



VILNIUS ACADEMY OF ARTS

DESCRIPTION OF THE PROCEDURE FOR THE ASSESSMENT AND RECOGNITION OF NON-FORMAL AND INFORMAL LEARNING ACHIEVEMENTS AND COMPETENCES AT VILNIUS ACADEMY OF ARTS

I. GENERAL

1. The description of the procedure for the assessment and recognition of non-formal and informal learning achievements and competences at Vilnius Academy of Arts (hereinafter referred to as the Description) establishes the procedures for the assessment and recognition of non-formal and informal learning achievements and competences at Vilnius Academy of Arts (hereinafter referred to as the Academy).

2. The Description was prepared in accordance with the Law on Education of the Republic of Lithuania (Valstybės žinios (Official Gazette), 1991, No. 23-593; 2011, No. 38-1804), the Law on Science and Studies of the Republic of Lithuania (Valstybės žinios (Official Gazette), 2009, No. 54-2140); Law on Adult Education of the Republic of Lithuania (Valstybės žinios (Official Gazette), 1998, No. 66-1909), Order of the Minister of Education and Science of the Republic of Lithuania on the Approval of Recommendations for the Assessment and Recognition of Competences Acquired through the Non-formal Adult Education System at Higher Education Institutions (Valstybės žinios (Official Gazette), 2010, No. 152-7763), Council conclusions of 12 May 2009 on a strategic framework for European cooperation in education and training ('ET 2020') (2009/C 119/02) and the following documents regulating the internal procedures of the Academy: Statute, Study Regulations.

3. Terms used in this Description:

Assessment means the level of correspondence of the learning achievements and competences to the study results based on the assessment system applied by the Academy and expressed as a mark.

Candidate means the person who seeks to have his/her learning achievements and competences acquired through non-formal and/or informal learning recognized as study results (and respective credits) and who has concluded an agreement on the assessment and recognition of learning achievements and competences with the Academy.

Competence means the ability to transfer the knowledge, abilities, skills and attitudes towards new situations, thus enabling a person to act in various situations.

Adviser means the person who advises the Candidate on how to collect the evidence of his/her learning achievements and prepare for the assessment of learning achievements and competences.

Learning achievements mean the Candidate's knowledge, abilities, skills and attitudes that the individual can reveal and substantiate during the assessment of learning achievements.

Learning achievements portfolio is a set of evidence of the Candidate's learning achievements (certificates, documents, evidence of creative results, creative portfolio, projects,

plans, employer and peer reviews and other documents) that allow to confirm the compliance of the non-formal and informal learning achievements to the study results.

Assessment of learning achievements and competences means the process during which the Candidate's non-formal and/or informal learning achievements and competences and the proof thereof are analysed and evaluated using a set of different methods and procedures.

Recognition of learning achievements and competences as study results means the process during which the correspondence of the Candidate's learning achievements and competences acquired through non-formal and/or informal learning to the results of the study subject(s)/module(s) is recognized.

Agreement on the assessment and recognition of learning achievements and competences means the agreement signed by the Rector of the Academy or the person authorized by him/her and the Candidate, which defines the relationship and the obligations of the parties with regard to the assessment and recognition of non-formal and informal learning achievements, as well as the inclusion and documentation thereof.

Non-formal learning means education corresponding to the interests of the individual, employers and society, characterized by flexible forms of learning (courses, seminars, lectures, part-time education, etc.). Its contents are regulated by non-formal education programmes, upon completion of which a certificate of learning achievements can be issued.

Additional assessment of learning achievements and competences means the assessment of the additional evidence of learning achievements provided by the Candidate and/or assessment of the Candidate's competences using additional methods.

Informal learning means continuous learning during social, professional, creative work and leisure activities, not planned in advance, usually taking place outside of an educational institution, not accompanied by certificates, diplomas or other documents, unplanned and unorganized learning.

Study results mean acquired knowledge, abilities, skills and attitudes, the level of achievement of which is assessed with a grade based on the assessment system applied by the Academy.

Assessment committee means a group of assessors consisting of the teacher(s) of the study subject(s)/module(s) for which the assessment is requested, the study programme(s) to which the study subject(s)/module(s) is/are assigned, the supervisor, and the member(s) of the committee assessing the Candidate's learning achievements and competences and determining whether they correspond to the results of the study subject/module. The assessment committee consists of 3 members from among whom the head of the assessment committee – the chairperson of the committee – is elected.

