

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

## **ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB**

### **PROCEDURE FOR THE ASSESSMENT AND RECOGNITION OF COMPETENCES ACQUIRED THROUGH NON-FORMAL AND INFORMAL LEARNING**

#### **I. GENERAL PROVISIONS**

##### **1. Introduction**

This ISM University of Management and Economics, UAB (hereinafter referred as "ISM" or "University") Procedure for the Assessment and Recognition of Competences Acquired through Non-Formal and Informal Learning (hereinafter referred to as the "Procedure") has been prepared in compliance with the Law on Higher Education and Research of the Republic of Lithuania, the Law on Education, Law on Non-formal Adult Education and Continuing Education of the Republic of Lithuania; Decree No. V-289 of the Minister of Education and Science of the Republic of Lithuania of 24 April 2017 "Regarding the approval of general principles for the assessment and recognition of non-formal and informal competences in higher education", Council of Europe and UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region (the Lisbon Recognition Convention), conclusions of the Council of the European Union of 12 May 2009 "Regarding a strategic framework for European cooperation in education and training (ET 2020)" (2009/C 119/02), and other relevant international, national legal acts and University internal rules and regulations.

##### **2. Purpose**

The overall purpose of this Procedure is to establish a formalized process for the recognition of competences acquired through non-formal and informal learning. The Procedure will further enhance ISM's strategic commitment to expanding opportunities for lifelong learning and will enable competences acquired through non-formal and informal learning to be assessed and recognized as learning outcomes and credited towards a chosen study program.

##### **3. Key Concepts**

- **Competences:** Abilities to perform a specific activity based on acquired knowledge, skills, abilities, values, and personal qualities.

- **Competence Portfolio:** A purposefully compiled collection of evidence by an applicant, based on self-analysis, illustrating their acquired experience and competences gained through non-formal and informal education.
- **Competence Assessment:** A process aimed at identifying the knowledge, skills, competences, and attitudes a person has acquired through non-formal or informal education.
- **Competence Recognition:** The formal assessment and certification of a person's competences acquired through non-formal and informal education.
- **Non-Formal Education:** A systematic learning process in which one learns independently or acquires or improves competences through professional activities.
- **Self-education (or Informal Education):** A naturally occurring learning process during leisure, social, or other activities.
- **Assessment Methods:** Various methods applied during the assessment process to evaluate a person's competences (e.g., competence portfolio, interview, examination, case study, practical tasks, evaluative conversation, etc.).

## II. Participants in the Assessment and Recognition Process

### 4. Participants

- **Applicant:** A person who applies for assessment and recognition of their competences acquired through non-formal and informal education. Applicants must have at least a secondary education.
- **Consultant (Administrator):** A person responsible for administering the assessment of competences, providing information to an applicant, receiving applications and other documents, preparing competence validation and recognition documents, and making decisions on the suitability of documents.
- **Expert (Competence Assessor):** A specialist of high-level competence who assesses the applicant's achievements and identifies their competences. These experts may include lecturers, program directors or module leaders, and, if necessary, a separate assessment commission may be established by the order of ISM Rector.

## III. Stages and Process of Assessment and Recognition

### 5. Informing and Admission

5.1. **Registration:** The applicant shall complete the registration form and submit it to the Study Services Department [studies@ism.lt](mailto:studies@ism.lt).

5.2. **Initial Contact:** The consultant shall contact the applicant within 3 working days to arrange a consultation.

5.3. **Information Provision:** The consultant shall inform the applicant about the assessment principles, conditions, procedure, possible results, and any other relevant matters.

**5.4. Application Submission:** The applicant shall submit an application accompanied by a curriculum vitae, education certificates, and other relevant documents.

**5.5. Agreement Signing:** Upon receipt of the application, an Agreement on the Assessment and Recognition of Competences Acquired through Non-Formal and Informal Education shall be signed between the applicant and the University.

**5.6. Portfolio Preparation:** The applicant shall start preparing the competence portfolio in accordance with the provided form.

## **6. Consulting and Preparation for Assessment**

**6.1. Consultation Hours:** The applicant may receive up to 4 academic hours of consultation from a consultant and an expert.

