

**INFORMATION PROVISION ON RECOGNITION OF QUALIFICATIONS**

# A practical guide for higher education institutions

**TPG-LRC final project  
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- Addressed to **international relations and admission officers, registrars and staff in charge of information management and provision at HEIs**
- To improve the quality of information provided by higher education institutions in line with the provisions of the **Lisbon Recognition Convention**
- How can HEIs improve their information provision?
  - **Structuring** information provision
    - Information should be:
      - 1) Transparent and of high quality
      - 2) Targeted to stakeholders
      - 3) Up to date
      - 4) Accessible
      - 5) Digital and provided in a cross-channel environment
  - Contents in the **input and output phase**

### **Pertinent questions for self-assessment (selection)**

- **When looking at the primary space of information provision to potential applicants for recognition (e.g., the institutional website), does it seem like a one-stop-shop? Is it comprehensive enough to allow applicants to apply for recognition?**
- **Is the information provided in at least one widely spoken language (e.g., English) alongside a national language?**
- **What is the average turnaround time for answering questions on qualifications awarded? Would you consider this time reasonable?**
- **Is the information contained in a qualification issued by your institution comprehensive enough to allow other international institutions to evaluate it for the purpose of recognition? If you had to evaluate the qualification based on the information provided in or together with it, would you be able to take an informed decision for the purpose of recognition?**