

APPROVED BY

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University of Technology of
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**KAUNAS UNIVERSITY OF TECHNOLOGY
GUIDELINES FOR THE EVALUATION OF LEARNING OUTCOMES AND THE
RECOGNITION OF COMPETENCES ACHIEVED VIA NON-FORMAL AND INFORMAL
LEARNING**

I. GENERAL PROVISIONS

1. Kaunas University of Technology Guidelines for the Evaluation of Learning Outcomes and the Recognition of Competences Achieved via Non-Formal and Informal Learning (hereinafter – Guidelines) is applied to persons who aim for the evaluation of their learning outcomes achieved via non-formal and informal learning and the recognition of their respective competences at Kaunas University of Technology (hereinafter – University).

2. The Guidelines are prepared following the Law on Education of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, the Law on Non-Formal Adult Education of the Republic of Lithuania, the order of the Minister of Education and Science of the Republic of Lithuania “On Approval of Recommendations for Evaluation and Recognition of Competences Gained in Non-Formal Adult Education System at the Institutions of Higher Education” of 15 December 2010 (No. 152-7763), the Conclusions of the Council of the European Union “On the Framework (ET2020) for European Cooperation in Education and Training” of 12 May 2009 (No. 2009/C 119/02) and the documents regulating the University’s internal procedures: Statute, Academic Regulations, Regulations on Assessment of Study Modules.

3. The following definitions are used in the Guidelines:

Evaluation – a compliance of a person’s learning outcomes with the University’s expected learning outcomes of a study module, in accordance with the University’s grading system.

Candidate – a person seeking for his/her learning outcomes achieved via non-formal and/or informal learning to be recognised as University’s learning outcomes (and corresponding credits) and signing an agreement with the University on evaluation of his/her learning outcomes.

Competence – an ability to apply knowledge, skills and abilities in new situations, enabling a person to act in various levels of activities.

Consultant – a person who consults a candidate on preparation for evaluation of learning outcomes and collecting relevant proof/documents.

Candidate’s learning outcomes – knowledge, abilities and skills which a candidate demonstrates and proofs during the evaluation process.

Portfolio of the proof of learning outcomes – a set of the proof of candidate's learning outcomes (certificates, documents, projects, plans, self-evaluation essay, feedback by employer and co-workers, other documents) which justifies the compliance of the learning outcomes achieved via non-formal and informal learning with University's learning outcomes.

Recognition of learning outcomes – a process of the recognition of the compliance of candidate's learning outcomes achieved via non-formal and/or informal learning with the expected learning outcomes of the University's study module.

Evaluation of learning outcomes – a process of the evaluation of candidate's learning outcomes by applying various methods (interview, test, etc.).

Agreement on the evaluation of learning outcomes – an agreement signed by the University's Rector or his/her authorised person and the candidate, specifying the obligations of both parties in regards to evaluation of learning outcomes, their recognition as University's learning outcomes, their validation and formalisation procedures.

Procedure for the evaluation of learning outcomes – a consistent process of methods and actions for the evaluation of a candidate's learning outcomes, performed by the University.

Non-formal learning – an education corresponding to the needs of a person, employers and society, characterised by flexible forms of learning (courses, seminars, lectures, etc.). Its content is specified in the programmes of non-formal education; a certificate of achieved learning outcomes is issued upon completing such education.

Informal learning – a constant learning during public, professional activities and free time, unscheduled, most often not performed at an educational institution, unorganised learning, not certified by documents, diplomas, certificates, etc.

University's learning outcomes – knowledge and abilities which are expected to be acquired after completing a study module, evaluated by a grade in accordance with the University's grading system.

Evaluation – a set of methods and procedures applied for the evaluation of a candidate's learning outcomes (knowledge, skills, abilities and values).

Assessor – a teacher of a study module who evaluates a candidate's learning outcomes and determines whether they comply with the expected learning outcomes of the University's study module.

II. ORGANISATION OF EVALUATION AND RECOGNITION OF LEARNING OUTCOMES ACHIEVED VIA NON-FORMAL AND INFORMAL LEARNING

4. The students of the University, external students and persons who do not study at the University but have at least a secondary education, can participate in the procedure for evaluation and

recognition of learning outcomes achieved via non-formal and informal learning (hereinafter – evaluation and recognition of learning outcomes).

5. A person becomes a candidate for evaluation and recognition of learning outcomes when he/she signs an agreement on evaluation of learning outcomes, specifying the obligations of both parties.

