

APPROVED BY
Resolution No. SPN-58 of 18 October 2022
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 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 studies at Vilnius University (hereinafter the 'University').

2. The Description is an integral part of the University internal study quality assurance system, which includes internal and external evaluation of the quality of studies and improvement of studies based on the evaluation results and other data related to the quality of studies.

3. The Description was developed in accordance with the Statute of Vilnius University, the Republic of Lithuania Law on Higher Education and Research, the Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators, approved by the Order of the Minister of Education, Science and Sports of the Republic of Lithuania No. V-835 of 17 July 2019 "On Approval of the Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators" (with subsequent amendments) 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.

4. The processes of development, 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 (students, lecturers, administrative staff, graduates, employers, etc.) to the processes of evaluating and improving the quality of studies, with a clear and transparent allocation of responsibility and the creation of an environment conducive to quality assurance.

5. The terms used in the Description correspond to the concepts defined in the legal acts referred to in Item 3 of the Description.

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

6. The concept of the intended minor or bridging study programme can be proposed to the Pro-Rector for Studies of Vilnius University or the head of the University core academic unit (hereinafter the 'Unit') by a lecturer or a group thereof.

7. The head of the Unit or the deputy head who is responsible for the organisation of studies, shall form a study programme development group (hereinafter the 'programme development group') by decree and shall appoint its head in order to develop the concept and description of the minor study programmes intended to be implemented (including joint study programmes intended to be implemented by the University) that have no links with the main study programme being carried out, and to develop the description of minor study programmes that coincide with the main study programme being carried out as well as bridging study programmes (hereinafter 'study programmes').

The programme development group shall consist of academic and non-academic staff of the Unit, representatives delegated by the University's social partners and the University Students' Representation, as well as the deputy head of the Unit, responsible for the organisation of studies. If the study programme is intended to be implemented in more than one Unit, the programme development group shall be formed by a decree of the Rector of the University (hereinafter the 'Rector') or the Pro-Rector authorised by them.

8. When joint intended-to-be-implemented study programmes are to be coordinated by another institution of higher education, are being developed, the head of the Unit or the deputy head, responsible for the organisation of studies, shall approve by decree the representative(s) of the Unit, who are delegated to the development group of the joint study programme intended to be implemented. If representatives of several Units participate in the development of joint intended-to-be-implemented study programmes which are to be coordinated by another institution of higher education, the representatives shall be delegated by the Rector or their authorised Pro-Rector. The representative(s) of the University Students' Representation shall be included in the development group of the joint intended-to-be-implemented study programmes in accordance with the provisions of the agreement signed by the higher education bodies intending to implement the study programme.

9. The programme development group may use a consulting staff of the University (educational consultant), who would advise and assist the programme development group in matters of programme objectives, formulation of study outcomes, selection and structure of the study and evaluation methods. The head of the programme development group shall apply to the responsible Unit for such a possibility. With the mediation of the responsible Unit, a consulting staff of the University (educational consultant) shall be appointed by decree of the Rector or their authorised Pro-Rector.

10. Upon forming the programme development group, the development of the study programme concept (hereinafter the 'Concept') shall commence, following the Guidelines for Developing the Concept of a Study Programme Intended to be Implemented at Vilnius University (hereinafter the 'Guidelines for Developing the Concept'), which are approved by the Senate and published on the intranet of the University. In the case of joint studies that are coordinated by other institution of higher education, minor studies that coincide with the main study programme intended to be implemented, and additional study programmes, the Concept shall not be developed. In the case of joint study programmes coordinated by other institution of higher education, the Description of the study programme shall be developed in accordance with Item 19 of this Description. In the case of minor study programmes, the description of the study programme shall be developed in accordance with Item 20 of this Description. In the case of bridging study programmes, the description of the study programme shall be developed in accordance with Item 21 of this Description.

11. The head of the programme development group shall submit the developed Concept on the University document management system to the Study Quality and Development Division of the Central Administration of the University and/or to another unit appointed by the Pro-Rector for Studies of the University (hereinafter the 'Pro-Rector for Studies') (hereinafter the 'Responsible Unit') so that it may evaluate the compliance of the Concept with the legal acts governing the development and implementation of study programmes.

