

1. Target Audience

Higher Education Institution staff, such as

- Teaching Staff
- Examination Office Staff
- Programme Director
- Administrator

2. Summary

A Higher Education Institution gets an application to recognise a credential.

3. Expectations

1. Understand the principles for credential recognition.
2. Know the steps to take and the process for a clear and quick recognition.
3. Share and adapt the good practices of clear credential recognition processes.

4. Prior Knowledge

There are two scenarios: one if there is an ECCOE Model Credit Recognition Agreement (MCRA) between partners; and another, for individual recognition.

1. If your institution is not an ECCOE network partner and / or does not have a Model Credit Recognition Agreement (MCRA), there should be a set of rules and processes for the recognition of a credential. A person or institution is advised to be extremely familiar with the procedures and regulations.
2. An institution should clearly identify steps for recognition - regulatory and procedural - for accommodation of credential recognition, such as institutional units or persons responsible, workflow, possible hurdles and solutions. The steps and procedures may differ if the credential is issued as part of an existing agreement or if it is presented for recognition without any existing agreement between institutions or student and institution.
3. An institution should inform their staff about the recognition process to shorten bureaucratic procedures and make recognition more agile, such as clear guidelines and instructions. Many of those procedures are clarified in the Model Credit Recognition Agreement (MCRA). In preparation for individual recognition, it is advised to have a clear sense of bureaucratic procedures and regulations in order to make the process of credential recognition more agile.
4. It is suggested to discuss the possible scenarios (different credentials, different organisations, different study systems) to prepare yourselves for quick decisions.
5. It is suggested to accumulate the anonymised information about the recognition cases, such as institutions, grading schemes, and important aspects in order to quicken the forthcoming recognition.

5. Description of the Activity

You are the person, representative of your organisation, who received an application to recognise a credential.

These are the steps you should follow:

1. Analyse and understand well the process of academic recognition, the processual steps you have to follow in your institutions, the people or units responsible for the whole or segments of the recognition workflow. Be prepared for the standard process before the application is received.
2. If there is one, consult the existing Model Credit Recognition Agreement your institution has with the partnering institution, what is decided in the agreement, what steps are discussed. If there is no Model Credit Recognition Agreement, consult the existing regulation about the recognition in your institution.
3. The credential provided for the recognition should have all the necessary data fields that are important for clear recognition.
4. Depending on the steps of the institution, the recognition should include steps such as, reception of the (micro)credential details for recognition, review and analysis of the credential data, focus being set on the learning outcomes and competences gained and formalising the recognition by including eventually the learning opportunity in the diploma supplement as part or in addition to the study program.
5. Some institutions include more, some less steps and consultations in the recognition process, make sure you get all the parties acquainted with the MCRA and clauses in the agreement if there is one, and try to mitigate the recognition process, ensuring the agility of the process at the same time as abiding the necessary regulations.

6. Description of the ECCOE system functionality

1. Credentials and courses are recognised based on the pre-existing agreement among institutions, and also based on the learning agreement between a student and the two institution representatives. The MCRA in this case is a pre-existing agreement between partner universities or institutions.
2. A student submits a credential, for example transcript of records with the required information to his faculty and International Cooperation Department.
3. Every faculty has several study programme committees and recognition curators that confirm the recognition of the courses according to the learning agreement and programme requirements.
4. The faculty administrator fills the form that is signed by the faculty curator and the studies department officials, and courses are recognised, submitted and finally 'end up' in the diploma supplement.

7. Description of the Result

The credential is recognised as part of the study programme.

8. Useful Links

Lisbon Recognition Convention (Convention on the Recognition of Qualifications concerning Higher Education in the European Region)

<https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treatynum=165>

European Area of Recognition Manual

<http://ear.enic-naric.net/emanual/>

European classification of Skills, Competences, Qualifications and Occupations (ESCO)

<https://ec.europa.eu/esco/portal>

How to recognise qualifications held by refugees

<https://www.enic-naric.net/recognise-qualifications-held-by-refugees-individuals.aspx>

ECTS User guide

<https://op.europa.eu/en/publication-detail/-/publication/da7467e6-8450-11e5-b8b7-01aa75ed71a1>

European Convention on the General Equivalence of Periods of University Study (ETS No. 138)

<https://www.coe.int/en/web/conventions/full-list?module=treaty-detail&treatynum=138>