods may be used to assess knowledge, abilities and skills acquired through non-formal and/or informal education: analysis of documents and/or work examples provided in the learning achievements Portfolio, tests, interviews, case studies, mind maps, essays, reflections, activity monitoring, assessment in the workplace or other methods suitable for assessing the knowledge, abilities and skills acquired by the Candidate.

22. The Expert must submit final conclusions to the Consultant no later than 20 working days from the receipt of the Portfolio, regarding the recognition, partial recognition or non-recognition of the study results of the study subject (module) of the study programme

and the granting or non-granting of credits. This is recorded in the Portfolio Assessment Form.

23. The Consultant provides the Candidate with information about the decision(s) made by the Expert or the Panel of Experts regarding the recognition, partial recognition or non-recognition of the study results of the study subject (module) of the study programme and the granting or non-granting of credits according to the knowledge, abilities and skills acquired by the Candidate in the non-formal adult education system and/or informal education.

24. After the Procedure, the Consultant submits the Candidate Portfolio and the Portfolio Assessment Form(s) to the Specialist.

25. The Specialist prepares one of the potential orders within 2 working days:

25.1. on the completion of the procedure and the recognition of the results of studies and credits, and partial recognition. The decision on the recognition of the study results according to the knowledge, abilities and skills acquired by the Candidate in the non-formal adult education system and/or through informal education is formalized by the order of the University Rector (the subject(s) of study, their scope in credits and the expression of the score in accordance with the assessment criteria established in the description of the University study subject shall be indicated).

25.2. on the completion of the procedure and the non-recognition of study results and credits.

26. After recognition of knowledge, abilities and skills and granting of credits, the Specialist prepares and issues a Certificate on the Recognition of Competencies to the Candidate within 14 working days.

V. FINAL PROVISIONS

27. If a person does not agree with the decision on the recognition or non-recognition of the study results of the study subject (module) of the study programme and the granting or non-granting of credits according to the knowledge, abilities and skills acquired by the Candidate in the non-formal adult education system and/or through informal education, they have the right to appeal in accordance with the Appeals Regulations approved by the Senate.

Annex 1

Form approved
By the Senate of
Mykolas Romeris University
29 January 2025
Resolution No. 1SN-7

**INITIAL APPLICATION TO PARTICIPATE IN THE PROCEDURE FOR THE
ASSESSMENT AND RECOGNITION OF COMPETENCIES ACQUIRED
THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION**

Name			
Surname			
Email		Tel.	
At this time, you: (tick the x)	<input type="radio"/> Work <input type="checkbox"/> <input type="radio"/> Not <input type="checkbox"/> working		
Acquired education (mark the x)	<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.....		
When was the education acquired and in which country?	<input type="radio"/> m.		
Study programme/subject(s) for which you will seek recognition of academic study credits			

Please do not leave the boxes blank (fill in or mark the "x").

Please include in sections B, C, D, E and the rest only the information about your knowledge, skills and skills that is related to the specific study subjects for which you intend to seek recognition of study credits.

A - YOUR EDUCATION

Start filling in the table from MOST RECENT education to secondary education.

Year	Scientific Institution	Results	Final Thesis/Exams

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B - PROFESSIONAL EXPERIENCE

Describe your work experience. On the basis of the information you have provided, you will later have to clarify and justify some points of this information or provide documents proving your experience.

START WITH THE LAST workplace, then the penultimate one, etc. Write each workplace in a separate graph.

Date (from... to ...)	Workplace: Title, Position	Responsibility, acquired knowledge, skills, major projects or tasks implemented, etc.

C - NON-FORMAL LEARNING (TRAINEESHIPS, COURSES)

The table is filled in: three/four of the most significant.

Name of the internship/course	Duration (hours, months or years)	Exact date (from... until...) and the place	Acquired knowledge, abilities, skills)	Supporting documents (name of the issuing institution, full name of the document, date of issue, No., etc.)

D - SELF-PACED LEARNING

The table is filled in: self-study, other experience, knowledge, skills and skills acquired by themselves.

Field	Duration (hours, months or years)	Acquired knowledge, abilities, skills)	Evidence (read literature, projects, other sources)

E – OTHER EXPERIENCE

Indicate your other experience (language proficiency, ability to study independently, participation in associations, sports, cultural, voluntary activities, etc.) and briefly describe the acquired knowledge, skills, skills) in these areas.

Other experiences	Duration (hours, months or years)	Date (from... until...) and the place	Acquired knowledge, abilities, skills)	Supporting documents (name of the issuing institution, full name of the document, date of issue, No., etc.)

YOUR GOALS

What are your goals for obtaining study credits by participating in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education?

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Which study credits will you pursue? Specify the name of the study programme. If you can, please indicate the subject(s) of study for which you intend to seek recognition of study credits.

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

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Annex 2

Form approved
By the Senate of
Mykolas Romeris University
29 January 2025
Resolution No. 1SN-7

(Name, surname, personal identification number)

(Phone No., e-mail)

Mykolas Romeris University
To the Rector

REQUEST
ON THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED
THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION

20.....-.....-.....

(date)

Please evaluate and recognize the competencies acquired through non-formal and/or informal education by granting credits for the following study subjects:

Second. No.	Title of the study subject	Scope of study subject in credits

.....
(Signature)

.....
(Name and surname)

**PROCEDURES FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCIES
ACQUIRED THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION**

PORTFOLIO EVALUATION FORM

MYKOLAS ROMERIS UNIVERSITY

(name of academic department)

CONFIRMATION OF THE GRANTING OF CREDITS

CANDIDATE INFORMATION (to be completed by consultant)	
Name	
Surname	
Field of study, study programme, subject(s) of study	
Number of study credits	
Is the candidate currently studying/has studied/ at Mykolas Romeris University?	
If yes, please indicate the field of study and the study programme	
CONSULTANT	
Name Surname Signature Date	

Date (folder received) _____

Date (folder estimated) _____

RECOMMENDATION (tick the X)	<input type="checkbox"/> It is recommended to grant/partially grant credits
	<input type="checkbox"/> It is not recommended to grant credits

I. ASSESSMENT USING THE BASIC PORTFOLIO METHOD

Portfolio Rating:

1. The structure of the Portfolio is clear and logically presented

☐ yes ☐ not

2. Evidence of knowledge, skills and skills acquired in the work environment, ☐ ☐ not in the portfolio

3. Evidence of non-formal learning knowledge, abilities and skills in the portfolio ☐

☐ not4. The portfolio contains evidence of knowledge, abilities and skills of informal learning ☐ ☐

not so5. The evidence of knowledge, abilities and skills provided reflects the theoretical and practical aspects of the subject of study (at least 50%) ☐ yes ☐ no

6. The provided evidence of knowledge, abilities and skills corresponds to the study results provided for in the description of the study subject (at least 50%) ☐ this ☐ not

7. The language style used to describe knowledge, abilities and skills meets the language requirements of the academic level

☐ yes ☐ no

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

II. EVALUATION THROUGH THE INTEGRATION OF COMPLEMENTARY METHODS

The candidate is offered:

✓ Provide additional evidence (please indicate which)

