

APPROVED

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of the Commission of the Senate of Vilnius
University

(wording of Resolution No. SPN-29 of 17 June 2025
of the Senate of Vilnius University)

REGULATIONS OF THE STUDY PROGRAMME COMMITTEE OF VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

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

2. The Study Programme Committee (hereinafter the 'Committee') is an academic structure of Vilnius University (hereinafter the 'University') coordinating a study programme (or programmes) and supervising its (or their) implementation. Joint Committees may be established at the University to coordinate and supervise the implementation of several study programmes of the same field. Joint Committees may be established for study programmes of the same or different study cycles.

3. In its activity, the Committee shall adhere to the Statute of Vilnius University, Study Regulations of Vilnius University, Description of the Procedure for the Development, Implementation and Improvement of Study Programmes at Vilnius University, regulation or description of an appropriate study field, and other legal acts regulating studies.

4. For its activities, the Committee shall be accountable to the council of the core academic unit (hereinafter the 'Unit'). The chairperson of the Committee shall, *ex-officio*, be a member of the Board of Studies of the Unit.

CHAPTER II THE COMMITTEE'S AIMS, OBJECTIVES, AND FUNCTIONS

5. The aim of the Committee is to ensure the quality, relevance, and competitiveness of the study programme, aligning the views of interested parties, their needs, and good practice.

6. The objectives of the Committee:

6.1. to ensure the integrity of the aims, developed competencies, content, methods and the assessments of students' learning outcomes, as well as their compliance with the legal acts regulating studies and professional requirements;

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

6.3. to inform the interested community members of the Unit 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 and update the content and structure of the study programme, ensure coherence between the studies and assessment methods;

7.2. analyse the opinions of the teaching staff, graduates, and social partners on the study programme aims, developed competencies, and estimated outcomes;

7.3. analyse the study programme implementation quality indicators:

7.3.1. the number of admitted students and the distribution of competitive scores;

7.3.2. the internationality of studies;

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

- 7.3.4. the study programme's need for material resources;
- 7.3.5. the subject-specific and pedagogical competencies of the academic staff implementing the study programme;
- 7.3.6. student workload;
- 7.3.7. other data of the study process (academic debts, debts, academic leave of absence, suspension of studies, termination of studies, completion of studies, continuation of studies in a higher study cycle, employability, etc.);
- 7.3.8. other relevant indicators regarding the quality of studies.
- 7.4. based on the programme implementation quality indicators and the results of internal and external evaluation and study programme improvement plans, improve the study programme;
- 7.5. submit proposals to the teaching staff regarding the content of the descriptions of course units (modules), teaching and learning, and assessment methods, approve new or updated descriptions of course units (modules);
- 7.6. ensure the compliance of the performance of internships provided for in the study programme and the topics of research papers with the established study programme aims;
- 7.7. perform the procedure of recognition of competencies acquired through non-formal or self-education or submit to the deputy head of the Unit responsible for the organisation of studies a request regarding the appointment of an assessor or assessor commission for the assessment and recognition of competencies acquired through non-formal or self-education;
- 7.8. consider and, after hearing out the opinion of the Board of Studies (if any), submit proposals to the head of the Unit regarding material changes to the study programme (changing the study programme name, scope in credits, field of study, or the name of the qualification degree) or the deregistration of the study programme;
- 7.9. submit recommendations and proposals to the head of the Unit regarding:
 - 7.9.1. the suitability and sufficiency of material resources necessary for the implementation of the study programme;
 - 7.9.2. the formation of a budget for the implementation of the study programme;
 - 7.9.3. the number of study programme student places and the cost of studies;
 - 7.9.4. the selection and replacement of academic staff implementing the study programme and course unit (module);
 - 7.9.5. the development of the pedagogical and scientific competency of the academic staff implementing the study programme;
 - 7.9.6. the increase in study availability and internationality;
 - 7.9.7. the fostering of academic ethics;
 - 7.9.8. the collection of study related data;
 - 7.9.9. other proposals related to the implementation of the study programme;
- 7.10. submit the performance report of the Committee to the council of the Unit following the procedure established at the Unit;
- 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 orders of the head of the Unit related to these functions.

