

APPROVED

by Resolution No. SPN-58 of 18 October 2022
of the Senate of Vilnius University
(wording of Resolution No. SPN-81 of 17
December 2024 of the Senate of Vilnius
University)

DESCRIPTION OF THE PROCEDURE FOR THE DEVELOPMENT, IMPLEMENTATION AND IMPROVEMENT OF STUDY PROGRAMMES AT VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Development, Implementation and Improvement of Study Programmes at Vilnius University (hereinafter the ‘Description’) determines the quality assurance processes for the development, implementation and improvement of first cycle, second cycle, integrated, professional (pedagogy), minor, and bridging study programmes at Vilnius University (hereinafter the ‘University’).

2. The Description was developed in accordance with the Statute of Vilnius University, the Republic of Lithuania Law on Higher Education and Research, the Description of the Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators, approved by Order of the Minister of Education, Science and Sport of the Republic of Lithuania No. V-835 of 17 July 2019 “On the Approval of the Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators” (as subsequently amended), and other legal acts of the Republic of Lithuania and the University. During the development of the Description, the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), approved at the Ministerial Conference in Yerevan on 14–15 May 2015, and the European Approach for Quality Assurance of Joint Programmes document, approved at the Ministerial Conference in Yerevan on 14–15 May 2015, were also taken into account.

3. The processes of developing, implementing, and improving study programmes shall be based on the responsibility of the University for the quality of studies and their improvement, the systematic collection, analysis and monitoring of data related to the quality of studies, the involvement of all stakeholders (studying persons, teaching staff, administrative staff, graduates, employers, etc.) to the processes of evaluating and improving the quality of studies, a clear and transparent allocation of responsibility, and the creation of an environment conducive to quality assurance.

4. The terms used in the Description correspond to the terms defined in the legal acts referred to in Item 2 of the Description.

CHAPTER II DEVELOPMENT, APPROVAL, REGISTRATION, AND ACCREDITATION OF STUDY PROGRAMMES

SECTION ONE STUDY PROGRAMMES INTENDED TO BE IMPLEMENTED

5. The idea for a first cycle, second cycle, integrated, or professional (pedagogy) study programme intended to be implemented may be proposed by a teaching staff member or a group of teaching staff members of the core academic unit (hereinafter the ‘Unit’).

6. For the purpose of developing the concept and description of a study programme (including joint study programmes coordinated by the University) intended to be implemented (hereinafter in this Section the 'study programme'), the head of the Unit or their deputy responsible for the organisation of studies shall form a study programme development group (hereinafter the 'programme development group') and appoint its head. The programme development group is usually composed of academic and non-academic staff of the Unit, representatives of the University's social partners, and representatives delegated by the Students' Representation of the University. If a study programme is intended to be implemented in more than one Unit, the programme development group shall be formed and its head appointed by the Rector of the University (hereinafter the 'Rector') or the Pro-Rector authorised by them, upon a proposal from the heads of those Units or their deputies.

7. When it is intended to implement joint study programmes to be coordinated by another higher education institution, the head of the Unit or their deputy responsible for the organisation of studies shall delegate a representative(s) of the Unit to the joint study programme development group. If representatives of several Units are involved in the development of joint study programmes intended to be implemented that will be coordinated by another higher education institution, the representatives shall be delegated by the Rector or the Pro-Rector authorised by them, upon proposal from the heads of the Units or their deputies. The representative(s) of the Students' Representation of the University shall be included in the development group of the joint study programmes intended to be implemented in accordance with the provisions of the agreement signed by the higher education institutions intending to implement the study programme.

8. The programme development group may engage a consulting staff member of the University (an educational consultant) to advise and assist the programme development group in formulating the programme's objectives and learning outcomes, selecting study and assessment methods, and forming its structure. For such possibility, the head of the programme development group shall apply to the Study Quality and Development Division of the Central Administration of the University and/or another unit designated by the Pro-Rector for Studies (hereinafter the 'Responsible Unit'). The Rector or the Pro-Rector authorised by them shall appoint an educational consultant to advise the Unit.

9. After the programme development group has been formed, the development of the study programme concept (hereinafter the 'Concept') shall be started in accordance with the Guidelines for Developing the Concept of a Study Programme Intended to be Implemented (hereinafter the 'Guidelines for Developing the Concept'), approved by the Senate of Vilnius University and published on the University's intranet. In the case of joint study programmes coordinated by another institution of higher education, the Concept shall not be prepared and the study programme description shall be developed in accordance with Item 20 of this Description.

