

APPROVED
by Order of the Rector of the
Lithuanian University of Health
Sciences dated 26 May 2023

PROCEDURE FOR THE PREPARATION AND ADMINISTRATION OF TIMETABLES FOR FIRST-CYCLE, SECOND-CYCLE AND INTEGRATED STUDY PROGRAMMES OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Procedure for the Preparation and Administration of Timetables for First-Cycle, Second-Cycle and Integrated Study Programmes of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”) (hereinafter referred to as the “Procedure”) lays down the process and rules for the preparation and administration of study timetables.
2. The preparation and administration of timetables shall be carried out exclusively through the University’s Study Information System (hereinafter referred to as “LSMUSIS”).
3. This Procedure 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 and other legal acts governing studies.
4. The key terms used in this Procedure 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. **Academic Calendar** means the academic year calendar specifying the start and end dates of the academic year, weeks designated for the settlement of academic debts, holidays, public holidays and other relevant dates.
 - 4.3. **Study Programme Grid** (hereinafter referred to as the “Study Grid”) means the sequence and semester-by-semester scheduling of the study of the subjects (modules) included in a study programme, as recorded in LSMUSIS in accordance with the Study Plans approved by the Senate for a particular academic year.
 - 4.4. **Detailed Study Subject (Module) Timetable** (hereinafter referred to as the “Timetable”) means information on study events recorded in LSMUSIS.
 - 4.5. **Study Event** means a scheduled study activity (assessment, consultation, laboratory class, lecture, practical class, tutorial, seminar, tutoring session, resit, final assessment, assessment or examination) entered in LSMUSIS together with the mandatory information (start and end time of the activity, location or a link indicating that the activity is delivered remotely, group(s), individual students, lecturer and topic) and/or additional information (links, notes).
 - 4.6. **Preliminary Timetable** means the schedule of Study Events distributed evenly based on the contact hours specified in the subject description, which must be reviewed by the lecturer responsible for coordinating the subject (module) and amended where necessary.
 - 4.7. Study subjects (modules) shall be classified according to their method of organisation as follows:

- 4.7.1. **Cyclical Subject (Module)** means a study subject (module) delivered intensively over a period shorter than one semester, with the assessment of students' and learners' achievements carried out at the end of the subject (module) in accordance with the procedure specified in the subject (module) description.
- 4.7.2. **Semester-long Cohort-based Subject (Module)** means a study subject (module) delivered throughout the semester to the entire student cohort/year group. Students' and learners' achievements shall be assessed at the end of the semester in accordance with the procedure specified in the subject (module) description.
- 4.7.3. **Semester-long Group-based Subject (Module)** means a study subject (module) delivered throughout the semester and organised for one or more student groups. Students' and learners' achievements shall be assessed at the end of the semester in accordance with the procedure specified in the subject (module) description.
- 4.8. For the purposes of the preparation and administration of timetables, study subjects (modules) shall be classified according to their mode of delivery as follows:
 - 4.8.1. **Problem-Based Subject (Module)** means a study subject (module) delivered in accordance with a unique integrated problem-based learning model based on a specific learning technique.
 - 4.8.2. **Clinical Subject (Module)** means a study subject (module) delivered in specialised clinical settings.
 - 4.8.3. **Inter-Programme Subject (Module)** means a study subject (module) delivered to students enrolled in two or more different Programmes.
 - 4.8.4. **Elective Subject (Module)** means a Programme subject selected by students and delivered either during a specified period within the semester or throughout the semester.

CHAPTER II

PREPARATION OF THE STUDY PROGRAMME GRID

- 5. The staff member responsible within the University's Study Centre (hereinafter referred to as the "SC"), having consulted the Chair of the Committee of each Programme (hereinafter referred to as the "Programme Committee" or "SPK") and the academic units delivering the studies, shall prepare and publish the Study Grid in LSMUSIS.
- 6. The preparation and approval of the Study Grid shall commence following approval of the Study Plan by the University Senate and shall be completed no later than four months before the scheduled start of the academic year.
- 7. When preparing the Study Grid, the sequence and duration of Cyclical Subjects (Modules) shall be determined in accordance with the *following provisions*:
 - 7.1. Within one month of the Study Plan being approved by the University Senate, the Chair of the Programme Committee of each Programme shall provide the staff member responsible within the SC with the list, number and proposed sequence of Cyclical Subjects (Modules). If the Chair of the Programme Committee fails to perform this function, the staff member responsible within the SC shall prepare the Study Grid based on the previous year's arrangement.
 - 7.2. Based on the Academic Calendar, the staff member responsible within the SC shall determine the number of working days in the semester and distribute them proportionately

