VILNIUS UNIVERSITY

.....
(title in capital letters)

DESCRIPTION OF THE BRIDGING STUDY PROGRAMME

....
(job position of the head of unit) (full name and signature)

Chairperson of the programme committee .....
(full name and signature)

Vilnius, 2014

DESCRIPTION OF THE BRIDGING STUDY PROGRAMME

Title of the study programme	Code of the study programme*

VU unit implementing the study programme	Language(s) of instruction of the study programme

Study area	Study field group	Study field (code)	Study field branch (code)

Length of the study programme (in years)	Study programme volume in credits	Total workload (in hours) of the unclassified student	Contact work hours	Self-study hours

Purpose of the study programme

Expected study programme learning outcomes (study programme objectives)
1. 2. 3. 4. 5. ...

Teaching and learning methods	Assessment methods

Admission conditions and requirements	Opportunities for the recognition of prior learning

Access to further studies

Study programme approved by the council of a core academic unit

Cost of annual tuition*	Cost of annual tuition approved*

Document to be awarded

Chairperson of the study programme committee	Contact person

* – to be completed by the Directorate of Studies

PLAN FOR A BRIDGING STUDY PROGRAMME (LINKS BETWEEN COURSE UNITS (MODULES) AND STUDY OBJECTIVES)

Course units (modules) (in sequence) **(dividable into semesters)**	**Credits**	**Total unclassified student' s workload**	**Contact work**	**Self-study work**	**Study programme objectives**					
					1.	2.	3.	4.	5.	...
(course unit)						x				
(course unit)								x		
(course unit)										x
(course unit)									x	
(course unit)							x			
(course unit)					x					
(course unit)					x					
(course unit)								x		
(course unit)										
(course unit)							x			
(course unit)						x				
(course unit)									x	
etc.										

All descriptions of course units shall be submitted together with the description of the bridging study programme and they shall be prepared in accordance with the requirements established in Annex 3 of the Study Programme Regulation of Vilnius University approved by Resolution of the Senate Commission of Vilnius University No. SK-2012-12-4 of 21 June 2012 (as amended and addended by Resolutions of the Senate Commission No. SK-2013-2-3 of 31 January 2013 and No. SK-2013-12-14 of 24 October 2013)[1].

[1] The Study Programme Regulation of Vilnius University approved by Resolution of the Senate Commission of Vilnius University No. SK-2012-12-4 of 21 June 2012 (as amended and addended by Resolutions of the Senate Commission No. SK-2013-2-3 of 31 January 2013 and No. SK-2013-12-14 of 24 October 2013).

RECOMMENDATIONS
FOR THE PREPARATION OF THE DESCRIPTION OF THE BRIDGING STUDY PROGRAMME

The purpose of this document is to provide methodological support to employees of academic core units when drafting a description of a new or updated bridging study programme.

These recommendations were prepared based on the results of the project titled 'Developing a National Concept for the European Credit Transfer and Accumulation System (ECTS): Harmonisation of Credits and the Development and Implementation of a Methodology for Learning Outcomes Based Study Programmes' (VPl-2.2-ŠMM-08-V-01-001) carried out at Vilnius University[2], the checklist of the programme description in the ECTS User Guide[3], and the TUNING[4] 2010 series publication on the study programme competencies and objectives[5].

Attributes to be specified in the Description of the Bridging Study Programme

1. Title of the study programme. It should be short, clear, and reflect the content of the bridging study programme.
2. Code of the study programme. The first four characters of the code are the field of study or the field of study and its branch, which are indicated according to the List of Branches Comprising the Study Fields[6]; the fifth code character is the letter 'P', indicating that the programme is a bridging study programme; the sixth and seventh characters are the programme's sequence number, which is assigned by the Directorate of Studies when registering the programme.
3. VU unit in charge. The description shall specify the Vilnius University unit responsible for the implementation of the study programme and its address.
4. Language(s) of instruction of the study programme. The language of instruction of the study programme shall be indicated. If the study programme is implemented in more than one language, all languages must be indicated.
5. Study area. In accordance with the List of Study Areas and Fields in Higher Education Institutions[7], the area of study – Biomedical Sciences, Humanities, Physical Sciences, Social Sciences, Technological Sciences – the study programme is attributed to shall be indicated.
6. Study field group. The study field group to which the study programme is attributed shall be indicated following the List of Study Areas and Fields in Higher Education Institutions[8].

[2] http://www.ects.cr.vu.lt/Projekto rezultatai
[3] ECTS User's Guide. 2009.
[4] The 'Tuning Educational Structures in Europe' project.
[5] Tuning Education Structures in Europe. A Guide to Formulating Degree Programme Profiles. Including Programme Competences and Programme Learning Outcomes. 2010.
[6] Order of the Minister of Education and Science of the Republic of Lithuania "On the Approval of the List of Branches Comprising the Study Fields". Official Gazette, 23/02/2010, No. 22-1054.
[7] Resolution of the Government of the Republic of Lithuania No. 1749 of 23 December 2009 "On the Approval of the List of Study Areas and Fields in Higher Education Institutions". Official Gazette, 31/12/2009, No. 158-7135.
[8] Resolution of the Government of the Republic of Lithuania No. 1749 of 23 December 2009 "On the Approval of the List of Study Areas and Fields in Higher Education Institutions". Official Gazette, 31/12/2009, No. 158-7135.

