

Guidelines for recognition and/or validation of qualifications

Rationale

The Bhutan Qualifications Framework (BQF) facilitates the Bhutan Accreditation Council (BAC) to provide recognition services for qualifications for the purposes of mobility, employment, and continuing education. Therefore, on request, BAC shall review and endorse qualifications awarded by the competent authority (Para 12 & 17 of the BQF, 2012). The guidelines not only ensure transparency, professionalism and objectivity in the decision making process but also institute a duly documented system for recognition and/or validation of qualifications.

Principles for assessing qualifications

1. Holders of qualifications shall have adequate access to an assessment of their qualification in a timely manner.
2. Each party shall make appropriate arrangement for assessing qualifications.
3. Each party shall ensure that procedure and criteria used for recognition are followed strictly.
4. The responsibility of providing documents and information rests with the holders of the qualifications who shall do in good faith.
5. The application shall not be accepted, if the holder of qualifications fails to submit all the required documents.
6. The parties shall instruct or encourage the TEIs to provide adequate and clear information on their national education systems and to issue qualifications statements for the purpose of assessing qualifications earned from the institution.
7. The decision on recognition shall be made based on the information available at the time of recognition.
8. The decision on recognition of qualifications shall be made within 14 working days calculated from the time when all necessary documents and information for the case have been provided.
9. If the recognition is declined, the reasons for not awarding recognition shall be stated clearly in the decline letter. Information concerning possible measures that the holder of the qualification needs to take in order to obtain recognition at a later stage shall also be clearly stated.

10. In case of decline, the holders of the qualifications shall be entitled to appeal through appropriate procedures within 10 working days from the day the applicant receives the information.

Information that should be provided to applicants

Information provided to applicants by QAAD upon receipt of the application should have at least the following elements:

- Checklist of required documentation, including translated documents if the language is other than Dzongkha and English. The translation shall be done by legally competent translators.
- Recognition process.
- Assessment criteria.
- Time required for processing the application.
- Recognition fee.
- Conditions of the recognition, if awarded.
- Appeal procedures.

Assessment Criteria

The recognition procedure involves ascertaining whether the:

1. Institution belongs to the higher education system of the host country.
2. Institution complies with the quality assurance system of host country.
3. Learning outcomes are comparable to that of the BQF.
4. Credit requirements are fulfilled.
5. Holder of the academic transcripts is legitimate.
6. Certificate and transcripts are authentic.

PROCEDURE FOR RECOGNITION OF QUALIFICATIONS

STEP 1: Submit application form appealing for recognition and/or validation

QAAD accepts the application on submission of all the required documents along with the fee. Acknowledge the receipt & give information to the applicant regarding procedures and criteria.

YES

STEP 2: Scrutiny of the documents

In absence of Professional Bodies, QAAD shall verify the documents.

Verify if all of the necessary information and documents have been submitted.

IF NOT

Get further information from the applicant/ concerned institution.

Verify if the applicant's qualification is authentic and if the documents submitted were rightfully issued and notarized

IF NOT

Recognition will not be given.

Verify if the awarding institution is recognized as part of the home/host country's system of higher education and complies with its quality assurance system and/ or verify the affiliation status of the institutions.

IF NOT

Recognition will not be granted.

Verify if the programme is accredited or validated by competent authority.

IF NOT

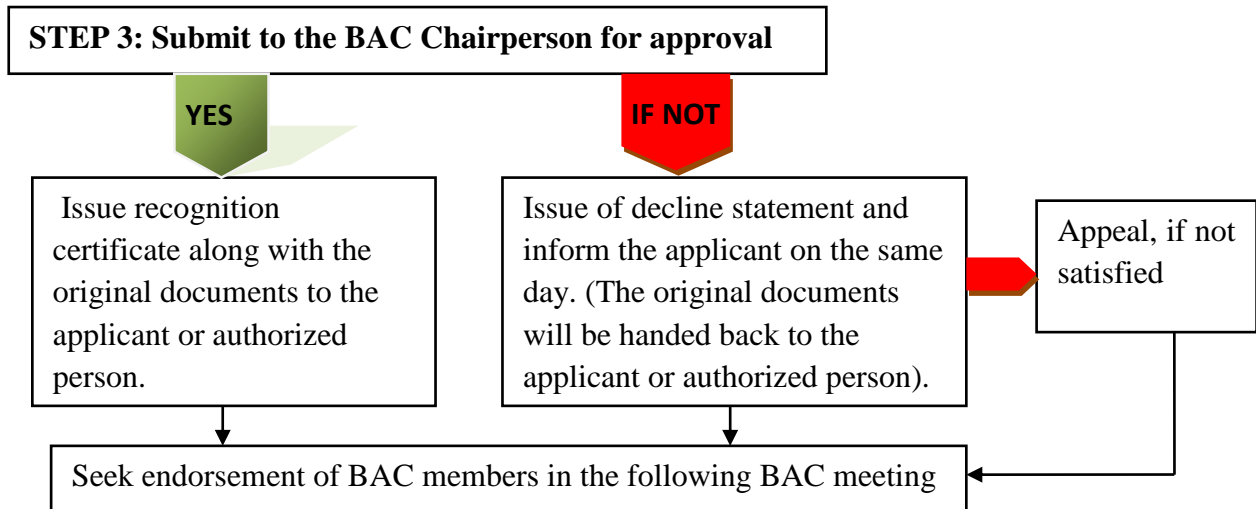
Recognition will not be granted.

