

RECOGNITION OF FOREIGN QUALIFICATIONS

In 2017, the Ministry of Education and Science of Lithuania granted a right to the ISM University of Management and Economics to perform academic recognition of foreign qualifications for the purpose of further studies at our University.

The evaluation and recognition of qualifications is a part of admission procedure; it is mandatory to all applicants, who have acquired a foreign qualification. Procedure of evaluation and recognition of a foreign qualification for applicants to the University is provided free of charge.

Each foreign qualification is assessed and a decision concerning its academic recognition is made individually on the basis of information available and general recommendations on recognition of foreign qualifications provided by the Centre for Quality Assessment in Higher Education; in case of lack of experience in assessing certain qualifications and reliable information or if a qualification, which holder is applying for studies at ISM, is not included in the list of general recommendations, the University shall apply to the Centre for an individual recommendation.

Please find more detailed information on the following topics:

- *Procedure of academic recognition and evaluation criteria:* [Rules for Academic Recognition of Foreign Qualifications](#) at ISM.
- *Legal acts, regulating evaluation and recognition of foreign qualifications:* <https://www.skvc.lt/default/en/lawacts> .
- *General documentation requirements:* please click [here](#).
- *Requirements for credentials by country:* [Country Specific Requirements](#). If your country is not on the list, please follow [General documentation requirements](#). We also welcome the submission of any documents and/or information related to your studies that you might find to be relevant. Please note that ISM reserves the right to ask for additional documents and/or information.
- *Application for academic recognition.* Applicants have to fill out only one application form for admission and academic recognition for a foreign qualification; the form is available online at: <https://my.ism.lt> .
- *Centralized admission to higher education institutions in Lithuania.* Association of Lithuanian Higher Education Institutions for Centralised Admissions provides a one-stop-shop for admissions to Lithuanian universities. If you are applying to Bachelor level studies at ISM through this system, academic recognition will be performed by the Centre for Quality Assessment in Higher Education. For more information please visit the website: <https://bakalauras.lamabpo.lt/international-and-eu-students/holders-of-foreign-qualifications/> .
- *Right to appeal.* All recognition decisions issued by the University can be appealed against to Academic Recognition of Foreign Qualifications Concerning Higher Education Appeal Committee under the Centre for Quality Assessment in Higher Education; for more information on the procedure, please click [here](#).

**RULES FOR ACADEMIC RECOGNITION OF EDUCATION AND QUALIFICATIONS CONCERNING
HIGHER EDUCATION AND ACQUIRED UNDER EDUCATIONAL PROGRAMMES OF FOREIGN
STATES AND INTERNATIONAL ORGANISATIONS AT
ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS**

1. Rules for Academic Recognition (hereinafter referred to as 'the Rules') of Education and Qualifications Concerning Higher Education and acquired under Educational Programmes of Foreign States and International Organisations (hereinafter referred to as 'foreign qualifications') at ISM University of Management and Economics (hereinafter referred to as 'the University', 'ISM') shall govern the procedure for assessment and academic recognition of foreign qualifications at the University.
2. The Rules have been developed and assessment and academic recognition of foreign qualifications at the University shall be performed in accordance with the following documents:
 - 2.1. 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 Resolution No 212 of the Government of the Republic of Lithuania of 29 February 2012 (Official Gazette, 2012, No 29-1290);
 - 2.2. Methodology for the Evaluation of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign States and International Organisations approved by the order No V-21 of the Director of the Centre for Quality Assessment in Higher Education of 14 March 2017 with subsequent amendments;
 - 2.3. the Council of Europe/UNESCO Convention on the Recognition of Qualifications Concerning Higher Education in the European Region, Explanatory Reports and International Recommendations;
 - 2.4. the documents adopted by ENIC/NARIC network, the Council of Europe or other competent institutions and agreements of the Republic of Lithuania regarding recognition of qualifications;
 - 2.5. the best practices and guidance documents of the Member States of the European Union that have ratified the Lisbon Convention;
 - 2.6. The European Recognition Manual for Higher Education Institutions;
 - 2.7. The Rules;
 - 2.8. Other documents concerning academic recognitions of foreign qualifications.
3. The terms used in the Rules shall be understood as defined in 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 Resolution of the Government of the Republic of Lithuania of 29 February 2012 and the related legislation.
4. Assessment and academic recognition of foreign qualifications is carried out by the employees of the University Study Service Department.
5. Procedure of recognition of a foreign qualification for applicants to the University is provided free of charge.
6. The documents submitted for the assessment and recognition of foreign qualifications, the procedure and terms for their submission are specified in the Rules of Admission of Students to ISM University of Management and Economics. The holder of the qualification shall be informed of the submission of additional documents required for the qualification assessment by email. Information on documents submitted for assessment from certain countries is available on the ISM website.

