

REGULATIONS OF THE QUALITY AND STRATEGY MONITORING DEPARTMENT OF LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

I. GENERAL PROVISIONS

1. The Regulations of the Quality and Strategy Monitoring Department (hereinafter referred to as the “Department”) of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”) shall regulate the tasks, functions, rights and duties, subordination and organisation of the activities of the Department.
2. The Department shall be guided in its activities by the Constitution of the Republic of Lithuania, legal acts, laws of the European Union and the Republic of Lithuania, resolutions of the Government, the Statute of the University, orders of the Rector, other management and organisational documents of the University, and these Regulations.
3. The structure of the Department, the number of posts, the amount of wages and allowances, and bonuses shall be determined by the Rector.
4. The Department shall be directly subordinate to of the Rector of the University.
5. The Department shall use the intangible, non-current and current tangible assets of the University in accordance with the procedure laid down by the law.
6. The possibility of reorganisation or liquidation of the Department shall be considered by the Senate of the University on the proposal of the Rector, and the decision on reorganisation or liquidation shall be taken by the Council of the University.

II. TASKS AND FUNCTIONS OF THE DEPARTMENT

7. Tasks of the Department:
 - 7.1. To prepare and participate in the development, implementation and improvement of the University’s quality management system, initiate the introduction of new quality management methods, ensuring the integrity of the University’s quality management system.
 - 7.2. To organise and carry out the preparation and monitoring of the University’s strategic development guidelines and the plan for implementation thereof, timely identify any inconsistencies with the desired results and propose corrective and preventive actions.
 - 7.3. To organise and coordinate the preparation of the annual activity plans of the University’s units, monitor their implementation, identify any discrepancies with the results to be achieved in a timely manner and propose corrective and preventive actions.
 - 7.4. To carry out monitoring and analysis of the performance and/or efficiency and/or effectiveness of the University’s business processes, modelling, providing performance data to third stakeholders, analysing international and national ranking data, organising and analysing the general survey process of the University.
8. For the purposes of fulfilment of its tasks, the Department shall:
 - 8.1. Ensure the implementation of the strategic planning process at the University:
 - 8.1.1. Organise and monitor the preparation and implementation of the Strategic Development Guidelines of the University and the plan for the implementation thereof;
 - 8.1.2. Identify any inconsistencies with the Strategic Development Guidelines of the University and the plan for the implementation thereof in a timely manner, inform the Rector, the Chancellors, Vice-Rectors, the Director of Administration and Finance (according to the areas of activity), and propose corrective and preventive actions.
 - 8.2. Ensure the implementation of the annual planning process of the Units within the

- University:
- 8.2.1. Organise and coordinate the preparation of the annual activity plans of the University's units and monitor their implementation;
 - 8.2.2. Ensure the optimisation of the business processes of the University's departments;
 - 8.2.3. Ensure the involvement of all units of the University in the annual planning processes;
 - 8.2.4. Carry out regular analysis and monitoring of the performance indicators of the units of the University;
 - 8.2.5. When identifying potential areas of improvement or discrepancies in the efficiency and effectiveness of the units of the University, make recommendations on the necessary targeted changes to the Rector, the Chancellors, the Vice-Rectors, the Director of Administration and Finance (according to the area of activity);
 - 8.2.6. Ensure synergies between the annual activity plans of the units of the University and the Strategic Development Guidelines of the University and the plan for the implementation thereof;
 - 8.2.7. Ensure the development and application of the tools for planning and analytics in the University's activities;
 - 8.3. Coordinate the provision of the University's data to external bodies:
 - 8.3.1. Collect, process and transmit the necessary planning and performance indicator data to the Ministry of Education, Science and Sport, the Ministry of Finance, the Government Strategic Analysis Centre and other relevant institutions;
 - 8.3.2. Collect, process and transmit data to national and international rating agencies.
 - 8.4. Ensure the implementation of the quality management system of the University and the overall quality management processes of the University:
 - 8.4.1. Prepare and participate in the development, implementation and improvement of the quality management system of the University, initiate the introduction of new quality management methods at the University.
 - 8.4.2. Coordinate the analysis and modelling of the processes of the units of the University:
 - 8.4.2.1. initiate the process modelling of the business units of the University to achieve the process efficiency and functionality;
 - 8.4.2.2. ensure that all units of the University were involved in the process modelling activities;
 - 8.4.3. Coordinate the organisation of general university surveys:
 - 8.4.3.1. coordinate and prepare the annual plan of the planned general surveys of the University with the heads of units;
 - 8.4.3.2. coordinate the implementation of the surveys;
 - 8.4.3.3. advise on the design of surveys.
 - 8.5. Cooperate with international and regional organisations, ministries, agencies of the Republic of Lithuania, other private and public institutions within the competence of the Department;
 - 8.6. Cooperate and exchange information with other units of the University, prepare and submit necessary materials and reports on the activities of the Department to the management of the University;
 - 8.7. Participate in working groups and commissions within the remit of the Department;
 - 8.8. Prepare and/or participate in preparation of documents regulating the internal procedures of the University within the competence of the Department;
 - 8.9. Organise and maintain the records of the Department, ensure proper storage and transfer of documents to the archives of the University in accordance with the established procedure;
 - 8.10. Decide on other matters within the competence of the Department and perform the functions assigned to it.