CHAPTER III

COMPOSITION AND ORGANISATION OF WORK OF THE COMMITTEE

- 8. The composition of the Committee and its chairperson (hereinafter the 'Chairperson'), with the exception of student representatives, shall be appointed by the council of the Unit upon submission from the head of the Unit for a five-year term of office. Student representatives shall be appointed and dismissed by the Vilnius University Students' Representation following its established procedure.
- 9. A member of the teaching staff teaching in the study programme shall be appointed the Chairperson. The head of the Unit, the deputy head of the Unit, or the head of a branch academic unit of the Unit shall not be appointed the Chairperson.

10. The Committee shall consist of no less than five members, including:

10.1. no less than three members of the teaching staff certified for pedagogical positions at the University implementing a programme of the study field;

10.2. no less than one representative of the social partners;

10.3. no less than one representative delegated by the Vilnius University Students' Representation (no less than two representatives in the case of a joint Committee).

11. Other members of the teaching staff working at the University that are not indicated in Item 10(1) of these Regulations but have experience in the relevant field of study, as well as University graduates, may also be members of the Committee.

12. The composition of the second cycle study programme Committee must include a member of the teaching staff holding the position of a professor, whose scientific activities correspond to the field of study of the study programme.

13. Activities of the Committee shall be headed by the Chairperson. If the Chairperson is unable to participate in a meeting, they shall be substituted by a member of the Committee appointed by the Chairperson.

14. The Chairperson shall be responsible for planning, organisation, and coordination of the activities of the Committee, and, together with other members of the Committee, they shall be responsible for the implementation of objectives and functions assigned to the Committee.

15. The Studies Office of the Unit shall provide administrative support (collecting data, drafting minutes, communication, etc.) necessary for the implementation of objectives and functions assigned to the Committee.

16. Committee meetings shall be convened as needed, but no less than once a semester. They can be initiated by the Chairperson or at least two members of the Committee. Meetings may also be held remotely (via electronic communication means) provided that no member of the Committee objects.

17. Members of the Committee shall be informed about the date, time, place, and agenda of the meeting and the material for the meeting shall be introduced to them via electronic means no later than three working days before the Committee meeting, except when the Chairperson, taking into account the agenda of the meeting, decides that a Committee meeting is not necessary to adopt the resolutions. In such a case, the Chairperson may send the agenda items to the members of the Committee via email or other electronic means, indicating a time period of no less than two working days for voting.

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

19. Committee meetings shall be deemed lawful if they are attended by no less than half of the members of the Committee. Decisions of the Committee shall be passed by open voting (or secret voting, if this is required by at least one member 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 Chairperson or, if the Chairperson is unable to attend, another member of the Committee who chaired the meeting, shall have the casting vote (in the case of secret voting, this vote shall be made public).

20. Resolutions of the Committee shall be recorded in the minutes of the meeting. Minutes of the meetings shall be signed by the Chairperson or, if the Chairperson is unable to attend, by another member of the Committee who chaired the meeting, as well as by the secretary of the meeting. The secretary of the meeting shall be an employee of the Studies Office of the Unit carrying out these functions. Minutes of the Committee meetings shall be sent out to members of the Committee no later than within two weeks after the meeting.

21. The Unit administration or the Committee shall inform the students of the study programme, the staff of the Unit related to the implementation of the study programme, graduates, and social partners about the changes made to the study programme no less than once during the academic year in a form chosen at its discretion (meetings, emails, publication of information on the Unit's website, etc.).

22. Minutes of the meetings of the Committee and material related to them shall be stored in

accordance with the Index of the Periods of Storage of the Operational Documents of Vilnius University. If the Committee meeting is recorded, such recording shall not be stored and made public and must be destroyed upon drafting the minutes of the meeting of the Committee.

23. The workload of the Committee members (members of the teaching staff) shall be accounted for according to the procedure established by the council of the Unit.

24. An allowance supplementing the official salary shall be paid for chairing the Committee in accordance with the procedure established by the legal acts of the University.