7. Assessment of qualification consists of the following stages: determination of qualification value in its country of origin, determination of qualification level in its country of origin, comparison of qualification with the most similar qualification provided in the Republic of Lithuania, i.e. comparison of qualification content, profile, workload, quality, learning outcomes requirements with relevant requirements established in the Republic of Lithuania, determination of whether differences between foreign qualification and qualification provided in the Republic of Lithuania are substantial to study at the University.
8. The decision on the academic recognition of a foreign qualification shall be taken no later than within 15 working days from the date of receipt of all necessary documents at the University's Study Service Department.
9. Each foreign qualification is assessed and a decision concerning its academic recognition is made individually on the basis of information available and general recommendations on recognition of foreign qualifications provided by the Centre for Quality Assessment in Higher Education; in case of lack of experience in assessing certain qualifications and reliable information or if a qualification, which holder is applying for studies at ISM, is not included in the list of general recommendations, the University shall apply to the Centre for an individual recommendation.
10. After assessment of general requirements, the following decisions concerning academic recognition of a foreign qualification may be taken:
 - 10.1. Recognise a foreign qualification;
 - 10.2. Recognise a foreign qualification and grant only some rights to the holder of a qualification (seek only for further studies by gaining access to study programmes of a particular field (group of fields), etc.);
 - 10.3. Recognise a foreign qualification only together with additional requirements (examination/examinations, additional courses, studies, etc.) which the holder of a qualification will have to fulfil;
 - 10.4. Refuse to recognise a foreign qualification. In this case, it may be advisable to recognize foreign study results and transfer credits as part of the ISM study program.
11. The decision on academic recognition of a foreign qualification shall be included in the UNIMETIS Study Information System.
12. The holder of the foreign qualification shall be informed by e-mail about the decision regarding recognition of the qualification, as well as information about the procedure and terms of appealing the decision.
13. A decision on the academic recognition of a foreign qualification may be appealed against following the procedures and deadlines specified in the document listed in the Section 2.1 of the Rules.

GENERAL DOCUMENTATION REQUIREMENTS

The following documents must be submitted for recognition of a foreign qualification:

- Diploma and its' supplement;
- Passport or national ID card;
- Valid proof of name change (if applicable);
- Official translations:

All documents issued in languages other than English, Russian, or Lithuanian should be supplemented with an official translation. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature. Documents issued in English, Russian, or Lithuanian do not require a translation.

- Additional documents and/or information:

ISM has the right to request for additional documents and / or information necessary to make a decision regarding recognition of a foreign qualification.

COUNTRY SPECIFIC DOCUMENTATION REQUIREMENTS

The list below provides information on requirements for credentials by country. Please also refer to the [General documentation requirements](#).

* The list below is for information only and is subject to change without notice.

| Country | Documentation requirements |
|------------|--|
| Armenia | Mijnakarg Yndhanur Krtoutian Attestat <ol style="list-style-type: none">1. Mijnakarg Yndhanur Krtoutian Attestat2. Document of Unified State Examination Results (<i>Единые госэкзамены</i>) for admission to higher education institutions in Armenia |
| Azerbaijan | Orta təhsil haqqında attestat <ol style="list-style-type: none">1. Orta təhsil haqqında attestat2. Official results of the state examination for admission to higher education institutions in Azerbaijan organised by TQDK or DIM |
| Bangladesh | Higher Secondary Certificate <ol style="list-style-type: none">1. Higher Secondary Certificate2. Academic Transcript of the Higher Secondary Certificate3. Secondary School Certificate4. Academic Transcript of the Secondary School Certificate |
| Belarus | Atestat <ol style="list-style-type: none">1. Atestat (атэстат аб агульнай сярэдняй адукацыі);2. a letter issued by the school providing information on the results of the passed school leaving examinations. |

| Country | Documentation requirements |
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Cameroon