III. STRUCTURE AND GOVERNANCE

9. The Department shall be headed by the Head of the Department, who shall be directly subordinate to the Rector of the University.
10. The Head of the Department shall direct the activities of the Department, act on behalf of the Department and be accountable:

- 10.1. for the organisation of the work of the Department, the performance of its tasks and functions, and the control process;
 - 10.2. for drawing up the annual work plans and activity reports of the Department;
 - 10.3. for compliance with the requirements of the occupational health and safety, fire safety, environmental protection and civil protection legislation of the Department, and for the enforcement and monitoring of internal working rules;
 - 10.4. for the control of the safekeeping and accounting of the physical assets and documentation of the Department.
11. The head of the Department has the right to:
 - 11.1. represent the University in the matters within the competence of the Department;
 - 11.2. mediate in the recruitment and dismissal of the employees of the Department;
 - 11.3. check the implementation of the Rector's orders, resolutions of other institutions and other documents regulating the internal activities of the University within the competence of the Department.
 - 11.4. propose to the Rector the imposition of penalties on employees for misconduct or breach of internal rules of procedure;
 - 11.5. propose to the Rector to reward the employees for good performance;
 - 11.6. put forward proposals or requests to the Rector for any changes to the structure of employees the Department and for the establishment of salary coefficients and bonuses, allowances;
 - 11.7. make proposals to the Rector, the Chancellors, the Vice-Rectors, the Director of Administration and Finance (according to their respective fields of activity) on how to improve the work of the Department and increase its efficiency.
 12. The Head of the Department and other employees of the Department shall be employed in accordance with the procedure laid down by law.
 13. In case of absence of the Head of the Department, he/she shall be substituted by another employee of the Department.
 14. The instructions of the Head of the Authority shall be binding on all employees of the Authority.
 15. The Head of the Authority is responsible for the staff of the Authority.
 16. The general and qualification requirements, duties, rights and responsibilities of the Head of the Department and the employees of the Department shall be laid down in the job description approved by the Rector.

IV. RIGHTS AND OBLIGATIONS

17. For the purposes of fulfilment of its tasks and exercise of its operational functions, the Department shall have the right to:
 - 17.1. receive from the information and documentation necessary for the performance of the tasks of the Department from the units of the University;
 - 17.2. formulate tasks related to the objectives and functions carried out by the Department for other units of the University, determine the time limits, form of submission, qualitative criteria for their performance, format and other information;
 - 17.3. participate in the working groups or commissions of the University, and in consultations on the activities of the Department;
 - 17.4. set up permanent and temporary commissions and working groups, and organise meetings to resolve problems;
 - 17.5. participate in seminars and training courses, and otherwise improve the skills of the employees of the Department;
 - 17.6. use the technical, transport and organisational means at the disposal of the University and the necessary working conditions for the activities of the Department;
 - 17.7. exercise other rights established by the laws and other legal acts of the Republic of Lithuania.
18. In fulfilment of the tasks and functions assigned to it, the Department shall:
 - 18.1. carry out the work assigned to it in a timely and high-quality manner;
 - 18.2. prepare and provide information to the University management, the Republic of Lithuania and other responsible institutions on all issues within the competence of the Department.

V. FINAL PROVISIONS

19. The Regulations of the Department may be amended or supplemented by a resolution of the Senate in the event of amendments to the laws of the Republic of Lithuania, other legal acts, and changes in the organisation of work at the University.