

APPROVED by resolution No 17-01 of the Senate of the Lithuanian University of Health Sciences of 20 January 2012

Regulations of the study quality assurance at the Lithuanian University of Health Sciences

I. General

1. The quality of studies is an integral part of the organization of studies, expression of lecturers qualifications in their subject taught, and their delivery, determining the delivery of the subject of studies/module, organisation of the subject of studies, and mutual relations between the teaching and the study process organization, the lecturer and the students.
2. Regulations of the study quality assurance (hereinafter referred to as the Regulations) are prepared in accordance with the main principles of the Quality assurance provisions of the European Higher Education Area and the following this legislation:
 - 2.1. Recommendation of the European Parliament and Council of 15 February 2006. “On further European cooperation in quality assurance in higher education“;
 - 2.2. Law on Science and Studies of the Republic of Lithuania adopted by order No XI-242 of 30 April 2009 (*Official Gazette*, 2009, No 54-2140);
 - 2.3. Statute of the Lithuanian University of Health Sciences (Annex 2 of resolution XI-973 of the Seimas of the Republic of Lithuania of 30 June 2010);
 - 2.4. Strategic Development Plan of the University;
 - 2.5. Regulation of the first and second cycle and integrated studies of the Lithuanian University of Health Sciences (resolution No 2-06 of the Senate of the LHSU of 29 October 2010);
 - 2.6. Medicine Residency Regulation of the Lithuanian University of Health Sciences (resolution No 5-06 of the Senate of the LHSU of 21 January 2011);
 - 2.7. Clinical Medical Practice Regulation of the Lithuanian University of Health Sciences (resolution No 8-08 of the Senate of the LHSU of 15 April 2011);
 - 2.8. Odontology Residency Regulation of the Lithuanian University of Health Sciences (resolution No 5-06 of the Senate of the LHSU of 21 January 2011);
 - 2.9. Veterinary Medicine Residency Regulation (resolution No 13-01 of the Senate of the LHSU of 30 September 2011);
 - 2.10. Procedure for the organisation of certification and shortlisting for filling vacancies of lecturers and researchers at the Lithuanian University of Health Sciences (resolution No 4-3 of the Senate of the LHSU of 23 December 2010);
 - 2.11. Procedure for educational competence assurance of lecturers of the Lithuanian University of Health Sciences (resolution No 5-07 of the Senate of the Lithuanian University of Health Sciences of 21 January 2011).
3. These regulations govern the internal education quality assurance procedures, methods and tools in the Lithuanian University of Health Sciences (hereinafter referred to as the LUHS, or the University), based on the European higher education quality assurance provisions and the basic principles.
4. The study quality assurance is ensured in the University in accordance with the following provisions:
 - 4.1. implementation of the quality assurance policy;
 - 4.2. approval of degree programmes and qualifications awarded, monitoring and performing periodic internal and external evaluation;

- 4.3. assessment of student learning outcomes conducted in accordance with the established criteria and procedures;
- 4.4. assurance of lecturer competence and teaching quality;
- 4.5. learning resources and student support are regularly monitored, evaluated and improved;
- 4.6. information collection system about studies is ensured (study programmes, courses, learning outcomes, lecturer competence, results of study quality assessment, student opinions of the studies);
- 4.7. assurance of public notification.

II. Activities of study quality assurance

5. The policy of study quality assurance is developed by the University Senate, in accordance with the Statute of the LUHS. The study quality assurance is implemented through the following validated and public activities:

5.1. The policy of study quality assurance is implemented:

- in accordance with the Statute of the University, the University Strategic Development Plan and other documents governing the studies approved by the LUHS Senate, where the preparation and discussions involve all members of the academic community, the entirety of those documents creates the medium in which the quality, and the importance of quality assurance to the operation of the school are highly regarded;
- the study quality assurance is coordinated, within their competencies, by the Commission for monitoring and study quality assurance, faculty deans, centre of studies, postgraduate studies centre, centre of international relations and studies, and the rectorate;
- all departments involved in the process of studies are responsible for the study quality assurance;
- the Commission for monitoring and study quality assurance of the University coordinates the quality monitoring, evaluation and improvement of studies.

5.2. Approval of degree programmes and awarded qualifications, monitoring and periodic internal and external evaluation:

- taking care of the structure and content of the curriculum, ongoing periodic programme evaluation, in accordance with the evaluation requirements for external study programmes established in the legislation of the Republic of Lithuania, and the approval procedures enacted in the “Regulation of the first and second cycle and integrated studies”, “Medical Residency Regulation of the LUHS”, “Odontology Residency Regulation of the LUHS”, “Veterinary Medicine Residency Regulation of the LUHS”, “Procedure for development, improvement and management of study programmes” approved by the Senate. Study programmes are reviewed and updated annually while approving the study plans for the next year. Changes to the study programmes are discussed by the University faculty councils, the rectorate and the Senate of the LUHS;
- improvement and announcement of clear learning how outcomes, using the database of electronic subject descriptions of the LUHS study information system (SIS), the completion of which is regulated “Regulation of the first and second cycle and integrated studies” approved by the Senate;
- regular feedback to the students, faculty, employers, labour market representatives and other relevant organisations according to the “Opinion poll procedure of students, lecturers and social partners (employers)” approved by the Senate.

