



MYKOLAS ROMERIS UNIVERSITY SENATE

DECISION

ON THE APPROVAL OF MYKOLAS ROMERIS UNIVERSITY REGULATIONS OF THE INTERNAL QUALITY MANAGEMENT OF STUDIES

In accordance with paragraph 33.3 of the Statute of Mykolas Romeris University, the Senate of Mykolas Romeris University on 27 February 2023 decided:

1. To approve Mykolas Romeris University Regulations of the Internal Quality Management of Studies at (attached).
2. To be declared null and void:
 - 2.1. Resolution No. 1SN- 19 of the Senate of Mykolas Romeris University of 4 March 2015 "On the approval of the procedure for organizing study feedback from Mykolas Romeris University".
 - 2.2. Mykolas Romeris University Rector on 3 June 2015 order No. 1I-244 "On the approval of the regulations of the study program committees of Mykolas Romeris University" .
 - 2.3. Resolution No. 1SN-4 of the Senate of Mykolas Romeris University of 27 September 2016 "On the amendment of paragraph 40.2 of the procedure for the preparation and improvement of study programs of Mykolas Romeris University, approved by resolution No. 1SN-36 of 6 April 2016 of the Senate".
3. This decision shall take effect from the date of its registration.

I announce this decision adopted by the Senate of Mykolas Romeris University.

RECTOR OF THE UNIVERSITY

PROF. DR. INGA ŽALĒNIENĒ

I claim that this decision of the Senate of Mykolas Romeris University is authentic.

President of the Senate

prof. dr. Romas Prakapas

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Prepared by Assoc. Prof. Dr. Inga Juknytė-Petreikienė, Živilė Naužemienė, Prof. Dr. Regina Valutytė, Dr. Domantas Markevičius

APPROVED
Mykolas Romeris University
Senate on 27 February 2023
by Decree No. 1SN-

MYKOLAS ROMERIS UNIVERSITY REGULATIONS OF THE INTERNAL QUALITY MANAGEMENT OF STUDIES

I. GENERAL PROVISIONS

1. The Regulations of the Internal Quality Management of Studies (further the Regulations) determine the composition, functions, work procedure, rights of the Committees of study fields (further the "Committees"), of Mykolas Romeris University (further the University) establishes the procedure for the preparation, monitoring and periodic updating of the first and second cycle, and professional study programmes and their specializations (further the "Programmes"), the procedure for the preparation, monitoring and periodic updating of the procedure of organizing university students, listeners, graduates, and other external social stakeholders surveys (further the Surveys), of their data analysis, accessibility and use as well as public release at the University.

2. The purpose of this Regulation is to ensure that the management and content of the Programmes comply with the provisions of the University Studies and Research Quality Policy and the Internal System of Quality Assurance of Studies and Research, the University Strategic Policy, the requirements of the legal acts of the Republic of Lithuania and the Provisions and Guidelines for quality assurance of the European Higher Education Area indispensable for provision of the study environment and the assurance of the quality of studies.

3. University Programmes are prepared and further improved in accordance with the Statute of the University and other University legal acts regulating studies, the Law on Science and Studies of the Republic of Lithuania, the Description of the Lithuanian Qualifications Framework, the European Qualifications Framework and the Qualifications Framework of the European Higher Education Area, the Description of the Procedure for External Evaluation and Accreditation of Studies, with the assessment areas and indicators, the Methodology of the Intended Study Programmes Evaluation, the Methodology for the External Study Fields Evaluation, the Education, Science and Sport of the Republic of Lithuania Minister's orders and the Centre for Quality Assessment of Studies (further SKVC) Director's orders regulating studies, this Regulation and other national and international documents related to the Programmes preparation, implementation and monitoring, evaluation and updating.

4. The Regulation use the following definitions:

4.1. Social stakeholders are natural and legal persons or groups of persons who are interested in the quality of the University studies and research and, according to the areas they represent or the powers they are granted, share their partial responsibility with the University.

4.2. Internal social stakeholders are students of the University, listeners, lecturers, and administrative staff.

4.3. External social stakeholders are graduates, employers, public authorities, non-governmental, business organizations, persons who provide financial support students' (listeners') education and who do not belong to any of the above categories.

4.4. Academic assistance is provided in the form of consultations and advice provided by the University personnel to students and listeners on how to solve the questions arising while they study in regard to the study programmes, change of the study form, academic leave, study extension, temporary suspension or termination of studies, resumption of studies, study credits acquired at the University or other higher education institution, recognition of academic debts, recognition of knowledge and skills acquired in the informal education

system, adaptation of studies to individual needs and other general issues related to their studies.

4.5. The specialization of the programme is a branch of the main study programme for the extended studies in a relevant field; it includes at least 30% of the study subjects of the main study programme .

5. For the purposes of the Regulations, the terms shall be used as defined in the Statute of the University and in other legal acts of the University.

6. In the event of any inconsistency between this Regulations and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

7. Annexes to the Regulations are approved by Rector`s orders.

II. APPOINTMENT OF THE SUPERVISOR OF THE STUDY PROGRAMME AND THEIR ACTIVITIES

Appointment of the supervisor of the study programme

8. A lecturer who implements the Programme, performs scientific activities, has at least 3 years of pedagogical work experience, has experience of international academic cooperation, also involved in cooperation with the University social stakeholders of the University, implements innovative methods of teaching, studies and assessment, is usually appointed as the Supervisor of the Programme for a term of 3 years. The number of terms of office of the Programme Supervisor is unlimited.

9. The Supervisor of each Programme shall be approved by the Rector of the University on the recommendation of the head (heads) of an academic unit (divisions) implementing the programmes in the study field (fields).

