

APPROVED

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by the Senate of the Lithuanian University of Health Sciences

REGULATIONS OF STUDY QUALITY ASSURANCE

AT THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

I. GENERAL PROVISIONS

1. Regulations on Study quality assurance (hereinafter, Regulations) of the Lithuanian University of Health Sciences (hereinafter, the University, LSMU) regulate the internal procedures, methods and measures of the study quality assurance system in implementing the study quality assurance policy and fostering the spirit of quality culture.

2. The Regulations are based on the European Higher Education Area (EHEA), national and institutional documents regulating studies: European higher education quality assurance regulations and guidelines, Law on research and studies of the Republic of Lithuania, Description of external study assessment and accreditation procedure, University statute, Study regulations, Residency study regulations, Doctoral study regulations, and other procedures of the University.

3. Key terms:

3.1. **The quality of studies** is the result of the interaction between teachers, students and the learning environment, in which the content of study programs, learning opportunities and resources meet the goals set in the University mission.

3.2. **Internal study quality assurance system** is a set of measures and procedures, which include quality assessment and improvement in accordance with the requirements set by the University to ensure the quality of studies.

II. STUDY QUALITY ASSURANCE POLICY

4. The study quality assurance policy at the University is based on the following principles:

4.1. **Execution of student-oriented studies**, where the focus is on the personal and professional development of each student by developing the necessary competencies that reflect the study results and by helping the student to be an active and responsible participant of the study process.

4.2. **Partnership**, which includes productive cooperation between various members of the academic community (students, lecturers, researchers, administrative staff) and external partners.

4.3. **Transparency** based on quality assurance procedures.

4.4. **Subsidiarity**, according to which responsibility for the quality of studies is distributed to all members and departments of the University community according to their duties, powers and competencies, and each member and department of the community assumes responsibility for the quality of studies.

4.5. **Publicity**, ensuring the dissemination of quality assessment and improvement information to the academic community, external partners and the public.

5. The study process quality assurance policy is formed by the University Senate (hereinafter, the Senate).

6. The Rector is responsible for the implementation of the study process quality assurance policy.

7. The study quality assurance policy is **implemented and/or coordinated** according to the competence:

7.1. **Commission for Monitoring and Study Quality Assurance** (hereinafter, CMSQA, Commission) coordinates monitoring, assessment and improvement of the University study quality.

7.2. The first, the second cycle and integrated studies are coordinated by the University Study Center (hereinafter, **Study Center**), the third cycle studies – by the University Research Affairs Department (hereinafter, **Research Affairs Department**), non-degree studies – by the University Center for Postgraduate Studies (hereinafter, **Center for Postgraduate Studies**), foreign student studies – by the International Relations and Study Centre of the University (hereinafter, **International Relations and Study Centre**).

7.3. University **Faculties and Faculty Councils** coordinate and supervise the quality of study programs implemented at the faculty.

7.4. The implementation of certain first, second cycle and integrated study programs is coordinated and quality assessment and improvement are carried out by **Study program committees** in accordance with the regulations of Study program committees, residency studies – **Residency committees** in accordance with the Residency study regulations, doctoral studies – **Doctoral study committees** in accordance with Doctoral study regulation provisions.

7.5. **Departments** (institutes, clinics) **conducting studies** at the University collect information, evaluate and improve the quality of studies of the subjects taught by the department.

7.6. **Teachers** plan and implement subject/module studies, analyze and improve their educational competencies, actively participate in research activities, ensuring the quality of study material, variety of teaching/learning methods and innovative teaching. The **Department of Innovative Education** of the Study Center is responsible for the improvement of teachers' competencies and the creation of an environment favorable to innovations, as well as methodological assistance to teachers.

7.7. **Students** are involved in improving the quality of studies; they provide feedback about the quality of subjects/modules taught at the University and the study process and are responsible for their study results; they observe academic discipline, university ethics, other requirements of the University community to ensure the quality of the study process.

III. STUDY QUALITY ASSURANCE SYSTEM

8. The internal study quality assurance system of the University is based on a set of study quality planning, evaluation and improvement measures; the study quality evaluation areas, criteria and indicators are defined; the sources of information collection and responsibilities are described.
9. Quality assurance of studies at the University is carried out in accordance with the following **provisions**:

9.1. **the quality assurance policy** is implemented in accordance with the University Statute, the University Strategic Development Plan, and other documents regulating studies approved by the LSMU Senate, in the preparation and discussion of which all members of the academic community take part, and the totality of these documents creates an environment in which the importance of quality and quality assurance of the activities of the University is highly valued;

9.2. approval, monitoring and internal and external regular evaluation of study programs and awarded qualifications are carried out in accordance with the requirements for external evaluation of study programs and University study regulations, residency and doctoral study regulations and Study program development, improvement and management procedures legalized by preparation and approval procedures. Study programs are reviewed and updated annually by approving study plans for the next academic year. Amendments to study programs are considered and approved by the University Faculty Councils, the Rectorate, and the LSMU Senate;

9.3. **assessment of students' study results (study achievements) and monitoring of progress** are carried out. At the University, the monitoring of students' study results is carried out on a regular basis, by considering in the departments, the Faculty Councils, the Rectorate; the results of the assessment of study results are stored in LSMUSIS electronic journal forms. Students are given feedback on their achievements both by the University, faculty and/or individual teacher-student interaction levels;