12. After the Responsible Unit evaluates the compliance of the Concept with the legal acts governing the development and implementation of study programmes and submits such evaluation to the head of the programme development group, the Concept shall be considered by the Council of the Unit based on the proposal of the head of the Unit. If the study programme is expected to be implemented in several Units and representatives of several units shall participate in its development, the Concept shall be submitted for consideration to the Councils of all involved Units. After consideration, the Council(s) of the Unit(s) shall make one of the following decisions:

12.1. To approve the Concept (if the Concept is considered by Councils of several Units, such decision shall require the approval of all of them);

12.2. To approve the Concept with comments (if the Concept is considered by Councils of several Units, such decision shall be made if at least one of them approves the Concept with comments and there is no opposition to the Concept by at least one of them);

12.3. Not to approve the Concept (if the Concept is considered by several Councils of several Units, such decision shall be made if at least one of them does not approve of the Concept).

13. 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 on the University document management system, along with a copy of the resolution with which the Council(s) of the Unit(s) have adopted the relevant decision. After the Council(s) of the Unit(s) approves the concept with comments, the programme development group must take them into account before submission of the Concept for consideration to the Committee of Studies Affairs of the University Senate (hereinafter the 'Senate'). The Responsible Unit shall coordinate with the Pro-Rector for Studies the presentation of the Concept consideration to the Committee of Studies Affairs 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), their deputy(ies) responsible for the organisation of studies, and the head of the programme development group. Based on the decision of the Pro-Rector for studies, the Responsible Unit on the University document management system shall forward the Concept and a copy of the resolution of the Council(s) of the Unit(s) mentioned in this Item of the Description to the Committee of Studies Affairs of the Senate for consideration. The head(s) of Unit(s) and/or their deputy(ies), responsible for the organisation of studies, the member(s) of the programme development group, representative(s) of the Responsible Unit and other persons invited by these listed meeting participants shall be invited to participate in the meeting of the Committee of Studies Affairs of the Senate, where the Concept shall be considered.

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

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

15.1. To approve the Concept;

15.2. To approve the Concept with comments;

15.3. Not to approve the Concept.

16. In order for the study programme to be implemented from the following academic year, the Committee of Studies Affairs of the Senate must approve the Concept:

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

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

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

18. If the Committee of Studies Affairs 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 12–15 of this Description.

19. The description of the study programme shall be developed in accordance with the methodology for the evaluation of the intended-to-be-implemented study programmes, approved by the order of the Director of the Centre for Quality Assessment in Higher Education, and the Guidelines for Developing the Description of a Study Programme Intended to Be Implemented at Vilnius University (hereinafter the 'guidelines for developing of a programme'), which are approved by order of the Rector or their authorised Pro-Rector and published on the University intranet, as well as 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 coordinated by another institution of higher education, the description of the study programme may be developed in accordance with the documents governing the development of the programmes of the coordinating institution of higher education.

20. The description of minor study programmes shall be developed in accordance with the guidelines for developing of a programme and other legal acts of the Republic of Lithuania and the University. The developed draft of the description of the minor studies programme shall be submitted, considered and approved in accordance with Items 22–29 of this Description. After the Senate approves the description of the minor study programme, the Responsible Unit shall include it in the register of minor and bridging study programmes of the University.

21. The description of bridging study programmes shall be developed in accordance with the guidelines for developing of a programme and other legal acts of the Republic of Lithuania and the University. The developed draft description of the bridging study programme on the University document management system shall be submitted to the Responsible Unit for review and evaluation of compliance with the legal acts regulating the development and execution of study programmes by the head of the programme development work group. If necessary, the Responsible Unit shall inform the head of the programme development group about the need to improve the draft description of the bridging study programme. The draft description of the bridging study programme shall be considered and approved by the Council of the Unit based on the proposal of the head of the Unit. After the Council of the Unit approves the description of the bridging study programme, the Unit shall inform the Responsible Unit thereof by electronic means, and such Unit shall include the programme in the University register of minor and bridging study programmes.

22. The developed draft of the study programme description shall be submitted 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 in the University document management system. If necessary, the Responsible Unit shall provide the programme development group with recommendations for improving the description of the study programme.

