

APPROVED by
Resolution No. 1SN-69
of the Senate of
Mykolas Romeris University
of 28 June 2013

REGULATIONS OF THE SYSTEM OF INTERNAL STUDY QUALITY ASSURANCE AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Regulations of the System of Internal Study Quality Assurance at Mykolas Romeris University (hereinafter referred to as the University) (further the Regulations) shall lay down the principles of the division of responsibility for the quality of studies among academic divisions of the University, teaching staff, administration, students and unclassified students, regulate the processes of maintaining, monitoring and assessment of quality of the University studies, define the use of the tools of monitoring and assurance of study quality.

2. The Regulations shall be based on the Statute of the University, Standards and Guidelines for Quality Assurance in the European Higher Education Area, documents regulating the Lithuanian education policy and the internal legal acts of the University.

3. The purpose of the Regulations is to assure the quality of studies offered by the University in line with the universally recognised standards, develop the culture of quality at the University, maintain and improve the system of internal study quality assurance.

4. Key definitions:

4.1. *Quality of studies* means conformity between the outcomes of studies at the University, the processes as well as the resources allocated for studies and the mission, goals and objectives of the University pursued in compliance with the principles of quality and universally recognised quality standards of studies laid down in the study quality assurance policy of the University.

4.2. *Study quality assurance policy* means a collection of standards, guidelines and decisions adopted in agreement of the University community with regard to the principles of quality and their implementation.

4.3. *Study quality assurance* means pursuance of processes targeted towards the implementation of study quality principles in compliance with the Regulations of the Internal Study Quality Assurance System of the University and legal acts regulating external study quality assurance of the University.

4.4. *Internal study quality assurance system* means a collection of interrelated measures used to assure the quality of University studies.

II. GENERAL PRINCIPLES OF STUDY QUALITY ASSURANCE AT THE UNIVERSITY

5. The Study Quality Assurance Policy at the University shall be based on the following general principles:

5.1. *Student-oriented approach*, under which the purpose of the University studies is to offer competences necessary for personal development, career-building and social life of every student;

5.2. *Universality*, under which the University makes a commitment to offer higher education to students in line with the universally recognised top-quality standards;

5.3. *Agreement and co-operation among the University community members*, under which the whole University community shall engage in the processes of building quality, setting quality standards, monitoring, assessing and improving quality;

5.4. *Subsidiarity*, under which the responsibility for the quality of studies shall be divided among all University community members and divisions in accordance with the positions, powers

and competences held, and each and every community member and division shall take responsibility for the quality of studies;

6. The general principles of study quality assurance at the University shall be in conformity with the internal and external principles of study quality assurance laid down in the Lithuanian and international education policies:

6.1. The University as a provider of higher education shall be responsible for the quality of the services and its assurance;

6.2. The University shall raise public awareness about the quality and standards of higher education;

6.3. The quality of study programmes at the University, similarly to the entire European higher education domain, shall be improved in line with the needs of students and other stakeholders;

6.4. The University shall have an organisational structure ensuring performance and enhancement of study programmes;

6.5. Quality assurance processes shall be pursued in a transparent manner and following external assessment recommendations;

6.7. The University shall promote responsibility, in particular responsibility for state and private funding;

6.8. Quality assurance for accountability purposes shall be compatible with quality assurance for enhancement purposes;

6.9. The University shall be able to demonstrate quality both in Lithuania and internationally;

6.10. Processes used shall not stifle diversity and innovation.

III. INTERNAL STUDY QUALITY ASSURANCE SYSTEM AT THE UNIVERSITY

7. The internal study quality assurance at the University shall be based on the logical framework of quality assurance measures as well as the processes and procedures put in place in line with it.

8. The logical framework laying down the measures of internal study quality assurance at the University shall include the following:

8.1. Fields and sub-fields of the study quality assurance.

8.2. Assessment criteria of the study quality field and sub-field.

8.3. Information sources about the quality of studies and tools for collection of such information.

8.4. Procedures for collection of information about the quality of studies.

8.5. Levels of responsibility for the quality of studies.

9. Pursuant to the Standards and Guidelines for Quality Assurance in the European Higher Education Area, the University shall identify the following fields and sub-fields of the study quality assurance:

9.1. ***Policy and procedures for quality assurance policy and procedures.*** The University shall develop and implement a quality assurance policy and associated procedures for the assurance of the quality of its studies. The University shall put a great emphasis on quality and quality assurance in its work and develop and implement a strategy for enhancement of quality.

Assessment field and sub-field: policy documents on the assurance of quality at the University, documents on the quality assurance procedures; publicity of quality assurance policy and quality assurance procedures.

Assessment criteria: compatibility between quality assurance documents and international as well as national standards; means of publicity; procedures for raising awareness of the University community.