Functions of the study programme supervisor

10. The Programme Supervisor responsible for the coordination of the implementation of the Programme shall:

10.1. in cooperation with the administration responsible for the communication and marketing in an academic department and the Institute Director, prepare and provide information about the Programme for its publicity; participate in special marketing events or campaigns;

10.2. coordinate updating of the content of the Programme and/or its amendment; ensure that the Programme Description and its study plan are updated annually according to the established deadlines; submit the Programme Description to the Committee (Sub-Committee) for approval;

10.3. monitor the adequacy of the quantity and quality of material and technological resources required for the Programme and submit proposals to the Institute Director for their renewal;

10.4. monitor the novelty, relevance and appropriateness of the information resources necessary for the Program, if necessary, submit proposals to the University Library regarding their priorities for renewal;

10.5. monitor the qualitative contribution of lecturers to the Programme, submit proposals to the Institute Director regarding the lecturers teaching in the Programme;

10.6. monitor the results of students' achievements in the digital University Information System "Studies" *through the Programme Supervisor`s workplace access*, if necessary, assist in organizing the provision of academic support;

10.7. having identified the individual needs of students, direct them to the relevant services of the University for the receipt of financial, social, psychological and other support that responds to those individual needs;

10.8. establish and maintain relationships with external social stakeholders regarding the formulation of the topics of the final theses, regarding commissioned student research for the Programme final theses, experiential learning, participation in the commissions for the defense of final theses, together with the appointed heads of university internships for students, if necessary, help to find places of practice relevant to the scope of the Programme;

10.9. encourage the social stakeholders of the Programme to provide feedback on the quality of the Programme's studies;

10.10. maintain, as necessary, relations with the University's scientific laboratories regarding scientific practice and (or) the integration of students into scientific activities;

10.11. establish and maintain contacts with foreign academic partners as needed;

10.12. together with the administration responsible for internationalisation, encourage students of the Programme to participate in international mobility programmes;

10.13. evaluate the feedback and other indicators for monitoring the Programme (Annex 1), the results of the external evaluation and accreditation, identify the strengths and weaknesses of the Programme, and prepare and submit to the Committee an annual progress report and the Programme Improvement Plan (Annex 13), discuss it with students, lecturers and other social stakeholders of the Programme;

10.14. taking into account the results of the internal evaluation and the monitoring indicators of the Programme, submit proposals to the Committee for the (non-)inclusion of the Programme in the external accreditation of the study field; when providing the overall study field which encompasses the Study Programme for external evaluation and accreditation, usually participate in the process of preparation of a summary of self-analysis of the field and cycle of study and external evaluation.

III. FORMATION OF A COMMITTEE FOR THE FIELD OF STUDY AND ITS ACTIVITIES

11. The Committee (sub-committee) in its function cooperates with University departments.

12. The work of the Chairman of the Committee (Subcommittee), Programme Supervisors and other members of the Committee (University lecturers) shall be remunerated in accordance with the procedure established by the legal acts of the University.

Composition of the study field committee

13. As a rule, the Committee is formed for a certain study field and is responsible for the quality of the content of the programmes and the study process of the first and second cycles of the study field, as set out in the Provisions of Mykolas Romeris University Studies and Research Quality Policy and in the Internal System of Quality Assurance of Studies and Research, and the application of uniform academic standards in the study field. If five or fewer programmes are implemented in the study field and the study areas are similar, committees of several fields of study are usually formed.

14. The Committee consists of the Study Field(s) Programmes Supervisors, of a minimum two students of the field of study representing different stages of study, a minimum of two lecturers of the field of study teaching at different study cycles, a minimum of one representative of the external social stakeholders of the study field (if there more representatives – each should be associated with different study fields) and at least one graduate student. Student representatives are proposed by the University Student Representation. If subcommittees are established, the composition of a sub-committee shall be subject to the above requirements. When subcommittees are established, the Field Committee shall be composed of the heads of the subcommittees, one representative of the students, lecturers and external social stakeholders.

15. Researchers from other higher education institutions may also be invited as members of the Committee. The Committee or subcommittee for international and inter-institutional programmes

shall be composed of representatives of all the partner institutions, unless otherwise provided for in the Programme Implementation Agreement.

16. Subcommittees can be formed in those fields where ten or more Programmes are carried out. Subcommittees may be formed for the management of programmes at different stages, different types of programmes carried out at one stage, diversified subject areas of the same study field, programmes implemented in different territories of Lithuania or implemented in cooperation with several other institutions, if such a requirement is provided for in the inter-institutional agreement on the implementation of the Programme.

17. The Committee shall be chaired by the Chairman of the Committee. For a term of 3 years, a lecturer who teaches in the field of study, has a scientific degree, usually holds the position of a professor or an associate professor in that field, has a minimum of 5 years of teaching experience and Programme(s) supervising experience in a higher education institution, experience in international academic cooperation, relations with external social stakeholders, is able to lead and mobilize a team, implement innovations in studies, research and management. The number of terms of office of the Chairman of the Committee shall be unlimited. The Chairmen of the Committee usually rotates every 3 years when the subcommittees are also established.

18. The subcommittee is headed by the chairman of the subcommittee. A lecturer who teaches in the field of study, has a scientific degree, usually holds the position of a professor or an associate professor in that field, has a minimum of 4 years of pedagogical and managerial work in the Program(s) in a higher education institution, experience of international academic cooperation, relations with external social stakeholders, is appointed as the chairman of the subcommittee for a 3-year term. The number of terms of office of the Chairman of the Subcommittee shall be unlimited.

19. The list of committees and subcommittees supervising study fields and Programmes is approved by the Rector of the University on the recommendation of the head of the academic department. The composition of the Committee is approved by the head (heads) of the academic unit(s) implementing the programmes of a study field (fields). The composition of the inter-institutional programme committees (sub-committees) shall be approved by the Rector.