General Certificate of Education

1. original General Certificate of Education (ordinary and advanced levels)
2. the official statement of General Certificate of Education (ordinary and advanced levels) posted directly to ISM University of Management and Economics, Arkliu str. 18, Vilnius, LT-01305, Lithuania by Cameroon General Certificate of Education Board in a sealed and stamped envelope
3. documents attesting to any periods of post secondary education (if any)

China

Senior Secondary School

1. Senior Secondary School Graduation Certificate issued jointly by the school and local department of education
2. Academic transcript for the last three years issued by the school
3. Verification report in English for the Huikao or the new Academic Proficiency Test (Xueye Shuiping Ceshi/Kaoshi) results issued by CHESICC (www.chsi.com.cn/en/)
4. Verification report in English for the Chinese National University Entrance Examination (GaoKao) issued by CHESICC (www.chsi.com.cn/en/)

Higher Education

1. Degree Certificate (original or certified true copy)
2. Graduation Certificate (original or certified true copy)
3. Academic Transcript (original or certified true copy)
4. Verification reports in English for the degree certificate issued by the China Academic Degrees & Graduate Education Development Centre (<http://cqy.chinadegrees.cn/>)

Please note that all documents issued in Chinese should be supplemented with an official translation into English, Russian, or Lithuanian. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature.

Congo
(Democratic
Republic of)

Secondary Education

1. *Diplome d'Etat* (original)
2. *Bulletin* for the last 3 years of schooling (original)

Denmark

Secondary Education

Bevis for Studentereksamen or
Bevis for Højere Teknisk Eksamen or
Bevis for Højere forberedelseseksamen or
Bevis for Højere handelseksamen

Please note that all documents issued in Danish should be supplemented with an official translation into English, Russian, or Lithuanian. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature.

| Country | Documentation requirements |
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| Egypt | <p data-bbox="391 216 670 247"><i>Thanawiyya al-A'aamal</i></p> <ol data-bbox="440 281 1479 478" style="list-style-type: none"> <li data-bbox="440 281 1419 344">1. General Secondary Education Certificate (<i>Thanawiyya al-A'aamal</i>) as issued in Arabic <li data-bbox="440 348 1479 478">2. official General Secondary Education Certificate examination results completed after 12 years of education indicating all the subjects and grades earned issued in English and by the Ministry of Education and legalised by the Lithuanian Embassy in Egypt https://eg.mfa.lt/en (original) |
| Estonia | <p data-bbox="391 541 732 573"><i>Gümnaasiumi Lõputunnistus</i></p> <ol data-bbox="440 606 824 701" style="list-style-type: none"> <li data-bbox="440 606 824 638">1. <i>Gümnaasiumi Lõputunnistus</i> <li data-bbox="440 642 626 674">2. <i>Hinneteleht</i> <li data-bbox="440 678 732 701">3. <i>Riigieksamitunnistus</i> <p data-bbox="391 737 1479 863">Please note that documents issued in Estonian should be supplemented with an official translation into English, Russian, or Lithuanian. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature.</p> <p data-bbox="391 905 1479 968">There is no need to apply for recognition of credentials issued starting from 2019 as they are recognised automatically.</p> |
| France | <p data-bbox="391 1031 548 1062"><i>Baccalauréat</i></p> <ol data-bbox="440 1096 786 1159" style="list-style-type: none"> <li data-bbox="440 1096 786 1127">1. <i>Diplôme du Baccalauréat</i> <li data-bbox="440 1131 683 1159">2. <i>Relevé de Notes</i> <p data-bbox="391 1194 1479 1325">Please note that all documents issued in French should be supplemented with an official translation into English, Russian, or Lithuanian. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature.</p> |
| Ghana | <p data-bbox="391 1388 732 1419">Senior Secondary Certificate</p> <ol data-bbox="440 1453 1446 1577" style="list-style-type: none"> <li data-bbox="440 1453 1419 1516">1. original WAEC Senior Secondary Certificate (please note that we do not accept certificates issued by third parties, such as schools) <li data-bbox="440 1520 1446 1577">2. Result Checker Card's serial number and pin code for us to be able to check your examination results online at ghana.waecdirect.org |
| India | <p data-bbox="391 1640 883 1671">Senior Secondary Examination Certificate</p> <ol data-bbox="440 1705 1430 1768" style="list-style-type: none"> <li data-bbox="440 1705 1057 1736">1. Secondary school (X) certificate with mark sheet <li data-bbox="440 1740 1430 1768">2. Apostilled original senior secondary (XII) examination certificate with mark sheet <p data-bbox="391 1803 764 1835">Higher Education Qualifications</p> <ol data-bbox="440 1869 992 1934" style="list-style-type: none"> <li data-bbox="440 1869 906 1900">1. Apostilled original degree certificate <li data-bbox="440 1904 992 1934">2. Apostilled original consolidated mark sheet |