7. Study field (code). The study field to which the study programme is attributed and the study field code shall be indicated following the List of Study Areas and Fields in Higher Education Institutions[9].

8. Study field branch (code). In accordance with the List of Branches Comprising the Study Fields[10], the branch of the study field the study programme is attributed to and the branch code of the study field shall be indicated.

9. Length of the study programme (in years). The time required to achieve the learning outcomes set for the unclassified student.

10. Study programme volume in credits. A study credit is a unit to measure the workload required of an unclassified student for them to achieve the objectives of a certain level of study. The standard one-year study volume is 60 study credits (1,600 academic hours), as agreed by the ECTS countries.

The volume of bridging studies[11] may be as follows:

- when the chosen field of Master or integrated studies and the field of the completed first cycle studies belong to the same study field group, the volume of bridging studies may not exceed 60 study credits;
- when the chosen field of Master or integrated studies belongs to another study field group than the completed field of first cycle studies, the volume of bridging studies may not exceed 90 study credits;
- the committee of the Master or integrated study programme, having assessed the content of the completed studies and the competencies acquired by the person, may reduce the volume of bridging studies and/or create an individual plan of bridging studies, which shall be approved by the head of the core academic unit.

11. Total workload (in hours) of the unclassified student. The amount of time in hours that it takes for an unclassified student to successfully complete all the assignments of the study programme required to achieve the learning objectives of the studies.

12. Contact work hours and self-study hours. When specifying the volume of the study programme in credits, it is important to define the total workload of the unclassified student corresponding to credits, consisting of contact hours (attendance in lectures, seminars, consultations, internship, etc.) and self-study hours (library work, homework, writing a paper, preparing a presentation, preparing for an exam, etc.). The planning and calculation of the unclassified student's workload is based on the assumption that one credit of study consists of 25–30 hours of unclassified student's work, so a five-credit course unit may take between 125–150 hours, depending on the study objectives and study methods used.

13. Purpose of the study programme. The purpose of the study programme is inseparable from the objectives of the study programme. The purpose should be specific and clear (2–3 sentences), avoiding long and abstract sentences and combining the competencies to be developed.

14. Expected study programme learning outcomes (study programme objectives). These are statements that describe what the unclassified student needs to know, understand, and be able to do on successful completion of the study programme. Study objectives must be specific and clear, objectively formulated, realistic, relevant to the purpose of the study programme, and indicate the standard (level) to be achieved.

When defining the objectives which refer to the following five groups of knowledge and competencies, it is mandatory to use the Description of Study Cycles[12]:

- knowledge and understanding, their application;
- research skills;

[9] *Ibidem*.

[10] Order of the Minister of Education and Science of the Republic of Lithuania "On the Approval of the List of Branches Comprising the Study Fields". Official Gazette, 23/02/2010, No. 22-1054.

[11] The Study Programme Regulation of Vilnius University approved by Resolution of the Senate Commission of Vilnius University No. SK-2012-12-4 of 21 June 2012 (as amended and addended by Resolutions of the Senate Commission No. SK-2013-2-3 of 31 January 2013 and No. SK-2013-12-14 of 24 October 2013).

[12] Order of the Minister of Education and Science of the Republic of Lithuania No. V-2212 of 21 November 2011 "On the Approval of the Description of Study Cycles". Official Gazette, 26/11/2011, No. 143-6721.

- decision-making or special skills;
- communication or social skills;
- ability to learn or personal skills.

15. Teaching and learning methods. The most characteristic study methods for the whole study programme (problem-based teaching, engaging lectures, literature analysis, film screening, brainstorming, concept mapping, group discussion, debates, written assignments (essays, course projects), presentations, etc.) shall be indicated.
16. Assessment methods. The ways to assess the unclassified students' performance shall be indicated, listing the assessment system used and the main assessment methods (exam, cumulative score, etc.).
17. Admission conditions and requirements. The study fields of a professional Bachelor's degree and/or Bachelor's qualification degree for the holders of which the study programme is intended shall be indicated; additional requirements for admission as well as the admission procedure may also be indicated.
18. Opportunities for the recognition of prior learning. It shall be indicated whether (and how) prior learning is recognised, i.e. on what basis prior course units can be credited. It is recommended to indicate that the decision on transferring the accumulated credits is taken by the Study Programme Committee.
19. Access to further studies. A brief description of access to further studies shall be provided, indicating which Master programmes the unclassified student will be able to apply to after completing the bridging study programme.
20. Study programme approved by the council of a core academic unit. The date of the council meeting of the academic core unit where the study programme was approved and the number of the resolution shall be indicated.
21. Cost of annual tuition. The cost of annual tuition of the bridging study programme approved by an order of the Rector shall be indicated.
22. Cost of annual tuition approved. The date and number of the Rector's order approving the cost of annual tuition for the programme shall be indicated.
23. Document to be awarded. It shall be indicated that a certificate of completion of the study programme is issued to the unclassified student who has completed the programme, in accordance with the Procedure for the Administration of Certificate of Completion of Vilnius University Bridging Study Programmes.
24. Chairperson of the study programme committee. The full name, academic degree, and contact details of the chairperson of the study programme committee shall be indicated.
25. Contact person. The full name and contact details of the Vilnius University employee who can provide information about the programme shall be indicated.