

**REGULATIONS OF STUDY PROGRAMME COMMITTEES OF
THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES**

I. GENERAL PROVISIONS

1. Study Programme Committee (hereinafter the Committee) is formed at the Lithuanian University of Health Sciences (hereinafter LSMU or the University) for development, management, evaluation and improvement of the first and second cycle and integrated study programme(s).
2. Regulations of the Committee (hereinafter the Regulations) regulate the composition, objectives and functions, work organization, rights and responsibilities of the LSMU Study Programme Committee.
3. In its activities, the Committee follows the Law on Research and Studies of the Republic of Lithuania, the Description of the Lithuanian Qualification Framework, descriptions of study fields, the LSMU Statute, the LSMU Study Regulations, the LSMU Study Quality Assurance Regulations, and other institutional and national legal acts regulating studies.
4. The Committee reports to the Dean of the Faculty.

**II. ESTABLISHMENT AND COMPOSITION OF THE STUDY PROGRAMME
COMMITTEE**

5. The Committee shall be established for each study programme or several groups of the same field of study or fields of study close in their content.
6. The same Committee may be assigned to both the first and the second cycle study programmes.
7. The Committee shall consist of at least five members. The Committee shall include:
 - 7.1. at least three lecturers from Departments conducting the study programme(s);
 - 7.2. one or more student representatives of the programme(s) delegated by the Student Representation;
 - 7.3. one or more representatives of social partners.

8. The composition of the Committee is approved by the Rector's order following the recommendation of the Dean of the Faculty. Renewal of the composition of the Committee may be initiated by the Dean; the change shall be validated by the Rector's order.
9. The composition of the Committee is published on the University website.
10. The Committee may hire experts from other departments and institutions.

III. OBJECTIVES AND FUNCTIONS OF THE STUDY PROGRAMME COMMITTEE

11. Objectives of the Committee:

- 11.1. to prepare a description of the study programme to be implemented;
- 11.2. to ensure the constant quality of the supervised study programme(s) in cooperation with Departments conducting studies, the Faculty Council, the Dean's Office, the Study Quality Monitoring and Assurance Commission, and other University Departments and the Student Representation.

12. The Committee shall ensure the quality of the conducted study programme(s) by performing the following functions:

12.1. analyze the programme(s) according to the following quality criteria:

- 12.1.1. compliance of the programme(s) with national and international law;
- 12.1.2. relevance of the programme(s) to the needs of the labor market and society;
- 12.1.3. innovativeness of the programme(s);
- 12.1.4. interface of the programme(s) with the latest scientific/artistic achievements;
- 12.1.5. admission to the programme data and publicity monitoring;
- 12.1.6. internationality of the programme(s) (student and teacher mobility);
- 12.1.7. monitoring student progress, dropout rates;
- 12.1.8. data on complaints, appeals, academic dishonesty;
- 12.1.9. flexibility of the programme(s), tailoring studies to students' individual needs;
- 12.1.10. data on cases of violation of academic ethics, harassment, violence;
- 12.1.11. statistics of student support (academic, social, financial, psychological);
- 12.1.12. sufficiency and adequacy of the human and material resources allocated to the programme(s);
- 12.1.13. indicators of student satisfaction with the programme(s);

12.2. approve the descriptions of modules (subjects), taking into account the extent to which the scope, content, teaching and assessment strategy of the modules (subjects) allow to achieve the expected study results in the study programme and to implement the concept of student-oriented studies;

12.3. prepare study plans of the respective programme and submit those to the Faculty Council for consideration;

- 12.4. initiate and actively participate in the preparation and/or improvement of the final theses (examinations), practice and other procedures related to the implementation of the study programme;
- 12.5. organize discussions with students, lecturers and heads of study Departments at least once per semester;
- 12.6. analyze the information provided by the Career Center on the needs of the labor market, the opinion of graduates and employers and suggestions on the improvement of the programme and the need for trained specialists;
- 12.7. analyze the survey data on modules/subjects and teaching quality assessment in the LSMUSIS environment and submit a report to the Study Center on the implemented/planned changes at the beginning of the new semester (regulated by the “Procedure for Organizing LSMU Feedback for Improving the Quality of Studies”);
- 12.8. analyze the information provided by the Study Center on the results of the teacher survey(s), the need to improve the existing competencies;
- 12.9. collect feedback information from students by organizing the following surveys: programme satisfaction, organization of practice evaluation, preparation and defense of the final thesis, and other surveys according to the Procedure for Organizing LSMU Feedback for Improving the Quality of Studies;
- 12.10. initiate and organize updates of the study programme descriptions and programme constituent modules/subjects as the main structural unit of programme quality assurance at the University, whose proposals and decisions are coordinated with the Departments implementing the programme(s), the Dean of the Faculty, and the Vice-Rector for Studies;
- 12.11. submit proposals to the study Departments, the Dean and the Faculty Council regarding the suitability and sufficiency of material and human resources required for the implementation of the programme(s), introduction of innovative study methods and improvement of other criteria ensuring the quality of the programme;
- 12.12. cooperate with the Marketing and Communication Office, the Career Center, the Study Center and other Departments in organizing the publicity of the study programme(s).