Functions of the Study Field Committee

20. The functions of the Committee shall be as follows:

- 20.1. to ensure uniform academic standards in all programs of the field;
- 20.2. to assess the adequacy of the places of practice performed, the topics of the thesis defended, the composition of the commissions for the defense of the final theses, and make proposals to the Directors of the Institute;
- 20.3. if necessary, taking into account the allocated financial resources, to decide on the priorities for the acquisition of information, material and technological resources in the field of study;
- 20.4. taking into account the data collected from internal social stakeholders, to submit proposals to the Director(s) of the Institute(s) regarding the further teaching of lecturers in the programmes of the field of study;
- 20.5. to observe and analyze how the activities of the University International Strategic Plan are implemented in the field of study and to initiate relevant changes;
- 20.6. to approve the study plans of the Programs, descriptions of programmes and study subjects, to submit proposals for their improvement, ensuring their compliance with the requirements of legal acts and in response to plans for the improvement of the field of study;
- 20.7. in accordance with the indicators of internal evaluation and monitoring described in Annex 1 to this Regulation and the results of external evaluation and accreditation, to provide for measures for improving the quality of studies, consider and summarise the plans for the improvement of individual Programmes and progress reports described in

- paragraph 10.13 of this Regulation, to draw up a plan for the improvement of the field of study and a progress report (Annex 13) and to submit them to the head of the academic department, to discuss changes with social stakeholders;
- 20.8. to submit proposals to the head of the academic department regarding the field(s) of study, the elimination and deregistration of individual Programmes, specializations in it (in them), external evaluation and accreditation of programmes carried out in the field(s) of study, the creation of new Programmes or specializations in the ongoing field(s) of study;
- 20.9. to coordinate the preparation of Programmes or specializations in the field(s) of study under their supervision;
- 20.10. when submitting the field(s) of study for external evaluation and accreditation, to provide for the approval of the head of the academic department the composition of the working group for the preparation of a summary of self-analysis and self-analysis of the field and cycle of studies;
- 20.11. to contribute to the preparation of a summary of self-analysis of the field and cycle of studies, to participate in the process of external evaluation and subsequent activities.
21. It shall implement the functions assigned to the Committee by sub-committee in paragraphs 20.4, 20.5, 20.6, 20.8, 20.9, 20.11.
22. In their work, the members of the Committee shall be guided by the Constitution of the Republic of Lithuania, the laws of the Republic of Lithuania, the Statute of the University, the Code of Academic Ethics, the legal acts regulating the study procedure, the rules of internal procedure, this Regulation and other legal acts.

Organization of the work of the study field committee

23. The work of the Committee shall be organized by the appointed chairman of the Committee, who shall:
- 23.1. convene (organize) meetings of the Committee (subcommittee);
- 23.2. sign the documents related to the content of the programs of the field (fields) of study;
24. Decisions of the Committee (subcommittee) are taken at meetings. A meeting of the Committee shall be valid if more than half of the Committee's members are present (including members present remotely). Decisions shall be taken by a simple majority of all present at the meeting of the Committee. In the event of a tie, the Chairman of the Committee/Subcommittee shall have a casting vote.
25. Meetings can also be held remotely (using means of distance communication). The minutes of the meetings shall be kept and signed by the Chairman of the Committee and the Secretary of the meeting.
26. The meetings of the Committee (subcommittee) are usually open.
27. The work of the Committee(s) shall be administered and the functions of the Programme Supervisor and the Chairman of the Committee/Sub-Committee shall be assisted by the Committee Manager.

Committee rights

28. In carrying out their functions, the Committee (subcommittee) and the Programme Supervisor shall have the right to:
- 28.1. receive the necessary information and administrative support from the departments of the University;
- 28.2. request assistance of the University personnel and the University partners;
- 28.3. require the academic unit(s) implementing the Programmes in the field(s) of study to prepare the descriptions of the Programmes in a timely and quality, their study subjects, the means of studying the subjects in time and in respect of the quality;

- 28.4. convene meetings with the responsible departments of the University on issues related to the implementation of the field of study.
29. In the performance of their functions, the Programme Supervisor shall have the right to:
- 29.1. get acquainted with documents related to the implementation of the Programmes;
 - 29.2. receive information related to the study data of students of the Programme;
 - 29.3. propose to the Chairman of the Committee that the Committee convene on matters relating to the Programme.
30. In the performance of their functions, the Chairman of the Committee/Subcommittee shall have the power to:
- 30.1. get acquainted with documents related to the implementation of programmes of the study field (fields);
 - 30.2. receive information related to the study data of students of the study field (fields) of the Programmes.

IV. PREPARATION OF STUDY PROGRAMMES INTENDED FOR IMPLEMENTATION

General provisions

31. The intended for implementation Programme (a field of study) before its launch should be registered in the national Register of Studies, Training Programmes and Qualifications (hereinafter referred to as the Register), and the intended for implementation Programme Specialization in the registered accredited field shall be approved by the University Senate.
32. The intended for implementation Programme (a field of study) is registered in the Register in accordance with the procedure established by the Minister of Education, Science and Sport *Procedure for Registration of Objects of the Register of Studies, Training Programmes and Qualifications* in the following instances:
- 32.1. with the approval of the Rectorate and approved by the Senate of the University, when the intended for implementation Programme is of the same direction and level, which is accredited for a term of 7 years at the University;
 - 32.2. only after its external expert assessment and the decision made by SKVC to assess such a programme positively, when the intended to implement Program is from a study field and cycle that is not accredited for a term of 7 years or when the University does not carry out studies in that field and cycle. If the University does implement studies in the proposed field and cycle, it may submit only one intended to implement Programme in the same field and cycle for external evaluation.
33. It is intended to implement a specialization of the registered and accredited Programme of a study field or a registered, accredited Programme, which is planned to be implemented with Lithuanian or foreign partner institutions, the Programme is to be implemented with the approval of the Rectorate and after approval by the Senate and on signing a cooperation agreement with a partner institution for the implementation of such a programme.
34. If it is intended to implement a registered, accredited study field Programme or its specialization in a division located on the territory of another municipality, except in cases where the territories are from the city and the district of the same name municipalities, then these studies may be started to implement in the following cases:
- 34.1. with the approval of the Rectorate and the Senate of the University, if the study field and cycle are accredited for a term of 7 years;
 - 34.2. only after external expert assessment and with the approval of SKVC to implement such studies, provided that the studies in that field or cycle are not accredited for a period of 7 years.