10. The head of the programme development group shall transfer, by electronic means, the prepared Concept to the Responsible Unit, which shall assess the Concept's compliance with the legal acts governing the development and implementation of study programmes and submit the assessment to the head of the programme development group.

11. The Concept, improved as recommended by the Responsible Unit, shall be considered by the Unit's council upon proposal from the head of the Unit. If the study programme is expected to be implemented in several Units and representatives of several Units participate in its development, the Concept shall be submitted for consideration to the councils of all the Units involved. After consideration, the council(s) of the Unit(s) shall take one of the following decisions:

11.1. to approve the Concept (if the Concept is considered by the councils of several Units, such decision shall require to be approved by all of them);

11.2. to approve the Concept with comments (if the Concept is considered by the councils of several Units, this may occur when at least one council approves the Concept with comments, and none of the councils oppose the Concept);

11.3. to not approve the Concept (if the Concept is considered by the councils of several Units and at least one of them does not approve of the Concept).

12. After the council(s) of the Unit(s) approves the Concept or approves it with comments, the head of the programme development group shall forward it to the Responsible Unit in the University

Document Management System, along with a copy(s) of the resolution(s) by which the council(s) of the Unit(s) have adopted the relevant decision. If the council(s) of the Unit(s) approves the Concept with comments, they must be taken into account by the programme development group before the Concept's submission to the Studies Affairs Committee of the Senate for consideration.

13. If the council(s) of the Unit(s) do not approve the Concept, it shall be returned to the programme development group for improvement.

14. Upon receiving the Concept from head of the programme development group, the Responsible Unit shall coordinate with the Pro-Rector for Studies the submission of the Concept for consideration to the Studies Affairs Committee of the Senate and shall inform the head of the programme development group about the relevant decision of the Pro-Rector for Studies. In case questions are raised in regards to the content of the Concept, the Pro-Rector for Studies may initiate a meeting with the head(s) of the Unit(s) and/or their deputy(s) responsible for the organisation of studies, and the head of the programme development group.

15. Upon a decision of the Pro-Rector for Studies, the Responsible Unit shall forward the Concept in the University Document Management System, together with the copy(s) of the resolution(s) of the council(s) of the Unit(s) indicated in Item 12 of the Description, to the Studies Affairs Committee of the Senate for consideration. The head(s) of the Unit(s) and/or, where necessary, their deputy(s), responsible for the organisation of studies, members of the programme development group, representative(s) of the Responsible Unit and other persons invited by the aforementioned meeting participants shall be invited to participate in the meeting of the Studies Affairs Committee of the Senate where the Concept will be considered.

16. After considering the Concept, the Studies Affairs Committee of the Senate shall make one of the following decisions:

16.1. to approve the Concept;

16.2. to approve the Concept with comments;

16.3. to not approve the Concept.

17. For the study programme to be able to be implemented from the following academic year, the Studies Affairs Committee of the Senate must approve the Concept:

17.1. no later than by 30 September of the current year, if the study programme is assigned to the study field and cycle the studies of which are accredited for three years or have not been implemented in the past;

17.2. no later than by 31 December of the current year, if the study programme is assigned to the study field and cycle the studies of which are accredited for seven years.

18. If the Studies Affairs Committee of the Senate approves the Concept or if the Concept is approved with comments, the programme development group shall prepare the study programme description. If the Studies Affairs Committee of the Senate approves the Concept with comments, they must be taken into account when preparing the study programme description.

19. If the Studies Affairs Committee of the Senate does not approve the Concept, it shall be returned to the programme development group for improvement. The improved Concept, indicating the amendments made, shall be reconsidered in accordance with Items 11–16 of this Description.

20. The study programme description shall be prepared in accordance with the Methodology for the Evaluation of Study Programmes Intended to be Implemented approved by an order of the Director of the Centre for Quality Assessment in Higher Education, the typical form of the description of a study programme intended to be implemented at Vilnius University approved by Order of the Pro-Rector for Studies of Vilnius University No.R-289 of 25 July 2023¹ that is published on the University's intranet (hereinafter the 'typical form'), as well as with the other legal acts of the Republic of Lithuania and the University. In cases of development of a joint study programme intended to be implemented which is

¹ Either the typical form of the description of a study programme intended to be implemented at Vilnius University (when the study programme is submitted for external evaluation) or the typical form of the description of a study programme intended to be implemented at Vilnius University (when the study programme is not submitted for external evaluation) shall be used. The form shall be chosen according to the accreditation term of the study field in which the study programme intended to be implemented will be offered.

coordinated by another higher education institution, the study programme description may be prepared in accordance with the documents governing the development of the programmes of the coordinating higher education institution.

