

APPROVED

by Resolution No. 182-06 of the Senate of
the Lithuanian University of Health Sciences
dated 26 September 2024

**DESCRIPTION OF THE PROCEDURE FOR THE PREPARATION, APPROVAL AND
ADMINISTRATION OF STUDY PLANS FOR FIRST-CYCLE, SECOND-CYCLE,
INTEGRATED AND SUPPLEMENTARY STUDY PROGRAMMES OF THE LITHUANIAN
UNIVERSITY OF HEALTH SCIENCES**

**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for the Preparation, Approval and Administration of Study Plans for First-Cycle, Second-Cycle, Integrated and Supplementary Study Programmes of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”) (hereinafter referred to as the “Description”) governs the process for the preparation, approval and administration of Study Plans and establishes the form of a Study Plan.
2. Study Plans shall be prepared, approved and administered through the University’s Study Information System (hereinafter referred to as “LSMUSIS”).
3. This Description has been drawn up in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of the University, the University’s Regulations on Studies, the Procedure for the Preparation of Study Subject (Module) Descriptions of the University, and other legal acts governing studies.
4. The key terms used in this Description shall have the following meanings:
 - 4.1. Study Plan means the structure of the content of a study programme distributed across the years and semesters of study.
 - 4.2. Study Programme Committee (hereinafter referred to as the “SPK”) means the principal structural unit of the University responsible for quality assurance in one or more study programmes, operating in accordance with the Regulations of the Study Programme Committee approved by the Senate.
 - 4.3. Study Subject (Module) Description means a document defining the aim of a Study Subject (Module), its intended learning outcomes, assessment strategy, study content and other mandatory components.
 - 4.4. Technical Error means an incorrectly stated item of non-substantive information, such as a grammatical error, numbering error or other error, the correction of which does not alter any information relating to the study process contained in the approved Study Plan.
 - 4.5. Status means the status of a Study Plan in LSMUSIS indicating a particular stage in the preparation and approval of the Study Plan.

**CHAPTER II
PREPARATION AND APPROVAL OF STUDY PLANS**

5. Study Plans shall be prepared in accordance with the General Requirements for the Delivery of Studies and the descriptors for the relevant field of study, which establish the specific requirements applicable to study programmes.
6. The SPK shall be responsible for preparing Study Plans and shall submit the Study Plan to the Council of the relevant Faculty for consideration no later than two weeks before the Rectorate meeting (except in the case of Supplementary Study Programmes). The Study Centre shall provide guidance and advice to the SPK and the academic units delivering studies on matters relating to the preparation of Study Plans and Study Subject (Module) Descriptions.
7. The Study Plan shall include all Study Subjects (Modules) whose Descriptions have been approved by the SPK in accordance with the Procedure for the Preparation of Study Subject (Module) Descriptions.
8. The SPK shall present the Study Plan to the Faculty Council. Following approval by the Faculty Council, the Dean of the Faculty shall present the Study Plan to the Rectorate (except in the case of Supplementary Study Programmes, for which Study Plans shall be approved by the Faculty Council). Following approval by the Rectorate, the Head of the Study Centre shall present the Study Plans to the Senate and submit them for approval by 30 November, as provided for in the University's Regulations on Studies.
9. Where a Study Plan has not been approved by the Faculty Council or the Rectorate, or has not been approved by the Senate, it shall be returned to the body responsible for its preparation, i.e. the SPK, for revision.
10. A Study Plan approved by the Senate may be amended only by resolution of the Senate before the commencement of the academic year. The amended Study Plan shall be submitted to the Rectorate and the Senate by the Head of the Study Centre based on information provided by the SPK.
11. A Study Plan approved by the Senate may be amended without a Senate resolution only to correct Technical Errors and only before the commencement of the academic year. The Head of the Study Centre shall be responsible for making such amendments to the Study Plan.
12. The SPK shall notify the academic units delivering studies of approved Study Plans and any amendments thereto.
13. All Study Plans approved by the Senate shall be published on the University's website by the staff member responsible within the Study Centre no later than ten working days after the Senate meeting.
14. The study process shall be planned based on Study Plans approved by the Senate, including the preparation of Study Programme Grids and detailed Timetables, the maintenance of study records and the calculation of the payroll budget.
15. The Study Plan approval process is set out in Annex 2 to this Description.