Initiation and design of programmes or specialisations to be carried out

35. The drafting of the Programme or its specialization intended for implementation in the field of study already implemented by the University is initiated by the Committee. The drafting of the Programme, which is intended to be implemented in a new field, is initiated by the Dean(s) of an academic department or several academic departments.
36. The Committee or Dean's Office(s):
- 36.1. examines the results of the previous external expert evaluation of the programme field intended for implementation, the conclusions of the expert evaluation and, in accordance with the *Description of the Procedure for External Evaluation and Accreditation of Studies approved by the Minister of Education, Science and Sport of the Republic of Lithuania*, evaluates the possibilities and deadlines for applying to SKVC for registration of the Programme intended for implementation in the respective field and cycle;
 - 36.2. together with the University Communication and Marketing Center and the Career Center, assesses the need for the specialists to be trained according to the Programme or its specialization in the region, in the country and abroad, as well as the employment opportunities of graduates. The received feedback from students, graduates, employers is the main resource for deciding on the preparation and improvement of new programmes and their specializations;
 - 36.3. assesses the capacity to carry out studies in the intended field and the available or estimated resources (human, material and informational) to implement the intended studies (properly equipped auditoriums, creative and operational spaces, laboratories, computers with the necessary software, scientific and professional periodicals, new literature, employment reserve funds, relevant communication equipment, etc.);
 - 36.4. initiates the preparation of a description of the Programme (study field) or its specialization, cooperates with the Committee(s) of the Study Field of the Programme being prepared (when the Dean's Office is in charge), the Institute, the academic unit that implements such a Programme or specialization, prepares the concept of a new Programme, its specialization or a Programme intended for implementation with Lithuanian or foreign partner institutions in accordance with the established form (Annexes 2, 3), submits to the AAC to assess its compliance with legal acts, which submits the concept to the Commission of Study Strategy (further the Commission) for consideration.
37. The concept of a new Programme or its specialization succinctly sets out arguments regarding the need for the new Programme or its specialization in society, its cost-effectiveness, compliance with the priorities of the University.
38. The Commission shall consider the concepts of the Programmes or their specialisations. After approving the concept of the Programme or its specialisation, the Commission shall submit the considered concept to the Rectorate for consideration.

Preparation of a description of the Programmes or specialisations intended for implementation

39. After the Rectorate has approved the concept of a new Programme or its specialization, a working group on the preparation of the Programme (further the Working Group) is formed, the composition of which is approved by the Dean of an Academic Unit. The composition of the Working Group of several departments and for the joint study programme shall be approved by the Rector of the University on the recommendation of the Dean(s) of the relevant academic unit(s). The Working Group includes researchers conducting research in the field of science with which the field of study of the Programme is associated, teachers, representatives of potential employers, students (alumni).

40. The Working Group prepares the description of the Programme to be implemented in accordance with the general and special (specified in the description of the field of study, if any) requirements for study programmes and in accordance with the Law on Science and Studies of the Republic of Lithuania, the University Statute, the Description of the Lithuanian Qualifications Framework, *the Description of the Procedure for the External Evaluation and Accreditation of Studies, the areas to be assessed and indicators, Methodology for the evaluation of study programmes intended for implementation* and other legal acts approved by the Minister of Education, Science and Sport of the Republic of Lithuania and the Director of SKVC, this Procedure and other national and international documents related to the preparation of programmes.

41. The description of the Programme to be carried out shall include:

41.1. The description of the programme, in its structural parts and the provided analysis must correspond in the areas to be assessed, indicators, analyzed data and information (Annex 4) to *SKVC approved preparation methodology of study programmes intended for implementation* Annex 1; or to the *Methodology of the preparation of the programmes intended for implementation* point 9 requirements if it is intended to start carrying out a registered study program of an accredited field on the territory of another municipality (except in cases where there are city and district municipalities of the same name) in a subdivision (Annex 4).

41.2. Annexes to the programme description that meet the requirements of *paragraph 8.2 of the Methodology of the preparation of the programmes intended for implementation* descriptions of study subjects (Annex 5), CVs of teachers (Annex 6), programme data for registration in the Register (Annex 7), a copy of the joint programme implementation agreement (if a joint programme is provided) and plans for full-time and part-time studies of the programme (Annexes 8, 9);

41.3. approval by the authorised body of the qualification (if any) to be provided.

42. The description of the Programme intended for implementation shall be prepared in accordance with the Procedure for the Preparation and Renewal of Study Programmes (Annex 10). The new specialisation of the Programme shall be described in accordance with the Programme's specialisation description form (Annexes 11, 8, 9).

43. Study outcomes of the Programme or its specialization intended for implementation must comply with the Description of the Study Cycles approved by the Orders of the Minister of Education, Science and Sport *of the Republic of Lithuania* (study outcomes in compliance with the study cycle set out therein) and *the description(if any) of the relevant field of study*.

44. The prepared description of the programme (or specialization) intended for implementation with annexes is submitted for review of the Study Programmes and Quality Assurance Group of the AAC, and is considered by the Board of the Academic Department. After the approval of the drafted programme or its specialization by the Board of the Academic Department, it is considered in the University Rectorate and, with its approval is submitted to the University Senate for approval. The description of the Programme (or specialization) intended for implementation shall be signed by the Rector of the University and the Head of the Working Group.

External evaluation, accreditation and registration of study programmes intended for implementation

45. After the University Senate has approved the description of the programme intended for implementation, the University Academic Affairs Centre shall:

45.1. in the cases set out in paragraphs 32.1. and 34.1. of this Regulation, submit an application to SKVC for the registration of the Programme to be carried out, approved by the Senate of the University, and attach the Program data to be executed in accordance with the established form (Annex 7);