Information sources, information collection tools: compatibility analysis of quality assurance strategies and other documents; data and information about research and monitoring.

Information collection procedure: document analysis.

Level of responsibility: Senate, Rector, Committee for Study Quality Assurance, faculties (in the institute), their (its) departments, institutes, study programme committees, Centre for Academic Affairs.

9.2. Approval, monitoring and periodic review of study programmes and awarded qualifications. The University has adopted the procedure for approval, monitoring and periodic review of study programmes and awarded qualifications.

Assessment field and sub-field: substantiation of the study programme, content of the study programme, resources of study programme, student support, external relations, admission requirements, monitoring of the progress of students, programme management.

Assessment criteria: purpose, objective and goals of the study programme, potential and productivity of scientific research; outcomes of studies, study design, learning outcomes of study subjects, methods and forms of studies, assessment methods of study outcomes; teaching and other staff, material resources, methodological resources, financial resources, academic and social support to students; mobility of teaching staff and students of the programme, co-operation with social partners, employers, students; minimum and special requirements for student admission, selection of students, change in the number of students, progress; programme management and decision-making.

Information sources, information collection tools: description of the study programme; current legislation, national and international legal instruments, documents on qualifications framework; research findings about the need for specialists, information about labour market needs and programmes pursued in other higher education establishments; data about the potential and productivity of scientific research; data about qualifications of teaching and other staff and its conformity with internal and external quality requirements; data about material, methodological and financial resources and their conformity with internal and external quality requirements; data about provision of academic support, system of the learning support, social and other support offered to students/unclassified students, their conformity with internal and external quality requirements; data about the exchange and mobility of teaching staff and students under the programme; data about the effectiveness of co-operation between programme executors and social partners, employers and students, their involvement in the study programme management process; data about admission requirements, selection criteria and procedures; data about the change in the number of students and their progress.

Information collection procedures: analysis of documents and research documents.

Level of responsibility: study programme committees, faculties (in the institute), their (its) departments, institutes, Centre for Academic Affairs.

9.3. Assessment of students. Students and unclassified students shall be assessed using published criteria, methods and procedures.

Assessment field: assessment of students.

Assessment criteria: assessment of study outcomes and other programme objectives; clarity and publicity of mark-based assessment criteria; objectivity of examination results, transparency of assessment procedures of study outcomes of students; qualification of programme developers and executors.

Information sources, information collection tools: findings of student surveys, findings of attitude surveys; data about achievements; legal acts of the University (Procedure of Studies, Procedure for Assessment of Study Outcomes, Procedure for Organisation of Final Examinations), methodological advice on the development of final papers; description of study programmes and subjects; personnel database containing information on occupational qualifications (CV, etc.), documents certifying assessment of study outcomes of students.

Information collection procedures: analysis of legal acts of the University, surveys, examinations, written and final papers as well as appeals; enhancement of the catalogue of study programmes and study descriptions; analysis of the data maintained in the personnel database and the University website.

Level of responsibility: study programme committees, faculties (institute), their (its) departments, institutes, Centre for Academic Affairs, teaching staff, students, unclassified students.

9.4. Assurance of qualifications and efficiency of teaching staff. The University shall ensure that the academic staff are qualified and competent to offer teaching.

Assessment field: assurance of qualifications and efficiency of teaching staff.

Assessment criteria: criteria for selection of teaching staff and their regulation; organisation of enhancement of teaching proficiency of teaching staff; self-assessment of activities by teaching staff; monitoring of lectures delivered by teaching staff, analysis and discussion of methodological material; analysis and description of internships, upgrading of qualifications, as well as scientific productivity of teaching staff, their lectures at the University and other universities delivered in a foreign language according to international exchange programmes; academic degrees awarded to teaching staff; analysis of supervisory role played by teaching staff in final papers; assessment of the content and methodology of lectures.

Information sources, information collection tools: internal and external legal acts regulating criteria and procedure for selection of teaching staff, operational plans of the Personnel Division, Centre for Academic Affairs and Institute of Educology, data about self-assessment of teaching staff, feedback on subject studies, information from the lecturer's lesson/seminar, analysis of student surveys and other data.

Information collection procedures: analysis of documents (Law on Higher Education and Research, Regulation of Study Fields, General Requirements for Study Programmes, Qualification Requirements of University Teaching and Academic Staff, etc.). Teaching assessment after completion of the subject (if results are positive, such assessment shall be conducted less frequently); analysis of feedback survey findings at the end of the study cycle. Monitoring lectures and seminars of new teaching staff, sharing good practices with more experienced teaching staff and members of the study programme committees.

Level of responsibility: teaching staff, study programme committees, faculties (institute), their (its) departments, institutes, Centre for Academic Affairs, Institute of Educology, Personnel Division, Academic Centre.

9.5. Learning resources and student support. The University shall ensure that the resources available to support the learning of students and unclassified students are adequate and appropriate for each programme offered.