9.4. **the enhancement of teachers' competencies and the quality of teaching** are ensured in accordance with the unity of the principles of research, studies and health care, certification of teachers, enhancement of teachers' professional qualification and educational competence, assessment of students. The professional competence of teachers, according to which the recruitment of teachers to the respective positions is carried out, is defined in the Procedure for establishing qualification and certification requirements for teachers and researchers, announcing, organizing and executing competitions for teachers and researchers and certifying teachers and researchers, whereas enhancement of the educational competence is defined in the Procedure for ensuring the educational competence of teachers;

9.5. **study resources and student financial aid** are regularly monitored, assessed and enhanced;

9.5.1. **resources** are planned by the departments participating in the studies, taking into account the study programs and the Strategic development plan of the University, the financial possibilities of the University;

9.5.2. student **financial aid** is carried out in accordance with the assessment of the sufficiency and availability of resources required for studies at the LSMU approved by the Senate, and organized in accordance with the criteria of institutional evaluation, the results of departmental surveys and self-analysis, regulations for the financial aid of undergraduate, postgraduate and integrated studies students. Doctoral students going on internships, to participate in conferences and similar events abroad are supported by the Open LSMU fund. Financial aid from the LSMU Research fund is provided for the conduct of doctoral students' research and for the encouragement of the most dynamic doctoral students working at the University; the fund provides financial aid for articles, if the first author of the article is a doctoral student, and the results of the dissertation are published, to cover the costs of publication in journals. Students are consulted by the Career Center and the Student Information (services) Department of the Study Center, offered psychological help.

9.6. the system of **accumulation of information about studies** (study programs, study subjects, study results, competence of teachers, results of study quality assessment, students' opinion about studies, employability) **is ensured**;

9.7. **public information is ensured**: the latest accurate and impartial quantitative and qualitative information on the study programs and qualifications awarded is regularly published in the University press and on the Internet; the necessary information is provided to applicants; information on quality assurance and improvement of the study process is published and constantly updated; the terms of the University's external evaluation and accreditation of study fields and the results of the University's institutional and study fields external evaluation are published.

10. There is a regular system of collecting feedback from the interested parties by conducting surveys of the following target groups:

10.1. **Students** (survey of modules/subjects and teaching quality, study programs, study practice, preparation and defense of final thesis, reasons for termination of studies, quality of doctoral studies, quality of residency studies, adaptation and satisfaction of foreign students, clinical medicine practice, additional practice, reasons for students' choice).

10.2. **Graduates** (survey of graduates' readiness for the labor market and identification of career opportunities).

10.3. **Teachers** (survey of the study process and the need for the development of competencies).

10.4. **Employers** (survey of graduates' readiness for the labor market).

10.5. **Academic and administrative staff** (Survey of employee satisfaction with work environment and conditions).

11. If necessary, other surveys related to the improvement of the quality of studies shall be organized, the tools of which shall be approved by the Commission for study quality monitoring and assurance.
12. Students participate in study quality assurance activities by including representatives of the Student Representative Office in the composition of CMSQA and other study quality assurance activities, submit proposals on the improvement and implementation of study quality assurance activities and measures.
13. The Internal audit service monitors and evaluates the course and implementation of the study process, the efficiency of the use of resources.

IV. FUNCTIONS AND COMPOSITION OF THE COMMISSION FOR STUDY QUALITY MONITORING AND ASSURANCE

14. The Commission shall be established for one year, with the composition of the Commission being annually renewed.

15. The Commission shall begin its work on 1 June of the school year; the Commission shall end its work on 31 May of the following school year.

16. The Commission consists of the following members: Chairman – Vice-Rector for Studies, Executive Secretary appointed by the Rector, Head of the Study Center, Study Center employee appointed by the Head of the Study Center, representatives delegated by the heads of the University faculties, Center for Postgraduate Studies, International Relations and Study Center, Research Affairs Department, Career Center (up to two representatives), three student representatives delegated by the Student Representative Office.

17. The Chairman of the Commission (Vice-Rector for Studies) shall be replaced by the Head of the Study Center, the Executive Secretary of the Commission or another member of the Commission appointed by the Chairman.

18. Functions of the Commission:

18.1. organizes preparation and approval of study process quality assessment forms and the tools used for them;

18.2. coordinates development of quality assurance of the study process at the faculties and other departments; selects the areas to be assessed that determine the improvement of the quality of studies;

18.3. monitors, analyzes and evaluates the results of the study process quality improvement at all levels (faculty, program, subject);

18.4. when evaluating the results, may, if necessary, invite the heads of the departments responsible for the study subjects, the deans of the faculties, lecturers, students and other members of the academic community to discuss the results together and envisage possible ways to eliminate the shortcomings;

18.5. taking into account the results of the study process quality assessment, provides information, proposals regarding the study programs, the quality of teaching and the implementation, improvement and changes of the study process;

18.6. announces the results of monitoring, evaluation and improvement of the quality of studies at the University on the University's website, intranet and in other ways, as well as may publish other data necessary for informing the public about studies;

18.7. makes a decision on the time and form of publication of the results of the study process quality assessment.

V. FINAL PROVISIONS

19. The data of the internal study quality assurance system of the University are used for the internal and external evaluation of the study quality, external and internal reporting.

20. These regulations are published on the University website.

21. Certain indicators of the University study quality assessment are defined by other legal acts of the University.

22. The Senate shall make the decision on amendments to the Regulations of the study quality assurance.