4. General principles for the assessment and recognition of non-formal and informal learning achievements and competences:

4.1. Availability. The persons interested can seek to have their non-formal and informal learning achievements and competences assessed and recognized, regardless of how they were acquired. Availability means the geographical accessibility of the location where the assessment is carried out, ensuring equal opportunities, clarification of the nature and specifics of the evaluation procedure, discussion of possible evaluation results.

4.2. Flexibility. The assessment methodology used allows to evaluate the Candidate's non-formal and informal learning achievements and competences, regardless of where and how they were acquired, there are possibilities to design individual study paths for Candidates entering the higher education system from various backgrounds: practical activities, non-formal education institutions, other countries, etc.

4.3. Transparency and objectivity. The non-formal and informal learning achievements and competences acquired by the Candidate are assessed by combining and integrating various assessment methods and avoiding the assessor's subjective approach towards the assessment procedures, criteria or the Candidate. The Candidate is provided with feedback regarding the decision made and the opportunity to appeal against it.

4.4. Equivalence. The non-formal and informal learning achievements and competences are assessed on the basis of the student's knowledge and skills described in the respective study programme after the completion of the study subject/module.

4.5. Voluntary action. By voluntarily deciding to participate in the assessment process, the Candidate interested in the assessment is responsible for the documents and material submitted for assessment of non-formal and informal learning achievements, is motivated to be assessed, prepared for the assessment procedure and is intentionally planning further studies at the Academy.

II. ORGANIZATION OF THE PROCEDURE FOR THE ASSESSMENT AND RECOGNITION OF NON-FORMAL AND INFORMAL LEARNING ACHIEVEMENTS AND COMPETENCES

5. The procedure for the assessment and recognition of non-formal and informal learning achievements and competences (hereinafter referred to as the assessment and recognition of learning achievements and competences) is open to students and auditors of the Academy, as well as individuals that are not studying at the Academy and have at least secondary education.

6. To become a Candidate, the person interested fills out an application in the prescribed form (see Annex 1), submits the document certifying the secondary education (if the person is not a student of the Academy) and a receipt of payment of the registration fee (see Section 19.1). On the basis of these documents, an agreement on the assessment and recognition of learning achievements and competences is drawn up (see Annex 2), which sets out the obligations of both parties. The person becomes a Candidate for the recognition and assessment of acquired learning achievements and competences upon signing of the agreement on the assessment and recognition of learning achievements and competences (hereinafter referred to as the Agreement).

7. The Academy stores a copy of the Agreement in the Candidate's personal file: in the case of a student or auditor of a faculty – in an existing file, and in case of a person that is not a student of the Academy – in a new file. The same requirements apply to new files of newly admitted students or listeners – the following respective documents must be submitted: a copy of the identity document, copies of secondary or other education certificates or diplomas, a copy of the marriage certificate (if required), non-formal education certificates, certificate on professional activities, etc.

8. The Candidate may apply for the assessment of learning achievements and competences acquired through: professional activities, non-formal adult education, creative work, unpaid or voluntary work, internships, courses, seminars, projects, independent learning or leisure activities.

9. The assessment and recognition of learning achievements and competences is carried out in the faculties under the coordination of the deans.

10. The procedure for the assessment and recognition of learning achievements and competences can be initiated at any time during the school year. The duration and scope of the procedure is determined before the conclusion of the Agreement with the Candidate and is included therein.

11. The process of the assessment and recognition of learning achievements and competences consists of the following stages: informing, consulting, assessment and crediting of competences.

12. Informing.

12.1. Informing the person before the conclusion of the Agreement about the procedures for the assessment and recognition of learning achievements and competences carried out at the faculty;

12.2. During this stage, the principles, procedures, financial conditions of assessment and recognition of learning achievements and competences are presented and help is provided with the selection of study subjects/modules, the study results (competences) of which can be credited.