| Country | Documentation requirements |
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| International Baccalaureate | <p>International Baccalaureate</p> <ol style="list-style-type: none"> 1. Diploma of the <i>International Baccalaureate</i> 2. <i>International Baccalaureate</i> programme results certificate 3. Permission granted to ISM to check the examination results online at: http://www.ibo.org/ |
| Ireland | <p><i>Leaving Certificate</i></p> <ol style="list-style-type: none"> 1. <i>Leaving Certificate</i> (Provisional certificates are accepted only for current graduates) |
| Italy | <p>Diploma</p> <ol style="list-style-type: none"> 1. Diploma 2. Certificata (Esame di Stato) 3. A document issued by the school and providing information on the following: <ul style="list-style-type: none"> • detailed grades of final examination (grades by subjects) • marks obtained at the end of the last year of schooling (e.g. Pagella scolastica) |
| Kazakhstan | <p><i>Аттестат жалпы орта білім туралы</i></p> <ol style="list-style-type: none"> 1. <i>Аттестат жалпы орта білім туралы</i> 2. <i>Жалпы орта білім туралы аттестатка қосымша</i> 3. <i>Ұлттық бірыңғай тестілеу Сертификат</i> (Unified National Testing Results Certificate) or <i>Кешенді тестілеу Сертификат</i> (Complex Testing of applicants Results Certificate) |
| Kyrgyzstan | <p><i>Жалпы орто билим женунде аттестат (аттестат о среднем общем образовании)</i></p> <ol style="list-style-type: none"> 1. <i>Жалпы орто билим женунде аттестат</i> (or other equivalent document) 2. Appendix (<i>жетишкен бааларынын жыйынтык</i>) to the <i>Жалпы орто билим женунд е аттестат</i> 3. Document on Results of National Test (<i>Жалпы республикалык тестирлөө/Общее тестирование</i>) rganized by <i>Центр оценки в образовании и методов обучения</i> |
| Latvia | <p>Atestāts par vispārējo vidējo izglītību</p> <ol style="list-style-type: none"> 1. Atestāts par vispārējo vidējo izglītību 2. Sekmju izraksts 3. Vispārējās vidējās izglītības sertifikāts <p>There is no need to apply for recognition of credentials issued starting from 2019 as they are recognised automatically.</p> |

