

Regulation of Evaluation of Students' Achievements

I. General Provisions

1.1. The Regulation determines the principles of organization of evaluation of the students' achievements, implementation procedure and management of evaluation quality during the studies.

1.2. The Regulation's provisions are applicable for the study programs of all the cycles and forms conducted at the University.

1.3. When the evaluation of the students' achievements is provided, organized and implemented, the following principles shall be applied:

1.3.1. substantiality (the evaluation is related to the intended study results of the study program (subject, module or cycle);

1.3.2. reliability (the received evaluation information and evaluation results have to be impartial and should not depend on the changed evaluator);

1.3.3. clearness (the evaluation system has to be informative and easy to understand for evaluators and the evaluated persons);

1.3.4. usefulness (the done evaluation has to help the evaluated persons to endeavor at the objectives of the study program and intended study results);

1.3.5. impartiality (the used evaluation methods have to be equally suitable for all the evaluated persons);

1.3.6. publicity (the evaluation is based on public criteria, while the results of some particular evaluation and their explanation shall be available to all the evaluated persons).

1.4. The Regulation was prepared on the basis of the following legal acts:

- Law of Science and Studies of the Republic of Lithuania, April 30, 2009, No. XI-242;
- Order of the Director of the Center for Quality Evaluation in Higher Education "Regarding Approval of Evaluation Methodology of the implemented Study Programs", December 20, 2010, No. 1-01-162;
- Order of the Minister of Education and Science of the Republic of Lithuania "Regarding Approval of Evaluation System of the Study Results", July 24, 2008, No. ISAK-2194;
- Recommendations of the Ministry of Education and Science of the Republic of Lithuania, how to Improve Evaluation of Study Results (prepared by the work group formed by the Order No. ISAK-16 of the Minister of Education and Science of the Republic of Lithuania of January 05, 2009);
- Statute of the Lithuanian University of Health Sciences, Annex 2 to the Decree No. XI-973 of the Seimas (Parliament) of the Republic of Lithuania of June 30, 2010.

1.5. The procedure of the graduation work and/or final exams of the study program may be determined by separate documents, which are prepared by the department responsible for the study program or the committee of the study program. In such a case the procedures cannot contradict the legal acts specified in the clause 4.4, while the provisions of this Regulation shall be applied in such extent as they are not changed by the provisions of the aforementioned procedures.

1.6. Terms used in the Regulation:

Department responsible for the subject (module) – the department that prepares and implements

the program of the subject (module, cycle) or the department that supervises (coordinates) the subject (module, cycle), provided more than one department participates in the studies of certain subject (module, cycle).

Dean – Faculty’s dean, dean of postgraduate studies center, or manager of the scientific center.

Diagnostic evaluation – the type of evaluation used to evaluate the primary level of the student’s knowledge and skills or his/her preparation for certain stage of studies.

Formative evaluation – the type of evaluation used to evaluate critically and to correct the course of learning.

Cumulative evaluation (syn. generalized evaluation) – the type of evaluation used to sum up and to generalize the results of the students.

Committee of the study program – the committee responsible for preparation, renewal and management of the study program, which acts according to the regulations of the committees of the study programs. In case of the residency programs the residency commission performs the functions attributed to the committee of the study program hereby.

Regulation of the studies – the document that defines the procedure of studies: Regulation of the studies of the first and second cycle and integrated studies at the Lithuanian University of Health Sciences, Regulation of Medicine Residency of the Lithuanian University of Health Sciences, Regulation of Odontology Residency of the Lithuanian University of Health Sciences, Regulation of Veterinary Medicine Residency of the Lithuanian University of Health Sciences, Regulation of Graduate Studies of the Lithuanian University of Health Sciences.

The evaluated persons – the students, who gain right to take part in the evaluation according to the procedure specified in the regulation of the studies, study program or other legal acts.

System of evaluation by a cumulative grade – methodology of evaluation when an evaluation grade in an examination or a credit test consists of a cumulative share, i.e. grades received in the course of studies plus a grade received at the final testing.

Evaluation observers – the representatives of the university’s or faculty’s administration or the representatives of the students appointed by the Student Agency, who observe the course and procedures of evaluation.

Evaluation content – the knowledge, skills, capabilities or professional behavior acquired while studying the subject (module, cycle) and tested during evaluation.

Evaluation task – the particular task presented to the student and corresponding to the evaluation content provided in the program of the subject (module, cycle) (question, situation, demonstration of practical skills, etc.)