13. Consulting.

13.1. Upon conclusion of the Agreement, the Candidate is assigned an adviser – an employee of the respective department;

13.2. During this stage, the adviser helps the Candidate to prepare for the assessment: advises on the evidence of learning achievements corresponding to the study subject/module to be

collected and how to present it, how to prepare the portfolio of the learning achievements, how to prepare for the assessment in accordance with the respective assessment methods (test, interview, etc.);

13.3. the hours dedicated to consulting the Candidate are specified in the Agreement. The form of consulting provided (by e-mail, telephone, real-time, one-on-one) and the schedule are agreed between the Candidate and the adviser. Preparation for the assessment may take up to 3 months from the conclusion of the Agreement;

13.4. the adviser examines the authenticity of the evidence, compliance with the study results of the subjects/modules and the modern requirements of the education system.

14. Assessment.

14.1. The assessment stage begins with the submission to the assessment committee of a prepared portfolio of learning achievements agreed between the Candidate and the adviser (see Annex 3). If the evidence of learning achievements is in a foreign language, the Candidate must submit a notarized translation into Lithuanian;

14.2. The assessment is performed by the assessment committee;

14.3. No later than within 1 month after receiving the Candidate's portfolio of learning achievements, the assessment committee analyses the contents of the documents submitted by the Candidate, prepares a list of the competences that may be assessed and recognized, sets the date of the assessment interview, decides on the methods to be used during the assessment of learning achievements (see Annex 4) and informs the Candidate. One or more of the following assessment methods may be selected:

14.3.1. testing and examination;

14.3.2. reviews of creative work;

14.3.3. case study;

14.3.4. self-reflection;

14.3.5. essay;

14.3.6. reflection;

14.3.7. declarative method;

14.3.8. activity monitoring;

14.3.9. simulation;

14.3.10. assessment at the workplace;

14.3.11. presentation method;

14.3.12. interview.

Assessment methods are selected in such a way that the Candidate's learning achievements and competences can be identified and their level determined.

15. Crediting of competences.

15.1. After the assessment of the Candidate, the assessment committee decides to recognize, not to recognize or to partially recognize the evidence of non-formal and informal learning achievements and competences provided by the Candidate. If the evidence provided by the Candidate only partially substantiates the results (competences) of the study subject/module, the assessment commission decides which part of the study subject/module can be credited;

15.2. Based on the selected methods of assessment, the teacher responsible for the study subject/module fills out the required entry form for the study subject/module programme in the Academic Information System. Based on this form, a new sheet is created. The sheet is created by the the faculty's study service administrator;

15.3. The assessment and recognition of learning achievements and competences is formalized by a grade. The assessment committee records the assessment of the Candidate's learning achievements and competences in the card for study results (see Annex 5). The Candidate is informed of the assessment results and signs the card for the study results;

15.4. when the Candidate proves that he/she has the knowledge, abilities, skills and attitudes corresponding to the results of the study subject/module, he/she is awarded credits for the respective study subject/module. An appropriate certificate is then issued.

16. If in its conclusions the assessment committee partially acknowledges the evidence of non-formal and informal learning achievements and competences provided by the Candidate and provides recommendations for additional assessment, a period is set during which the Candidate can prepare for the additional assessment of learning achievements and competences. The period of preparation may not exceed 1 month. During the additional assessment, the Candidate is given the opportunity to provide additional evidence of learning achievements and/or the Candidate's competences are assessed using additional methods. Additional assessment for the study subject/module for which an assessment is requested may only be performed once.

17. If a person does not agree with the decision on the assessment and recognition of learning achievements, he/she has the right to appeal. The Candidate must submit the appeal within 5 business days from the day of receiving the results of the assessment (see Section 15.3). The appeal is examined by the Study Programme Committee in accordance with the procedure established by the Academy.

18. Scope of assessment and recognition of learning achievements and competences:

18.1. The amount of study credits awarded during the assessment and recognition of the Candidate's learning achievements may not exceed 75% of the scope of the selected study programme;

18.2. Credits may not be awarded for the final work (project) or final examination.

19. The procedure for the assessment and recognition of non-formal and informal learning achievements and competences is subject to a fee. The fee for the procedure is approved annually by the Council of the Academy and consists of the following:

19.1. A registration fee for the examination of the application to participate in the procedure for the assessment and recognition of learning achievements and competences and the preparation of the Academy for the assessment procedure. This contribution may not exceed 1 basic social benefit (hereinafter referred to as BSB);

19.2. A fee for the assessment of learning achievements and competences, which depends on the extent of compliance of the Candidate's study results. The fee for one study credit that may not exceed 0.6 BSB.

20. Teachers are paid for the assessment of learning achievements and competences in accordance with the procedure established by the Academy.