23. After the Responsible Unit has reviewed the draft description and evaluated compliance with the legal acts governing the development and implementation of study programmes, based on the proposal of the Responsible Unit, by confidential decree of the Rector or their authorised Pro-Rector, at least two University staff (reviewers) shall be appointed to evaluate the study programmes (except for minor study programmes that coincide with the main study programme, and bridging study programmes) describing the content of the draft and its compatibility with the requirements of the studies of the field. The Responsible Unit shall submit its and reviewers' observations and recommendations to the head of the programme development group by electronic means for the improvement of the draft description of the study programme. In cases where a joint study programme is proposed, the need and process for its review shall be determined by consensus of all higher education bodies participating in the development of the programme.

24. Based on the recommendations of the Responsible Unit and the reviewers, the improved draft of the description of the study programme together with the reviews developed by the reviewers (in the case of a joint study programme – if reviews are developed) shall be considered by the Council(s) of the Unit(s) based on the proposal of the head(s) of the Unit(s). After the Council(s) of the Unit(s) approves the draft description of the study programme, it shall, together with a copy of the resolution of which the Council(s) of the Unit(s) made the relevant decision and the reviewers' conclusions (hereinafter in this Item of the Description the 'accompanying documents') of the University on the document management system, be transferred by the head of the programme development group to the Responsible Unit. With the mediation of the Responsible Unit, the programme description and accompanying documents shall be submitted to the Senate of the University for consideration by the Rector's decision.

25. After the Council of the Unit approves the draft description of the study programme with comments or does not approve it, it shall be returned to the programme development group for improvement and shall be reconsidered in accordance with Item 24 of this Description.

26. The consideration of the draft description of the study programme in the Senate shall begin with the consideration of the Committee of Studies Affairs of the Senate, during the meeting of which the draft description of the study programme and accompanying documents shall be presented and discussed. 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 these listed meeting participants shall be invited to participate in such a consideration. After the consideration, the Committee of Studies Affairs of the Senate shall submit its opinion on the draft description of the study programme to the University Senate.

27. After the consideration provided for in Item 26 of this Description, the Senate, taking into account the opinion of the Committee of Studies Affairs of the Senate, shall make one of the following decisions:

27.1. To approve the description of the study programme;

27.2. To approve the description of the study programme with comments;

27.3. Not to approve the description of the study programme.

28. After the Senate approves the description of the study programme with comments, it must be revised and submitted for reconsideration by the Responsible Unit and reconsideration by the Senate in accordance with Items 24–25 of this Description.

29. If the Senate does not approve the description of the study programme, it shall be returned to the programme development group for improvement. The improved description of the study programme shall be submitted for reconsideration by the Responsible Unit and for reconsideration by the Senate in accordance with Items 26–27 of this Description.

30. In order for the study programme (except for minor and bridging study programmes) to be implemented from the following academic year, the description of the study programme must be approved by the Senate:

30.1. no later than by 31 January of the current year, when the study programme is assigned to that 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;

30.2. no later than by 1 March of the current year, when the study programme is assigned to that study field and cycle, the studies of which are accredited for seven years or it is a minor or bridging study programme.

31. After the Senate approves the description of the study programme, the Responsible Unit shall provide the following:

31.1. A request to the Centre for Quality Assessment in Higher Education (hereinafter the 'Centre') or another higher education quality assessment agency included in the European Quality Assurance Register for Higher Education, or to an agency specified in cross-border agreements (hereinafter the 'Agency') to assess the study programme intended to be implemented in the relevant study field, description of the study programme (except for minor and bridging study programmes), a copy of the Senate's resolution that approved the description of the study programme, when the study programme is of the study field and cycle, the studies of which are accredited for three years or have not been carried out in the past. In such a case, the study programme may be registered in the Register of Studies, Training Programmes and Qualifications (hereinafter the 'Register') only after its external expert evaluation and the Centre's decision to evaluate the submitted programme positively;

31.2. The data required for the registration of the study programme (except for minor and bridging study programmes) by the Centre, when the study programme is of the study field and cycle, the studies of which are accredited for seven years. In such a case, the study programme may be registered in the Register without an external expert evaluation;

31.3. in cases where the evaluation of the intended-to-be-implemented study programme was carried out by the Agency, a request for the registration of the study programme shall be submitted to the Centre, if studies of that field are being carried out, or a request for the registration of the study programme and the accreditation of the studies of the field, and if the studies of such field are not carried out, the conclusions of the external evaluation of the intended study programme with evaluation points and the data specified in legal acts, necessary for the intended-to-be-implemented study programme to be registered in the Register, shall be submitted. If the conclusions of the external evaluation of the intended-to-be-implemented study programme are developed in a language other than the official language, a translation of the conclusions of the external evaluation into the official

language, approved in accordance with the procedure established by legal acts, shall be submitted to the Centre.