5.3. Academic results of students are assessed in accordance with the documents approved by the Senate – the “Regulation of the first and second cycle and integrated studies”, the “Medical Residency Regulation of the LUHS”, the “Odontology Residency Regulation of the LUHS”, and the “Veterinary Medicine Residency Regulation of the LUHS”:

- The student learning outcomes are monitored in the University continuously, discussed in the departments, faculty councils, and the rectorate;
- Assessment results of studies are collected in the electronic sheets used in the LUHS study information system (SIS) the preparation and completion of which is governed by the “Regulation of the first and second cycle and integrated studies”, the “Medical Residency Regulation of the LUHS”, the “Odontology Residency Regulation of the LUHS”, and the “Veterinary Medicine Residency Regulation” approved by the Senate.

5.4. Teaching excellence and teaching quality is ensured by applying the unity of the principles of science, research and health care, lecturer certification, upgrade of lecturer qualifications and professional development of educational excellence, and the assessment of students:

- lecturers’ expertise is specified in the “Procedure for the organisation of certification and shortlisting for filling vacancies of lecturers and researchers of the Lithuanian University of Health Sciences” approved by the Senate, which governs the acceptance of lecturers to the relevant positions;
- assurance and improvement of educational competence of lecturers is performed in accordance with the “Procedure for educational competence assurance of LUHS lecturers” approved by the University Senate.

5.5. Resources of studies and support for students:

- resources are planned by the divisions taking part in the studies, with regard to the study programmes, the University's strategic development plan, and the financial capacity of the University;
- sufficiency assessment of resources necessary for studies is performed in accordance with the institutional assessment criteria and the results of division surveys and self-assessment;
- support to students is managed in accordance with the “Regulations on the promotion and support of the students of the first cycle, second cycle and integrated programmes of study of the LUHS “ approved by the Senate.

5.6. Information collection system about the studies (study programmes, courses, learning outcomes, lecturer competence, results of study quality assessment, student opinions of the studies). The University collects, analyses and uses the information to effectively manage the quality of studies, using the electronic learning information system (SIS), and developing the intranet:

- indicators of academic achievements and results of students are collected and analysed by the aid of the SIS electronic forms;
- The Career Centre provides information to students about career opportunities and analyses the employability indicators of graduates;
- collects and analyses the opinion of students, graduates, social partners about the study programmes at the University, and their quality, regulated in the “Opinion poll procedure of students, lecturers and social partners (employers)”;
- the quality of learning and teaching is analysed using the SIS global electronic student survey, regulated in the “Opinion poll procedure of students, lecturers and social partners (employers)”;
- data about students is collected in the electronic student database;
- using the University internet, the information about the organisation of studies (plans, schedules), and occupancy of premises necessary for studies is made generally available;
- the University intranet is being developed to ensure the access to learning resources for all students;
- key performance indicators are published on the University’s internet.

5.7. Publicity of information is ensured:

- the latest accurate and unbiased quantitative and qualitative information about the programmes of studies and qualifications is regularly published in the University's press, and online;
 - admission information is provided;
 - information about the assurance and improvement of the quality of studies is published and regularly updated;
 - terms for external evaluation and accreditation of the programmes of studies of the University, and the results of external institutional and study assessment of the University are made available on the internet.
6. Students are involved in the activities of the quality of studies including the representatives of the Student representative office to the Commission for monitoring and study quality assurance and other activities of study quality assurance, providing suggestions for improvement and implementation of activities of study quality assurance.
 7. The internal audit service monitors and evaluates the learning process and the implementation and efficiency of the use of resources.

III. Commission for monitoring and study quality assurance

8. The monitoring, assessment, and performance of the quality of studies is coordinated by the Commission for monitoring and assurance of the quality of studies of the LUHS (hereinafter referred to as the Commission):
 - 8.1. The Commission is drawn up for one year, and its members are constantly rotated;
 - 8.2. The Commission begins its work on June 1 of the academic year, and ends on May 31 of the next academic year;
 - 8.3. The Commission consists of the following members: vice-rector for studies, manager of the study centre, employee of the study centre appointed by the manager (Commission secretary), one representative delegated by each of the University's faculties, Postgraduate Studies centre, deans of the International relations and study centre, Career Centre manager, three student representatives delegated by the Student Representative Office, and the executive secretary of the Commission appointed by the Rector;
 - 8.4. The chairman of the Commission is a vice-rector of studies, and can be substituted by the manager, the executive secretary of the study centre, or any other member of the Commission appointed by its chairman.
9. Functions of the Commission:
 - 9.1. to determine the quality monitoring and evaluation form of the process of studies;
 - 9.2. to organise the preparation of the evaluation forms for the assessment of the study process quality, the means used for them and questionnaires to assess the quality of the process of studies;
 - 9.3. to coordinate the progress of the assessment of the study process quality in faculties, and select the elements to evaluate;
 - 9.4. to evaluate the quality monitoring results of the process of studies;
 - 9.5. in evaluating the results, if necessary, it may invite the managers and lecturers of divisions responsible for the subjects of studies, discuss the results and provide for potential ways to address the shortcomings;
 - 9.6. with regard to the assessment results of the study process quality, to provide recommendations on the improvement and changes to the programmes of studies and teaching quality;
 - 9.7. if necessary, to provide commendations to the commission for employment of faculty lecturers and the attestation commission of the Senate;
 - 9.8. The University on its website, on the intranet and in other means publishes the

information about the monitoring, evaluation and improvement of the quality of studies, also the information necessary to inform the public about studies;

9.9. To decides on the time and form of the announcement of the quality assessment results of the process of studies.

IV. Final provisions

10. The Senate makes a decision on amendments to the Regulations of the study quality assurance.