21. The prepared draft study programme description shall be transferred by electronic means by the head of the programme development group to the Responsible Unit for review and evaluation of compliance with the legal acts governing the development and implementation of study programmes.

22. The Rector or the Pro-Rector authorised by them shall confidentially appoint no less than two University staff members (reviewers) to evaluate the content of the draft study programme description and its consistency with the requirements of the studies of the field. The Responsible Unit shall submit its and depersonalised reviewers' observations and recommendations for the improvement of the draft study programme description to the head of the programme development group by electronic means. In cases where a joint study programme is proposed, the necessity and procedure for its review shall be determined by a consensus of all higher education institutions participating in the development of the programme.

23. Based on the recommendations of the Responsible Unit and the reviewers, the improved draft study programme description together with the reviews developed by the reviewers shall be considered by the council(s) of the Unit(s) upon proposal from the head(s) of the Unit(s):

23.1. after the approval of the draft study programme description by the council(s) of the Unit(s) (in case the draft description is being considered by more than one council of the Unit, this decision requires the approval of all the councils of these Units), or after the approval of the draft with comments (in case the draft description is being considered by councils of more than one Unit, when no less than one of the councils approves of the draft description with comments and none of them opposes the draft), the draft description, revised in accordance with the comments (if any), together with the copy(s) of the resolution by which the council(s) of the Unit(s) took the relevant decision and the reviewers' conclusions (hereinafter in this Section of the Description the 'accompanying documents'), shall be transferred by the head of the programme development group in the University Document Management System to the Responsible Unit, which shall prepare a proposal from the Rector to the Senate and shall submit the study programme description and the accompanying documents to the Senate of the University for consideration upon proposal from the Rector.

23.2. after non-approval of the draft study programme description by the council(s) of the Unit(s) (if at least one council does not approve it when the draft is considered by councils of more than one Unit), it shall be returned to the programme development group for improvement and submitted for reconsideration by the council(s) of the Unit(s).

24. The draft study programme description and accompanying documents submitted to the Senate in accordance with the procedure set out in Item 23(1) of this Description shall first be considered by the Studies Affairs Committee of the Senate. The head(s) of the Unit(s) and/or their deputy(s) responsible for the organisation of studies, members of the programme development group, representative(s) of the Responsible Unit and other persons invited by the aforementioned meeting participants shall be invited to participate in the meeting of the Studies Affairs Committee of the Senate. After consideration, the Study Affairs Committee of the Senate shall submit its opinion on the draft study programme description to the Senate.

25. The Senate shall take one of the following decisions, taking into account the opinion of the Study Affairs Committee of the Senate:

25.1. to approve the study programme description;

25.2. to approve the study programme description with comments;

25.3. to not approve the study programme description.

26. After the Senate approves the study programme description with comments, it must be revised and submitted for repeated review by the Responsible Unit and reconsideration by the Senate.

27. If the Senate does not approve the study programme description, it shall be returned to the programme development group for improvement. The revised description must be re-examined at all stages of consideration and approval.

28. In order for the study programme to be able to be implemented from the following academic year, the study programme description must be approved by the Senate:

28.1. no later than by 31 January of the current year, when the study programme is assigned to the study field and cycle the studies of which are accredited for three years or have not been implemented in the past, or when a joint study programme is submitted;

28.2. no later than by 1 April of the current year, when the study programme is assigned to the study field and cycle the studies of which are accredited for seven years.

29. After the Senate has approved the study programme description, the Responsible Unit shall submit to the Centre for Quality Assessment in Higher Education (hereinafter the 'Centre') or to another accredited agency included in the European Quality Assurance Register for Higher Education or specified in cross-border contracts (hereinafter the 'Agency') the documents and data necessary for the accreditation and/or registration of the study programme intended to be implemented in the Register of Studies, Training Programmes, and Qualifications (hereinafter the 'Register'). In cases where a joint study programme description is submitted with accompanying documents, it shall be submitted by the higher education institution coordinating the development and/or evaluation of the joint study programme. These documents and data must comply with the Description of the Procedure for the External Evaluation and Accreditation of Studies, the Methodology for the Evaluation of Study Programmes Intended to be Implemented, and other legal acts regulating the development and implementation of study programmes.

30. Upon the Centre making a decision to positively evaluate the study programme and it being registered in the Register, the Responsible Unit shall ensure that the study programme is included in the Register of Study Programmes of the Vilnius University Study Information System (hereinafter the 'VUSIS'). Upon including the study programme Register of Study Programmes of the VUSIS, the Unit shall ensure that the study programme description and a plan are submitted to the VUSIS and kept up to date.

