

APPROVED

by Resolution No. 21-12 of the Senate of the
Lithuanian University of Health Sciences
dated 30 May 2012

PROCEDURE FOR THE DEVELOPMENT, ENHANCEMENT AND MANAGEMENT OF STUDY PROGRAMMES OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. This Procedure establishes the process for the development, enhancement/update, registration and deregistration of first-cycle, second-cycle and integrated study programmes of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”), as well as their constituent components, including subjects, modules, placements and other components.
2. This Procedure has been drawn up in accordance with the following legal acts:
 - 2.1. Article 42 of the Law on Science and Studies of the Republic of Lithuania (Official Gazette, 2009, No. 54-2140);
 - 2.2. the Statute of the Lithuanian University of Health Sciences, approved by Resolution No. XI-973 of the Seimas of the Republic of Lithuania of 30 June 2010 (Annex 2);
 - 2.3. the Description of the Procedure for the External Evaluation and Accreditation of Study Programmes, approved by Order No. ISAK-1652 of the Minister of Education and Science of the Republic of Lithuania of 24 July 2009 (Official Gazette, 2009, No. 96-4083; 2011, No. 100-4702);
 - 2.4. the Description of the Procedure for the Registration of Objects in the Register of Study, Training and Qualification Programmes, approved by Order No. V-1913 of the Minister of Education and Science of the Republic of Lithuania of 29 October 2010;
 - 2.5. the General Requirements for Joint Study Programmes, approved by Order No. ISAK-2833 of the Minister of Education and Science of the Republic of Lithuania of 31 December 2009, as amended by Order No. V-1468 of the Minister of Education and Science of the Republic of Lithuania of 29 July 2011;
 - 2.6. the Methodology for the Preparation, External Evaluation and Accreditation of the Description of a Proposed Study Programme, approved by Order No. 1-01-157 of the Director of the Centre for Quality Assessment in Higher Education of 28 November 2011;
 - 2.7. the Provisions on Quality Assurance in the Lithuanian University of Health Sciences, approved by Resolution No. 17-01 of the Senate of the Lithuanian University of Health Sciences of 20 January 2012;
 - 2.8. the Description of the General Requirements for Degree-Awarding First-Cycle and Integrated Study Programmes, approved by Order No. V-501 of the Minister of Education and Science of the Republic of Lithuania of 9 April 2010;
 - 2.9. the Description of the General Requirements for master’s degree Study Programmes, approved by Order No. V-826 of the Minister of Education and Science of the Republic of Lithuania of 3 June 2010.

CHAPTER II

PROCEDURE FOR THE DEVELOPMENT AND APPROVAL OF NEW STUDY PROGRAMMES

3. The initiative to develop a new study programme (hereinafter referred to as the “Programme”) may be taken by the Rector or Vice-Rectors of the University, Deans of Faculties, Directors of Research Institutes, academic units of Faculties and Research Institutes, or groups of researchers.
4. The Programme shall be developed following an assessment of:
 - 4.1. the demand, at national or regional level, for the specialists to be trained under the Programme and the employment prospects of its graduates;
 - 4.2. the scientific and/or professional capacity available to deliver the Programme;
 - 4.3. the resources available or intended to be secured for the delivery of the proposed forms of study, including researchers and lecturers, suitably equipped teaching rooms and laboratories, computers with the required software, scientific and professional periodicals, up-to-date library resources, appropriate communications equipment and other necessary resources.
5. Having assessed the capacity of the University and the Faculty to deliver the new Programme, a Study Programme Committee shall be established by order of the Rector of the University, upon the recommendation of the Dean of the relevant Faculty and with the approval of the Vice-Rector for Academic Affairs, for the purpose of developing, further developing and implementing the Programme. The order shall also appoint the Chair of the Committee. The Committee shall comprise members of staff of University academic units intending to participate in the delivery of the Programme, a student representative delegated by the Student Representation, and members of the University administration. Where necessary, the composition of the Committee may be amended by order of the Rector.
6. The Study Programme Committee shall be accountable to the Dean of the Faculty and shall operate in accordance with the rules of procedure approved by the Faculty Council.
7. The Chair of the Study Programme Committee shall organise and chair its meetings. Other members of University staff and representatives of social stakeholders may also be invited to attend the meetings.
8. The Programme shall be developed in compliance with the requirements for study programmes established by the legislation of the Republic of Lithuania and with the provisions of other applicable legal acts.
9. The draft Study Programme shall be presented to the Rectorate for consideration and submitted to the Council of the Faculty in which the Programme is to be delivered. A Programme positively assessed by the Faculty Council shall be recommended for submission to the Senate of the University for approval.
10. The Senate shall consider the proposed Programme and adopt a resolution on its approval and submission to the Centre for Quality Assessment in Higher Education (hereinafter referred to as the “Centre”), together with a declaration confirming the compliance of the proposed Study Programme with the requirements applicable to study programmes.
11. Where the Senate does not approve the Study Programme, it may be returned for revision. A revised Programme shall be reconsidered in accordance with the prescribed procedure at all stages of its consideration and approval.