among all Cyclical Subjects (Modules) scheduled for that semester. The final number of days allocated to each Cyclical Subject (Module) shall be rounded in accordance with standard mathematical rounding rules.

- 7.3. Where the final day of classes of a Cyclical Subject (Module) falls on a Friday, it shall be moved to Sunday in the Study Grid. In such cases, the subsequent Cyclical Subject (Module) shall commence on the following Monday.
8. Semester-long Subjects (Modules) shall be scheduled throughout the entire semester in the Study Grid. Where the Chair of the Programme Committee considers it necessary for one or more Semester-long Subjects (Modules) to be delivered for less than the full semester, the Study Grid may provide for such subject(s) to be scheduled for part of the semester.
9. Subjects (Modules) shall be scheduled in the Study Grid in LSMUSIS in accordance with the provisions of Clause 15 of this Procedure.
10. The Study Grid shall identify Subjects (Modules) delivered across several Programmes, and the dates of their respective classes shall be coordinated accordingly.
11. Prior to the commencement of the semester, the staff member responsible within the SC may make corrections to the Study Grid in LSMUSIS to rectify technical errors, subject to prior coordination of such corrections with the Chair of the Programme Committee, the lecturers responsible for coordinating the relevant Subjects (Modules), and the Head of the SC.
12. Any delay in submitting Study Plans to the University Senate for approval shall result in a corresponding delay in the preparation of the Study Grids and Timetables.

CHAPTER III

TIMETABLE PREPARATION AND ADMINISTRATION PROCESS

13. The Timetable shall be prepared for the specified period based on the Study Grid published in LSMUSIS and shall fully correspond to the content of the relevant Subject (Module) as set out in its description. When preparing the Timetable, the total duration of daily study activities shall be considered, including a 45-minute lunch break after four hours of academic activity.
14. The preparation of Timetables in LSMUSIS shall be administered by the SC and/or the Study Administrator of the academic unit delivering the studies, in accordance with the *following provisions*:
 - 14.1. Where only a Cyclical Subject (Module) is scheduled for a given period in the Study Grid, the Timetable shall be administered entirely in LSMUSIS by the Study Administrator of the academic unit delivering the studies.
 - 14.2. Where only Semester-long Subjects (Modules) are scheduled for a given period in the Study Grid, the Timetable shall be entered into LSMUSIS by the Study Administrator of the academic unit delivering the studies, under the coordination of the staff member responsible within the SC.
 - 14.3. Where both Cyclical and Semester-long Subjects (Modules) are scheduled in the Study Grid, the Timetable shall be prepared in LSMUSIS by the Study Administrator of the academic unit delivering the studies, under the coordination of the staff member responsible within the SC.
15. The preparation of Subject (Module) Timetables **in LSMUSIS shall be carried out in accordance with the following procedure:**