31. After registering a study programme, a study programme committee for the registered study programme shall be formed upon proposal from the head of the Unit and upon decision of the council of the Unit, in accordance with the Regulations of the Study Programme Committee of Vilnius University approved by the Senate. The implementation of joint study programmes shall be coordinated in accordance with the provisions of the agreement signed by the higher education institutions implementing the study programme.

SECTION TWO MINOR STUDY PROGRAMMES

32. The idea for a minor study programme may be proposed by a teaching staff member or a group of teaching staff members of the Unit.

33. For the purpose of developing the minor study programme description, the head of the Unit or their deputy responsible for the organisation of studies shall form a study programme development group and appoint its head. The minor study programme development group is usually composed of academic and non-academic staff of the Unit, representatives of the University's social partners, and representatives delegated by the Students' Representation of the University. If a study programme is intended to be implemented at more than one Unit, the minor study programme development group shall be formed and its head appointed by the Rector of the University or the Pro-Rector authorised by them, upon a proposal from the heads of those Units or their deputies. In cases where a minor study programme is developed on the basis of the main first cycle or integrated study programme(s), the development of the study programme shall be coordinated by the committee of the main first cycle or integrated study programme(s).

34. The programme development group may use a consulting staff member of the University (an educational consultant) to advise and assist the programme development group in formulating the programme's objectives and learning outcomes, selecting study and assessment methods, and forming its structure. The head of the programme development group shall apply to the responsible Unit for the

appointment of an educational consultant. The Rector or the Pro-Rector authorised by them shall appoint an educational consultant to advise the Unit.

35. The minor study programme description shall be prepared in accordance with the guidelines for developing a programme and other legal acts of the Republic of Lithuania and the University. The prepared draft minor study programme description shall be submitted, considered, and approved in accordance with the provisions set out in Items 20–27 of this Description. The minor study programme description shall not be peer-reviewed.

36. In order for a minor study programme to start being implemented in the following academic year, the study programme description must be approved by the Senate no later than 1 April of the current year.

37. Upon the Senate approving the minor study programme description, the Responsible Unit shall include it in the Register of Minor Study Programmes of the VUSIS. Upon including the study programme Register of Minor Study Programmes of the VUSIS, the Unit shall ensure that the programme description and a plan are submitted to the VUSIS and kept up to date.

38. The implementation of the minor study programme shall be coordinated by the committee of the main first cycle or integrated study programme(s). In cases where there is no main first cycle or integrated study programme on the basis of which the minor study programme is designed, a separate study programme committee shall be formed to coordinate the implementation thereof. This committee shall be formed in accordance with the procedures established in the Regulations of the Study Programme Committee of Vilnius University.

SECTION THREE BRIDGING STUDY PROGRAMMES

39. The idea for a bridging study programme may be proposed by a teaching staff member or a group of teaching staff members of the Unit.

40. For the purpose of developing the bridging study programme description, the head of the Unit or their deputy responsible for the organisation of studies shall form a study programme development group and appoint its head. The programme development group is usually composed of academic and non-academic staff of the Unit, representatives of the University's social partners, and representatives delegated by the Students' Representation of the University. If the study programme is intended to be implemented at more than one Unit, the programme development group shall be formed by the Rector of the University or the Pro-Rector authorised by them.

41. The programme development group may use a consulting staff member of the University (an educational consultant) to advise and assist the programme development group in formulating the programme's objectives and learning outcomes, selecting study and assessment methods, and forming its structure. The head of the programme development group shall apply to the responsible Unit for the appointment of an educational consultant. The Rector or the Pro-Rector authorised by them shall appoint an educational consultant to advise the Unit.

42. The bridging study programme description shall be prepared in accordance with the guidelines for developing a programme and other legal acts of the Republic of Lithuania and the University. The prepared draft bridging study programme description shall be transferred by electronic means by the head of the programme development group to the Responsible Unit for review and evaluation of compliance with the legal acts governing the development and implementation of study programmes. If necessary, the Responsible Unit shall inform the head of the programme development group about the need to improve the draft bridging study programme description.

43. The draft bridging study programme description shall be considered and approved by the council of the Unit upon a proposal from the head of the Unit. Upon the council of the Unit approving the bridging study programme description, the Unit shall inform the Responsible Unit thereof by electronic means, which shall then include the programme in the Register of Bridging Study Programmes of the VUSIS. Upon including the study programme Register of Bridging Study Programmes of the

VUSIS, the Unit shall ensure that the programme description and a plan are submitted to the VUSIS and kept up to date.