32. In cases where the description of the joint study programme is submitted with accompanying documents, it shall be submitted to the Centre or the Agency by the higher education body coordinating the development of the joint study programme.

33. After the Centre makes a positive decision concerning the registration of the study programme and registers it in the Register, the Responsible Unit shall ensure that the study programme is included in the study programme register of the Vilnius University Study Information System (hereinafter the 'VUSIS'). After the study programme is included in the VUSIS register of study programmes, the Unit shall ensure that the description of the study programme and plan are filled in in VUSIS and constantly updated.

34. After registration of the study programme, based on the proposal of the head of the Unit and the decision of the Council of the Unit, in accordance with the regulations of the Study Programme Committee of Vilnius University, approved by Resolution No. SK-2014-4-1 of 6 March 2014 of the Commission of the Senate (version of Resolution No. S-2017-11 of 21 November 2017 of the Senate) (hereinafter the 'Regulations of the Study Programme Committee of Vilnius University'), the committee of the registered study programme shall be formed and approved. The implementation of joint study programmes shall be coordinated in accordance with the provisions of the agreement signed by the higher education bodies implementing the study programme. The execution 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 which the minor study programme is based, a separate Study Programme Committee shall be formed to coordinate the implementation thereof. This committee shall be formed in accordance with the processes provided for in Chapter III of the Regulations of the Study Programme Committee of Vilnius University. 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 ONGOING STUDY PROGRAMME

35. The Study Programme Committee shall be responsible for the quality of studies carried out according to a specific study programme and the continuous improvement of the study programme, and it shall operate in accordance with the Regulations of the Study Programme Committee of Vilnius University.

36. Decisions on the improvement of the ongoing study programme (including minor and bridging study programmes) shall be made in accordance with the legal acts of the Republic of Lithuania and the University, the objectives and tasks provided for in the strategic activity plans of the University and the Unit, the results of feedback received from students, the results of study data monitoring, the opinions of social partners and graduates of the University, conclusions of external evaluation of study fields, plans for improvement of the study fields, and other relevant sources. In cases where the joint study programme is improved, the provisions defined in the agreement of the joint study programme shall be followed.

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

38. If the Unit(s) decides to stop the implementation of the study programme or after the deadline for the accreditation of the field has expired, it must be deregistered from the Register.

39. Material change or deregistration of the study programme being implemented shall be considered in the Study Programme Committee, in the Council(s) of the Unit(s) based on the proposal

of 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 the material change or deregistration of the study programme, the Unit shall submit documents related to the material change or deregistration of the programme to the Responsible Unit on the University document management system. With the mediation of the Responsible Unit, the Rector shall submit documents related to the material change or deregistration of the programme to the Senate for consideration.

40. In the Senate, consideration of a material change of the ongoing programme or deregistration of the programme shall begin with a consideration in the Committee of Studies Affairs of the Senate, during the meeting of which the material changes foreseen in the study programme or the reasons for deregistration of the programme shall be presented and discussed. The head(s) of the Unit(s) and/or their deputy(s) responsible for the organisation of studies, members of the Study Programme Committee, representative(s) of the Responsible Unit and other persons invited by these listed meeting participants shall be invited to participate in such a consideration. After the consideration, the Committee of Studies Affairs of the Senate shall submit an opinion to the Senate concerning the material change or deregistration of the study programme.

41. After the consideration provided for in Item 40 of this Description, the Senate, taking into account the opinion of the Committee of Studies Affairs of the Senate, shall make one of the following decisions:

41.1. To approve the material change or deregistration of the study programme;

41.2. To approve the material change of the study programme with comments;

41.3. Not to approve the material change or deregistration of the study programme.

42. After the Senate approves the material change or deregistration of the study programme, the Responsible Unit shall inform the processor of the Register about such a decision and shall initiate the updating of information in the VUSIS study programme register. After the Senate approves the material change of the study programme with comments, they must be taken into account and submitted to the Senate for reconsideration, in accordance with Item 40 of this Description. If the Senate does not approve the material change or deregistration of the study programme, the documents submitted by the Department shall be returned for improvement. After the documents have been improved, they shall be submitted for reconsideration by the Senate in accordance with Item 40 of this Description.