The following questions shall be considered in assessing qualifications:

- 1. Are the differences in learning outcomes so substantial that the qualification cannot be recognized?*
- 2. Are the credit requirements of the programme fulfilled?*
- 3. Is the quality of the programme or institution from which the qualification was earned so different from similar programmes or institutions in the home country that recognition is not possible?*

In presence of Professional Bodies, the authority to recognize qualification in their field shall be delegated to them.

BAC shall be updated regularly for endorsement



NOTES:

1. The BAC shall not accept electronic or faxed documents.
2. The BAC reserves the right to contact the institutions for verification purpose.
3. Certified copies must be:
 - Copies of the original document (not copies of copies) marked with the words “certified as true copy of the original”, and
 - Signed with the seal of the authorized person on each page.
4. Besides the notary office, the documents could be attested/certified/notarized by competent authority such as the Consulate Office and/or embassy of the host country and/or bodies similar to South Asian Scholarship Program (SASP) Office for Australia.
5. The applicant must submit a confirmation from the institution by a competent authority (e.g. Registry or student services) in official letterhead indicating the name of the student, student ID No., course, institution and year of completion or the ‘qualifications statement’. (mode of study)
6. In case of the existence of professional bodies, the authority to recognize qualification in their field shall be delegated to them. However, BAC shall be updated regularly for endorsement.
7. In case of decline, the applicant may opt to appeal along with the additional documents. The first appeal shall be made to the Chairperson of the BAC. If the applicant is unsatisfied with the decision, he/she shall appeal to the Minister of Education who shall establish an Appeals Committee. The decision on the appeal in both the cases shall be made within 14 working days from the date of the receipt of the appeal. The decision of the Appeals Committee shall be final and binding.
8. It is not practical for the BAC to meet each time recognition service is sought. Therefore, the Secretariat shall do the due diligence as per the guidelines on behalf of the BAC. The Chairperson on their behalf shall issue the certificate of recognition or decline letter citing the reasons. The decision shall be endorsed by the BAC in the following meeting.

Application form for recognition and/or validation of qualifications

IMPORTANT NOTE

1. False statement made knowingly and wilfully in this application is punishable and shall be prosecuted in a Court of Law.
2. Information must be filled in "Capital Letters".
3. Applicants are required to show the original documents while applying.

1. Personal information:

Applicant's name:

CID No.

Contact No.

Email ID:

Passport size
photograph

2. Educational detail:

Course/Degree:

Type of course (**TICK**): FULL TIME PART TIME MIXED MODE DE

Duration of the course:

Name of the Institute:

Name of the University:

Website:

Location:

Country:

Student ID No:

Year of completion:

3. Purpose of application:

1. Attestation letter for election
2. General recognition certificate

Credits earned

I declare that to the best of my knowledge the particulars furnished above are very much true.

Affix
legal
stamp

Signature of the applicant

For official use only:

Checklist of received documents (TICK):

1. Original & photocopy of transcripts and certificates
2. Confirmation of enrollment (CoE)/Acceptance letter from the institution stating the duration (indicating the start and end date) and mode of delivery of the programme/qualification statement
3. Award letter from the employer, if applicable
4. Peer statement
5. CID copy
6. Two passport size photos
7. Receipt of recognition fee (Nu. 1000)

The application is received along with all required documents as specified above by:

Name, signature & date _____

I hereby confirm and acknowledge that I have received information on the recognition of qualifications from the above QAAD official.

Dated signature of the applicant: _____

Following the procedure prescribed in the Guidelines for Recognition/validation of Qualifications and based on the provisions of the BQF, the qualification of the above applicant is:

Confirmed by:

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Name, signature & date: _____

Endorsed by the Recognition Committee:

Sl. No.	Name & Designation	Signature	Date
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1	Tshewang Tandin, DG, DAHE (Chairperson)		
2	Baburam Sherpa, CPO, SSSD (Member)		
3	Rinzin Wangmo, CPO, HEPD (Member)		
4	Norbu Gyeltshen, CPO, NFCED (Member)		
5	N.B Raika, CPO, QAAD (Member Secretary)		

Recognition certificate/attestation letter reference no.....is
issued on.....to the applicant.

Received by:

Name, signature & date: _____

CID No: _____

Contact No: _____

PEER STATEMENT

I, Mr/Ms(Name) bearing CID.....hailing
from.....(Village).....(Gewog).....
.....(Dzongkhag) working as a.....(Designation
in.....(Organization), hereby declare the
following statement.

1. I know that Mr/Ms.....(Name) bearing
CID No.....is seeking recognition of qualification.
2. I am not related to him/her either by birth or through marriage.
3. I know that him/her as a(colleague/student in the same institution)
4. I confirm that he/she studied at(Name of Institution),
.....(Country) from.....(Year) to.....(Year).
5. He/she studied(Name of course) through full time...../part
time...../mixed mode...../distance education.....

6. All components his/her study and resulting credits, leading to the qualification, were accrued as per the program requirement.

7. I can be contacted at(mobile/telephone).

I hereby affirm that the above statements are true to the best of personal (my) knowledge and belief. In case the statements turn out to be otherwise, I shall be held responsible and accountable as per the relevant laws of the County.

(NOTE: *Peer is required to attach a photocopy of the CID*)



Name & Signature.....

Place.....

Date.....

(Certificate paper of BAC)

Recognition Service No. BAC/2014/RS0001

April 07, 2014

Recognition Certificate

The Bhutan Accreditation Council, following the procedure prescribed in the Guidelines for Recognition/validation of Qualifications and based on the provisions of the BQF, hereby award recognition of qualification to:

Name:

CID No:

Student University ID No:

Name of qualification:

Name of college:

Name of university:

Year of completion:

Mode of study:

The above qualification has been verified as genuine and legitimate.

Chairperson

Bhutan Accreditation Council

(ROUND COUNCIL SEAL)