

APPROVED
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PROCEDURE OF PREPARATION OF A SUBJECT (MODULE) DESCRIPTION OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Procedure of Preparation of a Subject (Module) Description of the Lithuanian University of Health Sciences (hereinafter – the Procedure) establishes the rules for the preparation of a subject (module) description in the Study Information System (hereinafter – the LSMUSIS).
2. The purpose of a study subject (module) description is to define the detailed information about the study subject (module) to be provided in LSMUSIS. The objectives and expected learning outcomes of a subject/module of the same title may differ from one study programme to another, which is why separate subject/module descriptions are prepared.
3. The data of the subject/module description are used for the purpose of preparing timetables, schedules, payroll, external evaluation, statements, credit statements, diploma supplements, teachers' attestation cards etc.
4. The definitions used in the Rules:
 - 4.1. **Knowledge check** means the evaluation of student achievements provided for in a subject (module) description.
 - 4.2. **Subject** means the smallest part of the content of a study programme, having an independent code, a defined objective focused on learning outcomes, developing general and/or subject competences required for a qualification degree. The study of a subject end in an examination or another evaluation of student's achievements, knowledge and skills.
 - 4.3. **Scope of a subject and module part** is 3 credits (or a multiple of 3). The duration of a subject/module may not exceed one year of study (i.e. must be taught in the same year).
 - 4.4. **Consultation** means the provision of targeted learning support by a teacher to a student or a group of students in order to achieve the intended outcomes of a subject/module.
 - 4.5. **Laboratory work** means an investigation carried out in the learning process where students repeat a well-known, tried and tested research plan and apply specific procedures of research methods. The aim of laboratory work is to collect data that help to understand certain theoretical regularities, features and factors of the process, phenomenon or object being investigated.
 - 4.6. **Module** means a 3-credit multiple unit consisting of several content-related parts of a module taught, with a defined aim and focusing on the learning outcomes and the development of the general and subject-specific competences required for a qualification degree. A module must have parts that have an independent code and an evaluation strategy.
 - 4.7. **Lecture** means an oral presentation delivered by a teacher conveying knowledge relevant to the learning outcomes. Methods or technologies that promote student engagement and interactivity are used in lectures.
 - 4.8. **Practice** means a form of experiential learning when students seek to acquire practical knowledge of the study subject in a real-life professional environment and develop

professional skills in vocational training establishments and at work/practice places in cooperation with teachers.

4.9. **Exercises** mean active learning activities led by a teacher aimed at developing practical skills.

4.10. **Compulsory alternative** means a part of a subject/module or a specialisation subject which students and unclassified students choose from the alternatives presented to them.

4.11. **Independent student work** means the student's study in order to prepare for contact work (seminars, tutorials, exercises, etc.), as well as for completing other tasks specified in the study programme, without the participation of a teacher.

4.12. **Seminar** means a meeting of a group of students, moderated (led) by a teacher during which students give oral presentations and discuss a given topic (problem).

4.13. **Simulation** means a group method of practical teaching (learning) that integrates knowledge of various subjects and develops skills of teamwork, planning, problem solving, analytical thinking, leadership, etc. Simulation partially reproduces real-life situations, placing students in a simulated (imaginary) environments, potentially realistic situations and problem solving in a risk-free learning environment.

4.14. **Study credit** (hereinafter – a credit) means a unit of scope of a study subject (module), which measures learning outcomes and the student's work time required to achieve the intended learning outcomes of the study subject (module). One credit at the University consists on an average of 27 hours of student's or unclassified student's work.

4.15. **Study achievements** mean earning outcomes achieved by a student determined using the methods provided for in the study subject (module) description for assessing the implementation of the aims of the study subject (module) or the entire study programme.

4.16. **Learning outcomes** mean the totality of knowledge and skills acquired during studies, the scope of which is defined in terms of credits and the level of which is assessed by a grade.

4.17. **Tutorial session** means a session for one group of students and unclassified students where a group discusses and solves a problem or a clinical case under the supervision of a teacher. Two tutorial sessions are held to solve one problem: the first – for the situation analysis and the second – for solving the problem.