- 45.2. in the cases set out in points 32.2 and 34.2 of this Regulation, submit a request to the SKVC or to another agency for quality assessment in higher education included in the European Register of Quality Assurance Agencies for Higher Education or to an agency designated in cross-border contracts (hereinafter referred to as the Agency) for the evaluation of the Programme intended for implementation and attach the description of the Programme approved by the University Senate (if the University does not implement an accredited field of study, it also submits an application to SKVC for accreditation of studies in that field). When the evaluation of the Programme has been implemented by the Agency, together with the application for registration of the Programme to be implemented (and accreditation of the field if the University does not implement accredited studies in that field), the conclusions of the agency's assessment and other specified documents shall be submitted to SKVC.
46. With a view to carrying out an expert external evaluation of the Programme intended for implementation within the Agency, the Committee shall make a reasoned proposal for the performance of the evaluation within the Agency to the Council of the academic department. With its approval, the proposal is considered in the Rectorate. With the approval of the University Rectorate, the University shall apply to the Agency in accordance with the procedures established by the Agency and in accordance with *the requirements set out in the Description of the Procedure for External Evaluation and Accreditation of Studies, in the areas to be evaluated and by the indicators to be assessed*. Upon receipt of the Agency assessment, the University applies to SKVC for accreditation and registration of the Programme to be carried out.
47. The planned joint study programmes may be evaluated in accordance with the European model of quality assurance for joint study programmes in accordance with the procedure established by legal acts.
48. The Working Group and the Committee organize a visit of a group of experts regarding the external evaluation of the programme to be carried out at the University (agree on the agenda of the visit, the list of participants of the visit, invite social stakeholders, etc.). The Study Programmes and Quality Assurance Group of the AAC Study Department advises on the organization of the visit.
49. After SKVC has made a decision to accredit and register the Programme intended for implementation or the University Senate approves the planned specialization of the Programme, the the Study Programmes and Quality Assurance Group of the ARC Study Division shall inform the Vice-Dean for Studies of the relevant academic department, the Programme Supervisor and the Chairman of the Committee.
50. The responsible employees of the academic department enter the study plan of the accredited and registered Programme or the Specialization of the Programme approved by the University Senate and the data on its approval into the Description of study plans of the digital University Information System "Studies", the descriptions of the study programme and study subjects and data on their approval – into the Catalogue of Study Programmes and Subjects according to the form of the Description of the Study Programme (Annex 12) and the Form of the Study Subject Description (Annex 5). Descriptions of the programme and its specializations and study subjects in Lithuanian and English are published on the University website, intranet in the ECTS information catalogue of study programmes and subjects. Information about the Programmes and their specializations must be publicly available on the University website.
51. After SKVC has made a decision to accredit the Programme intended for implementation, the University AAC enters the accreditation data into the University Study Information System no later than within one month and publishes the conclusions of the external evaluation and the decision on the accreditation of the programme to be carried out on the University website.
52. If SKVC has a negative assessment of the Programme (study field) intended for implementation, the University may submit the next Programme in the same field and level intended for implementation for evaluation no earlier than one year after the decision of the SKVC to evaluate the programme intended for implementation negatively.

53. If SKVC evaluates the Programme (study field) intended for implementation, which is the only Programme implemented by the University in that field of study, in the affirmative, the Committee shall reply that during the current accreditation period of this field, no new Programmes of the same direction and cycle would be submitted.

54. When the SKVC makes a decision not to accredit studies in any of the ongoing fields, the programmes to be carried out in that field may be submitted for evaluation no earlier than one year after this Decision enters into force.

55. In case of a positive evaluation, the Committee shall be responsible for the implementation of the intended Programme, taking into account the conclusions of the external evaluation and the recommendations contained therein for the improvement of studies, and for monitoring in accordance with this Regulations requirements provided for in Chapter VI.

V. IMPLEMENTATION OF STUDY PROGRAMMES

56. The organization and coordination of the process of implementation of study programmes is carried out in the Institutes.

57. The Director of the Institute, in charge of the organisation and coordination of the programme implementation process, shall:

- 57.1. organize the work of lecturers teaching the subjects assigned to the Institute;
- 57.2. together with the lecturers, draws up plans for their teaching, research, organizational activities, take responsibility for accounting for the workload of teachers in the University digital information system "Studies" in the lecturer load accounting module, annually evaluate the execution of the load;
- 57.3. discuss student feedback with the teaching personnel at the Institute;
- 57.4. submit proposals to the Head of the Academic Department regarding the nominations of the Programme Supervisors;
- 57.5. coordinate, in cooperation with the Study Programmes Supervisors, continuous updating of the descriptions of the study subjects taught by the Institute lecturers;
- 57.6. in cooperation with the Study Programmes Supervisors, monitors the sufficiency of the lecturers and their competencies necessary for the implementation of the Programme;
- 57.7. delegate the Institute lecturers to the working groups for the preparation of new study programmes, accreditation, as well as to appeal boards;
- 57.8. make proposals to the Head of the Academic Department regarding the remuneration and promotion of the teaching staff of the Institute;
- 57.9. together with the administration responsible for internationalisation, encourage the Programme lecturers to participate in international mobility programmes;
- 57.10. collect information on the necessary material and technological resources, taking into account the opinion of the Programme Supervisor, submit proposals to the Vice-Dean for studies on their renewal;
- 57.11. collect information about the requirements for updating information resources from the lecturers of the Institute, cooperate with the University Library in updating them;
- 57.12. organize the attestations of doctoral students assigned to the Institute, the consideration of prepared dissertations at the Institute, otherwise cooperate with the Doctoral School in the implementation of doctoral studies;
- 57.13. submit proposals to the Dean on the members of the commissions for the defense of final degree theses, organize meetings for the defense of students' final theses;
- 57.14. ensure the updating of information in the database of invited guests and partners of the Institute;
- 57.15. perform other functions provided for in the internal legal acts of the University.