Assessment field and sub-fields: learning resources and student support: human resources and material resources.

Assessment criteria: the number of human resources (teaching staff) per student in a study programme, the number of methodologists (managers) per student in a programme, student opinion surveys; *material resources* – University library, number of rooms and seats in a room, number of practitioners; methodological resources (manuals, books, periodicals, databases); working conditions of teaching staff; information technologies at the University, University services.

Information sources, information collection tools: qualitative and quantitative information about library capacities; services; quantitative information about infrastructure; information about the University services offering support to students; quantitative information about students and staff; analysis of student survey findings about implementation of study programmes.

Information collection procedures: information analysis; collection of quantitative information from personnel and student databases.

Level of responsibility: study programme committees, faculties (institute), their (its) departments, institutes, Centre for Academic Affairs, Personnel Division, Library, Centre of Information Technologies, Supply Service.

9.6. Information systems. The University shall ensure that relevant information is collected, analysed and used for the effective management of their programmes of study and other activities.

Assessment field: information systems.

Assessment criteria: indicators of advancement and outcomes of students/unclassified students; quality of teaching; diversity of data about students; employment indicators of graduates; universally accessible tools of learning and their price.

Information sources, information collection tools: indicators of advancement and outcomes; other data in the information system “Studijos” (“Studies”); findings of surveys of students and University graduates; descriptions of study subjects, notes and other teaching tools available as e-studies and on the Internet; internal documents regulating prices.

Information collection procedures: analysis of indicators of student advancement and outcomes as well as other data in the information system “Studijos”); analysis of findings of the survey of the University graduates conducted not earlier than one year after completion of the studies; analysis of findings of the survey of final year students about the selected programme of studies; analysis of survey findings of all students / unclassified students about the quality of teaching; collection and use of survey findings for a long-term monitoring of the quality of study programmes.

Level of responsibility: study programme committees, faculties (in the institute), their (its) departments, institutes, Centre for Academic Affairs, Marketing Division, teaching staff, Students’ Representation, students, unclassified students.

9.7. Public information. The University shall publish up to date, impartial and objective information, both quantitative and qualitative, about the programmes and awards it is offering.

Assessment field: public information.

Assessment criteria: publication of study programmes and description of study subjects, publication of accreditation results of study programmes (Catalogue of ECTS study programmes and subjects); publication of documents regulating studies at the University; publication of data about competences and efficiency of teaching staff; publication of the main performance indicators.

Information sources, information collection tools: international legal instruments, legal acts of the Republic of Lithuania and the University, documents regulating studies; information about the results of accreditation of a study programme; descriptions of study programmes and study subjects; information about teaching staff, all qualitative and quantitative information placed on the University website.

Information collection procedures: information analysis.

Level of responsibility: Senate, Rector, Committee for Study Quality Assurance, faculties (institute), their departments, institutes, study programme committees, Centre for Academic Affairs, Personnel Division, teaching staff.

IV. DIVISION OF RESPONSIBILITY

10. In accordance with the agreement of the academic community with regard to the principles of the promotion and development of a culture of quality as well as subsidiarity, the following division of responsibility for the quality of studies shall be put in place:

10.1. *Senate, rector, Committee for Study Quality Assurance* shall be responsible for building and implementing the University study quality policy;

10.2. *Faculties (in the institute), their (its) departments, institutes, study programme committees* shall be responsible for the quality of study programmes and their implementation – conformity of study programmes with the needs of students and the labour market, regulations of the University study policy and academic achievements, monitoring of the content of individual study subjects, constant review and conformity with the objectives of the study programme, selection of staff and initiation of enhancement of its qualifications; monitoring the need for material and information resources, attraction of students and unclassified students;

10.3. *Centre for Academic Affairs* shall be responsible for initiation and development of legal acts ensuring the quality of studies, co-ordination of the process of studies, development and updating of study programmes and the quality of support provided;

10.4. *Teaching staff* shall be responsible for the quality of their subjects: attainment of outcomes of studies, creative and innovative teaching, quality of teaching material and its conformity with the recent academic achievements, quality of contact work and conformity with the needs of concrete students/unclassified students.

10.5. *Students and unclassified students* shall be responsible for their personal study outcomes and the quality of their studies. They shall commit to comply with the requirements of academic discipline, University ethics, other requirements of the University community concerning the quality of the learning process and give their feedback about the quality of studies.

V. FINAL PROVISIONS

11. The internal monitoring of the quality of University studies shall be performed regularly on all levels.

12. Data of the University internal study quality assurance system shall be used for internal and external assessment, to lay down both internal and external responsibility.

13. The present Regulations and the indicators of quality of University studies laid down herein shall be placed on the University website.

14. Individual indicators of the quality of University studies shall be defined by other legislation of the University.