**6.2. Consultation Content:** The consultant shall advise on preparing the competence portfolio and any other related issues.

**6.3. Portfolio Preparation Period:** The applicant shall have 30 days to prepare the competence portfolio.

**6.4. Portfolio Requirements:** Evidence must be presented in accordance with the form established by the University.

**6.5. Applicable Competences:** The applicant may apply for recognition of competences acquired through various activities, including work, volunteering, courses, seminars, internships, self-directed learning, or other forms of learning acceptable to the candidate.

**6.6. Evidence Documentation:** Various documents can serve as evidence, including reports, presentations, videos, feedback from clients, employer assessments, and certificates.

**6.7. Portfolio Compliance Check:** The consultant shall assess the compliance of the portfolio with formal requirements and submit it for assessment.

## **7. Assessment and Evaluation**

**7.1. Assessment Responsibility:** The assessment shall be conducted by an expert or an assessment commission within 1 week of receiving the portfolio.

**7.2. Analysis and Verification:** The expert or commission shall analyze the portfolio, verify the evidence, select suitable assessment methods.

**7.3. Compliance Assessment:** The expert (assessor) or the Assessment Committee shall evaluate the applicant's acquired competences and their compliance with the learning outcomes of a study subject or module (or part of the relevant study program), if the aim is to recognize the competences as the learning outcomes of the study subject.

**7.4. Recording Results:** The assessment results shall be recorded in the Form for Assessment of Competences Acquired through Non-Formal and Informal Education.

**7.5. Decision Types:** The decision regarding the applicant's competences acquired through non-formal and informal learning may be positive, partially positive, or negative.

**7.6. Positive Decisions:** Positive decisions shall be recorded in the assessment form.

**7.7. Partially Positive Decisions:** Partially positive decisions shall indicate the competences recognized or provide an applicant with an opportunity to submit additional evidence.

**7.8. Negative Decisions:** Negative decisions shall mean competences are not recognized.

**7.9. Notification:** The applicant shall be informed of the results within 3 working days of the decision.

**7.10. Recognition:** Recognized competences shall be documented in a Certificate of Competences.

**7.11. Validation for Studies:** Applicants studying or intending to study at the University can have study courses, modules, or parts validated.

**7.12. Credit Limits:** Competence recognition credits may not exceed 50% of the study program.

## **8. Quality Assurance**

To ensure the highest standards of quality in the recognition of competences acquired through non-formal and informal education, the following measures shall be implemented:

**8.1. Training and Development:** Regular training and professional development for assessors to maintain consistency and accuracy in the evaluation process.

**8.2. Periodic Reviews:** Periodic reviews and updates of assessment criteria and methods to align with best international practices and evolving educational standards.

**8.3. Feedback Mechanism:** Implementation of a transparent feedback mechanism for applicants to provide input on the assessment process, ensuring continuous improvement.

**8.4. Internal and External Audits:** Internal and external audits of the assessment process to verify compliance with established procedures and identify areas for enhancement.

**8.5. International Collaboration:** Collaboration with international educational bodies to benchmark against global standards and integrate innovative practices in competence recognition.

## **IV. Terms and Conditions of Payment for The Assessment and Recognition of Competences Acquired Through Non-Formal and Informal Learning**

### **9. Fees**

Applicants shall pay fees for the assessment and recognition procedure of competences acquired in non-formal and informal way, specified in the ISM study and service price list. The procedure cost includes fees for consultation, examination of documents provided, assessment, and the result of assessment document preparation.

### **10. Financing**

The assessment and recognition procedure shall be financed by the applicant and may also be funded by legal or natural persons.

## **V. Final Provisions**

### **11. Appeal of decisions**

If the applicant disagrees with the assessment decision, they may submit an appeal to the ISM Rector in writing within 10 working days of receiving the notification.

### **14. Appeal Examination**

Applicants' appeals shall be examined in compliance with the Regulations for Submission of Appeals at ISM University. The composition of the Appeals Committee is determined by the Rector of ISM. The Appeals Committee must review the appeal within 15 calendar days.

### **15. Restrictions**

Restrictions on the assessment and recognition of competences acquired through non-formal and informal learning may be established for certain study fields or programs and approved by order of the Rector.