

APPROVED

by Resolution No. 181-04 of the Senate of
the Lithuanian University of Health Sciences
dated 20 June 2024

PROCEDURE FOR THE PREPARATION OF STUDY SUBJECT (MODULE) DESCRIPTIONS OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Procedure for the Preparation of Study Subject (Module) Descriptions of the Lithuanian University of Health Sciences (hereinafter referred to as the “Procedure”) governs the preparation, approval and amendment of Study Subject (Module) Descriptions for first-cycle, second-cycle and integrated study programmes and establishes the standard form of a Study Subject (Module) Description.
2. A Study Subject (Module) Description shall be prepared in LSMUSIS using the standard template set out in Chapter III of this Procedure.
3. The information contained in Study Subject (Module) Descriptions shall be used for the preparation of Study Plans and mark sheets, the preparation of Timetables, payroll calculations, external evaluation, certificates, credit transfer forms, Diploma Supplements, lecturer appraisal forms and other related purposes.
4. The **key terms** used in this Procedure shall have the following meanings:
 - 4.1. **Coordinating Lecturer** means a lecturer appointed by the academic unit responsible for the Study Subject (Module) who coordinates the development of the Study Subject (Module) concept, the preparation and approval of the Study Subject (Module) Description, its amendment within the prescribed deadlines, the activities of other lecturers teaching the Study Subject (Module), and the monitoring of student achievement and feedback. The Head of the academic unit shall determine whether this duty has not been performed or has been performed inadequately.
 - 4.2. **LSMUSIS** means the Study Information System of the Lithuanian University of Health Sciences.
 - 4.3. **Study Subject (Module) Description** means a document defining the aim of the Study Subject (Module), its intended learning outcomes, assessment strategy, study content and other mandatory components.
 - 4.4. **Study Subject** means the smallest component of the content of a study programme, having its own code and a defined aim, and designed to achieve learning outcomes and develop the generic and/or subject-specific competences required for the award of a qualification degree. Studies in a Study Subject shall be completed by means of an examination or another form of assessment of the student’s achievements, knowledge and skills.
 - 4.5. **Study Module** means a unit comprising a multiple of three credits and consisting of several interrelated Study Subjects (each having its own code), with a defined aim and designed to achieve learning outcomes and develop the generic and subject-specific competences required for the award of a qualification degree.

- 4.6. **The volume of a Study Subject (Module) or a component of a Study Module** shall be three credits or a multiple thereof. The duration of a Study Subject (Module) shall not exceed one academic year; that is, it must be delivered within the same year of study.

CHAPTER II

PROCEDURE FOR THE PREPARATION, APPROVAL AND AMENDMENT OF STUDY SUBJECT (MODULE) DESCRIPTIONS

5. **Study Subject (Module) Descriptions shall be prepared and approved** in accordance with the following procedure:
- 5.1. *The Coordinating Lecturer, together with the team of lecturers teaching the Study Subject (Module), shall prepare the Study Subject (Module) Description by **completing all fields of the relevant form in LSMUSIS in both Lithuanian and English.***
 - 5.2. *The Coordinating Lecturer shall **submit** the completed Study Subject (Module) Description to the *Chair of the Study Programme Committee* for **approval.***
 - 5.3. Following an assessment of the quality of the Study Subject (Module) Description, the *Chair of the Study Programme Committee, together with the Committee*, shall:
 - 5.3.1. **approve** the Study Subject (Module) Description and **submit** it to the *Council of the relevant Faculty* for approval;
 - 5.3.2. **return** the Study Subject (Module) Description to the Coordinating Lecturer for revision.
 - 5.4. *Following approval by the Faculty Council, the Study Subject (Module) shall be included in the Study Plan for the forthcoming academic year.*
6. **Study Subject (Module) Descriptions shall be amended** in accordance with the following procedure:
- 6.1. Where necessary, the *Coordinating Lecturer may amend the list of topics and the fields associated with those topics* in an approved Study Subject (Module) Description (except for the field specifying the responsible academic unit) **until the commencement of delivery of the Study Subject (Module).** Amendments to such components shall not require the Study Subject (Module) Description to be resubmitted to the *Chair of the Study Programme Committee* for approval.
 - 6.2. Where necessary, the *Coordinating Lecturer may amend the following components* of an approved Study Subject (Module) Description **at any time**: lecturers, literature and the *Coordinating Lecturer.*
 - 6.3. Once a Study Subject (Module) has been included in a Study Plan approved by the Senate, the *Coordinating Lecturer may not amend* the following components of its Study Subject (Module) Description: title; form of assessment; study programme; Study Subject (Module) code; cycle of study; year of study; type; number of credits; component of the Programme; mode of study delivery; duration of delivery; number of contact and independent study hours; summary; aim of the Study Subject (Module); competences developed through the Study Programme; Study Programme and Study Subject (Module) learning outcomes; Study Subject (Module) teaching methods; type of student achievement assessment; and assessment strategy.
 - 6.4. The *Study Programme Committee* shall review and amend annually the “Requirements for Students” field in the Study Subject (Module) Descriptions of the Study Programme’s