Evaluators – the lecturers, who have a right to evaluate the students according to the regulation of studies.

II. Evaluation Types and Methods

2.1. The diagnostic, formative and cumulative evaluations of students’ achievements are applied at the University.

2.1.1. The diagnostic evaluation is applied in order:

- to check the minimal obligatory preparation of the students for classes; if the positive results of such testing serve as precondition for student to take part in the class, the students have to be introduced to the testing procedure and other procedures of studies of subject (module, cycle) in the beginning of the studies of subject (module, cycle);
- to determine the primary level of the students’ knowledge and/or capacities for further

evaluation of the study process;

- to help the lecturers to select the methods of studies and/or to apply the content of studies through formation of the conditions for the students to achieve the intended study results of the subject (module, cycle) more effectively.

2.1.2. The formative evaluation is applied in the course of the subject (module, cycle) in order to evaluate critically and to correct the learning of students. In case of the parts of study programs (or study programs), where practical and social skills are important (solution of problems in problem-based learning, practices, residency programs, etc.), in order to evaluate general competences, the formative evaluation is done using the feedback method of many sources (evaluation by lecturer-group-self-evaluation, evaluation by 360 degrees, and other methodologies).

2.1.3. The cumulative evaluation is used to evaluate the students' achievements while studying certain subject (module, cycle). The cumulative grade is a part of cumulative evaluation.

2.2. The lecturers, who prepare the program of certain subject (module, cycle), determine the evaluation methods of the students' achievements. The prepared evaluation strategy of the subject (module, cycle) is approved by the committee of study program. The evaluation strategy contained in the description of the subject (module, cycle) has to provide the:

- forms.
- terms,
- criteria of each evaluation, and
- its percentage in total grade (if applicable).

2.3. The evaluation methods of the students' achievements have to correspond to the intended study results defined in the program of certain subject (module, cycle), and to be in harmony with the content and methods of the studies of subject (module, cycle).

2.4. When the cumulative evaluation is applied, its components are used to evaluate certain study results provided in the program of the subject (module, cycle); different components of the cumulative grade have to evaluate different study results;

2.5. The evaluation strategy of the subject (module, cycle) is announced publicly in the description of the studied subject (module, cycle) before starting the studies of certain subject (module, cycle).

2.6. The department teaching certain subject (module, cycle) must prepare, make public and introduce the students to the evaluation criteria before the studies.

2.7. The Center of educational competence of lecturers provides methodological help to the lecturers while selecting the evaluation methods.

III. Evaluation Content

3.1. The evaluation content of the studied subject (module, cycle) is determined by the department preparing the study program of that subject (module, cycle). If more than one department implements the studied subject (module, cycle), each participating department has to prepare the evaluation content of the part of the subject (module, cycle) that it is in charge of, and the department responsible for the subject (module, cycle) shall make the general evaluation of the subject (module, cycle).

3.2. The evaluation content has to be in harmony with the intended study results of the subject (module, cycle) and it has to correspond to the study content of that subject (module, cycle).

3.3. The evaluation content is approved following the offering of the department responsible for the subject (module, cycle) by changing the description of the subject (module, cycle) according to the procedure of creation, improvement and management of LSMU study programs.

3.4. The changes of evaluation content are impossible when the students of certain year start the studies of the subject (module, cycle). If the changes are done during the school year, they shall be approved and come into effect for the next school year.

3.5. The teaching lecturers shall select particular evaluation tasks, which correspond to the evaluation content, following the procedure determined by the department responsible for the subject (module, cycle).

3.5.1. The evaluation tasks cannot be known by the evaluated persons before the evaluation of students' achievements. The lecturers, who prepare the evaluation tasks and conduct evaluation, shall be responsible for confidentiality of the evaluation tasks;

3.5.2. In order to introduce the students to the evaluation procedure and create conditions for self-checking before the evaluation of achievements, the similar tasks, not included into the evaluation may be presented.

IV. Evaluation Terms and Schedules

4.1. The terms and volumes of diagnostic and formative evaluation shall be determined by the department that implements the studies of one subject (module, cycle) and it shall inform the students hereof in the beginning of the subject (module, cycle).

4.2. The dates of intermediate summary evaluation shall be determined in the detailed schedules of the studies of subject (module, cycle) and published before the beginning of certain subject (module, cycle).

4.3. The dates of final evaluation of the subjects (modules, cycles) shall be determined and published in general schedule of studies.