| Country | Documentation requirements |
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| Nepal | <p data-bbox="391 218 886 247">Higher Secondary Examination Certificate</p> <ol data-bbox="440 285 1490 478" style="list-style-type: none"> 1. Original Higher Secondary Examination Certificate attested by the National Examinations Board (NEB) and legalised by the Ministry of Foreign Affairs of Nepal 2. Original Higher Secondary Examination Academic Transcript attested by the National Examinations Board (NEB) and legalised by the Ministry of Foreign Affairs of Nepal 3. School Leaving Certificate 4. School Leaving education academic transcript |
| Nigeria | <p data-bbox="391 541 685 571">Senior School Certificate</p> <ol data-bbox="440 609 1484 768" style="list-style-type: none"> 1. WAEC or NECO Senior School Certificate; Please note that we do not accept certificates issued by third parties, such as schools; 2. Scratch Card serial number and pin code for us to be able to check your examination results online. Your results have to be available at www.waecdirect.org or www.mynecoexams.com/results/ <p data-bbox="391 806 764 835">Higher Education Qualifications</p> <ol data-bbox="440 873 1484 1033" style="list-style-type: none"> 1. Diploma 2. Official Academic Transcript (original or certified true copy) scanned and e-mailed from official university email address to provided ISM email address and then posted directly to ISM University of Management and Economics, Arkliu str. 18, Vilnius, LT-01305, Lithuania in a sealed and stamped envelope |
| Pakistan | <p data-bbox="391 1092 740 1121">Higher Secondary Certificate:</p> <ol data-bbox="440 1159 1490 1457" style="list-style-type: none"> 1. Higher Secondary School Examination Certificate attested by the Inter Board Committee of Chairmen (IBCC) and the Ministry of Foreign Affairs (original) 2. Higher Secondary School Examination Certificate Statement of Marks attested by the Inter Board Committee of Chairmen (IBCC) and the Ministry of Foreign Affairs (original) 3. Secondary School Examination Certificate attested by the Inter Board Committee of Chairmen (IBCC) 4. Secondary School Examination Certificate Statement of Marks attested by the Inter Board Committee of Chairmen (IBCC) <p data-bbox="391 1495 773 1524">Higher Education Qualifications:</p> <ol data-bbox="440 1562 1455 1688" style="list-style-type: none"> 1. Diploma attested by the Higher Education Commission and the Ministry of Foreign Affairs 2. Full Academic Transcript attested by the Higher Education Commission and the Ministry of Foreign Affairs |
| Poland | <p data-bbox="391 1780 675 1810">Świadectwo Dojrzałości</p> <ol data-bbox="440 1848 773 1906" style="list-style-type: none"> 1. Świadectwo Dojrzałości 2. Świadectwo ukończenia |

| Country | Documentation requirements |
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| Philippines | <p>Secondary Education</p> <ol style="list-style-type: none"> 1. Diploma supplemented with an Authentication Certificate issued by the Department of Foreign Affairs 2. Secondary Student's Permanent Record (Form 137-A) supplemented with an Authentication Certificate issued by the Department of Foreign Affairs |
| Russia | <p>Attestat</p> <ol style="list-style-type: none"> 1. Attestat (Аттестат о среднем (полном) образовании) 2. Appendix to attestat 3. Certificate Unified State Examination Results Certificate (Свидетельство о результатах единого государственного экзамена) |
| Georgia (Sakartvelo) | <p>Secondary education</p> <ol style="list-style-type: none"> 1. Secondary School diploma (Sashualo Skolis Atestati) or General Education Diploma (Sruli zogadi Ganatlebis Atestati) 2. Results of the Unified National Examinations (<i>Ertiani Erovnuli Gamocdebi</i>) |
| South Korea | <p>Secondary Education</p> <ol style="list-style-type: none"> 1. Certificate of Graduation and Academic Transcript issued in English and sent directly to ISM in a sealed and stamped envelope by the school; 2. Results of the Korean College Scholastic Ability Test (if you have not taken the test, you should notify us). <p>Higher Education</p> <ol style="list-style-type: none"> 1. Certificate of Graduation and Transcript posted directly to ISM by the higher education institution in a sealed and stamped envelope. |
| Spain | <p><i>Título de Bachiller</i></p> <ol style="list-style-type: none"> 1. <i>Título de Bachiller</i> 2. An examination certificate (<i>Prueba de Acceso a la Universidad</i>) (if taken) 3. Academic Certificate (<i>Historial Académico de Bachillerato/Certificación oficial</i>) <p>Please note that documents issued in Spanish should be supplemented with an official translation into English, Russian, or Lithuanian. A translation is considered to be official when it is bound to a certified true copy of the document in the original language and is attested by the translator's signature.</p> |
| Sri Lanka | <p>General Certificate of Education (Advanced Level)</p> <ol style="list-style-type: none"> 1. Official statements of General Certificates of Education (Ordinary Level and Advanced Level) posted directly to ISM University of Management and Economics, Arkliu str. 18, Vilnius, LT-01305, Lithuania by the Department of Examinations in a sealed and stamped envelope |