44. In order for a bridging study programme to start being implemented in the following academic year, the study programme description must be approved by the council of the Unit no later than 1 April of the current year.

45. The implementation of the bridging study programme shall be ensured by the Unit, following the legal acts of the University and the procedure established by the council of the Unit.

CHAPTER III IMPROVEMENT, DEREGISTRATION OF THE IMPLEMENTED STUDY PROGRAMME

46. The study programme committee, acting in accordance with the Regulations of the Study Programme Committee of Vilnius University, shall be responsible for the quality of studies carried out under a specific study programme and for the continuous improvement of the study programme being implemented.

47. Material changes to the first cycle, second cycle, integrated and professional (pedagogy) study programmes being implemented (changing the programme name, the scope of the programme in credits, programme study field or title of qualification degree) shall be carried out in accordance with the Guidelines for Updating Study Programmes of the University (hereinafter the 'guidelines for the study programme being updated'), which are approved by an order of the Rector or their authorised Pro-Rector and published on the intranet of the University.

48. If the Unit(s) decides to stop the implementation of the study programme or the accreditation term of the field expires, the said programme must be deregistered from the Register.

49. A material change to or the deregistration of the study programme being implemented shall be considered in the study programme committee and in the council(s) of the Unit(s) upon proposal from the head(s) of the Unit(s) (in the case of a joint study programme – in the programme management body provided for in the programme implementation agreement). After the council(s) of the Unit(s) make a decision on a material change to or the deregistration of the study programme, the Unit shall submit documents related to the material change or deregistration of the programme to the Responsible Unit in the University Document Management System. With the mediation of the Responsible Unit, the Rector shall submit documents related to the material change to or the deregistration of the programme to the Senate for consideration.

50. A material change to or the deregistration of the programme being implemented shall be considered by the Studies Affairs Committee of the Senate. The head(s) of the Unit(s) and/or their deputy(s) responsible for the organisation of studies, the chairperson of the study programme committee and, if necessary, other members, representative(s) of the Responsible Unit, and any other person(s) invited by the aforementioned participants shall be invited to attend the meeting. The Studies Affairs Committee of the Senate shall submit an opinion to the Senate of the University on the material change to or the deregistration of the study programme.

51. The Senate shall take one of the following decisions, taking into account the opinion of the Studies Affairs Committee of the Senate:

- 51.1. to approve the material change to or the deregistration of the study programme;
- 51.2. to approve the material change to the study programme with comments;
- 51.3. to not approve the material change to or the deregistration of the study programme.

52. After the Senate approves the material change to or the deregistration of the study programme, the Responsible Unit shall inform the processor of the Register about such a decision and initiate the updating of the information in the Register of Study Programmes of the VUSIS.

53. If the Senate approves the material change to the study programme with comments, they must be taken into account and submitted to the Senate for reconsideration.

54. If the Senate does not approve the material change to or the deregistration of the study programme, the documents shall be returned to the Unit for further improvement. Revised documents

must be re-examined in accordance with the established procedure at all stages of consideration and approval.

55. A material change to a minor study programme (changing the programme name, the scope of the programme in credits) shall be carried out in accordance with the guidelines for the study programme being updated.

56. A material change to a bridging study programme (changing the programme name, the scope of the programme in credits) shall be carried out in accordance with the guidelines for the study programme being updated. A material change to or the deregistration of a bridging study programme shall be considered at the study programme committee and at the council(s) of the Unit(s) upon proposal from the head(s) of the Unit(s).

57. If a decision is taken on a material change to or the deregistration of minor or bridging study programmes, the Responsible Unit shall be informed thereof by electronic means and shall initiate the updating of the information in the Register of Minor and Bridging Study Programmes of the University.

58. The study programme committee shall update the study programme description when improving the study programme. The Unit shall inform the students of the study programme and the staff of the Unit related to the implementation of the study programme of the changes made to the study programme at least once during the academic year in a form chosen at its discretion (meetings, emails, publication of information on the Unit's website, etc.).

59. The coordinating staff member teaching the course unit (module) shall be responsible for the development, updating, and the implementation quality of the course unit (module). The study programme committee shall establish the study programme objectives and learning outcomes to be implemented in the specific course unit(s) (module(s)). The staff member teaching the course unit (module), in accordance with the study programme objectives and learning outcomes established by the study programme committee, shall develop and submit for the approval of the study programme committee a description of the course unit (module), which must be prepared in accordance with the typical form of the description of the course unit (module) (Annex to the Description). The description of the course unit (module) shall be considered and approved by the study programme committee. The description of the course unit (module) shall be published by the Unit in the VUSIS no later than by 1 December of the current year if the course unit (module) is taught in the spring semester, and no later than by 1 May if the course unit (module) is taught in the autumn semester.