IV. ORGANIZATION OF ACTIVITIES OF THE STUDY PROGRAMME COMMITTEE

13. Activities of the Committee are managed by the Chairperson of the Committee, appointed upon the recommendation of the Dean. The Chair can be a Vice-Dean of the Faculty or another lecturer with a doctoral degree, pedagogical experience, team leadership skills, displaying leadership features and initiative for implementing innovations in improving the quality of study programmes.

14. The Deputy Committee and the Secretary shall be elected from among the members of the Committee.
15. Functions of the Committee Chairperson:
 - 15.1. organize the activities of the Committee;
 - 15.2. prepare the Committee's annual activity plan and report for the previous academic year and submit it to the Dean for approval;
 - 15.3. participate in the process of preparation of the self-evaluation summary of the respective study field and cycle for external evaluation;
 - 15.4. represent the study programme(s) in Lithuanian and international events;
 - 15.5. assign to the members of the Committee (lecturers and students, social partners) the responsibilities and tasks that the members undertake to perform.
16. Functions of the Deputy Committee:
 - 16.1. in the absence of the Chairperson, to chair meetings and perform other tasks assigned to by the Chairperson.
17. Functions of the Secretary of the Committee:
 - 17.1. participate and provide support to the Chair in organizing meetings;
 - 17.2. prepare material on the issues under discussion;
 - 17.3. prepare and store minutes and resolutions of meetings;
 - 17.4. make relevant Committee work documents available to the community.
18. In the absence of the Secretary of the Committee, another Secretary of the meeting shall be elected from among the members of the Committee.
19. Meetings of the Committee shall be convened as necessary, but at least once per semester.
20. Minutes of meetings shall be taken and signed by the Chairperson and the Secretary of the Committee. Meetings can be virtual.
21. Decisions at meetings shall be taken by open or secret ballot (secret if at least one member of the Committee present at the meeting so requests). A decision shall be taken if more than half of the members present at the meeting vote in favor. In the event of a tie, the Chair shall have the casting vote.
22. Other University employees or students and representatives of social partners may also be invited to the meetings.
23. Members of the Committee who are employees or students of the University shall be paid a supplement or incentive scholarship from the general funds of the University for the activities of the Committee upon the recommendation of the Dean.

V. RIGHTS AND OBLIGATIONS OF THE STUDY PROGRAMME COMMITTEE

24. The Committee has the right to:

- 24.1. receive information related to the supervised study programme(s) from the University Departments (Study Center, Career Center, Marketing and Communication Office, International Relations and Study Center, Personnel Service, Library, etc.);
- 24.2. receive the necessary administrative and financial support from the faculty and the University administration for the performance of the Committee's activities, if necessary;
- 24.3. carry out direct and indirect quality control of the teaching of the programme(s). If necessary, the Chairperson, Deputy or members (lecturers) of the Committee may be registered in the subjects of the programme in the MOODLE system.
- 24.4. require the Department(s) implementing the programme to prepare descriptions of modules (subjects) in a timely and quality manner.

25. Responsibilities of the Committee:

- 25.1. perform the functions entrusted (assigned) to the Committee;
- 25.2. submit in writing to the Dean of the Faculty and the Vice-Rector for Studies the report on the activities of the Committee of the previous academic year;
- 25.3. make the Committee's annual reports available to the community;
- 25.4. provide information on the study programme quality indicators and other data to Departments conducting the studies, Dean's Office, field self-analysis preparation group and other Departments related to the quality assurance of the supervised study programme(s);
- 25.5. Members of the Committee shall attend the meetings of the Committee, base the opinion on the facts, perform the assigned work in a timely and proper manner, and comply with the requirements of academic ethics.

VI. FINAL PROVISIONS

26. The composition of the Committee may be changed or supplemented by the Rector's order following the Dean's proposal.
27. The Joint Study Programme Committee may also follow the regulations of the Study Programme Committees of another university higher education institution or the corresponding regulations, if so specified in the agreement.