III. FINAL PROVISIONS

21. The description of the procedure for the assessment and recognition of non-formal and informal learning achievements and competences enters into force on the date of its approval at the Senate meeting. Amendments to the description may be initiated by the Rector of the Academy, the Vice-Rector for Studies, the Study Group, the Study Quality Department, the Studies Office, the faculty councils and the Student Representative Body. Proposals are submitted to the President of the Senate.

22. This description of the procedure may be amended in accordance with the legislation of the Republic of Lithuania.

Annex 1
to the Description of the Procedure for the
Assessment and Recognition of Non-formal and
Informal Learning Achievements and Competences
of Vilnius Academy of Arts

(name and surname)

(address, e-mail, phone number)

(faculty, study programme, year (if the Candidate is a VAA student))

To the attention of the Rector
of Vilnius Academy of Arts

APPLICATION

.....
(date)

I hereby request to be allowed to participate in the procedure for the assessment and recognition of non-formal and informal learning achievements and competences in order for them to be recognized as corresponding to the results of the following study subject(s)/module(s):

No.	Study Subject/Module	Number of credits

(Name and surname of the Candidate)

(Signature)

**AGREEMENT
ON THE ASSESSMENT AND RECOGNITION OF LEARNING ACHIEVEMENTS AND
COMPETENCES**

Registration No. _____
_____ **20** _____
Vilnius

Vilnius Academy of Arts (hereinafter referred to as the Academy, represented by the Dean of the Faculty of _____, acting in accordance with the order of the Rector No. _____ of _____ 20__, and _____, personal identification No. _____ (*nationality*) (hereinafter referred to as the Candidate), jointly referred to as the Parties, in accordance with the Statute of the Academy and other legislation of the Republic of Lithuania, have concluded the following Agreement on the Assessment and Recognition of Learning Achievements and Competences (hereinafter referred to as the Agreement):

I. GENERAL

1. This Agreement sets out the procedure and the fee for the assessment and recognition of the Candidate's non-formal and informal learning achievements and competences, the obligations of the Parties and the terms and conditions for the validity, amendment and termination of the Agreement. In cases when this Agreement does not regulate the matters related to the assessment and recognition of the Candidate's learning achievements and competences, the legislation of the Republic of Lithuania, the Statute of the Academy and the legislation of the Academy shall apply.

2. This Agreement is concluded and valid for the following period: from _____ 20__ until _____ 20__.

3. The Candidate may seek the assessment and recognition of learning achievements and competences in the following study subjects/modules – *title of study subject/module, code and credits*.

4. The Candidate will be consulted for _____ hours.

II. FINANCIAL CONDITIONS

5. The fee for the assessment and recognition of learning achievements and competences will be EUR _____ (_____ euro and _____ cents).

6. The Candidate shall pay the fee specified in this Agreement and approved by the Council of the Academy in accordance with the procedure established by the Academy.

III. OBLIGATIONS OF THE ACADEMY

7. The Academy undertakes to:

7.1. create conditions for the Candidate to obtain the assessment (in certain cases, followed by an additional assessment) of non-formal and informal learning achievements and competences and for the recognition thereof in accordance with the selected study subjects/modules;

7.2. ensure the objectivity and impartiality of the assessment and recognition process;

7.3. process the Candidate's personal data in accordance with the requirements of the legislation of the Republic of Lithuania;

7.4. at the request of the Candidate, issue a note or a certificate in the prescribed form indicating the credited study results;

7.5. fulfil other obligations established in the Statute of the Academy and other legislation of the Academy.

IV. OBLIGATIONS OF THE CANDIDATE

8. The Candidate undertakes to:

8.1. become acquainted with the legislation regulating the organization of the education process published on the website of the Academy;

8.2. pay the fee specified in Section 4 of this Agreement or transfer this obligation to a third party under a separate agreement, and if such party fails to pay the fee, to perform the obligation himself/herself;

8.3. fulfil other obligations established in the Statute of the Academy and other legislation of the Academy.

V. FEE AND PAYMENT PROCEDURE

9. The amount of the fee is determined on the basis of the number of study modules to be assessed and their credit amounts, as well as the duration of consulting activities and assessment.