6. The University's copy of the agreement on evaluation of learning outcomes is stored in the candidate's personal file: in case of the faculty's student or external student – in a present file, in case of the person who does not study at the University – in a newly compiled file. The same requirements apply to the newly compiled file as to newly admitted students or external students; he/she has to submit the following documents: a copy of personal identity document, a copy of certificate or diploma of acquired secondary or other education, certificates of non-formal education, certificate of working activities, etc.

7. The candidate can apply to the evaluation of learning outcomes acquired in: working activities, non-formal adult education system, unpaid work or volunteering, internships, courses, seminars, projects, via individual learning, during free time, etc.

8. The evaluation and recognition of learning outcomes is performed at the faculties, coordinated by Vice-Deans for Studies. The overall process is coordinated by the University's Department of Academic Affairs.

9. The procedure for evaluation and recognition of learning outcomes is performed during the entire academic year. The duration and scope of this procedure is established before signing of the agreement and is included in the agreement.

10. The process of evaluation and recognition of learning outcomes consists of the following stages: information, consultation, evaluation and recognition.

11. Information:

11.1. Before signing of the agreement, the University's faculty informs the person about the procedure for evaluation and recognition of learning outcomes;

11.2. The University's faculty introduces the person to the principles, procedures and financial conditions for evaluation and recognition of learning outcomes, and provides assistance regarding selection of University's study modules which learning outcome can be recognised.

12. Consultation:

12.1. After signing of the agreement, the person becomes a candidate and is assigned a consultant – employee of the faculty's study centre or academic unit;

12.2. The consultant helps the candidate to prepare for the evaluation and provides consultations on the following: what proof of the candidate's learning outcomes comply with the University's learning outcomes, how it should be collected and in what form should be submitted,

how to prepare a portfolio of learning outcomes, how to prepare for evaluation process with the respective evaluation methods (test, interview, etc.);

12.3. The amount of time for scheduled consultations is specified in the agreement on evaluation of learning outcomes. The form of communication (by email, telephone, in-person) and the schedule of consultations is agreed between the candidate and the consultant;

12.4. The consultant verifies the authenticity of the proof as well as its compliance with the University's learning outcomes and the current requirements of the educational system.

13. Evaluation:

13.1. The evaluation stage begins when the assessor is assigned and he/she is provided with a compiled portfolio of learning outcomes that the candidate and consultant agreed upon;

13.2. The evaluation is performed by the head teacher of the study module or the teacher who teaches in the study module which learning outcomes are intended to be recognised;

13.3. The assessor analyses the submitted documents and prepares a list of competences which are eligible for evaluation and recognition;

13.4. The assessor decides which methods shall be used for evaluation of learning outcomes and informs the candidate about it; he/she also schedules the evaluation date.

14. Recognition:

14.1. After the candidate's evaluation, the assessor decides whether the proof of learning outcomes achieved via non-formal and informal learning provided by the candidate can be: recognised, partially recognised or not recognised. If the proof provided by the candidate only partially justifies the learning outcomes (competences) of University's study module, the assessor decides which part of the study module can be recognised;

14.2. According to the selected evaluation methods the head teacher of the study module opens a respective form in the syllabus of the study module in the Academic Information System. The faculty's administrator of studies prepares the gradebook for such form;

14.3. The evaluation of learning outcomes and recognition of competences is finalised by a grade which is entered in the gradebook by the assessor;

14.4. If the candidate proves to have knowledge, abilities and skills described in the learning outcomes of the study module, he/she is provided with credits of the study module.

15. After the evaluation, if the candidate has not submitted a sufficient proof of learning outcomes and cannot demonstrate them in other ways, additional consultations can be organised under his/her request.

16. If the candidate disagrees with the decision regarding the evaluation of learning outcomes, he/she has a right to submit an appeal. Candidates' appeals are processed under the procedure for appeals established by the University.

17. The scope of evaluation and recognition of learning outcomes:

17.1. The amount of credits obtained during evaluation and recognition of candidate's learning outcomes cannot exceed 50 percent of the scope of study programme he/she intends to study;

17.2. The final thesis or examination cannot be recognised.

18. The candidate has to pay a fee for consultations and participation in the process for evaluation and recognition of learning outcomes; the fee is imposed by the University's Council.

19. The teachers who act as assessors of candidates' learning outcomes are paid under the procedure established by the University.

III. FINAL PROVISIONS

20. The person aiming for the procedure for evaluation of learning outcomes and recognition of competences acquired via non-formal and informal learning has to pay a specified fee to the University.