5. The subject (module) description in LSMUSIS may be adjusted every year of study. The teacher coordinating the subject (module) is responsible for the adjustment of the description within the set deadlines.

5.1. If a subject (module) requires changing the subject (module) title, the number of credits, the learning outcomes, the evaluation strategy, a new description must be created before the approval of the study plan by the Senate, with the approval of the Study Programme Committee (SPC).

5.2. Where a new subject (module) description is created with the approval of the SPC, the title of the subject (module), the number of credits, the learning outcomes and the evaluation strategy must be adjusted before the approval of the study plan by the Senate.

5.3. Other amendments to a subject (module) description are made before starting to teach the subject/module to a particular year of students.

5.4. Subject (module) descriptions are prepared in LSMUSIS. The form of a subject (module) description prepared in LSMUSIS is considered as a standard form submitted for approval by the SPC or the Faculty Council.

CHAPTER II REQUIREMENTS FOR THE PREPARATION OF A STUDY SUBJECT (MODULE) DESCRIPTION

6. **Form of description.** When creating a new subject (module) description, the description form of either a subject or a module is selected.
7. **Name of the study subject (module).** The name of the study subject (module) is written in lower case (except for the first letter) without abbreviations and without a full stop after the name. In the title in English, the first letters of words are capitalised, except for prefixes and conjunctions (e.g. *of, on, and*, etc.). The titles of subjects/modules in English and Lithuanian are worded with the utmost care as they are used in diploma supplements and academic certificates.
8. **Study subject (module) code.** A code is generated automatically and is structured as follows: faculty/ coordinating unit/ study programme - level, sequence number. The digits after the letters are assigned in ascending order. If a subject (module) description is amended, a new code is assigned to the subject (module).
9. **Form of knowledge checks.** The form for the evaluation of learning outcomes is chosen either as: an examination or an independent work project.
10. **Programme part.** Indicates the group whereto the subject (module) has been assigned: study field, general subjects, electives, practice, final thesis.
11. **Duration of study.** Indicates the length of time (in semesters) over which the subject is taught over the whole year, for all streams.
12. **Coordinating teacher.** Indicates the teacher responsible for the preparation and adjustment of a subject (module) description, coordination of the study process, activities of other teachers of the subject (module), formulation of the teaching strategy of the subject (module), and the monitoring of the students' achievement of the subject (module) outcomes.
13. **Study cycle.** Indicates the study cycle in which the subject (module) is taught: in the first, second or integrated cycle.
14. **Study programme.** Indicates the study programme in which the subject (module) is studied.
 15. The unit(s) coordinating the subject/module. Indicates the faculty (institute) and the department (clinic) coordinating the subject (module).
16. **Year.** Indicates the year in which the subject (module) is studied.
17. **Subject (module) type.** Selection of one of the following subject (module) types: compulsory, elective, compulsory alternative, final thesis. The type of the subject (module) determines the form of the transcript, the credit statement, and the exam retaking procedure.
18. **Method of teaching the subject (module).** Selection of whether the subject (module) is taught in a classroom, remotely or in a blended mode.
19. **Validity period of the subject (module) in LSMUSIS.** Determines when the subject (module) description enters into force and expires. If the subject (module) is not included in the study plan, it must be closed.
20. **Requirements for students.** The prerequisites for students, if any, can be defined in two ways:
 - 20.1. by specifying the particular study subjects (modules) which the student must have taken before choosing that subject (module); or
 - 20.2. by specifying the competences which the student must have prior to taking the subject (module).
21. **Annotation.** A concise description of the aim of the subject (module), learning outcomes, methods, and other information. The annotation is drafted in Lithuanian and English. The length of the annotation is up to 200 words.
22. **Aim of the subject (module).** The aim of the subject (module) formulated in a concise and clear manner, linking it to the study programme competences (general and subject-specific). Length – up to 50 words.
23. **Table of results.**

