

Baseline assessment form FAIR

1. Background Information on the respondent

1. Name of your institution				
2. Name of your office				
3. Contact person and email				
4. Is your office involved in:	<input type="checkbox"/> only recognition of qualifications	<input type="checkbox"/> only admissions (please answer question 5 to 9 from the perspective of your institution)	<input type="checkbox"/> both recognition of qualifications and admissions	
5. Your credential evaluations are made for	<input type="checkbox"/> a specific programme	<input type="checkbox"/> a specific Faculty or School	<input type="checkbox"/> the entire institution	<input type="checkbox"/> a particular category of applicants (e.g. part-time students, open/distance learners, etc.)
6. Your office is located at	<input type="checkbox"/> Central level	<input type="checkbox"/> Faculty level	<input type="checkbox"/> Department level	<input type="checkbox"/> other Please specify
7. You make credential evaluations for entry to	<input type="checkbox"/> Associate degree level	<input type="checkbox"/> Bachelor level	<input type="checkbox"/> Master level	<input type="checkbox"/> Doctorate level
	<input type="checkbox"/> Other programmes			
8. You handle applications from	<input type="checkbox"/> worldwide	<input type="checkbox"/> a specific global region Please specify:	<input type="checkbox"/> a particular country Please specify:	<input type="checkbox"/> a particular category of institutions Please specify:
9. Indicate how many credential evaluations you have made last year at	Associate degree level: [nr]	Bachelor level: [nr]	Master level: [nr]	Doctorate level: [nr]
10. Does your office make the final recognition decision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please specify who makes the final decision:		
11. Does your office make the final admission decision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No Please specify who makes the final decision:		

Recognition process description

NB: If you have different recognition procedures for admissions to different programme levels (e.g. Bachelor and Master), please copy this section and complete it for all procedures

1. General Recognition Procedure

1. Does your office have a recognition procedure in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
2. If your office has a recognition procedure in place, is it formal and consistent within the institution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
3. If your office has a recognition procedure in place, is this procedure separately formulated from the admissions procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Depends on discipline	<input type="checkbox"/> Depends on country of origin	<input type="checkbox"/> N/A
4. If your office has a recognition procedure in place, is this procedure aligned with the principles of the Lisbon Recognition Convention ¹ ?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partly	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="checkbox"/> N/A
5. Do you have a special procedure in place for qualifications based on joint degrees?	<input type="checkbox"/> Yes Please specify:	<input type="checkbox"/> No			
6. Do you have a special procedure in place for qualifications based on a flexible learning path and recognition of prior learning (RPL)?	<input type="checkbox"/> Yes Please specify:	<input type="checkbox"/> No			
7. Do you have a special procedure in place for qualification based on transnational education or open/distance learning?	<input type="checkbox"/> Yes Please specify:	<input type="checkbox"/> No			
8. Do you have a special procedure in place for qualification holders without documentation (e.g. refugees)?	<input type="checkbox"/> Yes Please specify:	<input type="checkbox"/> No			
9. Is your recognition procedure quality assured? ²	<input type="checkbox"/> No	<input type="checkbox"/> Yes. Please specify:	<input type="checkbox"/> Don't know		
10. Are your recognition decisions documented (e.g. for future reference)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
11. If applicable, how are your recognition decisions documented?	Please specify (e.g. electronic database, filing system, etc.)				

¹ Section IV – Recognition of qualifications giving access to higher education of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region Lisbon, 11.IV.1997 of the Council Of Europe and UNESCO

² E.g. Examined as part of internal and/or external quality assurance procedures

2. Transparency

1. Information on the recognition procedure is publicly available for applicants, stakeholders and the general public	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
I. including the time normally required to process the applications	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
II. If your procedure is publicly available, please provide the source (e.g. web link):				
2. Information on the recognition criteria is publicly available for applicants, stakeholders and the general public	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
I. If your criteria are publicly available, please provide the source (e.g. web link):	Provide the source (e.g. web link)....			
3. Clear information on the status of their application is provided to applicants.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
I. If applicable, how is information on status provided to applicants?	Please specify: on request / only if things go wrong / online available / automatic messages sent? / via agent / personalized messages sent			

3. Evaluation

Principles

1. Foreign qualifications are recognized unless there is a substantial difference.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
2. Applicants are offered the possibility to appeal internally against the recognition decision	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
3. Applicants are offered the possibility to appeal externally against the recognition decision	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always

Procedure

4. Quality assurance and accreditation systems are sufficient evidence of compliance with quality standards.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
5. The status of the programme and institution(s) through which the programme was awarded is verified.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always

6. In case of reasonable doubt, the authenticity of the documents is checked, using internal and if necessary, external verification methods.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
7. Qualifications based on a flexible learning path, recognition of prior learning (RPL) or open/distance learning are evaluated in the same way as a traditional qualification.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
8. Qualifications based on transnational education are evaluated in the same way as a traditional qualification.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
9. Qualifications based on joint degrees are evaluated in the same way as a traditional qualification.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
10. Is this service free of charge or is a fee requested?	<input type="checkbox"/> No fee	<input type="checkbox"/> Fee		
11. In what format do the documents need to be submitted?	<input type="checkbox"/> Paper	<input type="checkbox"/> Paper and Electronic	<input type="checkbox"/> Electronic	
12. Do you ask for certified or legalised translations?	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
13. Do you accept documents in a widely spoken language?	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
I. Please indicate which language(s)	...			
14. What documents are required to submit the application? Please specify, and add rows where necessary:	...			
.....				
.....				
.....				

Tools and sources

15. If available, the NQF is used to understand the level, learning outcomes, and workload of qualifications.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
16. Credits are accepted as an indication of the load of study completed.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
17. The distribution of grades in a particular education system is taken into account in those procedures where grades are an element in the evaluation.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
18. Sources on education systems are actively collected, updated and maintained.	<input type="checkbox"/> Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Often	<input type="checkbox"/> Always
19. Please list the tools and sources you use for your evaluations, add rows if necessary:				
.....				
.....				
.....				

Scorecard³

Nr	Country of origin	Level of qualification	Specific type of qualification	Level applied to	Application received (date)	Form of recognition (FR PR DR)	Decision taken (date)	Reason	Applicant informed (date)	Reason communicated to applicant	Specify any delay	Admission offered

³ For a detailed explanation of all scorecard entries please refer to the Annex of the Experimentation Protocol

Table 1

Please describe the recognition process from the moment the qualification is submitted by the applicant until the decision. Should the process differ according to the cycle (i.e. bachelor or master studies), please provide two separate tables, one for application to the first cycle, another for applications to the second cycle.

	Office	Central or devolved level in institution?	Role/Action taken in recognition process	Average time
1				
2				
3				
Etc..				

Add rows if necessary