

*APPROVED by  
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Senate Commission of Vilnius University of 6  
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11-6 of the Senate of Vilnius University of  
21 November 2017)*

## **REGULATIONS OF THE STUDY PROGRAMME COMMITTEE OF VILNIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. Regulations of the Study Programme Committee of Vilnius University (hereinafter – Regulations) shall regulate the aims, objectives and functions of the first cycle, second cycle, integrated and vocational study programme committee, its composition and procedures for the organization of its work.

2. The Study Programme Committee (hereinafter – Committee) is an academic unit of Vilnius University (hereinafter – University) coordinating the study programme(s) and overseeing its(their) implementation.

3. In its activity, the Committee shall adhere to the Statute of Vilnius University, Study Regulations of Vilnius University, Study Programme Regulation of Vilnius University, regulation or description of an appropriate study field, and other legal acts regulating the studies.

4. The Committee shall be accountable to CAU (core academic unit) for its activities. The chairman of the Study Programme Committee (hereinafter – Chairman) is a member of the CAU Study Programme according to his/her position.

### **CHAPTER II COMMITTEE'S AIMS, OBJECTIVES AND FUNCTIONS**

5. The aim of the Committee is to ensure the relevance of the study programme objectives, their achievement and competitiveness of the study programme by combining the views of interested parties, their needs and good practice.

6. Objectives of the Committee:

6.1. ensure the integrity of the aims, competences, content, methods and student study achievement assessments, as well as compliance with the legal acts regulating the studies;

6.2. improve the study programme according to the study programme implementation quality indicators;

6.3. inform the CAU community about the most significant changes carried out in the study programme.

7. When implementing the objectives assigned to it, the Committee shall carry out the following functions:

7.1. analyse the opinions of lecturers, graduates and social partners regarding the study programme objectives, developed competences and estimated outcomes;

7.2. analyse the study programme implementation quality indicators:

7.2.1. the number of accepted students and the distribution of competitive scores;

7.2.2. internationality of studies;

7.2.3. student satisfaction with the study programme and course units (modules);

7.2.4. the need for material resources of the study programme;

7.2.5. study programme implementation costs;

7.2.6. subject and pedagogical competencies of the academic staff implementing the study programme;

- 7.2.7. student work load;
- 7.2.8. other data of the study process (academic and other debts, academic leave, suspension of studies, termination of studies, completion of studies, continuation of studies in a higher study cycle, employment, etc.);
- 7.2.9. other relevant indicators regarding the quality of studies.
- 7.3. analyse the content and structure of studies, descriptions of course units (modules), and concord between the studies and assessment methods;
- 7.4. based on the programme implementation quality indicators and the results of internal and external assessment, prepare and implement study programme improvement plans approved by the CAU council;
- 7.5. submit proposals regarding the content of the descriptions of course units (modules), and approve new or updated descriptions of course units (modules);
- 7.6. ensure compliance of the research paper topics and implementation of practice provided in the study programme with the provided study programme objectives;
- 7.7. perform the recognition of competences acquired informally, by way of self-education, or, after hearing out the opinion of the Board of Studies, submit proposals to the head of CAU regarding the appointment of an assessor or assessor commission for the assessment and recognition of competences acquired informally, by way of self-education;
- 7.8. consider and, after hearing out the opinion of the Board of Studies, submit proposals to the head of CAU regarding the following material changes of the study programme: study programme title, scope in credits, field of study or qualification degree, study form, implementation language). CAU council shall approve the material changes of the study programme with consideration to proposals of the head of CAU;
- 7.9. submit recommendations and proposals to the head of CAU regarding:
  - 7.9.1. the suitability and adequacy of material resources necessary for the implementation of the study programme;
  - 7.9.2. formation of a budget for the implementation of the study programme;
  - 7.9.3. study effectiveness and cost-efficiency;
  - 7.9.4. the number of study programme places and study price;
  - 7.9.5. selection and replacement of academic staff implementing the study programme and course unit (module);
  - 7.9.6. improvement of the pedagogical and scientific competence of academic staff implementing the study programme;
  - 7.9.7. increasing study availability and internationality;
  - 7.9.8. fostering of academic ethics;
  - 7.9.9. collection of study related data;
  - 7.9.10. other proposals related to the implementation of the study programme;
- 7.10. submit a Committee Activity Report to the CAU council at least once a year;
- 7.11. carry out other functions established in the legal acts of the University and related to the qualitative implementation of the study programme, and carry out the orders of the head of CAU related to these functions.