43. Material changes in minor or bridging study programmes (programme name, number of ECTS credits allocated) shall be carried out in accordance with the guidelines of the updated study programme. Material change or deregistration of minor or bridging study programmes shall be considered in the Study Programme Committee and based on the proposal of the head of the Unit – in the Council of the Unit. Material change of the minor study programme that coincides with the main study programme must be considered and approved together with the main study programme. After the Council(s) of the Unit(s) makes a decision on the material change or deregistration of minor or bridging study programmes, the Unit shall inform the Responsible Unit thereof by electronic means, and the Responsible Unit shall initiate the updating of the information in the register of the University minor and bridging study programmes. Material change or deregistration of a minor study programme that has no connection with the main study programme shall be carried out in accordance with Items 40 and 42 of this Description.

44. The Study Programme Committee, while improving the study programme, shall update the description of the study programme. The Unit shall inform the students of the study programme and the staff of the Unit related to the execution 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, e-mails, publication of information on the Unit's website, etc.).

45. The coordinating lecturer of the course unit (module) shall be responsible for the development, updating and quality of the course unit (module). The Study Programme Committee shall provide for the study programme objectives and study outcomes, which shall be implemented in the specific course unit(s) (module(s)). The lecturer of the course unit (module), guided by the programme objectives and study outcomes provided for 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 developed according to the course unit (module) description form (Annex to the Description), >, which shall be published on the intranet of the University.. Changes to the course unit (module) shall be considered and approved by the Study Programme Committee. The description of the course unit (module) must be published by the Unit on VUSIS no later than by 1 December, 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 fall semester.

46. The description of the course unit (module) update shall be considered by the Study Programme Committee. In order to update the description of a course unit (module) on VUSIS, the Unit shall submit a request to the Responsible Unit to update the study plan of the study programme on VUSIS, and shall additionally attach the document(s) supporting such request. The update of a course unit (module) in the current study semester shall be possible only in case of *force majeure* or after obtaining the written consent of at least half of the students studying the course unit (module); in all other cases, updates may only be approved for the subsequent study semester.

CHAPTER IV

EXTERNAL EVALUATION AND ACCREDITATION OF ONGOING STUDIES

47. The University shall conduct only the study fields accredited in accordance with the procedure established by the legal acts of the Republic of Lithuania and the study programmes carried out in them (hereinafter the ‘studies of the field’).

48. The external evaluation of the studies of the field (hereinafter the ‘external evaluation’) shall be carried out by the Centre or the Agency. The head(s) of the Unit(s) or their deputy(s) responsible for the organisation of studies shall make a decision on external evaluation in the Centre or Agency and inform the Responsible Unit thereof by electronic means.

49. If the external evaluation is carried out at the Centre, the process of preparing for the external evaluation shall be organised in accordance with Items 47–52 of this Description. If it is decided to carry out the external evaluation at the Agency, the Rector or their authorised Pro-Rector shall make the final decision on the external evaluation at the Agency, based on the proposal of the head(s) of the Unit(s). After the Rector or their authorised Pro-Rector makes a positive decision, the Unit shall organise the process of preparation for external evaluation, following the procedure provided by the Agency. After the Rector or their authorised Pro-Rector makes a negative decision, the Unit shall organise the process of preparation for the external evaluation in accordance with Items 47–52 of this Description.