VI. IMPROVEMENT, MONITORING AND EVALUATION OF THE PROGRAMMES OF THE STUDY FIELDS IN IMPLEMENTATION

Internal assessment and improvement of study field programmes

58. On the compliance of the Programmes with *the provisions and guidelines for quality assurance in European higher education*, the Description of the Lithuanian Qualifications Framework approved by the Minister of Education, Science and Sport of the Republic of Lithuania, *the Description of the General Requirements for the Implementation of Studies*, special requirements (description of the study field or group of study fields), *the description of the Procedure for External Evaluation and Accreditation of Studies with the areas and indicators to be assessed* approved by the order of the Director of SKVC. *for the methodology for external evaluation of study fields*, the Committee consults with the Vice-Dean for Studies,
59. Having received a decision on the registration of the Programme or on the accreditation of the field and cycle studies, the Committee, in accordance with the recommendations set out in the conclusions of the external evaluation, shall provide for measures to improve the field and cycle studies and to eliminate the weaknesses identified during the evaluation. The Programme Supervisor shall draw up a programme improvement plan, the Committee shall draw up a plan for the improvement of the field and the cycle (Annex 13) no later than within 3 months after the registration of the Programme or the accreditation of the field, and the field and cycle studies. .
60. Subsequently, plans for the improvement of the Programme(s) of the field of study are prepared and reviewed annually after an internal evaluation of the Programme(s) in the field of study. The internal assessment shall be carried out by the Committee on the basis of an analysis of the state of the Programme(s) in the field of study (Annex 1). By carrying out an internal evaluation, the Committee identifies the strengths and weaknesses of the Programme(s) in the field of study, envisages actions to improve the quality of the Programme(s), thus preparing for the external evaluation of the study field or justifying decisions on the discontinuation of the Programme(s) in the field of study. The Committee discusses the internal self-assessment of the Programme(s) in the academic department together with internal and external social stakeholders and other departments of the University. Taking into account the results of the internal evaluation of the Programmes and the improvement plans, the Committee draws up a plan for the improvement of the field of study (Annex 13).
61. The Programme improvement plan is submitted to the Committee for approval, and the plan for improving the field of study is submitted for consideration and approval by the Board of the Academic Department. The Programme Improvement Plan reflects all the fundamental changes related to the implementation of the Programme, which are implemented by the Programme Supervisor with the help of the Committee and other departments of the University.
62. Taking into account the memo prepared by the AAC each year *of study*, the Programme Supervisor annually reviews and updates the content and structure of the Programme and submits it to the Committee for approval and to the Council of the Academic Unit for consideration in accordance with the procedure for the preparation and renewal of study programmes (Annex 10).
63. The Programme Manager updates the Programme Description, together with the Vice-Dean for Studies, coordinates and supervises the updating of the study plan and descriptions of study subjects in the University digital information system "Studies", *in the Catalogue of Study Programmes and Subjects* according to the annually prepared by the AAC *Stages of*

work on the revision of the descriptions of study programmes, plans, descriptions of study subjects.

64. In the event of a change in the name of the Programme, the language of the programme or the duration of the programme by increasing or decreasing the amount of study credits, the Committee shall disclose in the minutes the differences between the current and new programme and shall present arguments regarding the necessary changes, their potential impact on the cost-effectiveness of the programme and their compliance with the University priorities (Annex 14). The description of the updated Programme prepared by the Committee in the form of the description of the ECTS study programme (Annex 12) is considered by the Board of the Academic Unit. After approval by the Board of the Academic Unit, the Amendments to the Program are considered in the Rectorate and, with the approval submitted to the University Senate for approval.
65. If two or more Programmes are combined or the Programme is assigned to another group of study fields, or the degree and /or qualification provided after completion of the Programme is changed, it is assessed and accredited in accordance with the *Description of the Procedure for External Evaluation and Accreditation of Studies, areas and indicators* approved by the Minister of Education, Science and Sport of the Republic of Lithuania.
66. If the name of the Programme, the field of study to which the Programme is assigned is changed, upon completion of the Programme, a degree and /or qualification is provided, the language of the Programme implementation, the duration of the Programme (volume in credits), then the Study Programmes and Quality Assurance Group of the AAC Study Division, after approval by the Senate, submits an application signed by the Vice-Rector for Academic Affairs to the National Education Agency and a copy to SKVC. When submitting an application to change the field of study to which the Programme is assigned (when the group of study fields to which the Programme's field of study belongs does not change), or upon completion of the degree and / or qualification provided by the Programme, the written opinion of SKVC on these changes must be submitted at the same time.
67. On the basis of the results of the feedback and the indicators monitored, the Programme Supervisor shall complete the progress report on the Programme and the Committee shall complete the progress reports on the study field and cycle prepared on the basis of the guidelines for the external evaluation of the study field and cycle (Annex 13). Progress reports approved by order of the Dean of the Academic Unit shall be submitted by the AAC to SKVC, taking into account the period of registration of the Programme or the accreditation of the field and cycle studies:
 - 67.1. no later than 1.5 years after the registration of the Programme intended for implementation;
 - 67.2. no later than 2.5 years after accreditation of field and cycle studies, if they are accredited for a period of 7 years;
 - 67.3. no later than 1 year after the accreditation of the field and cycle studies, if they are accredited for a period of 3 years.
68. The changes achieved shall be regularly discussed in the Committee, with other lecturers and students of the Programme. Issues of the Programme improvement are discussed with the leadership of the academic department and representatives of the AAC. The Programme Manager uploads the prepared Programme Improvement Plan and the Completed Progress Report to the catalogue of the *digital University Study Programme Information System* in section *Programme improvement plans/progress reports* . The Committee publishes the field and cycle related action plans and the changes implemented on the University's website.

External evaluation

69. The Committee supervises that the implemented studies in the field and cycle of studies and the Programme(s) comply with the requirements of national and University internal legal acts, and the quality policy of the University.
70. In accordance with national legislation and *the European Quality Assurance Provisions and Guidelines for Higher Education*, an external evaluation of the field and cycle of study is carried out. The assessment process helps the University to monitor the quality of studies and improve the programmes of the field and cycle of studies, and the result allows to inform the University community and the public about the quality of studies.
71. The external evaluation of the implemented study fields is carried out in accordance with the plan for the external evaluation of study fields approved by SKVC within the deadlines set therein. All the programs of the I-st and II-nd cycle of the relevant field of study, which are carried out at the University, are evaluated at the same time.
72. The external expert assessment of the implemented studies in the field is carried out by SKVC or the Agency. As a rule, field of study and cycle related studies are submitted to SKVC for external evaluation. In order to carry out an expert external evaluation of studies in the field of study within the Agency, the Committee submits a proposal for evaluation in the Agency to the Board of the Academic Department. With its approval, the proposal shall be considered by the Rectorate. With the approval of the Rectorate of the University, the University applies to the Agency in accordance with the procedures established by the Agency and in accordance with the *requirements set out in the Description of the Procedure for External Evaluation and Accreditation of Studies, areas and indicators to be evaluated, and upon receipt of the Agency's assessment, the University applies to SKVC for accreditation of studies in the field within the time limits set by SKVC.*
73. On the basis of the external evaluation of the expert field and cycle studies, SKVC decides on the accreditation of the field and cycle studies (together with the Programmes implemented in them).
74. Preparation for the external assessment of the field of study and the cycle is carried out in the following stages:
- 74.1. The Committee assesses the relevance of the field and cycle of studies for all Programmes and their specializations, the prospects for their further implementation, and makes possible decisions:
- 74.1.1. to continue the implementation of the field and cycle of studies and submit it for accreditation after the external assessment of the field and cycle of studies at SKVC or the Agency. If only part of the programmes of the relevant field and cycle of study is completed, then the Committee submits this proposal to the Board of the Academic Department. With its approval, the motion is considered by the Rectorate and submitted to the Senate for approval.
- 74.1.2. not to submit for accreditation of the field and cycle of studies, not to carry out admission and to submit an application to SKVC for an extension of the term of accreditation of the field and cycle of studies without an assessment procedure in accordance with *of the Description of the Procedure for External Assessment and Accreditation of Studies, areas to be assessed and indicators* the cases set out in paragraph 26 (if necessary). If all studies in a particular field and cycle of study are completed (no new students are accepted and there are no plans to admit new students), the Committee, at least 8 months before the submission of the self-assessment summary, submits a corresponding proposal to the Board of the Academic Unit. With its approval, the motion is considered by the Rectorate and submitted to the Senate for approval. With the approval of the University Senate, AAC shall inform SKVC in writing at least 6 months before the submission of the self-analysis summary.
- 74.1.3. to deregister the study programme(s) in accordance with the *Description of the Procedure for Registration of Objects of the Register of Studies, Curricula and*