| Country | Documentation requirements |
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| Sweden | <p><i>Examensbevis</i></p> <ol style="list-style-type: none"> 1. <i>Examensbevis</i> |
| Tajikistan | <p>Шаходатнома дар бораи тахсилоти миёнаи умумӣ (свидетельство об общем среднем образовании)</p> <ol style="list-style-type: none"> 1. <i>Шаходатнома дар бораи тахсилоти миёнаи умумӣ</i> 2. Appendix (<i>табели чамъбасти баҳоҳои азхудкунӣ</i>) to the <i>Шаходатнома дар бораи тахсилоти миёнаи умумӣ</i> 3. Official results of the centralized examination for admission to higher education institutions in Tajikistan organised by National Testing Centre (<i>Маркази миллии тестӣ</i>) |
| Turkey | <p><i>Lise Diploması</i></p> <ol style="list-style-type: none"> 1. Lise Diploması 2. Transcript providing information on the last 4 years of study 3. Results of taken <i>YKS</i> (from 2018), <i>YGS</i> and/or <i>LYS</i> examinations or previously organised centralised admission examinations |
| Turkmenistan | <p><i>Şahadatnama orta blim hakynda</i> (<i>Аттестат о полном среднем общем образовании</i>)</p> <ol style="list-style-type: none"> 1. <i>Şahadatnama orta blim hakynda</i> (or other equivalent document) |
| Ukraine | <p><i>Аттестат про повну загальну середню освіту</i></p> <ol style="list-style-type: none"> 1. <i>Аттестат про повну загальну середню освіту</i> 2. <i>Додаток до аттестата</i> |
| United Kingdom | <p>General Certificate of Education - Advanced Level (A level)</p> <ol style="list-style-type: none"> 1. General Certificate of Education (or another qualification comparable to at least 2 A levels) |
| United States | <p>High School Diploma</p> <ol style="list-style-type: none"> 1. Diploma; 2. Official academic transcript submitted in a sealed and stamped envelope; 3. ACT, SAT, or AP examination results submitted in a sealed envelope; 4. Documents attesting to completion of any postsecondary education (if applicable) <p>Higher Education</p> <ol style="list-style-type: none"> 1. Diploma; 2. Official academic transcript submitted in a sealed and stamped envelope; |

Country**Documentation requirements**

Uzbekistan

Ўрта маълумот тўғрисида Шаходатнома (Аттестат о полном среднем общем образовании)

- 1. Ўрта маълумот тўғрисида Шаходатнома*
 - 2. ўзлаштириш бўйича якуний баҳоартабелли to the Ўрта маълумот тўғрисида Шаходатнома*
 3. Official results of the centralized examination for admission to higher education institutions in Uzbekistan organised by National Testing Centre (*Государственного центра тестирования (ГЦТ)*)
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RIGHT TO APPEAL

All recognition decisions issued by the University can be appealed against to the Academic Recognition of Foreign Qualifications Concerning Higher Education Appeal Committee under the Centre for Quality Assessment in Higher Education.

Please note that only recognition decision can be appealed. If you haven't been enrolled to a chosen study programme at ISM due to incomplete documentation, not meeting specific requirements set for admission to a study programme or other reasons, this decision can't be appealed.

A signed appeal should be filed within 14 days from the receipt of the decision from the higher education institution. The appeal should be addressed to the Committee and include personal data (name and surname of person who presents appeal, living address, contact e-mail and phone), a valid form of identification, an explanation as to why the decision is contested and all the supporting documentation.

An appeal is investigated for 30 days since an appeal and all the necessary documentation related to it are received.

Appeals must be submitted to:

Centre for Quality Assessment in Higher Education (SKVC)

Address: A. Goštauto st. 12, LT-01108, Vilnius, Lithuania

Ph.: +37052104772, Email: recognition@skvc.lt