

# DESCRIPTION OF THE PROCEDURE AT THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE FOR ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS RELATED TO HIGHER EDUCATION AND OBTAINED BY COMPLETING EDUCATION IN FOREIGN COUNTRIES AND AT INTERNATIONAL ORGANISATIONS

## I. GENERAL PROVISIONS

1. *The Description* (hereinafter referred to as the Description) of the Procedure at the Lithuanian Academy of Music and Theatre (hereinafter referred to as the LMTA or Academy) for Academic Recognition of Foreign Qualifications Related to Higher Education and Obtained by Completing Education in Foreign Countries and at International Organisations (hereinafter referred to as Foreign Qualifications) defines the procedures for academic recognition performed at the Academy.<sup>1</sup>

2. The Description has been prepared in compliance with the documents below. These documents govern the procedure for recognition of foreign qualifications at the Academy:

2.1. *The European Recognition Manual for Higher Education Institutions*;

2.2. *The Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organisations* approved by the Resolution of Government of the Republic of Lithuania;

2.3. *Methodology of Recognition of Foreign Education and Qualifications Acquired under Educational Programmes of Foreign States and International Organisations* approved by Order of the Director of the Centre for Quality Assessment in Higher Education (hereinafter referred to as SKVC)

2.4. *Regulations for Subject Compatibility and Transfer of Grades of Foreign Qualifications Giving Access to Higher Education and Obtained by Completing Education in Foreign Countries and at International Organisations* approved by Order of the Director of the Centre for Quality Assessment in Higher Education.

3. The academic recognition of foreign qualifications at the Academy is part of the student admission procedure and is performed free of charge for persons applying to enrol in the LMTA study programmes of the first, second or third cycle.

4. The academic recognition of foreign qualifications at the LMTA is coordinated by an LMTA staff member who has adequate qualifications and experience in the recognition of foreign qualifications and access to the necessary databases and is appointed by an order by the LMTA Rector. Where necessary, a committee is called upon Rector's order to perform academic recognition of foreign qualifications; the committee can include Dean of the corresponding faculty and Head of the corresponding department. In certain cases, other persons can be included in the committee.

5. The LMTA cooperates with SKVC in the assessment and academic recognition of foreign qualifications by:

5.1. applying for methodological support and guidance regarding recognition of qualifications and up-to-date information for persons performing academic recognition;

5.2. applying for guidance on the improvement of the recognition procedure;

5.3. participating in trainings organised by SKVC on topics relevant to the academic recognition of foreign qualifications;

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<sup>1</sup> The right to perform the recognition of foreign qualifications related to higher education and obtained upon completing education in foreign countries and at international organisations was granted by the Minister for Education, Science, and Sport on 13 May 2021 by Order No. V-753.

Internet access: <https://www.e-tar.lt/portal/lt/legalAct/ad7599b0b3b511eb890af12ff8a859f9>

5.4. by certain deadlines and according to the criteria specified by SKVC, providing information on the decisions on academic recognition of foreign qualifications;

5.5. following recommendations and guidance provided by SKVC on the assessment and/or academic recognition of foreign qualifications.

## **II. GENERAL PRINCIPLES FOR THE ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS**

6. In the process of recognition of foreign qualifications, the Academy complies with the principle of non-discrimination on the grounds of gender, race, language, religion, political views, national, ethnic, or social origin, or other reasons not related to the core of academic qualifications.

7. The process of assessment of foreign qualifications takes into account the models of education systems applied worldwide, their peculiarities, and the level of education.

8. The assessment criteria must clearly defined, applied in a consistent manner, and be open to the public. The time limits of the assessment procedure must be based on real time costs.

9. The assessment of a certain foreign qualification must take into account the practice of assessing similar foreign qualifications by applying similar assessment methods and criteria.

10. Each decision has to be made in a reasonable manner, in compliance with international recommendations, national legislation, internal LMTA documents, available information, and documents submitted by the LMTA applicant.

## **III. PROCEDURES FOR THE ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS**

### **Providing information to the applicants with foreign qualifications**

11. Information on the procedures and criteria for academic recognition of foreign qualifications is announced on the LMTA website and available for the public. The information must be regularly updated.

12. Information and consultation of applicants regarding the procedure of the academic recognition of foreign qualifications at the Academy and submission of documents for academic recognition is provided by e-mail used by the applicant to:

12.1. receive information about the study programmes offered at the LMTA; general and special admission requirements; required application documents;

12.2. receive information about academic recognition (documents, procedures, deadlines);

12.3. submit the required application documents (scanned copies of documents) and materials necessary for the academic recognition of foreign qualifications;

12.4. receive information about the progress of the academic recognition of foreign qualifications, the decision taken, and the issue of an appeal where the applicant does not agree with the LMTA decision.

