

- K.1** Be familiar with the principles of the Lisbon Convention and its subsidiary texts, with the principles of the international conventions on the recognition of qualifications (global convention and regional conventions) and with the national legislation on recognition.
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- K.2** Understand what information on the qualifications for which recognition is being requested is necessary and adequate for the procedures and criteria adopted to be transparent, consistent and reliable.
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- K.3** Understand which recognition procedures to use on the basis of their different purposes (academic recognition, non-academic recognition and professional recognition).
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- K.4** Understand which documentation is required for recognition procedures based on specific purposes.
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- K.5** Understand which is the necessary documentation for the recognition procedures based on the education and training system of the country to which the qualification refers, and the main information tools available (qualification, exam certificate, diploma supplement, etc.).
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- K.6** Know the specific requirements for access to educational and professional activities.
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- K.7** Be familiar with the qualifications for access to higher education in the different education and training systems, and any specific requirements (e.g. need for an additional exam in addition to the final high school qualification for access to higher education or qualifications that give access only to particular types of institutes or specific higher education programs).
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- K.8** Understand the difference between access and admission as defined in the recommendation on the automatic recognition of qualifications.
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- K.9** Know how a qualification is normally evaluated, and the specific recognition cases/evaluation standards of a particular qualification, used as a base even in the uniqueness of a single individual evaluation.
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- K.10** Understand the concepts of comparability, equivalence and nostrification.
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- K.11** Be familiar with the main national and international legislation in the field of recognition of refugee qualifications.
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- K.12** Know the main methodologies for evaluating the qualifications of refugees in the event of partial or missing documentation.
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- K.13** Know what the timelines set by national legislation are for the different recognition procedures.
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- K.14** Know what the consequences of recognition are, in terms of access to further studies, and in terms of utilisation of an academic degree.
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- K.15** Be familiar with the main current and historical elements of education and training systems at national and international level.
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- K.16** Be familiar with the theory and practice of the concept of level of a qualification, the qualifications frameworks, national and international (European Qualifications Framework - EQF, and qualifications framework of the higher education system - QF-EHEA).
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- K.17** Know the theory and practice of the concept of workload of a qualification, of the main forms of measurement (credits, ECTS, etc), and of grading systems.
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- K.18** Know the theory and practice of the concept of accreditation of the programme or institution where the qualification was obtained and the forms of accreditation and quality assessment of institutions and programmes in education and training systems at national and international level.
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- K.19** Know the theory and practice of the concept of the programmatic or institutional profile where the qualification was obtained.
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- K.20** Know the theory and practice of the learning outcomes concept and where related information can be found.
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- K.21** Know the main elements to assess the status of an institution and a programme at the time the degree was issued.
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- K.22** Know the types of institutions that are not accredited but legitimate, enjoying other forms of quality assessment.
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- K.23** Be aware of the types and models of transnational and international education, the types of institutions and their qualifications and the legislation that regulates them.

- K.24 Know the programmes and joint degrees, and the legislation that regulates them at national and international level.
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- K.25 Be aware of the phenomenon of diploma mills and accreditation mills.
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- K.26 Be familiar with the main primary and secondary sources of information, both national and international.
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- K.27 Be familiar with the national information centres on the recognition of qualifications established on the basis of regional conventions.
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- K.28 Be familiar with the main types of non-traditional qualifications (e.g. qualifications issued following the recognition of previous learning, flexible paths such as MOOCs, modular examples, such as the so-called micro-credentials, etc.) and the main criteria for their recognition.
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- K.29 Know the main methods of verifying the authenticity of a qualification (security features such as watermarks, stamps, etc.; databases for online verification, etc.) and the main standards of reference with respect to the format and characteristics in the various education and training systems.
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- K.30 Know the theory and practice at national and international level of the concept of substantial difference in line with the Lisbon Convention.
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- K.31 Know how to formulate an opinion and/or a decision, as a result of the recognition procedures based on different purposes (academic recognition, non-academic recognition and professional recognition).
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- K.32 Know the different forms of partial, alternative or conditional recognition.
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- K.33 Know the right of appeal and the related procedure in accordance with national law.
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- K.34 Be familiar with the main methods of digitalisation in the field of recognition of qualifications and secure exchange of digital student data.
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- K.35 Deploy the main IT tools necessary to carry out the evaluation of qualifications.
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- K.36 Know the main methodologies and criteria for conducting a comparative analysis between foreign higher education systems, underlying principles and recognition criteria.
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- K.37 Be familiar with the main research topics in the field of academic recognition of qualifications.
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- K.38 Understand the criteria for dealing with complex recognition cases, such as the recognition of qualifications issued by institutions in war zones and/or disputed territories, qualifications and institutions for which accreditation information is not clear and transparent, etc.
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- K.39 Understand the principles and characteristic elements of the security and protection of personal data as set by the GDPR.
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- K.40 Be familiar with the contents, methodology and methods for training and bringing up to date junior credential evaluators.
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- K.41 Be familiar with the main national and international guidelines and best practices in the field of monitoring the quality of recognition procedures.
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- K.42 Understand recognition policies on the basis of the legislation and the main reference documents at national and international level, at the current state and during their evolution.
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- K.43 Know the main players that deal with recognition at a national and international level.
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- K.44 Be familiar with the main elements of education and training systems around the world and their evolution, the main issues of interest for recognition and about the evolution of legislation at national and international level.

Qualifications and Education Systems

Sources of Information

Legislation

Refugees

Basic Concepts

Elements of a Qualification

Recognition Procedures