60. The update of the description of the course unit (module) shall be considered by the study programme committee.

61. In order to update a study programme plan in the VUSIS, the Unit shall submit a request to the Responsible Unit in the VUSIS, accompanied by the document(s) supporting the request. Updating of a study programme plan or a course unit (module) in the current study semester shall be possible only in case of *force majeure* or with the written consent of at least half of the studying persons of the study programme or the course unit (module); in all other cases, updates may only be approved for a subsequent study semester.

CHAPTER IV EXTERNAL EVALUATION AND ACCREDITATION OF STUDIES BEING IMPLEMENTED

62. The external evaluation of the studies of the field (hereinafter the 'external evaluation') shall be carried out by the Centre or the Agency. The Responsible Unit shall submit to the Centre or the Agency the documents and data necessary for the accreditation of the field of study. These documents and data must comply with the requirements of the Description of the Procedure for the External Evaluation and Accreditation of Studies, the Methodology for the External Evaluation of the Fields of Study, and other legal acts regulating the implementation of the fields of study and study programmes.

63. The Responsible Unit shall coordinate the external evaluation process implemented at the University in accordance with the procedure provided for in the Description of the Procedure for the External Evaluation and Accreditation of Studies approved by the Minister of Education, Science and

Sport of the Republic of Lithuania and the Methodology for the External Evaluation of the Fields of Study approved by the Centre (or the Agency, if the external evaluation is carried out by the Agency). At least 12 months before the end of the accreditation term of the study field and cycle, the process of preparation for the external evaluation shall begin – a working group shall be formed to prepare a self-analysis summary of the studies of the field (hereinafter the ‘self-analysis summary’) (hereinafter in this Chapter of the Description the ‘working group’). The working group shall be composed of at least five persons. The composition of the working group must include teaching staff members of the relevant study programme, representative(s) delegated by the Students’ Representation of the University, representative(s) of the social partners of the University, a staff member appointed by the head of the Responsible Unit:

63.1. where the studies of the field (including joint study programme(s)) are conducted in a single Unit, the composition of the working group shall be approved by the head of the Unit or their deputy.

63.2. where the studies of the field are conducted in several Units, the composition of the working group shall be approved by the Rector or the Pro-Rector authorised them upon proposal from the heads of the Units or their deputies.

64. The self-analysis summary shall be prepared by filling in the self-analysis summary form of the studies of the field approved by the Rector or their authorised Pro-Rector.

65. The Responsible Unit shall provide the working group with relevant statistical data for external evaluation according to the evaluated areas, consult, participate in working group meetings, provide suggestions and methodological recommendations, and monitor the process of developing the self-analysis summary. The Responsible Unit staff member, as a member of the working group, shall ensure that at the time of preparation of the self-analysis, the summary complies with the requirements of the Methodology for the External Evaluation of the Fields of Study, the procedures established by the Centre (or the Agency), and other legal acts of the Republic of Lithuania and the University, and shall carry out the final evaluation of the draft self-analysis by submitting proposals on compliance with the requirements to the working group. The collection and provision of additional data to the working group, when necessary, shall be organised by the Unit(s).

66. The working group shall present and discuss the final version of the self-analysis summary with students of the study field, teaching staff, administrative staff, and representatives of graduates and employers. The working group, taking into account the observations made during the presentations, may revise the final version of the self-analysis summary.

67. If a translation of the self-analysis summary is required, it shall be ensured by the administration(s) of the Unit(s).

68. The Responsible Unit shall submit the final version of the self-analysis summary in Lithuanian and English along with the request to evaluate and accredit the studies of the field to the Centre (or to the Agency for evaluation and to the Centre for accreditation).

69. The Unit(s) shall organise the visit of the expert group. The working group shall discuss the organisational issues concerning the visit of the expert group involved by the Centre or the Agency with the Unit administration, lecturers, student representatives, and social partners.

70. The final conclusions of the external evaluation and the decision on the accreditation of the field of study and study cycle shall be discussed in the working group, in the administration(s) of the Unit(s) conducting the studies, and in the committee(s) of the programme(s) of the field of the study. In cases where a joint study programme was evaluated together with the studies of the field, the working group shall additionally discuss the conclusions of the external evaluation with the other higher education institution(s) implementing the programme.

71. In cases where the external evaluation is carried out by the Agency, the Responsible Unit shall submit the conclusions of the external evaluation received from the Agency, together with the request for accreditation of the field of study, to the Centre, which, after evaluating the submitted documents, shall take a decision on the accreditation of the field of study and the study cycle.