10. The Candidate undertakes to pay for the procedure of assessment and recognition of learning achievements and competences to the Academy's bank account specified in the Agreement:

* within 20 calendar days from the date of signing of the Agreement;

* _____ of the fee within 20 calendar days from the date of signing of the Agreement, when the assessment and recognition involve more than one study subject/module per semester, and the remaining amount by instalments until the end of the assessment and recognition in accordance with the procedure agreed with the Dean.

11. The Academy has the right to terminate the Agreement or enter into a debt repayment agreement with the Candidate who fails to pay for the assessment of learning achievements and competences within the term specified in Section 9 of the Agreement.

12. In the event of termination of the Agreement, the fees paid shall not be refunded to the Candidate.

VI. FINAL PROVISIONS

13. The Agreement shall enter into force upon signature.

14. The Candidate has the right to terminate this Agreement at any time.

15. The Agreement may be terminated at the initiative of the Academy:

15.1. if the Candidate performs a gross violation the Statute of the Academy and the procedure established by other legislation of the Academy;

15.2. if the Candidate fails to fulfil the requirements set out in the Agreement.

16. The Agreement expires:

16.1. at the end of the term of the Agreement and when the Candidate pays the full amount to the Academy for the assessment provided;

16.2. in the cases set out in Sections 7 and 14 of this Agreement.

17. The Candidate agrees that the Academy will lawfully process his/her personal data.

18. Disputes between the Parties shall be resolved in accordance with the procedure established by the Statute of the Academy, and if a dispute cannot be resolved amicably, in court according to the address of the registered office of the Academy, in accordance with the procedure established by laws of the Republic of Lithuania.

19. The Agreement is made in two copies with the same legal effect. One copy is given to the Candidate and the other is kept in the Candidate's personal file at the Academy.

20. By signing this Agreement, the Parties confirm that the content of the Agreement is clear and understandable to them and corresponds to their true will.

VII. DETAILS OF THE PARTIES

Addresses of the Parties to the Agreement:

Vilnius Academy of Arts: Maironio 6, LT-01124 Vilnius
Faculty (department):

_____ telephone: _____
(address)

_____ fax: _____

Candidate:

_____ telephone: _____
(address)

_____ e-mail: _____

Payment details:

Vilnius Academy of Arts, registration No. 111950439, data is collected and stored in the Register of Legal Entities, bank account No. LT44 7300 0100 0245 5498, Swedbank AB, bank code 73000, name of contribution: tuition fee, personal identification number must be entered in the payer's identification code section.

VII. SIGNATURES OF THE PARTIES

Dean of the Faculty (Head of the
Department)

Candidate

(signature, date)

(signature, date)

John Smith

John Smith

Seal

STRUCTURE OF THE PORTFOLIO OF LEARNING ACHIEVEMENTS

1. Cover page (includes the Candidate's name, surname, address).
2. Curriculum vitae (Candidate's CV according to the EUROPASS template).
3. Cover letter (1–2 pages of text in which the Candidate explains the reasons and the need for the assessment and recognition of non-formal and informal learning achievements and competences).
4. Non-formal and informal learning achievements and competences, qualification and education, and supporting documents (Table 1).

Learning Achievements and/or Competences and/or Qualification and/or Education	Document Title	Issued by and Year of Issue

.....
(signature)

.....
(name and surname of the
Candidate)

Annex 4
to the Description of the Procedure for the
Assessment and Recognition of Non-formal and
Informal Learning Achievements and Competences
of Vilnius Academy of Arts

**METHODS OF ASSESSMENT OF NON-FORMAL AND INFORMAL LEARNING
ACHIEVEMENTS AND COMPETENCES AND THEIR CORRESPONDENCE TO THE
RESULTS OF THE STUDY PROGRAMME AND SUBJECT/MODULE**

Results of the Study Programme	Results of the Subject/Module	Main Assessment Method	Additional Assessment Methods	Subjects/ Modules

to the Description of the Procedure for the Assessment and Recognition of Non-formal and Informal Learning Achievements and Competences of Vilnius Academy of Arts

APPROVED:

(Head of Department: name, surname, signature, date)

(Dean: name, surname, signature, date)

CARD OF RECOGNITION OF RESULTS AT VILNIUS ACADEMY OF ARTS

(name, surname)

(name of study programme, year/personal identification number, if not a student at the Academy)

No .	Name of Subject/Module	Number of Credits	Grade	Assessors	
				Name and Surname	Signature
1					
2					
3					
Total					