4.4. In presence of objective reasons, which do not allow conducting evaluation at the set time, the new date of evaluation shall be determined with regard to the schedules of studies of other subjects (modules, cycles) and requirements of the regulation of studies regarding terms of preparation for evaluation; the changes shall be published in certain schedules of studies at least 5 work days in advance.

4.5. The students have to participate in the evaluation procedures at the time set for certain group(s) of students in the schedule. The student may participate at other time only:

4.5.1. if s/he studies according to the individual schedule approved following the procedure specified in the regulation of studies;

4.5.2. if the student has justified reasons and has agreed about individual evaluation time in written in advance with the department responsible for evaluation, provided the dean's permit has been received;

4.5.3. if the student cannot participate in the evaluation procedures on the set time because of unforeseen reasonable circumstances. In such a case the student has to inform the evaluation department about the absence circumstances not later than the evaluation is recorded in the register following the procedure specified in the regulation of studies, and the student has to submit the documents confirming the reasons of absence. Then the evaluation time is agreed with the student. It has to be after the period when the circumstances, due to which the student could not participate in the evaluation, had disappeared, and it has to be verified by the decision of the dean or his/her authorized person.

4.6. If the student does not participate in the evaluation in absence of the circumstances listed in the clause 4.5 herein, it is considered that the student has received negative, the minimal possible grade; the negative grades are recorded in the register and study information system.

4.7. The repeated cumulative evaluation (in case of negative results of evaluation or absence in evaluation without any reasonable circumstance) shall be held during the semester's period meant to liquidate the debts. If the debt is not liquidated until the end of the semester, the academic debts shall be liquidated as defined in the regulation of studies.

V. Procedure of Cumulative Evaluation

5.1. The examination procedure defined in this section shall be applied in full extent. The provisions of this section shall be applied to other procedures of cumulative evaluation as much as it is appropriate according to the nature of the procedure; the provisions of the clause 5.4 shall be applicable to all the procedures of cumulative evaluation.

5.2. Organization of cumulative evaluation:

5.2.1. The evaluation shall be conducted in the place(s) selected and announced in advance.

5.2.2. The evaluation premises must suit the performance of evaluation tasks and be of sufficient size to accommodate the intended number of the evaluated students.

5.2.3. The observation and video recording equipment may be installed in the evaluation premises; in such a case the protection of personal data according to the laws has to be secured and the premises have to be marked by certain informative signs or announcements.

5.2.4. The students are provided with codes for written tasks (the works are encoded) so that the persons, who evaluate written work, would not be able to identify the person, who has written the work. The personal identity is related to the work (the work is decoded) only after the work's evaluation has been completed.

5.2.5. The department(s) responsible for evaluation shall organize the supervision of evaluation. The persons supervising evaluation must put sufficient attempts to control the observation of examination order and they must not hinder the evaluated persons to perform the tasks without having solid reasons.

5.3. Course of cumulative evaluation:

5.3.1. The students, who have completed certain part of the study program and who have a right to participate in the evaluation, take part in the evaluation. If the students do not acquire the right to participate in evaluation because of part of the study program not implemented on time, the dean shall decide individually regarding implementation of the lacking part of the study program and participation in the evaluation following the offering of the department responsible for the subject (module, cycle).

5.3.2. To register for the evaluation, the participants are identified by the student's card or other personal identity document with photo.

5.3.3. During the evaluation the participants may use information sources and tools, which have been publicly indicated before the evaluation. No other tools or equipment is allowed during the evaluation and the attempt to use it is regarded as academic cheating. Such attempt is also considered to be holding of aforementioned tools during the evaluation.

5.3.4. Unless otherwise directly specified, the evaluation tasks shall be done individually and independently.

5.3.5. The persons appointed by the university's, faculty's administration or delegated by the student agency may participate in the evaluation and observe its course and procedures. The same person cannot be the evaluation observer, evaluator or evaluated person at the same time.

5.3.6. Additional rules may be set for the evaluation; in such a case they may be published

before the evaluation so that the students could get familiar with them beforehand.

5.4. Violations of the order of cumulative evaluation:

5.4.1. The present evaluators and/or other staff of the department(s) organizing the evaluation shall secure the order during evaluation. The participating observers shall provide assistance.

5.4.2. If the evaluator or observer participating in the evaluation suspects that the student uses or has non-permitted sources or tools, the student has to help to diminish suspicions. The student's disagreement to cooperate shall be regarded as evidence of his/her cheating and violation of the evaluation order.

