

Approved by:
ISM University of Management and Economics, UAB,
Rector's Order of 6 January 2025
Order no. 2026/01-07-1

DESCRIPTION OF THE PROCEDURE FOR THE RECOGNITION OF EDUCATION AND QUALIFICATIONS ACQUIRED ABROAD

Chapter I General Provisions

1. The Description on the Procedure for the Recognition of Education and Qualifications Acquired Abroad (hereinafter – the Description) regulates the process and responsibilities of the ISM University of Management and Economics, UAB (hereinafter referred to as ISM) in relation to the recognition of education and qualifications related to higher education and acquired under the education programs of foreign countries and international organizations (hereinafter referred to as foreign qualifications).
2. The purpose of the recognition of foreign qualifications is to assess whether the acquired qualification may be recognized as comparable with secondary education or to the corresponding level of higher education qualification offered in the Republic of Lithuania, and to grant the right to apply for admission to study programs delivered at ISM.
3. The Description has been prepared, and the evaluation and academic recognition of foreign qualifications at ISM shall be carried out in accordance with the following documents:
 - 3.1. The Regulations on the Academic Recognition of Education and Qualifications Acquired under the Educational Programs of Foreign States and International Organizations (new edition, approved by Resolution No. 475 of the Government of the Republic of Lithuania of 12 June 2024, applicable as of 15 June 2024, inclusive);
 - 3.2. The Methodology for the Evaluation of Education and Qualifications Related to Higher Education and Acquired under the Educational Programs of Foreign States and International Organizations, approved by Order No. V-21 of 14 March 2017 of the Director of the Centre for Quality Assessment in Higher Education, as subsequently amended;
 - 3.3. The Convention on the Recognition of Qualifications concerning Higher Education in the European Region adopted by the Council of Europe and UNESCO, together with its explanatory reports and International Recommendations;
 - 3.4. Documents adopted by the ENIC/NARIC network, the Council of Europe, and other competent institutions, as well as treaties of the Republic of Lithuania on the recognition of qualifications;
 - 3.5. Good practices and recommendation documents of the European Union Member States that have ratified the Lisbon Recognition Convention;
 - 3.6. The European Recognition Manual for Higher Education Institutions;
 - 3.7. These Regulations.
 - 3.8. Other documents related to the academic recognition of foreign qualifications.

4. The terms used in this Description shall be understood as defined in the Resolution of the Government of the Republic of Lithuania of 12 June 2024 On the Approval of the Procedure for the Academic Recognition of Education and Qualifications Obtained under Educational Programmes of Foreign States and International Organisations and other related legal acts.

Chapter II

Principles and Criteria for The Evaluation and Academic Recognition of Foreign Or International Qualifications

5. When evaluating a foreign or international qualification, the following criteria shall be applied:

5.1. the education system and qualifications framework of the country where the qualification was obtained;

5.2. the type of institution awarding the qualification under the national education system, and its accreditation status;

5.3. the duration, content, learning outcomes, purpose, scope, and accreditation status of the study programme leading to the qualification;

5.4. the correspondence of the study programme and the awarded qualification level to the European and national qualifications frameworks;

5.5. the authenticity of the documents certifying the qualification;

5.6. the evaluation of the qualification's level and status in its country of origin, with regard to admission requirements applicable in that country;

5.7. the comparison of the foreign qualification with the most similar qualification offered in the Republic of Lithuania, i.e., comparison of content, purpose, scope, study quality, and learning outcomes with the requirements applicable in Lithuania;

5.8. the rights granted by the qualification in terms of access to further studies, whether in all study fields or only in specific fields offered by the University;

5.9. when evaluating a foreign or international academic qualification, no consideration shall be given to information related to gender, race, language, religion, political beliefs, nationality, ethnic or social origin, or any other information unrelated to the academic essence of the qualification.

Chapter III

Submission of Documents and Evaluation of Qualifications

6. Foreign qualifications that entitle applicants to enter bachelor's, master's, and doctoral programmes are subject to evaluation.

7. The evaluation and academic recognition of foreign qualifications is carried out by the Quality Manager of the University's Admissions Office, consulting with responsible staff of the Centre for Quality Assessment in Higher Education (SKVC) where necessary.