Subjects (Modules) before the Study Plans are submitted to the Council of the relevant Faculty.

- 6.5. Where the *Coordinating Lecturer* wishes to amend any of the components listed in Clause 6.3, a new Study Subject (Module) Description shall be prepared and submitted for approval in accordance with Clause 5 of this Procedure.
7. A Study Subject (Module) Description approved by the Study Programme Committee and the Faculty Council shall remain valid for a maximum period of five (5) years.
8. Where a Study Subject (Module) Description needs to be amended due to technical errors or inaccuracies, the Coordinating Lecturer shall contact the Study Centre.
9. The approval of elective Subjects and University-wide elective Subjects shall be carried out in accordance with the Procedure for the Selection of Elective Subjects approved by order of the Rector of the Lithuanian University of Health Sciences.

CHAPTER III

TEMPLATE FOR THE PREPARATION OF STUDY SUBJECT (MODULE) DESCRIPTIONS IN LSMUSIS

10. **Type.** The type of Study Subject (Module) shall be selected from the following options: *compulsory, compulsory alternative, Programme elective, University-wide elective, or final thesis.*
11. **Title.** The title of the Study Subject (Module) shall be entered without abbreviations, using lower case letters except for the initial letter, and shall not be followed by a full stop. In the English-language title, the initial letters of words shall be capitalised, except for prepositions and conjunctions (e.g. of, on, etc.). Care shall be taken when formulating Study Subject (Module) titles in Lithuanian and English, as these titles are reproduced in Diploma Supplements and academic transcripts.
12. **Code.** A unique combination of letters and numbers shall be generated automatically when a new Study Subject (Module) Description is created.
13. **Form of Assessment.** The form of assessment of learning outcomes shall be selected: examination or independently completed assignment (project).
14. **Programme Component.** The group to which the Study Subject (Module) belongs shall be specified: Subject (Module) in the field of study; Subject (Module) in another field of study; practical training in the field of study; final thesis (project); final thesis (project) and final examinations; or elective Study Subject (Module).
15. **Duration of Delivery.** The period over which the Subject (Module) is delivered to the entire year group or cohort shall be specified in semesters.
16. **Coordinating Lecturer.** The lecturer responsible for coordinating the Study Subject (Module) shall be specified.
17. **Language of Instruction.** The language(s) in which the Study Subject (Module) is delivered shall be specified: Lithuanian and/or English.
18. **Cycle of Study.** The cycle of study for which the Study Subject (Module) is delivered shall be specified: first-cycle, second-cycle or integrated studies.
19. **Study Programme.** The Study Programme in which the Subject (Module) is studied shall be specified.