5.4.3. The evaluated persons, who violate the evaluation order, lose their right to continue participating in the evaluation, and the tasks they have done shall not be evaluated.

5.4.4. The department that has organized the evaluation shall notify the dean about the violation by official letter indicating the evaluation circumstances, person and character of violation. If the evaluated persons use, tried to use, or had the non-permitted tools (or sources), these tools (or sources) shall be taken, if possible, and submitted to the dean together with the information on violation about the evaluation order.

5.4.5. The dean shall form the commission to evaluate the character of violation and extent of possible cheating behavior. The commission shall analyze the circumstances, listen to the explanations of the evaluators, observers and the evaluated persons, who had participated (if necessary), and present the suggestion about disciplinary sanctions, which would satisfy the provisions of the Statute and the Regulation of the studies.

5.5. The department organizing the evaluation of works must guarantee the reliability of evaluation by appointing the sufficient number of the competent evaluators.

5.6. Announcement of results:

5.6.1. The results of cumulative evaluations shall be announced in electronic study information system within the terms specified in the Regulation of the studies.

5.6.2. When the evaluation results are announced, the students are entitled to get familiar with the detailed evaluation of their work and receive explanations about the defects of works or made mistakes.

5.6.3. The organization and terms of results' announcement and explanation of the students' evaluation must provide possibilities to the students to use the right of appeal regarding evaluation (see section VI).

VI. Appeals

6.1. If the student disagrees with the evaluation of his/her achievements, its explanation or evaluation procedures in the department that has conducted evaluation, the student has a right to appeal.

6.2. Terms for appeal:

6.2.1. The appeal regarding the results of credit test (or other intermediate evaluation) shall be submitted to the dean in 1 work day after the announcement of results.

6.2.2. The appeal regarding the results of exam shall be submitted to the dean in 2 work days after the announcement of results.

6.2.3. The appeal regarding the evaluation (credit test, exam, etc.) procedures shall be submitted to the dean in 1 work day after the evaluation.

6.2.4. The appeal regarding the evaluation results and procedures of final exam or

graduation work shall be submitted to the Rector in one work day after the announcement of results.

6.3. The appeals must be made in written and contain the parts and procedures of evaluation, with which the student disagrees, as well as motives for such disagreement.

6.4. The dean (in the cases indicated in the clauses 6.2.1, 6.2.2, 6.2.3) or the Rector (in the cases indicated in the clause 6.2.4) shall pass an order to form the commission of appeals not later than in 3 work days, and the terms for examination of appeals shall be determined.

6.4.1. The commission of appeals meant to examine the evaluation results of the study results (exam, intermediate test, individual work) (clauses 6.2.1, 6.2.2) or procedures (clause 6.2.3) shall consist of the representatives delegated by the Student Agency, representatives of administration and/or lecturers. The person, with regard to whose evaluations the appeal has been submitted, cannot be the member of the commission.

6.4.2. The commission of appeals meant to examine the results or procedures of final exam shall consist of the representatives delegated by the Student Agency and representatives of administration, unless provided otherwise in the regulations of final exam of certain program.

6.4.3. The commission of appeals shall act according to the Law of Science and Studies, Regulation of the studies, this Regulation and other documents.

6.5. Examination of appeals:

6.5.1. First of all, the commission of appeals solves the substantiality of the appeal. If it is recognized as unsubstantiated, the examination of the appeal is discontinued and the previous evaluation stays valid.

6.5.2. The commission of appeals shall listen to the opinions of the evaluating lecturer and the student, who has submitted the appeal.

6.5.3. When the appeals of the written evaluation results submitted according to the clauses 6.2.1-6.2.2 are examined, the commission of appeals examines only the written work. If the appellant appeals the grade received during oral evaluation, the conditions shall be created for him/her to answer to the questions from the entire part of the evaluated program in front of the commission. If the appellant was answering orally and the list of his/her preparation is available, when the commission of appeals re-evaluates the student, it shall take into account that list.

6.6. The commission of appeals may make the following decisions:

6.6.1. not to satisfy the appeal and to leave the previous evaluation;

6.6.2. to satisfy the appeal and to change the evaluation (when the appeals submitted according to the clauses 6.2.1-6.2.2 are examined);

6.6.3. to satisfy the appeal and to permit re-evaluation, without considering the period until the new evaluation as the period of debts, and without including the appealed evaluation into the total number of evaluations (when the appeals submitted according to the clause 6.2.3 are examined);

6.6.4. to satisfy the appeal and to permit re-taking the final exam or re-defending the graduation work (when the appeals submitted according to the clause 6.2.4 are examined).