50. The Responsible Unit shall coordinate the external evaluation process carried out at the University in accordance with the Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators, approved by the Ministry of Education, Science and Sport of the Republic of Lithuania and the methodology of external evaluation of the fields of studies, approved by the procedure provided for by the Centre or the Agency, if the external evaluation is performed by the Agency, as well as in accordance with this Description. At least 12 months before the end of the accreditation deadline of the study field and cycle, the process of preparation for external evaluation shall begin – a working group shall be formed to develop a summary of self-analysis 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 consist of at least 5 persons. The composition of the working group must include lecturers of the relevant study programme, representative(s) delegated by the University Students’ Representation, representative(s) of the social partners of the University:

50.1. when studies of the field (as well as joint study programme(s)) are conducted in one Unit, the composition of the working group shall be approved by the decree of the head of the Unit or their deputy. In the case of joint study programme(s), the composition of the working group shall be coordinated with the other higher education body(ies) implementing the joint study programme(s);

50.2. when studies of the field are carried out in several Units, the composition of the working group shall be approved by the decree of the Rector or their authorised Pro-Rector based on the proposal of the heads of Units or their deputies. In the case of joint study programme(s), the

composition of the working group shall be coordinated with the other higher education body(ies) implementing the joint study programme(s).

51. The self-analysis summary shall be developed in accordance with the Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators, approved by the Ministry of Education, Science and Sports of the Republic of Lithuania and the methodology of external evaluation of the studies of the fields, approved by the Centre, as well as in accordance with this Description, by filling in the study self-analysis summary form of the field, which shall be approved by the Rector or their authorised Pro-Rector by the appropriate order and published on the intranet of the University, or according to the procedure provided by the Agency. In cases where the studies of the field are evaluated by a group of national experts, the self-analysis summary shall be developed in Lithuanian. In cases where the studies of the field are evaluated by a group of foreign experts, the self-analysis summary shall be developed in Lithuanian and English. If an English translation of the self-assessment summary is required, it shall be provided by the administration(s) of the Unit(s).

52. 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 Unit(s) shall organise the collection and provision of other necessary data to the working group and help organise the visit of the expert group.

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

54. At least three months before submitting the self-analysis summary to the Centre or the Agency, the head of the working group shall submit the draft of the self-analysis summary by electronic means to the Responsible Unit for it to assess compliance with the methodology of external evaluation of the fields of studies, approved by the Centre, as well as other legal acts of the Republic of Lithuania and the University related to the self-analysis summary, or, in the case of assessment at the Agency, compliance with the procedure established by the Agency. If needed, the Responsible Unit shall submit recommendations and suggestions to the working group for the improvement of the draft of the self-analysis summary no later than one month from the date of receipt of the draft of the self-analysis summary. The working group, taking into account the suggestions of the Responsible Unit, shall develop the final version of the self-analysis summary and submit it to the Responsible Unit by electronic means.

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

56. The working group shall discuss the organisational issues concerning the visit of the external evaluation expert group applied by the Centre or the Agency with the Unit administration, lecturers, representatives of University students, social partners and representative(s) of the Responsible Unit. The staff of the Responsible Unit appointed by the head of the Responsible Unit may participate as an observer in the meeting of the expert group evaluating the study field with the working group in agreement with the Centre or the Agency.

57. The final conclusions of the external evaluation and the decision on the accreditation of the study field and cycle shall be discussed in the working group, in the administration of the Unit(s) conducting the studies, and in the committee(s) of the programme(s) of the field of the studies. 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 body(ies) implementing the programme.

58. 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 study field to the Centre, which, after evaluating the submitted documents, shall make a decision on the accreditation of the studies of the field and cycle.

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

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

CHAPTER V SUBSEQUENT ACTIVITIES AFTER THE EXTERNAL EVALUATION

61. After the Centre makes a decision on the accreditation of the studies of the field and cycle studies, a working group shall be formed no later than within a month to develop the studies of the field improvement plan (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 usually include the deputy head(s) of the Unit(s) conducting studies of the study field, responsible(s) for the organisation of studies, the Chair(s) of the Committee(s), delegated representative(s) of the University Students' Representation and representative(s) of the social partners of the University:

61.1. when the studies of the field (as well as joint study programme(s)) are conducted in only one Unit, the working group shall be formed by the decree of the head of the Unit. In the case of joint study programme(s), the composition of the working group shall be coordinated with the other higher education body(ies) implementing the joint study programme(s) and approved by the procedure established by the coordinating institution;

61.2. when the studies of the field (as well as the joint study programme(s)) are conducted in more than one Unit, the working group shall be formed by decree of the Rector or their authorised Pro-Rector. In the case of joint study programme(s), the composition of the working group shall be coordinated with the other higher education body(ies) implementing the joint study programme(s) and approved by of the procedure established by the coordinating institution.

