

PROCEDURE APPLICABLE TO ORGANIZING FEEDBACK ON STUDIES AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Procedure Applicable to Organizing Feedback on Studies (hereinafter referred to as the Procedure) of Mykolas Romeris University (hereinafter referred to as the University) establishes the procedure applicable to organizing surveys of the University students, unclassified students, graduates (hereinafter referred to as the Surveys) on the study programmes, the quality of teaching of study subjects, organizing the study process, assessment of students' competences, organization, data analysis, accessibility, use, and publication of these Surveys at the University.

2. Social stakeholders are natural and legal entities or groups of entities concerned about the quality of studies and research at the University and assuming part of the liability for it taking into account the areas represented by them or based on the authorizations granted to them. The internal social stakeholders are University students, unclassified students, University teachers, and administrative staff. The external social stakeholders are parents or guardians of the University students (unclassified students), graduates, employers, state authorities, and non-governmental organizations.

II. SURVEYS OF THE STUDENTS, UNCLASSIFIED STUDENTS AND GRADUATES

3. The Surveys of the students and unclassified students consist of:

3.1. Questionnaire on the study subject.

3.2. Questionnaire on the study subject studied by applying a distance education method.

3.3. Questionnaire on the quality of teaching of the study subject for students arriving under Erasmus or other student mobility programmes.

3.4. Questionnaire on the quality of the practical training during the studies.

3.5. Questionnaire on the selected study programme.

3.6. Questionnaire on the quality of organization of the study process for students arriving under Erasmus or other student mobility programmes.

3.7. Questionnaire on the reasons for suspending the studies.

3.8. Questionnaire on the reasons for termination of the studies.

3.9. Questionnaire on the quality of PhD studies.

3.10. Questionnaire on the quality of preparation of the final thesis.

4. The Surveys of the graduates consist of a questionnaire on the studied programme and acquired competences.

5. The Surveys of the social partners consist of a questionnaire for the members of qualification committees of Mykolas Romeris University.

III. ORGANIZATION OF SURVEYS

6. The Surveys are organized electronically or by submitting a paper questionnaire. Questionnaires for the University students (unclassified students) are usually submitted via the electronic student book. Questionnaires for the University graduates are sent via e-mail to the addresses specified in the data system of the University.

7. The Surveys are voluntary and anonymous.

8. Surveys of students (unclassified students) on the selected study programme, on the teaching quality of the study subjects, on the organization quality of the study process, on the quality of the practical trainings during the studies, and the quality of preparation of the final thesis are organized by the Academic Affairs Centre. The questionnaires are submitted as follows:

8.1. Questionnaires of the Surveys on the selected study programme for students attending their final course – upon completion of the studies, before the defence of the final thesis (before taking the final examinations).

8.2. Questionnaires of the Surveys on the teaching quality of the study subject, practical training during the studies for students (unclassified students) – by the time of assessment of the study results.

8.3. Questionnaires of the Surveys on the quality of the study process organization for students arriving under Erasmus and other student mobility programmes – no later than one month before their departure.

8.4. Questionnaires of the Surveys on the quality of preparation of the final thesis for students attending their final course – upon completion of the studies, before defence of the final thesis.

9. The Surveys of the students (unclassified students) on the reasons for terminating and (or) suspending the studies are organized by the Student Department of the Faculty. Questionnaires of the Surveys on the reasons for terminating and (or) suspending the studies are submitted to a student (unclassified student) who has expressed a wish to terminate or suspend the studies. A student (unclassified student) having no opportunities to fill in the questionnaire online is supplied with a paper questionnaire.

10. The Surveys of the social partners on the procedure applicable to defence of the final theses and the competences of the students are organized by the Faculty. The questionnaires are submitted to the social partners electronically after the sessions of the qualification committees for the final examinations and defence of the final theses end.

11. The Surveys of the students on the quality of PhD studies are organized by the committees in the field of the PhD studies and the Science Centre.

12. The Surveys of the graduates on the programme studied and competencies acquired are organized by the Study Programmes Committees and the Career Centre. Questionnaires are e-mailed to the University graduates of all cycles no sooner than 6 months since granting of the qualification.

IV. ANALYSIS, ACCESSIBILITY AND USE OF THE DATA OF THE SURVEYS

13. Information Technology Centre is in charge for technical possibilities for the students (unclassified students) and graduates to use an online questionnaire, for data processing and technical accessibility of the results.

14. The Study Programmes Committees and University teachers make the analysis of the results of the surveys at least once per study semester. The committees of the field of PhD studies make the analysis of the results of the surveys at least once per study year. Student Departments of the faculties, the Academic Affairs Centre, the Science Centre, the Marketing Centre and other units of the University analyse the results of the Surveys as needed.

15. Summarized results of the Surveys are provided to the students, unclassified students, graduates, or other social stakeholders who took part in the Surveys ensuring confidentiality of the personal data of the persons who participated in the Survey. The results of the Survey of the students (unclassified students) are automatically e-mailed to the address of the University teacher who had taught that subject at the end of the examination session.

16. The Study Programmes Committees discuss the results of the Surveys with the students, unclassified students, University teachers, graduates, and other social stakeholders as well as plan respective measures for improvement of the quality of studies from this Every sixth month, meanwhile the committees of the field of PhD studies do this every year. Minutes of the meetings are submitted to the Academic Affairs Centre and (or) the Science Centre.

17. The results of the Surveys are stored in information system “Studies” and are used for improving the quality of the studies, marketing, strategic planning, and other purposes.

V. DISSEMINATION OF THE RESULTS OF THE SURVEYS

18. The results of the Surveys are accessible to the community of the University and other social stakeholders. The opinion of the students and graduates on the quality of studies is published on the website of the University under the procedure established by legislations.

19. Plans for the actions to be taken in order to improve the quality of studies and research are accessible to the community of the University in the electronic space.

VI. FINAL PROVISIONS

20. All the questionnaires, depending on the study programme or the language used within the course of teaching, are provided in the Lithuanian and (or) the English language.

21. This Procedure is continuously subject to improvement on the initiative of the students, unclassified students, graduates, University teachers, and other social stakeholders. The Academic Affairs Centre is in charge for periodic review and updating of the Procedure.

22. University teachers are also entitled to organize other surveys of the students (unclassified students) who attend their subject on the curriculum of that subject or organization of studies without violating the principles of voluntarism and anonymity. The Academic Affairs Centre provides methodological assistance to such surveys, as needed.