72. If the working group and/or the administration of the Unit do not agree with the evaluation, an appeal may be submitted to the Centre or the Agency based on a proposal from the head of the

working group and with the mediation of the Responsible Unit, following the procedure established by the Centre or the Agency, respectively.

73. The results of the external evaluation and accreditation of the studies of the field shall be published by the Responsible Unit on the website of the University, the intranet of the University, and the VUSIS.

CHAPTER V ACTIVITIES SUBSEQUENT TO THE EXTERNAL EVALUATION

74. After the Centre makes a decision on the accreditation of the studies of the field and the study cycle, a working group shall be formed no later than within a month to develop an improvement plan for the studies of the field (hereinafter the ‘improvement plan’) and the progress report of the studies of the field (hereinafter the ‘progress report’) (hereinafter in this Chapter of the Description the ‘working group’). The composition of the working group shall typically include the deputy head(s) of the Unit(s) that conduct(s) studies of the study field who is (are) responsible for the organisation of studies, the chairperson(s) of the committee(s) and/or representatives delegated by the committee(s), representative(s) delegated by the Students’ Representation of the University, and representative(s) of the social partners of the University:

74.1. where the studies of the field (including joint study programme(s)) are carried out at a single Unit, the head of the Unit shall establish the working group. In the case of joint study programme(s), the composition of the working group shall be coordinated with other higher education institution(s) implementing the joint study programme(s) and approved following the procedure established by the coordinating institution;

74.2. where the studies of the field (including joint study programme(s)) are carried out in more than one Unit, the working group shall be established by the Rector or the Pro-Rector authorised by them. In the case of joint study programme(s), the composition of the working group shall be coordinated with other higher education institution(s) implementing the joint study programme(s) and approved following the procedure established by the coordinating institution.

75. The working group, taking into account the conclusions of the external evaluation, no later than two months (except for the summer vacation period of the University's academic staff) from the adoption of the order of the director of the Centre on the accreditation of the study field and study cycle, shall develop an improvement plan by filling in the improvement plan and progress report form approved by an order of the Rector or their authorised Pro-Rector. The prepared improvement plan shall be transferred via electronic means by the head of the working group to the Responsible Unit for review. If necessary, the Responsible Unit shall provide recommendations for the improvement plan.

76. The final improvement plan shall be considered by the Study Quality Commission (hereinafter the ‘Commission’), which shall be established and its chairperson appointed by the Rector or the Pro-Rector authorised by them, with the mediation of the Responsible Unit. The Commission shall be composed of at least five members, including at least one representative of the Responsible Unit and at least one representative delegated by the Students' Representation of the University. The deputy chair of the Commission shall be appointed by the Chairperson of the Commission from among the members of the Commission.

77. The Commission’s activities shall take the form of meetings. A meeting of the Commission shall be deemed lawful if at least two-thirds of the Commission members are present. The Commission members shall be called to the Commission’s meetings by the Responsible Unit which shall specify the agenda, place, and time of the meeting and provide the members of the Commission with the material for the meeting. Invitations to the meeting with all the material shall be sent to the members of the Commission by email or other electronic means no later than three working days before the meeting.

78. Decisions of the Commission shall be adopted by the majority of the Commission members present at the meeting. Each member of the Commission shall have one vote. In the event of a tie, the chairperson of the Commission (in their absence – the deputy chair of the Commission, and in their

absence – the chairperson of the Commission’s meeting) shall have the casting vote Minutes shall be taken at the Commission’s meeting. The minutes shall be drawn up by the secretary of the meeting appointed by the chairperson of the Commission. The minutes shall be signed by the chairperson of the Commission (in their absence – by the deputy chair of the Commission, and in their absence – by the chairperson of the Commission’s meeting) and by the secretary of the meeting.

79. After evaluating the improvement plan, the Commission shall make one of the following decisions:

79.1. to approve the improvement plan;

79.2. to approve the improvement plan with comments;

79.3. to not approve the improvement plan and return it to the working group for improvement.

80. If the Commission approves the improvement plan, or approves it with comments, the improvement plan shall be adopted by an order of the Rector or the Pro-Rector authorised by them and published on the intranet. If the improvement plan is approved with comments, the working group shall take these into account to the extent possible before submitting it to the Rector or their delegated Pro-Rector for approval.

81. If the Commission does not approve the improvement plan, it shall be returned to the working group for improvement and shall be submitted to the Study Quality Commission for reconsideration.

82. In the case of non-accreditation of a field, the improvement plan shall be submitted to the Ministry of Education, Science and Sport of the Republic of Lithuania, which shall take a decision on the further possibilities of implementing the study field.