62. 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 Centre's order on the accreditation of the study field and cycle, shall develop an improvement plan, by filling in the improvement plan and progress report form published on the intranet of the University and approved by order of the Rector or their authorised Pro-Rector. The developed improvement plan in the University document management system of the head of the working group shall be transferred to the Responsible Unit for review according to competence. If necessary, the Responsible Unit shall provide recommendations for the improvement plan.

63. The final improvement plan, through the mediation of the Responsible Unit, shall be submitted by the Rector or their authorised Pro-Rector for consideration by the Study Quality Committee (hereinafter the 'Committee'), which shall be formed and its Chair shall be appointed by order of the Rector or their authorised Pro-Rector. The Committee shall consist of at least 5 members, of which at least one member must be a representative of the Responsible Unit and at least one member must be a representative delegated by the University Students' Representation. The Deputy Chair of the Committee shall be appointed by the Chair of the Committee, choosing from the members of the Committee.

64. The Committee's activities shall take the form of meetings. A meeting of the Committee shall be deemed lawful if it is attended by at least two thirds of the members of the Committee. The Committee members shall be invited to the Committee meetings by the Responsible Unit, specifying the agenda, place and time of the meeting and providing the members of the Committee with the material for the meeting. Invitations to the meeting with all the material shall be sent to the members

of the Committee by e-mail or other electronic means no later than three working days before the meeting.

65. Decisions of the Committee shall be adopted when the majority of the Committee members present in the meeting vote for the proposal. Each Committee member shall have one vote. In the event of a tie, the Chair of the Committee (or, in their absence, the Deputy Chair of the Committee) shall have the casting vote. Minutes shall be taken at the meetings of the Committee. The minutes shall be drawn up by the Secretary of the meeting appointed by the Chair of the Committee. The minutes shall be signed by the Chair of the Committee (or, in their absence, by the Deputy Chair of the Committee) and by the Secretary of the meeting.

66. After evaluating the improvement plan, the Committee shall make one of the following decisions:

66.1. To approve the improvement plan;

66.2. To approve the improvement plan with comments;

66.3. Not to approve the improvement plan and return it to the working group for improvement.

67. After the Committee approves the improvement plan, it shall be approved by an order of the Rector or their authorised Pro-Rector. The Responsible Unit shall submit the approved improvement plan to the Centre by electronic means, and in the case of non-accreditation of the field of studies, to the Ministry of Education, Science and Sports of the Republic of Lithuania, which shall make a decision on the possibilities of further studies. The improvement plan shall be published on the external website of the University, the intranet, and VUSIS.

68. After the Committee approves the improvement plan with comments or does not approve it, it shall be returned to the working group for improvement. The revised improvement plan shall be forwarded to the Responsible Unit, through which the improvement plan shall be submitted for reconsideration by the Study Quality Committee.

69. The deputy head(s) of the Unit(s), who is responsible for the organisation of studies, conducting studies in the study field shall be responsible for the implementation and monitoring of the improvement plan.

70. Taking into account the deadline for the accreditation of the study field and the cycle, the working group shall develop a progress report by filling in the improvement plan and progress report form published on the intranet of the University and approved by the order of the Rector or their authorised Pro-Rector. The Responsible Unit shall provide the data necessary for the development of the progress report as required. The progress report of the University shall be submitted in the document management system by the head of the working group to the Responsible Unit according to competence. If necessary, the Responsible Unit shall provide the working group with recommendations for the improvement of the progress report and shall inform the Rector or their authorised Pro-Rector about the results of the improvement of studies of the field. The Responsible Unit shall submit the developed progress report to the Centre by electronic means and shall publish it on the external website of the University, intranet and VUSIS.

CHAPTER VI FINAL PROVISIONS

71. Development, updating of study programmes, external evaluation of study fields and subsequent activities after the external evaluation shall be based on the 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.

72. During each year of the studies, 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 Unit 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 of
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	Vykdyto laikotarpis	Vykdyto kalba (-os)

Reikalavimai studijuojančiajam	
Išankstiniai reikalavimai:	Gretutiniai reikalavimai (jei yra):

Dalyko (modulio) apimtis kreditais	Visas studento darbo krūvis	Kontaktinio darbo valandos	Savarankiško darbo valandos ir 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				

...									
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				