### **CHAPTER III**

#### **COMPOSITION AND ORGANIZATION OF WORK OF THE COMMITTEE**

- 8. The CAU council shall approve the Committee and appoint a Chairman from its members (excluding student representatives) with consideration to proposals of the head of the core academic unit (hereinafter – CAU). Vilnius University Students Representation shall appoint and remove student representatives to (from) the study programme committees according to its established procedures.
- 9. The Committee shall consist of no less than 5 members, including:
  - 9.1. at least three certified lecturers implementing a study programme at the University;

9.2. at least one social partner representative;

9.3. at least one representative delegated by Vilnius University Students Representation (two representatives in the case of a joint study programme committee).

10. The composition of the Committee may also include the University's affiliated professors, partnership associate professors and professors with sufficient experience in an appropriate field of study, as well as University graduates.

11. The composition of the second cycle study programme Committee must include a lecturer assuming the position of a professor whose scientific activities comply with the field of study of the study programme.

12. Any changes in the composition of the Committee (excluding representative delegated according to the procedures of the Vilnius University Students Representation) shall be approved by the CAU council.

13. Activities of the Committee shall be headed by the Chairman. The appointed Chairman shall be a lecturer lecturing in the study programme, with a doctoral degree, pedagogical work experience, experience in international academic cooperation and relations with social partners, and who is able to manage a team. The Chairman cannot be the head of CAU, deputy head of CAU, or head of a branch academic unit of CAU. If the Chairman is not able to attend the meeting, he will be replaced by a member of the Committee appointed by the Chairman (if a deputy chairman is not appointed – the oldest member of the Committee attending the meeting shall chair the meeting).

14. The Chairman shall be responsible for planning, organization, coordination and control of the activities of the Committee, and, together with other members of the Committee, he shall be responsible for the implementation of tasks and functions assigned for the Committee, and shall ensure the achievement of study objectives of the study programme.

15. Committee meetings shall be convened as needed, at least once during a semester. They can be initiated by the Chairman or at least two members of the Committee. Meetings may also be held remotely (via electronic communication means), if no members of the Committee object to this.

16. Members of the Committee shall be informed about the date, time and agenda of the meeting by e-mail no later than 5 days before the date of the meeting of the Committee.

17. The Committee shall hold open meetings. A closed meeting may be held upon the request of the Chairman of the Committee or at least one of its members.

18. Meetings of the Committee shall be considered lawful if they are attended by at least half of the members of the Committee. Electronic communication means may be used to participate in a meeting if no members of the Committee object to this. Decisions of the Committee shall be passed by open voting (or secret voting, if this is required by one of the members of the Committee participating in the meeting), by a simple majority of votes of members participating in the meeting. In the case of an equal distribution of votes, the vote of the Chairman (or another member of the Committee heading the meeting, if the Chairman is not able to attend the meeting) of the meeting shall be decisive (this vote shall be made public in the case of secret voting).

19. Resolutions of the Committee shall be recorded in the minutes of the meeting. Minutes of meetings shall be signed by the Chairman (or another member of the Committee heading the meeting, if the Chairman is not able to attend the meeting) and secretary of the meeting. The secretary of the meeting is a member of staff of the CAU studies department or another CAU staff member carrying out these functions. Minutes of meetings with the decisions of the Committee shall be submitted to members of the Committee no later than within 2 weeks after the meeting.

20. Decisions passed during the meeting which are related to changes made in the content of the study programme are published on the website of CAU.

21. Minutes of meetings of the Committee and material related to them shall be stored in accordance with the index of terms of storage of special documents of Vilnius University.

22. The work load of members (lecturers) of the Committee shall be accounted for according to the procedures established by CAU council.

23. A lecturer shall receive a bonus to his/her official salary for heading the Committee according to the procedures established by the legal acts of the University.

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