Qualifications and the Procedure for the Preparation and Updating of Study Programmes (Annex 10).

75. For the preparation of the self-analysis summary of the field and cycle studies for conducting an external assessment, a Working Group on the preparation of a self-assessment summary (further the SS Working Group) is formed, the composition of which is proposed by the Committee, approved by the Head of the Academic Department. The composition of the SS Working Group includes the Chairman of the Committee (usually appointed as the Head of the Working Group), Programme Supervisors of the field, lecturers teaching in the Programmes of that field and cycle of study, students, graduates, other representatives of external social stakeholders.
76. The composition of the SS Working Group of the field of study and cycle studies carried out by several academic departments is approved by the Rector of the University, taking into account the provision(s) submitted by of the Relevant Academic Unit(s) to the Dean(s). If there are international and inter-institutional Programmes in the field and cycle studies, as well as by the Order of the Rector of the University, a Working Group of the field and studies studies for the self-analysis summary is formed, composed of representatives of all partner institutions, unless otherwise provided in the contract for the implementation of the Programme.
77. The SS Working Group is responsible for ensuring that the self-analysis of the field and cycle studies is properly and timely carried out, a summary of the self-analysis of the field of study and cycle studies is prepared and submitted within the deadlines set out in the plan for the external evaluation of SKVC study fields.
78. The SS Working Group prepares a summary of the self-analysis carried out, which consists of:
- 78.1. self-assessment summary according to the established form (Annex 15), carried out in accordance with the methodology of external evaluation of SKVC Study Fields. The components of the self-assessment summary and the analysis provided must correspond to the areas to be assessed, indicators, analyzed data and information specified in SKVC methodology for external evaluation of study fields.
 - 78.2. the annexes to the self-assessment summary, which meet the requirements set out in paragraph 20 of the methodology for the external evaluation of SKVC Study Fields (plans for full-time and part-time studies of study programs according to the form established by the University (Annexes 8, 9), the list of final theses of graduates, the list of lecturers, the contract between higher education institutions implementing the study program, when there is a joint program between the assessed field and the cycle studies).
79. The Head of the SS Working Group shall submit the prepared summary of the self-analysis of the field and cycle of studies, in agreement with the AAC, to the Committee and, with its approval, to the Board(s) of the Academic Department(s) for consideration. The summary of self-analysis of the field of study and the cycle is determined by the Chairman of the Committee (if they were not appointed Head of the Working Group), the Vice-Dean for Studies of the Academic Department, the Head of the Study Programmes and Quality Assurance Group of the AAC Study Division, the Head of the AAC, the Vice-Rector for Academic Affairs, signed by the Rector of the University and the Head of the Working Group.
80. With the approval of the Board(s) of the Academic Departments(s), the AAC submits an application to SKVC for the evaluation and accreditation of studies of a specific field and cycle of studies and attaches a summary of self-analysis of the field and cycle of studies within the time limits set out in the plan for the external evaluation of SKVC Study Fields. When the external evaluation of the field and cycle of studies is carried out by the Agency, the University must submit an application to SKVC to accredit the field and cycle studies and the conclusion of the assessment of at least 1 year of study field and cycle studies at least 2 months before the end of the term of accreditation of the field and cycle studies.
81. The SS Working Group and the Committee shall organize a visit of the expert group for the external evaluation of the field studies at the University in consultation with the Study Programmes and Quality Assurance Group of the AAC Study Division in accordance with the

procedure set out in Article 45 of the Regulations and in accordance with the methodology for external evaluation of study fields approved by SKVC.

82. After SKVC submits a draft of the conclusions of the external evaluation and subsequently makes a decision on the external evaluation of the field, the Study Programmes and Quality Assurance Group of the AAC Study Division informs the Chairman of the Committee and/ or the Head of the SS Working Group and the Vice-Dean of the relevant academic unit for studies.

83. The Head of the SS Working Group, in cooperation with the Committee and the AAC, must submit to the SKVC, no later than within 10 working days after the date of dispatch of the draft conclusions of the SKVC evaluation, comments to the SKVC on the factual errors contained in the draft evaluation conclusions and the assessments based on them. If experts from foreign countries have been used for external evaluation, an English translation of comments on factual errors and assessments based on them is also provided.

84. If SKVC adopts a decision to accredit the studies of the field for a term of 3 years, the Committee shall start organizing a repeated expert external evaluation of that field of study no later than after 2 years, in accordance with the *description of the procedure for external evaluation and accreditation of studies, the areas to be assessed and indicators* set out in Chapter II.

85. If SKVC makes a decision not to accredit studies in the field, the Committee shall ensure that the admission of students to such studies in the field is not carried out, and if there are studying students, the Committee shall initiate the completion of the implementation of the study field, as provided for in paragraph 24 of *the Description of the Procedure for External Evaluation and Accreditation of Studies, areas to be assessed and indicators*.