### **Submission of documents**

13. Applicants who require the academic recognition of foreign qualifications must submit, by a set deadline, an application (the template is available on the LMTA website) and scanned copies of the documents<sup>2</sup> required both for the admission to the LMTA and the academic recognition of foreign qualifications. The application must be filled in the provided template, contain the following information, and be submitted along with the scanned copies of the documents below:

13.1. personal information;

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<sup>2</sup> The applicants also submit original documents by registered mail or directly to the LMTA.

- 13.2. contact information;
- 13.3. a confirmation that the information provided is true and correct;
- 13.4. a scanned copy of the identity document;
- 13.5. a document certifying foreign qualifications or other corresponding documents verifying the applicant's obtained education. If the LMTA cannot consider the documents validating the applicant's education submitted in the original language, the applicant has to submit the documents translated into the Lithuanian, English, or Russian language, and the translation must be officially verified by the translation agency;
- 13.6. a certificate of assessment of the applicant's level of the English, Russian, or Lithuanian language depending on the language of instruction of the study programme the applicant is applying for. If the language of instruction of the study programme the applicant is applying for is the applicant's mother tongue, the applicant does not have to submit the certificate. The applicants for postgraduate (doctoral) studies must have the level of English specified in the entry requirements: CEFR C1 (Advanced): *Advanced English knowledge is required (Level C1) according to the Common European Framework: [IELTS](#) – level 7, [TOEFL](#) – 110-120;*
- 13.7. document(s) certifying the change of the applicant's name and/or surname if the documents validating foreign qualifications are issued under a different name;
- 13.8. additional documents validating the applicant's level of education;
- 13.9. additional proof of compliance with the established requirements for admission to the corresponding study programme;
- 13.10. a confirmation that the LMTA has the right to contact third parties (school, university, ENIC/NARIC centers, etc.) regarding the authenticity of the submitted documents, the value of the education obtained by the applicant, the assessment of the level of the education obtained.

14. Upon receiving the application, the LMTA staff member in charge (see Article 4 of this Description) sends the applicant a confirmation of receipt of the application for the academic recognition of foreign qualifications, indicates drawbacks, if any, and provides comments for improving the application and/or submitting additional documents.

15. The LMTA starts the process of the academic recognition of foreign qualifications only after having received all the necessary documents.

16. The qualifications have to be assessed within one month from receiving all the necessary documents. If the process of recognition is prolonged due to reasons beyond the applicant's control, the applicant is informed by e-mail that explains the reasons and, if possible, sets a new tentative deadline for making the decision.

### **The assessment and recognition/non-recognition of foreign qualifications**

17. When performing the procedures for academic recognition of the applicant's foreign qualifications, the Academy:

- 17.1. determines the value of the applicant's qualification in the country of its origin;
- 17.2. determines the level of the qualification in the country of its origin;
- 17.3. compares the applicant's foreign qualification with the most similar qualification provided in the Republic of Lithuania;
- 17.4. taking into account the purpose of the recognition, determines whether the differences established between the foreign qualification and the qualification provided in the Republic of Lithuania are fundamental.

18. At the LMTA, each foreign qualification is assessed and the decision on its academic recognition is taken individually and in a reasonable manner, in compliance with the national

legislation, international recommendations, and internal LMTA documents. Previous practice in similar cases of academic recognition, the information that the LMTA possesses, and documents provided by the applicant are also taken into consideration.

19. The decision-making on the recognition of foreign qualifications follows the two stages:

19.1. a preliminary decision is taken based on the electronically submitted copies of documents validating the applicant's education;

19.2. upon receiving the original documents validating the applicant's education, the originals are compared to the previously received copies, analysed, and a final decision on the foreign qualification recognition is made.

20. The decision on the academic recognition or non-recognition of the foreign qualifications, as well as on the determination of the compatibility of the subjects and the adequacy of the transferred grades, is formally presented by a decision (the template of the decision is provided in the Annex to this Description) signed by Vice-Rector for Studies (or Vice-Rector for Art and Science) and the employee responsible for the decision made. All the decisions are registered and stored in compliance with the LMTA Documentation Plan.

21. Upon completing the assessment of the applicant's foreign qualifications and recognising them as valid for being enrolled in a corresponding study programme (study cycle), the applicant has the right to take entrance examinations and is informed by e-mail regarding the decision on the academic recognition and the requirements for entrance examinations.

22. In certain exceptional cases, the applicant who needs the academic recognition of their foreign qualifications is allowed to take entrance examinations prior to the decision on the academic recognition of the foreign qualifications. In such cases, the decision is to be taken no later than 3 calendar days before the ranking lists of the applicants have been made.

23. Where the applicant's foreign qualifications are recognised as not valid for being enrolled in a corresponding study programme (study cycle), the applicant is informed by e-mail about the reasons for the decision of non-recognition and the possibilities for submitting an appeal.

24. All LMTA decisions are based on the information that the LMTA possesses at the time of assessment and recognition of the applicant's foreign qualifications. All the processes have to be performed in a transparent and clear manner.