83. The deputy head(s) of the Unit(s) that implement(s) the studies of the field who is (are) responsible for the organisation of studies shall be responsible for the implementation and monitoring of the improvement plan.

84. Taking into account the accreditation term of the study field and study cycle, the working group shall prepare a progress report by filling in the improvement plan and progress report form approved by an order of the Rector or the Pro-Rector authorised by them. The progress report shall be submitted electronically by the head of the working group to the Responsible Unit according to its competency. The Responsible Unit shall provide recommendations to the working group on the improvement of the progress report when necessary. The prepared progress report, approved by the Rector or the Pro-Rector authorised by them, shall be submitted by the Responsible Unit to the Centre and published on the University's website and intranet.

CHAPTER VI FINAL PROVISIONS

85. The development, updating of study programmes, external evaluation of study fields and subsequent activities after the external evaluation shall be based on the feedback data collected at the University from stakeholders (students, lecturers, graduates, employers) and the results of statistical data analysis of studies. The types of surveys and the periodicity of their performance shall be governed by the Description of the Procedure for Organising Feedback from Social Stakeholders on Improving Study Quality at Vilnius University, approved by an order of the Rector or their authorised Pro-Rector.

86. During each academic year, the Responsible Unit shall summarise the quality indicators of the studies of the field conducted by all the Units according to the evaluation areas of the studies of the field and shall submit the summarised proposals and recommendations for improving the quality of studies to the Pro-Rector for Studies, the relevant heads of the Units and their deputies responsible for the organisation of studies, as well as the study programme committees.

Annex to the Description of the Procedure for
the Development, Implementation and
Improvement of Study Programmes at Vilnius
University

(Typical form of the description of the course unit (module) of Vilnius University in Lithuanian)



STUDIJŲ DALYKO (MODULIO) APRAŠAS

Dalyko (modulio) pavadinimas		Kodas	
Dėstytojas / a (-ai)		Padalinys (-iai)	
Koordinuojantis (-i):			
Kitas / a (-i):			
Studijų pakopa		Dalyko (modulio) tipas	
Igyvendinimo forma	Vykdymo laikotarpis	Vykdymo kalba (-os)	
Reikalavimai studijuojančiajam			
Išankstiniai reikalavimai:		Gretutiniai reikalavimai (jei yra):	
Dalyko (modulio) apimtis kreditais	Visas studento darbo krūvis	Kontaktinio darbo valandos	Savarankiško darbo valandos
Dalyko (modulio) tikslas			
Dalyko (modulio) studijų rezultatai	Studijų metodai	Vertinimo metodai	

Temos	Kontaktinio darbo valandos							Savarankiškų studijų laikas ir užduotys	
	Paskaitos	Konsultacijos	Seminarai	Pratybos	Laboratoriniai darbai	Praktika	Visas kontaktinis darbas	Savarankiškas darbas	Savarankiškai atliekamos užduotys
1.									
2.									
3.									
4.									
5.									
...									
Iš viso									

Vertinimo strategija	Svoris proc.	Atsiskaitymo laikas	Vertinimo kriterijai

Autorius (-iai)	Leidimo metai	Pavadinimas	Periodinio leidinio Nr. ar leidinio tomas	Leidykla ar internetinė nuoroda
Privaloma literatūra				
Papildoma literatūra				

PASTABA: Į literatūros sąrašą rekomenduojama įtraukti atviruosius mokymosi išteklius.

(Typical form of the description of the study subject (module) of Vilnius University in English)



COURSE UNIT (MODULE) DESCRIPTION

Course unit (module) title	Code

Academic staff	Core academic unit(s)
Coordinating:	
Other:	

Study cycle	Type of the course unit

Mode of delivery	Semester or period when it is delivered	Language of instruction

Requisites	
Prerequisites:	Co-requisites (if relevant):

Number of ECTS credits allocated	Student's workload (total)	Contact hours	Individual work

Purpose of the course unit		
Learning outcomes of the course unit	Teaching and learning methods	Assessment methods

Content	Contact hours							Individual work: time and assignments	
	Lectures	Tutorials	Seminars	Workshops	Laboratory work	Internship	Contact hours, total	Individual work	Tasks for individual work
1.									
2.									
3.									
4.									
5.									
...									
Total									

Assessment strategy	Weight %	Deadline	Assessment criteria

Author (-s)	Publishing year	Title	Issue of a periodical or volume of a publication	Publishing house or web link
Required reading				
Recommended reading				

NOTE: Including Open Educational Resources in the reading list is recommended.