6.7. The decision of the commission of appeals shall be presented to the appealing person in two work days after the decision has been made.

VII. Evaluation Ethics

7.1. The general principles of academic ethics and academic honesty shall be observed during the

evaluation process of the students' achievements.

7.2. During the formative evaluation and while providing feedback to the students during the cumulative evaluation, the evaluators shall follow the principle of maximal benefit to the student's studying process. The evaluations of personal character, humiliating personal dignity or violating general ethical principles are not permitted.

7.3. When the students' achievements are evaluated during the cumulative evaluation, the evaluators shall follow the principle of maximal impartiality and privacy (confidentiality) of the evaluation results, unless other legal acts provide special provisions of the results' announcement.

7.4. The students, who participate in the evaluation of any form, shall do the evaluated work following the principles of academic honesty (individual work, non-plagiarizing, correct quotation of authors, etc.).

7.5. No methods of influencing the evaluators are allowed during the evaluation process (presents and other rewards, pressure, etc.).

7.6. The notices about violations of evaluation ethics shall be submitted to the dean. The notices may be submitted by the evaluated persons, evaluators, evaluation observers or other members of academic community.

7.7. In order to examine the violations of evaluation ethics, the dean shall form the commission from the representatives of the administration and Student Agency. When the commission hears the opinion of the interested parties, it suggests the following solutions:

7.7.1. to recognize that no violation of ethics has been committed;

7.7.2. to determine the commitment of ethical violation and to inform the commission of admission and certification of lecturers and scientific employees of certain faculty;

7.7.3. to determine the commitment of ethical violation and to submit suggestion to the dean to annul the evaluation results and/or to apply the disciplinary sanctions.

7.8. The determined violations of evaluation ethics shall be announced publicly.

VIII. Management of Evaluation Quality

8.1. The evaluation process of the students' achievements shall be coordinated and the quality control shall be implemented by the following departments within their competence:

8.1.1. The departments conducting the studies of the subjects (modules, cycles):

- shall prepare, review (at least once a year) and improve the study program of the subject (module, cycle), provide the evaluation strategy and content, and submit it for approval of the committee of the study program;
- shall analyze regularly the results of evaluation procedures of students, prepare and implement the improvement means of the evaluation procedures, if necessary.

8.1.2. The committee of the study program:

- shall approve the programs of the subjects (modules, cycles), evaluation strategies and content of the subjects (modules, cycles);
- shall review the course of study program and evaluation results of students' achievements at least once in a year, and initiate the improvement of the programs of subjects (modules, cycles), if necessary.

8.1.3. The administration of the faculty (Center of Postgraduate Studies in case of residency studies):

- shall analyze the evaluation results of the students and present them for consideration in the faculty's board, Rector's office;
- shall participate in the selected evaluation procedures or appoint evaluation observers,

shall submit recommendations or instructions regarding improvement of evaluation quality to the departments organizing evaluation;

- shall examine the violations of evaluation procedures, students' appeals and shall initiate the improvement of study program or procedure, if necessary.

8.1.4. The Center of Studies:

- shall determine the preparation procedure and publication terms of the descriptions of the subjects (modules, cycles) and study program;
- shall determine the preparation and announcement procedure of the study schedules, shall form general schedules and coordinate the announcement of the detailed schedules of studies.

8.1.5. The commission of assurance and observation of studies' quality:

- shall determine the observation and evaluation forms of the quality of study process (including evaluation of the students' achievements), and shall coordinate the course of evaluation of study process in the faculties;
- shall evaluate the observation results of studies' quality and announce them publicly;
- shall submit suggestions, how to improve the quality of study process.

8.1.6. The center of educational competence of lecturers:

- shall organize improvement courses of educational competence of lecturers;
- shall consult the lecturers regarding selection and application of evaluation methods of students' achievements.

8.1.7. The Student Agency:

- shall research evaluation quality of students' achievements by own initiative or following the students' inquiry (shall appoint observers to the evaluation procedures or organize the researches of opinion);
- shall submit suggestions regarding improvement of study content, process or evaluation procedures to the university's institutions.

8.1.8. The Center of Information Technologies

- shall administer the database of description of subjects (modules, cycles);
- shall secure technical means for public and expeditious announcement of information to the academic community.

IX. Final Provisions

9.1. The Regulation of Evaluation of Students' Achievements comes into effect on August 01, 2013.