### **Quality assurance and appeals against the decisions on the academic recognition of foreign qualifications**

25. To ensure the quality of the decisions taken and perform their supervision, the LMTA:

25.1. systematises and collects the current practice of assessing foreign qualifications and refers to it when making decisions on the academic recognition of foreign qualifications;

25.2. collects and systematises information necessary for the assessment of foreign qualifications, samples of received documents validating the person's education, and previously made decisions on the academic recognition of foreign qualifications;

25.3. periodically reviews the assessment procedure and the requirements for the documents to be submitted and, if necessary, makes adjustments;

25.4. makes a record of access to international networks, and addresses of databases and other sources;

25.5. develops and improves descriptions of academic recognition processes for employees.

26. An applicant who disagrees with the LMTA decision on the recognition of their qualifications has the right to launch an appeal within 14 calendar days from the day of receiving the decision. The appeal is submitted to SKVC. The LMTA informs the holder of foreign qualifications by e-mail regarding the possibility and procedure for launching an appeal.

**IV. FINAL PROVISIONS**

27. This Description is approved and can be amended by a resolution by the LMTA Senate.

28. This Description and its Amendments come into force from the date of their approval unless it is otherwise specified in the resolution by the LMTA Senate.

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The Description of the Procedure at the Lithuanian Academy of Music and Theatre for the Academic Recognition of Foreign Qualifications Related to Higher Education and Obtained by Completing Education Programmes in Foreign Countries and at International Organisations

(a template for the decision on the academic recognition or non-recognition of the applicant's foreign qualifications)

**THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE**

**DECISION  
ON THE ACADEMIC RECOGNITION OF FOREIGN QUALIFICATIONS**

..... (day) .....(month) 20.... (year) No. ....-.....  
Vilnius

<b>Name of the applicant whose foreign qualifications are to be recognised</b>	
<b>Personal identification number or date of birth</b>	
<b>Country of birth</b>	
<b>Institution where the studies were completed</b>	
<b>Country where the institution is located</b>	
<b>Year of graduation</b>	
<b>Qualifications obtained at the institution</b>	
<b>Qualifications awarded in the Republic of Lithuania that correspond to the qualifications obtained by the applicant</b>	<input type="checkbox"/> at least secondary or equivalent education <input type="checkbox"/> bachelor's degree awarded upon the completion of the first-cycle studies <input type="checkbox"/> professional bachelor's degree awarded upon the completion of the first-cycle studies <input type="checkbox"/> master's degree awarded upon the completion of the second-cycle studies <input type="checkbox"/> .....
<b>The studies at the Lithuanian Academy of Music and Theatre that the applicant has the right to apply for</b>	<input type="checkbox"/> the first-cycle (bachelor's) studies <input type="checkbox"/> the second-cycle (master's) studies <input type="checkbox"/> the third-cycle (doctoral) studies <input type="checkbox"/> .....
<b>The transfer of the grades earned by the applicant was performed via the following systems:<sup>3</sup></b>	

<sup>3</sup> If a foreign qualification that gives the applicant the right to take the entrance examinations for the LMTA third-cycle studies is recognised, the equivalents of the subjects specified in the document validating the applicant's education do not need to be determined and the grades do not need to be transferred. In this

**DETERMINATION OF COMPATIBILITY OF THE SUBJECTS AND THE TRANSFER OF GRADES**

In 20 ... (year), ..... intends to participate in the entrance examinations (applicant's name) to enrol at the first-cycle studies funded / non-funded by the state at the Lithuanian Academy of Music and Theatre. The following compatibility of the subjects taken by the applicant in ..... (year) and the following transferred grades have been determined:

<b>INFORMATION TAKEN FROM DOCUMENTS VALIDATING APPLICANT'S EDUCATION</b>		<b>SUBJECT COMPATIBILITY AND TRANSFERRED GRADES</b>		
<b>Subject as indicated in the document validating the education</b>	<b>Grade earned as indicated in the document validating the education</b>	<b>Transferred grade</b>	<b>Subject at the general education school in Lithuania and its curriculum*</b>	<b>School graduation examination grade</b>

\* - Recommended curriculum of the subject based on the level of the subject or the hours allocated to it.

Vice-Rector for Studies

.....  
(signature) (name)

Staff member responsible for the academic recognition of foreign qualifications

.....  
(signature) (name)

or -----

**THE AVERAGE SCORE OF THE TRANSFERRED GRADES AWARDED FOR THE SUBJECTS**

In 20 ... (year), ..... intends to participate in the entrance examinations (applicant's name) to enrol at the second-cycle studies funded / non-funded by the state at the Lithuanian Academy of Music and Theatre.

\_\_\_\_\_  
case, Decision on the Academic Recognition of Foreign Qualifications is signed by Vice-Rector for Art and Science and the staff member in charge.

The applicant's average score of the transferred grades awarded for the subjects taken in 20....  
(year) is : .....

Vice-Rector for Studies

.....  
(signature) (name)

Staff member responsible for the academic recognition of foreign qualifications

.....  
(signature) (name)