CHAPTER III

ADMINISTRATION OF STUDY PLANS

16. The staff member designated by the Dean of the relevant Faculty shall be responsible for the administration of Study Plans in LSMUSIS and shall perform the following functions:
 - 16.1. Once the SPK has prepared a Study Plan in LSMUSIS and assigned it the status "Prepared by SPK", change its status to "Submitted to Faculty Council".

- 16.2. Following consideration of the Study Plan by the Faculty Council, and no later than within seven calendar days thereof, change its status to “Approved by Faculty Council” and enter the number and date of the minutes of the relevant meeting.
- 16.3. Following consideration by the Rectorate and the Senate, respectively, update the status of the Study Plan to “Approved by Rectorate” and “Approved by Senate”.
17. The staff member designated by the Head of the Study Centre shall be responsible for the administration of Study Plans in LSMUSIS and shall perform the following functions:
 - 17.1. Following the Faculty Council meeting, but no later than seven calendar days before the Rectorate meeting at which the Study Plans are to be submitted, verify the status of the Study Plans in the system. Study Plans bearing the status “Approved by Faculty Council” must include all Study Subjects (Modules) approved by the SPK, together with all required information.
 - 17.2. Following the Rectorate meeting, but no later than within seven calendar days thereof, verify that all Study Plans in the system bear the status “Approved by Rectorate”.
 - 17.3. Generate the Study Plans for all Study Programmes in LSMUSIS in the format set out in Annex 1 to this Description.

CHAPTER IV

STRUCTURE AND FORMAT OF THE STUDY PLAN

18. The Study Plan template to be submitted to the Faculty Council, Rectorate and Senate for approval (hereinafter referred to as the “Form”) is set out in Annex 1 to this Description.
19. The Study Plan Form shall contain the following information:
 - 19.1. The top right-hand corner of the first page of each Study Plan shall contain details of its approval.
 - 19.2. The centre of each Study Plan shall state the Study Programme, language of instruction, cycle of studies, mode of study, academic year and year of study.
 - 19.3. The table in each Study Plan shall contain the following information:
 - 19.3.1. Serial number.
 - 19.3.2. Study Subject/Module Code: the code of the Module, Study Subject or Module component, except in the case of elective Study Subjects, alternative Study Subjects within the field of study and final projects.
 - 19.3.3. Titles of the Study Subject, Module or Module components, except in the case of elective Study Subjects, alternative Study Subjects within the field of study and final projects. Module titles and the titles of their components shall be given in *italics*.
 - 19.3.4. Programme Component: Study Subject (Module) within the field of study – SK; Alternative Study Subject within the field of study – KA; Study Subject (Module) from another field of study (University-wide) – BU; Placement within the field of study – SP; Final project or final project and final examinations – BD; Elective Study Subject – PP (programme elective) and/or UP (University-wide elective).
 - 19.3.5. Responsible Department / Clinic / Institute: the academic unit responsible for coordinating the Study Subject or Module, except in the case of elective Study Subjects, alternative Study Subjects within the field of study and final projects.

The responsible academic unit shall be accountable for all information contained in the Study Subject (Module) Description included in the Study Plan.

19.3.6. Contact hours: stated using whole Arabic numerals.

19.3.7. Credits: stated using whole Arabic numerals and in multiples of three.

19.3.8. Semester: stated using whole Arabic numerals where the semester in which the Study Subject or Module is to be delivered is specified. Where a Study Subject or Module is delivered over two semesters, e.g. the first and second semesters, this shall be indicated as 1–2. Where the semester is not material, this shall be indicated as 1/2.

19.3.9. Assessment method: examination or independently completed work (project).

19.3.10. Total: the aggregate number of contact hours and credits for each year of study.

CHAPTER V

FINAL PROVISIONS

20. This Description shall be complied with by the University's teaching staff, SPK, Study Centre and staff members responsible for other University academic units involved in the organisation and delivery of studies.
21. Where necessary, this Description may be amended, revised or supplemented by resolution of the Senate.
22. This Description shall be approved by resolution of the Senate and shall enter into force on the date of its approval.