

APPROVED by
Order No 1I-244 of the Rector of
Mykolas Romeris University of
3 June 2015

REGULATIONS FOR STUDY PROGRAMME COMMITTEES AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Regulations for Study Programme Committees (hereinafter referred to as the “Regulations”) shall govern the composition, functions, activities, rights and responsibility of the Study Programme Committee at Mykolas Romeris University (hereinafter referred to as the “University”).

2. The Study Programme Committee (hereinafter referred to as the “Committee”) shall be an organisational unit of the University that is responsible for the quality of the study programme delivery.

3. The Committee shall be set up for the study programme in a certain study field/fields.

4. The Committee shall be headed by the Study Programme Head (hereinafter referred to as the “Programme Head”). The Programme Head shall be approved upon the recommendation by the head(s) of the academic unit(s) implementing the Rector’s programme.

5. The composition of the Committee shall be approved by head(s) of the academic unit(s) implementing the Rector’s programme. Members of the international, inter-institutional programme committee shall be approved by the Rector or a person authorised by the Rector.

6. Committee members shall be governed by the Constitution of the Republic of Lithuania, laws of the Republic of Lithuania, the Statute of the University, the Ethical Code, legal acts governing the study procedures, the internal rules of procedure, the Regulations and other legal acts.

II. COMPOSITION

7. The Committee shall be composed of at least 8 members, including at least 3 teachers who deliver the study programme, at least 2 students and at least one representative of social partners and graduate. Students’ representatives shall be approved by the University’s Students’ Representation. The Programme Head is a member of the Committee *ex officio*.

8. Scholars of other research and higher education institutions, as well as of other parties may be invited for participation in the Committee. International and Inter-Institutional Programme Committee shall be composed of representatives of all partner institutions, provided that the programme implementation contract does not provide otherwise.

9. Usually a professor or an associate professor of the field concerned with experience in academic and managerial activities, international academic cooperation, relations with social partners, able to lead a team, introduce innovative learning methods and teaching in the Programme shall be appointed as the Programme Head for the term of 5 years.

10. Committee members, i.e. teachers delivering the study programme, shall be active researchers with experience in academic work, international academic cooperation, relations with social partners and introduction of innovative learning methods.

III. FUNCTIONS

11. The Committee shall perform the following functions:

11.1. Consideration and provision of the plan of the study programme development for the approval by the head of the academic unit.

11.2. Approval of the descriptions of the programme and study subjects, provision of proposals for their improvement.

11.3. Provision of proposal on the selection of teacher and improvement of their competences.

11.4. Approval of the practice locations of the students of the programme.

11.5. Consideration and approval of topics of final theses, ensuring their compliance with the expected learning outcomes of the study programme.

11.6. Consideration of the outcomes of the study programme and students' feedback, provision of proposals for the improvement of the study process.

11.7. Monitoring of the adequacy of learning resources, provision of proposals for their renewal.

11.8. Help in preparing and approving self-analysis of the programme.

11.9. Together with the Marketing Department, monitoring and support of the marketing of the study programme.

11.10. Development of relations with academic and social partners.

11.11. Monitoring of students and graduates' career outcomes, offer of career development tools.

IV. ORGANISATION OF ACTIVITIES

12. The activities of the Committee shall be organised by the Programme Head. The Programme Head shall:

12.1. Annually prepare the study programme development plan, submit it to the head of the academic unit for approval and shall be responsible for its implementation.

12.2. Organise the oversight of the study programme contents, preparation and adjustment of descriptions of the programme and study subjects.

12.3. Together with the head of the unit, provide proposals for the academic staff of the programme, initiate its competence improvement.

12.4. Together with the Programme Manager, coordinate the study process of the programme and academic support for students.

12.5. Organise the quality management process of the study programme and shall be responsible for its compliance with the requirements provided for by the University's legal acts.

12.6. Monitor material and information resources of the study programme, take care of its update and supplement.

12.7. Implement the internationalisation of the study programme.

12.8. Promote and implement learning and teaching innovations.

12.9. Together with the Marketing Department, organise the programme's marketing.

12.10. Maintain relations with academic and social partners of the study programme.

12.11. Analyse students and graduates' career outcomes, implement their career development tools.

12.12. Visa documents related to the implementation of the corresponding study programme.

12.13. Organise and carry out programme's internal and external communication.

13. Decisions of the Committee shall be taken in meetings. Meetings may as well be virtual (through electronic means). Minutes of the meetings shall be taken and they shall be signed by the Programme Head and Secretary of the meeting.

14. The meeting of the Committee shall be deemed legitimate provided more than half of Committee members attend it (including those using electronic means). Decisions shall be taken by a simple majority of votes. Where the votes distribute equally, the vote of the Programme Head shall be decisive.

15. Committee meetings shall be open, other teachers, delivering the programme,

students, social partners and other persons may attend them.

16. The Committee shall cooperate with the University's units in performing its functions and tasks.

17. The activities of the Programme Head and committee members (University's teachers) shall be reimbursed in accordance with the procedures prescribed by the University's legal acts.

18. Activities of the Committee shall be administered by the Study Programme Manager. He shall also help to implement the duties of the programme head.

V. RIGHTS

19. In the performance of its functions, the Committee shall be entitled to the following:

19.1. Receive required information and administrative support from the University's units.

19.2. To implement the Committee's functions, to use the University's staff and University's partners.

19.3. Request the unit(s) implementing the programme to prepare study subject descriptors and study subject learning aids in a timely and quality manner.

19.4. The Programme Head shall be entitled to:

19.4.1. Access the documents related to the implementation of the study programme(s).

19.4.2. Obtain information related to the study data on the students of the supervised programme.

VI. RESPONSIBILITY

20. The Committee and all other University's units in charge shall be responsible for the following:

20.1. Planning, monitoring and evaluation of the contents and implementation of the study programme.

20.2. Selection of teaching staff for the delivery of the study programme and initiation of improvement of their competences, oversight of the need for learning resources and facilities, as well as information resources.

20.3. Feedback from the study programme's students, graduates, employers and other social and academic partners.

20.4. Attraction of students and unclassified students to the study programme.

21. The Committee, in the performance of its activities, shall avoid any protectionism and corruption.

VII. FINAL PROVISIONS

22. The Regulations may be amended or repealed upon an order of the Rector.