- 23.1. **Study programme outcomes.** Indicates the knowledge to be acquired by students and the actions and activities which they will be able to perform having completed the study programme.
- 23.2. **Study subject (module) outcomes.** Indicates the knowledge, understanding and actions and activities which students will be able to perform having completed the subject (module). The subject/module outcomes cover the same or a narrower object, or describe a skill of the same or a lesser complexity than study programme outcomes.
- 23.3. **Methods of study of the subject.** Methods of study of the subject are selected from the list.
- 23.4. **Types of evaluation of student achievement.** The following types of evaluation can be selected:
- 23.4.1. *diagnostic* evaluation is used to determine the level of student's achievement and the progress made having completed a topic or a part of a year in order to anticipate further study opportunities and to provide assistance in overcoming difficulties;
- 23.4.2. *formative* evaluation is used in the study process to help anticipate the prospects of studies, to reinforce the progress being made, and to encourage the student to analyse current achievements or gaps in study;
- 23.4.3. *cumulative* evaluation, is used to aggregate and summarise learning outcomes of students.
24. **Scope of the subject (module) in credits.** Indicates the scope of the subject (module) in ECTS credits. One credit consists of an average of 27 hours of academic work per student or unclassified student. In LSMUSIS, the arrangement of the subject (module) in credits is presented as an integer without a comma.
25. **Scope of the subject (module) in academic hours.** The scope of the subject (module) in academic hours. The student's workload consists of contact and independent work.
26. **Distribution of subject (module) credits.** Indicates in which semester and how many credits of the subject (module) will be taught.
27. **Content of the subject (module).** A description of the study content, identifying the main topics covered, the contact hours and the teaching method.
- 27.1. **Topic.** The content of the subject (module) is presented by topics. The topics of study include objects presented in learning outcomes. In the study subject description, the topics are numbered to show the sequence of their teaching and study.
- 27.2. **Topic group** (optional field). If necessary, where a subject (module) contains a large number of different topics, these may be presented in groups of topics, which are made up of topics of the subject/module that are related in content.
- 27.3 **Contact work and independent study hours and teaching/learning method.** For each topic, the contact hours, the teaching/learning method and the time allocated for independent study must be indicated. This is used to calculate the volume of the subject (module) in credits.
28. **Evaluation strategy.** This is a plan for the evaluation of the student's achievements, which lays down the methods, criteria and deadlines for evaluating the student's achievement. The lecturer provides for all the evaluations of the subject (module) in the subject (module) description and their weighting in percent. The evaluation criteria are qualitative or quantitative, specifying the value of criteria in grades. Methods of knowledge checks and evaluation must be specified if the student has skipped some contact hours.
29. **Teaching staff.** All the teachers teaching the subject (module) must be specified.
30. **Required and additional literature.** Indicates the required literature (accessed via LSMU resources), i.e. the sources which students and unclassified students are required to read, and the additional literature that is recommended to read.
31. **Entering subject (module) topics into LSMUSIS.**

- 31.1. **The title of the topic must be indicated in Lithuanian and English.**
- 31.2. **The unit responsible for teaching the topic must be indicated**, specifying the hours allocated for the unit in calculating the salary fund.
- 31.3. **Indicates the subject group (optional).**
- 31.4. **Arrangement.** Technical field for the arrangement of topics in the table of contents.
- 31.5. **Description.** Brief description of the topic in English and Lithuanian.
- 31.6. **Duration of the session.** Indicates the type and duration of the session in academic hours.
- 31.7. **Independent work assignment.** A brief description of the assignment in Lithuanian and English.
- 31.8. **Teaching staff.** Indicates the teacher(s) teaching the topic.
- 31.9. **Literature.** Indicates the required and recommended literature.
- 32. **Entering the problems to be analysed into LSMUSIS:**
- 32.1. **Title.** The title of the problem indicated in English and Lithuanian.
- 32.2. **Description.** The problem is described in both Lithuanian and English.
- 32.3. **Fields to be filled in:** purpose, aims, essence of the problem, clinical features.

CHAPTER II FINAL PROVISIONS

- 33. The subject (module) description procedure shall enter into force upon its approval by a resolution of the Senate.
- 34. In case of changes in legislation, the subject (module) description procedure may be amended with the approval of the Study Centre.