20. **Academic Unit.** The academic unit responsible for coordinating the Study Subject (Module) shall be specified (institute, department or clinic).
21. **Year of Study.** The year of study in which the Subject (Module) is taken shall be specified.
22. **Mode of Study Delivery.** The mode of delivery of the Study Subject (Module) shall be selected: on-campus, distance or blended learning.
23. **Valid from... Valid until...** Each Study Subject (Module) Description shall take effect upon approval and shall remain valid for five (5) years. Where a Study Subject (Module) is not included in Study Plans, its Description shall be closed.
24. **Prerequisites.** Where applicable, the prerequisites for studying the Subject (Module) shall be defined annually by the Study Programme Committee in consultation with the academic unit responsible for coordinating the Study Subject (Module). From the list provided, the Study Subjects (Modules) which the student must have completed and passed shall be selected.
25. **Summary.** A concise description shall be provided of the aim of the Study Subject (Module), its learning outcomes, teaching methods, other relevant information. The Summary shall be prepared in both Lithuanian and English and shall not exceed 200 words.
26. **Aim of the Study Subject (Module).** The aim of the Study Subject (Module) shall be stated clearly and concisely and linked to the competences developed through the Study Programme, including generic and subject-specific competences. The aim shall not exceed 50 words.
27. **Learning Outcomes Table.**
 - 27.1. **Study Programme Learning Outcomes.** The relevant learning outcomes shall be selected from the list of Study Programme learning outcomes, specifying the knowledge to be acquired and the actions or activities the student will be able to perform upon completion of the Study Programme.
 - 27.2. **Study Subject (Module) Learning Outcomes.** The knowledge and understanding to be acquired and the actions or activities the student will be able to perform upon completion of the Study Subject (Module) shall be specified. The learning outcomes of a Study Subject (Module) shall address the same or a narrower subject area or describe a competence of the same or a lower level of complexity, than the Study Programme learning outcomes.
 - 27.3. **Study Subject (Module) Teaching and Learning Methods.** The teaching and learning methods used for the Study Subject (Module) shall be selected from the list provided.
 - 27.4. **Type of Student Achievement Assessment.** The applicable type of assessment shall be selected from the list provided: diagnostic, formative, summative or continuous assessment.
28. **ECTS (European Credit Transfer and Accumulation System) Credits.** The volume of the Study Subject (Module) expressed in credits, where one credit represents 26.67 hours of work by a student or learner, comprising contact hours and independent study hours. The number of credits shall be entered as a whole number, without decimal places.
29. **Total Student Workload in Hours.** Student workload comprises contact hours and independent study hours. These figures are generated automatically by the system once the type and duration of each activity have been entered.
30. **Distribution of Study Subject (Module) Credits.** The semester in which the Study Subject (Module) is delivered and the number of credits allocated to it in each semester shall be specified.

31. **Study Subject (Module) Content.** The following information shall be provided when developing the content of the Study Subject (Module):
- 31.1. *“Add Topic”*:
- 31.1.1. The **title of the topic** shall be specified in Lithuanian and English. Topics shall be numbered in the Study Subject (Module) Description to indicate the sequence in which they are taught and studied.
 - 31.1.2. The **topic group** shall be specified. Where a Study Subject (Module) comprises many different topics, they may, where appropriate, be organised into topic groups comprising topics that are related in terms of content.
 - 31.1.3. The **academic unit responsible for the topic of the Study Subject (Module)** shall be specified. The hours allocated to the specified academic unit shall be considered when calculating the payroll budget.
 - 31.1.4. **Description.** A concise description of the topic shall be provided in Lithuanian and English.
 - 31.1.5. **Form and Duration of Activity.** The form and duration of the activity shall be specified in hours.
 - 31.1.6. **Independent Study Task.** A concise description of the task shall be provided in Lithuanian and English.
 - 31.1.7. **Lecturers.** The lecturer(s) responsible for the topic shall be specified.
 - 31.1.8. **Literature.** The title and relevant page numbers shall be specified.
- 31.2. *“Add Learning Problem”*:
- 31.2.1. The title of the problem shall be specified in Lithuanian and English, together with a concise description of the problem, its objectives, the key issue addressed, clinical signs and the aim.
32. **Assessment Strategy.** A concise description shall be provided in Lithuanian and English. All assessments for the Study Subject (Module) shall be specified, including the following information:
- 32.1. Assessment methods (selected from the list provided);
 - 32.2. Weighting (expressed as a percentage);
 - 32.3. Assessment deadline (the date or period when the assessment is to take place);
 - 32.4. Assessment criteria (defined in qualitative or quantitative terms, specifying the marks allocated for each component);
 - 32.5. The assessment and grading methods to be applied where a student has missed part of the scheduled contact hours shall also be specified.
33. **Lecturers.** All lecturers teaching the Study Subject (Module) shall be specified.
34. **Literature.** A source shall be selected from the list provided, and its status shall be specified as either required or recommended.

CHAPTER IV FINAL PROVISIONS

35. This Procedure for the Preparation of Study Subject (Module) Descriptions shall enter into force upon its approval by resolution of the Senate.
36. This Procedure may be amended where the applicable legislation changes, or the concept of university studies is revised.