- 15.1. The Timetables for the following Subjects (Modules) must be prepared before the commencement of the relevant semester:
- 15.1.1. Problem-Based and Inter-Programme Subjects (Modules) – by 1 July for the autumn semester and by 1 December for the spring semester; *prepared by the staff member responsible within the SC.*
 - 15.1.2. Cyclical Subjects (Modules) – by 15 July for the autumn semester and by 15 December for the spring semester; *prepared by the Study Administrator of the academic unit delivering the studies in accordance with the provisions of Clause 14 of this Procedure.*
 - 15.1.3. Semester-long Cohort-based Subjects (Modules) – by 1 August for the autumn semester and by 1 January for the spring semester; *prepared by the Study Administrator of the academic unit delivering the studies in accordance with the provisions of Clause 14 of this Procedure.*
 - 15.1.4. Semester-long Group-based Subjects (Modules) – by 10 August for the autumn semester and by 10 January for the spring semester; *prepared by the Study Administrator of the academic unit delivering the studies in accordance with the provisions of Clause 14 of this Procedure.*
 - 15.1.5. Elective Subjects (Modules) – by 15 August for the autumn semester and by 15 January for the spring semester (except for first-year students); *prepared by the Study Administrator of the academic unit delivering the studies.*
- 15.2. Prior to the commencement of a Cyclical Subject (Module):
- 15.2.1. Timetables for Clinical Subjects (Modules) must be prepared no later than thirty calendar days before the scheduled commencement of the relevant Cyclical Subject (Module); *prepared by the Study Administrator of the academic unit delivering the studies.*
16. If the Study Administrator of the academic unit delivering the studies **fails to prepare the Subject (Module) Timetable in LSMUSIS** within the deadlines specified in Clauses 15.1.2–15.1.5 and 15.2.1 of this Procedure, the staff member responsible within the SC shall prepare a Preliminary Timetable, taking into account the students’ existing timetabling constraints and availability.
- 16.1. When preparing a Preliminary Timetable, the staff member responsible within the SC shall assign the following information to each Study Event: the date, time, student group(s), and a University-wide teaching room or a room administered by the relevant academic unit. The Study Administrator of the academic unit delivering the studies shall be responsible for entering the additional information relating to the Study Event, including its type, topic, lecturer, link, individual students and, where necessary, the specific teaching room.
 - 16.2. No later than two weeks before the commencement of the Subject (Module), the lecturer responsible for coordinating the Subject (Module) shall review its Timetable in LSMUSIS and notify the staff member responsible within the SC or the Study Administrator of the academic unit delivering the studies whether they approve or do not approve the Timetable prepared.

CHAPTER IV

TIMETABLE AMENDMENT PROCEDURE

17. Where it is necessary to amend a Subject (Module) Timetable in LSMUSIS prepared in accordance with the procedure set out in Clause 15 of this Procedure, the lecturer responsible for coordinating the Subject (Module) shall submit the required amendments to the Study Administrator of the academic unit delivering the studies or to the staff member responsible within the SC no later than two weeks before the commencement of the Subject (Module). The proposed amendments shall be coordinated with the staff member responsible within the SC and, where practicable, the necessary amendments shall be made.
18. Where it is necessary to amend one or more Study Events, the amendments shall be made in LSMUSIS with due regard to the Study Events already scheduled for other Subjects (Modules), to avoid clashes in teaching room availability, times, student groups or lecturers' working hours. Amendments shall be made in accordance with the following procedure:
 - 18.1. Where more than two weeks remain before the Study Event, the amendments shall be made by the staff member responsible within the SC or, where authorised by that staff member, by the Study Administrator of the academic unit delivering the studies.
 - 18.2. Where less than two weeks, but more than 72 hours, remain before the Study Event, amendments may be made only by the staff member responsible within the SC. Any amendment to the date of a Study Event shall require the approval of the lecturer coordinating the relevant Subject (Module).
 - 18.3. Where less than 72 hours remain before the Study Event, amendments may be made only in exceptional circumstances, such as lecturer illness or other serious unforeseen circumstances. The Study Administrator of the academic unit delivering the studies shall notify the Deputy Head of the SC by email. Upon obtaining the approval of the Deputy Head of the SC, the amendment shall be made exclusively by the staff member responsible within the SC.
19. No later than 72 hours before a Study Event, University students may initiate a request to amend the Study Event by applying in free form to the Study Administrator of the academic unit delivering the studies. The application shall be prepared by the student group representative following consultation with the members of the group and, where applicable, incoming Erasmus students. The Study Administrator of the academic unit delivering the studies shall register the application in the University's document management system. All University students concerned shall be notified of the decision by email sent to their University email accounts.

CHAPTER V

FINAL PROVISIONS

20. This Procedure shall be complied with by University students, lecturers, Programme Committees (SPKs), the SC, and the staff responsible for the organisation and delivery of studies within other University academic and administrative units.
21. Where necessary, this Procedure may be amended, revised, supplemented or otherwise updated by order of the Rector of the University.
22. This Procedure shall be approved by order of the Rector of the University and shall enter into force on the date of its approval.