12. Following accreditation by the Centre and registration of the Programme in the Register of Study, Training and Qualification Programmes, the University may admit students to the Programme in accordance with the prescribed procedure.
13. The Study Programme Committee shall have direct responsibility for the further implementation of the Programme and the continuous monitoring of the quality of its delivery. A member of the teaching staff shall be designated as responsible for the Programme in each academic unit in which the Programme is to be delivered.

CHAPTER III

PROCEDURE FOR THE ENHANCEMENT OF AN EXISTING STUDY PROGRAMME

14. The enhancement of a study programme may involve a comprehensive revision of the Programme as a whole or its periodic review and updating.
15. Study programmes shall be reviewed and updated on an annual basis as part of the approval of the Study Plans for the forthcoming academic year. A study programme may also be updated at other times, where necessary.
16. A comprehensive revision of a study programme (hereinafter referred to as the “Programme”) means a revision involving a change to the Programme’s title, aim, objectives, intended learning outcomes in terms of competences, programme-level learning outcomes, or a substantial change to the structure of the Programme.
17. The revision of a Programme may be initiated by the Student Representation, a group of researchers, University academic or administrative units, the Study Programme Committee, the Faculty administration or the University administration.
18. Proposed amendments to the Programme shall be prepared by the Study Programme Committee in consultation with the academic units delivering the Programme, the Dean of the Faculty and the Vice-Rector for Academic Affairs.
19. The revised Programme shall be presented to the Rectorate, considered by the Council of the relevant Faculty, and submitted to the Senate of the University for approval.
20. The revised Study Programme shall apply to newly admitted students and shall be implemented from the beginning of the new academic year.

CHAPTER IV

PROCEDURE FOR THE REVISION OF COMPONENTS OF A STUDY PROGRAMME

21. The revision of a component of a study programme (hereinafter referred to as a “Component”), such as a subject, module, placement or other component, means a revision involving a change to the Component’s aim, objectives, intended learning outcomes or competences to be developed, or a substantial change to the teaching methods and assessment system.
22. Proposed amendments may be initiated by the Student Representation, a group of researchers, the University academic unit responsible for the Component, the Study Programme Committee, the Faculty administration or the University administration.
23. Proposed amendments to a Component shall be prepared and submitted by the academic unit delivering the Component, in consultation with the Study Programme Committee and the Dean, using the description template prescribed by the University.

24. The revised Component shall be approved by the Faculty Council and published in the University's information databases in accordance with the prescribed procedure.
25. Delivery of studies under the revised Component shall commence from the following academic year.

CHAPTER V

PROCEDURE FOR THE DEREGISTRATION OF A STUDY PROGRAMME

26. A study programme registered in the Register of Study, Training and Qualification Programmes (hereinafter referred to as the "Register") may, where necessary, be deregistered. The University shall submit a request for the Programme to be deregistered from the Register, stating the reason for deregistration, where:
 - 26.1. the Programme no longer meets the applicable requirements, including where the study programme has not been accredited by the accreditation body authorised by the Ministry of Education and Science or the Programme's accreditation period has expired;
 - 26.2. the Programme has not been delivered for three years;
 - 26.3. the Programme has been replaced by or merged with another study programme.
27. The initiative to discontinue a study programme may be taken by the Rector or Vice-Rectors of the University, the Dean of the Faculty or the Study Programme Committee.
28. Subject to the approval of the Dean of the Faculty and the Vice-Rector for Academic Affairs and following the submission of the relevant information to the Rectorate, the discontinuation of the Programme shall be considered by the Council of the Faculty responsible for administering the Programme to be discontinued.
29. Following approval by the Faculty Council, the matter shall be submitted to the Senate for consideration and adoption of a resolution on the discontinuation of the Programme.
30. The application for deregistration of the Programme shall be signed by the Rector of the University.
31. Where a study programme no longer meets the applicable requirements but there are students who have studied on the Programme and have not yet completed it, arrangements for the continuation of their studies shall be made in accordance with the procedure established by applicable legislation.
32. Where a study programme is replaced by or merged with another programme and there are students who have studied on the Programme and have not yet completed it, such students shall be transferred to the newly established study programme.

CHAPTER VI

FINAL PROVISIONS

33. A revised Study Programme shall be submitted for accreditation and registration in the Register of Study, Training and Qualification Programmes where the volume of subjects in the principal field of study has been changed by more than 20% in the case of bachelor's degree studies or by more than 30% in the case of master's degree studies, compared with the Programme already registered in the Register.