86. After SKVC has made a decision to accredit or not to accredit the field and cycle studies, the AAC no later than within 1 month enters the accreditation data into the University digital information system "Studies" and publishes the conclusions of the external evaluation of the study field and the decision on the accreditation of the field of study on the website of the University.

87. In cooperation with the Committee and the Head of the AAC SS Working Group, may submit a complaint to SKVC regarding the activities and/or inactions and procedures of the participants in the assessment process or, if he disagrees with the decision on the assessment made by SKVC, may submit a reasoned appeal to SKVC in accordance with *methodology for external evaluation of study fields approved by SKVC*. the procedure provided for in the

VII. FEEDBACK ON STUDIES

Surveys of students, listeners, graduates

88. In monitoring the Programme, the Committee shall be guided by the feedback provisions set out in this Chapter. Feedback is obtained by organizing written and oral surveys of internal and external social stakeholders.

89. Written surveys of students and listeners consist of:

89.1. Questionnaire on the subject of study.

89.2. Questionnaire on the quality of teaching the subject of study for incoming Erasmus+ students of Erasmus+ and other mobility programmes.

89.3. Questionnaire on the quality of study practice.

89.4. Questionnaire about the chosen study programme.

89.5. Questionnaire on the quality of the organization of the study process for incoming Erasmus+ students and other mobility programmes.

89.6. Questionnaire on the reasons for suspending studies.

89.7. Questionnaire on the reasons for termination of studies.

89.8. Questionnaire on the quality of doctoral studies.

89.9. Questionnaire on the quality of the preparation of the thesis.

90. Written surveys of graduates consist of a questionnaire on the studied programme and acquired competencies.
91. Written surveys of external social stakeholders are carried out by sending questionnaire for members of the Qualification Commissions of Mykolas Romeris University about the final theses prepared by students, demonstrated knowledge and abilities.
92. Social stakeholders can also be interviewed orally by organizing individual or group conversations, discussions on relevant issues of the quality of studies, science and the provision of services to the public.

Organization of surveys

93. Surveys are organized electronically. For university students (and listeners), questionnaires are usually provided through an electronic study booklet. Questionnaires are sent to university graduates by e-mail specified in the digital University data system.
94. Surveys are voluntary and anonymous.
95. Surveys of students (and listeners) about the chosen study programme, the quality of teaching study subjects, the quality of the organization of the study process, the quality of study practices and the quality of final thesis preparation are coordinated by the AAC. Questionnaires are submitted to:
- 95.1. Questionnaires for surveys about the chosen study programme are sent to the students of the final course – after completion of studies, before the defense of the final thesis (taking final exams) in accordance with the study schedule of the current year.
- 95.2. Questionnaires for students (and listeners) of the quality of teaching of study subjects, the quality of study practice – until the publication of the study results evaluation, in accordance with the study schedule for the current year.
- 95.3. Surveys on the quality of the organization of the study process for incoming Erasmus+ and other mobility programmes students – no later than one month before their departure in accordance with the study schedule for the current year.
- 95.4. Questionnaires for the quality of final thesis preparation for students of the final year – until the defense of the final thesis in accordance with the study schedule of the current year.
96. Surveys of students (listeners) about the reasons for the termination and/or suspension of studies are organized by the Student Representation of the Academic Department. Questionnaires for surveys about the reasons for the termination and/or suspension of studies are provided after the student (listener) has expressed a desire to terminate, or to suspend studies. A student (listener) who does not have the opportunity to answer the questionnaire electronically is sent a paper questionnaire.
97. Surveys of external social stakeholders on the procedure for defending final theses, taking final exams and student competencies are organized by the academic department. Questionnaires are submitted electronically to external social stakeholders after the end of the meetings of the Qualification Commissions for the defense of final exams or final theses.
98. Student surveys on the quality of doctoral studies are organized by the Doctoral Research Field Committees and Research and Innovation Centre.
99. Graduate surveys about the studied programme and acquired competencies are organized by the Career Center in conjunction with the Committee. Questionnaires are sent by e-mail to graduates of all cycles of study of the University no earlier than 6 months after the award of the qualification.
100. Oral surveys of social stakeholders can be organized by various departments, committees, commissions of the University.

Analysis, availability and use of survey data

101. The University Information Technology Center is responsible for the technical possibilities for students (listeners) and graduates to use the electronic questionnaire, data processing and technical accessibility of the results.

102. The analysis of the results of the surveys shall be carried out by the Committee at least once per semester of study. Teachers get acquainted with the assessment of the study subjects they have taught. Committees in the field of doctoral studies carry out an analysis of the results of surveys at least once per year of study. The Student Departments of the Faculties, the AAC, the Research and Innovation Center, the Communication and Marketing Center, and other departments of the University analyze the results of the surveys in accord with the necessity.

103. The aggregated results of the surveys are usually submitted to the representatives of the social stakeholders, ensuring the confidentiality of the data of the persons who participated in the surveys. For the lecturer who taught the subject, the results of the survey of students (listeners) in that subject are sent automatically to his e-mail after the end of the exam session.

104. Annually, every six months, the Committee and the Committees in the field of doctoral studies, discuss the results of surveys with representatives of external social stakeholders and provide for measures to improve the quality of studies. The minutes of the meetings shall be submitted to the AAC and/or the Research and Innovation Centre.

105. The results of the surveys are stored in the digital information system "Studies" and are used for the purpose of improving the quality of studies, marketing, strategic planning and other purposes.

106. All questionnaires, depending on the study programme or the language of instruction of the subject, are submitted in Lithuanian and/or English.

107. Lecturers without violating the principles of voluntary participation and anonymity, may also organize other surveys of students or listeners of the subject they teach, about the content of that subject or the organization of studies. If necessary, the AAC provides methodological assistance for such surveys.

Publicising survey results

108. The results of the surveys are available to the University community and other external social stakeholders. The generalized and anonymized opinion of students and graduates about the quality of studies in accordance with the procedure established by legal acts is published on the website of the University.

VIII. FINAL PROVISIONS

109. The Regulations can be improved at the initiative of students, listeners, graduates, teachers and other social stakeholders. The AAC is responsible for the periodic review and updating of the Regulations.