

APPROVED by
Resolution No.
of the Senate of
Vilnius Gediminas Technical
University of May 2020

DESCRIPTION OF INTERNAL STUDY QUALITY ASSURANCE OF VILNIUS GEDIMINAS TECHNICAL UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. Description of Internal Study Quality Assurance of Vilnius Gediminas Technical University (hereinafter referred to as the Description) shall establish measures of internal study quality assurance, scope of application, principles for the involvement of academic community of Vilnius Gediminas Technical University (hereinafter referred to as the University) into the process of study quality assurance, define processes for maintaining, monitoring and assessing the quality of studies at the University.

2. The Description shall be an integral part of the University's quality management. It has been developed taking into account the Statute of the University, Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), documents regulating higher education in Lithuania and the internal legal acts of the University.

3. Internal Quality Assurance System shall ensure the quality of studies while implementing the University's mission and seeking to achieve the goals set out in the Statute.

CHAPTER II MAIN PRINCIPLES FOR THE ASSURANCE AND MANAGEMENT OF STUDY QUALITY

4. Internal Study Quality Assurance is an integral part of the University's quality management system and it includes all processes of the University's activity. The Quality Management System has been described in the Guide of the Quality Management System (hereinafter referred to as the QMS), including QMS procedures and describing interactions between the processes of the University's activity.

5. The quality of the studies at the University shall be assured and improved by:

5.1. Carrying out external quality assessment at the Centre for Quality Assessment in Higher Education or any other international quality assurance agency included in the European Quality Assurance Register for Higher Education and publicly announcing the results of the external study quality assessment.

5.2. Performing internal study quality assessment.

5.3. Regularly updating study programmes based on the conclusions of self-assessment and external evaluation.

5.4. Collecting feedback, processing information which has been obtained and taking respective decisions based on the results.

5.5. Ensuring and continuously replenishing learning resources and infrastructure required for studies.

5.6. Encouraging teachers to improve the qualification and develop professional and educational competences.

5.7. Observing and analysing the course of studies.

5.8. Promoting application of innovative teaching and knowledge assessment methods.

6. Internal Study Quality System shall be subject to the following principles:

6.1. Autonomy and accountability with regard to the University's values and balance between independence and social responsibility.

6.2. Context – account shall be taken of the University’s mission, strategy and international/national peculiarities of the conditions of activity.

6.3. Systematisation – account shall be taken of the interaction and compatibility between the activity areas of the University.

6.4. Partnership – account shall be taken of the participation of the University’s community and other social stakeholders in the formation and implementation of the activity goals and objectives.

CHAPTER III PARTICIPANTS AND THEIR FUNCTIONS IN INTERNAL STUDY QUALITY ASSURANCE OF UNIVERSITY

7. Internal study quality at the University shall be assured by implementing Standards and Guidelines for Quality Assurance in the European Higher Education Area. Participants of the University’s internal quality assurance system responsible for the implementation of these standards and guidelines are provided in Table 1, and their functions (contribution) are indicated in the annex.

Table 1. Participants of the University’s internal quality assurance system responsible for the implementation of ESG provisions

Standards of ESG 2015	Participant of the internal quality assurance system of VGTU
1.1. Policy for Quality assurance	Senate,
1.2. Design and approval of programmes	Senate, AAO, ASC, USC, FSC, Department, SPC
1.3. Student-centered learning, teaching and assessment	AAO, ASC, Faculty administration, Department, SPC
1.4. Student admission, progression, recognition and certification	AAO, SAIC, Faculty administration
1.5. Teaching staff	Senate, SM, ASC, Department, SPC
1.6. Learning resources and student support	Faculty administration, Department,
1.7. Information management	AAO, Faculty administration
1.8. Public information	AAO, SAIC, Faculty administration, SPC
1.9. On-going monitoring and periodic review of programmes	AAO, ASC, FSC, SPC
1.10. Cyclical external quality assurance	AAO, SPQMAC, ASC, SPC