8. The procedure of recognition of foreign qualifications for applicants seeking admission to the University is provided free of charge.

9. Academic recognition of foreign qualifications at ISM is an integrated part of the student admission process.

10. The documents required for the evaluation and recognition of foreign qualifications, their submission procedure, and deadlines are specified in the Rules of Admission of Students and Non-degree Students to ISM University of Management and Economics. The qualification holder shall be informed by e-mail about the need to submit additional documents required for evaluation. Information about specific documents required from certain countries is published on the ISM website.

11. The assessment service for foreign or international academic qualifications is provided at no additional cost as part of the ISM admission procedure.

12. The evaluation of an academic qualification shall be terminated in the following cases:

12.1. if the qualification holder fails to provide the necessary documents or information within the deadline set by the University;

12.2. if the staff responsible for the evaluation and recognition of academic qualifications do not have sufficient information to make a decision and it is objectively impossible to obtain such information;

12.3. if it is established that the foreign or international academic qualification does not belong to the formal education system of the country of origin;

12.4. if there are reasonable grounds to suspect that the document(s) certifying the foreign or international qualification may have been forged or altered.

13. Each foreign qualification shall be evaluated individually, and the decision on academic recognition shall be made based on the available information and general recommendations on the recognition of foreign qualifications provided by the SKVC. In cases where the University lacks sufficient experience or reliable information regarding the evaluation of a particular qualification, or where the qualification is not included in the general recommendations list, the University shall (or may) request an individual recommendation from the SKVC.

14. A decision on the academic recognition of a foreign qualification shall be made no later than 15 working days from the date of receipt of all required documents by the Admissions Office.

Chapter IV

Decision-Making Regarding the Evaluation of Foreign or International Qualifications

15. Upon evaluation of a foreign qualification, the following decisions on academic recognition may be made:

15.1. to recognise the foreign qualification as granting the right to continue studies at a higher level at ISM;

15.2. to recognise the foreign qualification but grant the holder only specific rights (e.g., to continue studies only in certain study fields or groups of study fields);

15.3. to recognise the foreign qualification subject to additional requirements (such as knowledge and skills assessment, additional study subjects, supplementary studies or their parts) to be completed by the qualification holder;

15.4. in cases of substantial differences, the recognition and crediting of certain study subjects or parts of a study programme at a higher level may be granted.

15.5. in cases of substantial differences, not to recognise the foreign or international qualification as comparable to a qualification awarded in the Republic of Lithuania.

16. The decision on the academic recognition of a foreign qualification shall be recorded in the study information system.

17. The holder of the foreign qualification shall be informed of the recognition decision by e-mail, including information on the procedure and deadlines for appeal. Upon request, the qualification holder may be issued with a certificate confirming the recognition decision.

18. If the person does not agree with the University's decision on the recognition of a foreign qualification, they may request a review. In submitting such a request to the Admissions Office, the person should provide information or additional documents that may affect the review or modification of the decision, or that could demonstrate additional circumstances. The final decision on the academic recognition of the foreign qualification may be appealed in accordance with the procedure and deadlines set out in the document referred to in Clause 3.1 of this Description.

Chapter V

Final Provisions

19. In order to ensure the quality of academic recognition, the following measures shall be implemented:

19.1. Decisions shall be made in line with good recognition practices established in the European Recognition Area guidelines, the Lisbon Recognition Convention, the Global Convention on the Recognition of Qualifications concerning Higher Education, and other relevant documents, as well as the Recognition Guidelines;

19.2. The internal quality assurance system of ISM shall cover the academic recognition of qualifications and ensure a consistent and fair recognition practice based on established principles and criteria;

19.3. Consultations with competent staff of SKVC shall be carried out as needed;

19.4. Regular training and professional development of evaluators shall be provided to maintain consistency and accuracy in the evaluation process;

19.5. Periodic reviews and updates (at least once every three years) of evaluation criteria and methods shall be conducted to align them with national and international practices in the evaluation of foreign qualifications;

19.6. A transparent feedback mechanism shall be implemented to encourage continuous improvement, allowing applicants to provide their opinion on the qualification evaluation process;

19.7. External monitoring of academic recognition by competent authorities shall be carried out to ensure compliance with established procedures and to identify areas for improvement.