ASC – Academic Support Centre

FSC – Faculty Study Committee

AAO – Academic Affairs Office

SAIC – Student Admission and Information Centre

SPC – Study Programme Committee

SPQMAC – Strategic Planning, Quality Management and Analysis Centre

USC – University Studies Committee

8. Internal study quality assurance shall be implemented at the levels of the University, Faculty, Department and Study Programme Committee based on the principle of accountability (Fig.1): study programme committees shall submit the report to the Faculty’s Studies Committee, which will make the summary of the information received and provide it for the consideration of the University’s Studies Committee (hereinafter referred to as the USC) together with recommendations. USC shall submit the summary of both quantitative and qualitative information to the Senate.

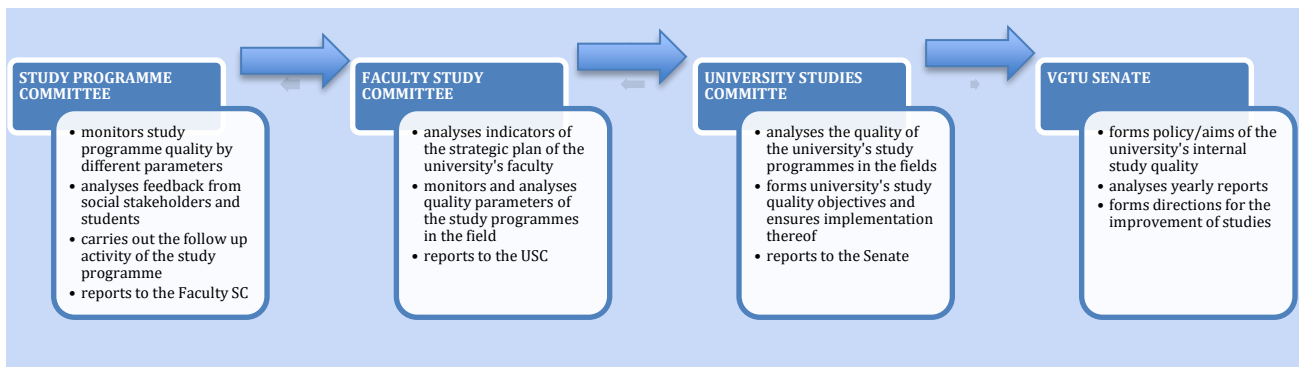


Figure 1. Internal assurance of study quality based on the principle of accountability

University level

9. The **Senate** shall: form study quality policy and confirm study quality assurance system, control how it is implemented; establish principles of the formation and implementation of the programmes, their development (preparation), improvement (renewal), procedure of registering and deregistering, approve new study programmes; set qualification requirements for the teachers' positions, approve the procedure for organizing teachers' certification and competitions to take up positions and the procedure for the payment for the work.

10. **University Study Committee (USC)** shall form strategy and directions for the improvement of the study process, analyse new programmes using reviewers, analyse and submit comments on the drafts of the internal legal acts related with the implementation of studies.

11. **Academic Affairs Office (AAO)** shall ensure arrangement of studies, provide informational and methodological assistance for academic units in their efforts to develop and improve study programmes, prepare self-assessment materials for internal and external assessment, and submit proposals for the improvement of the study process.

12. **Academic Support Centre (ASC)** shall provide academic support to study programme committees concerning formulation of study results, descriptions of the subject and so forth, when new study programmes are developed and accredited study programmes are implemented, when teachers are organizing and implementing student-centered learning, teaching and assessment, initiating didactic innovations and integrating them in the study programmes based on the needs of the faculties.

13. **Strategic Planning, Quality Management and Analysis Centre (SPQMAC)** shall carry out analysis of processes and data; plan, execute and submit the results of the quality audits and recommendations for the improvement of study-related processes.

14. **Entrants' Admission and Information Centre (EAIC)** shall ensure admission of students to study programmes, coordinate, organize and publicize study programmes.

Faculty level

15. **Faculty Study Committee (FSC)**; it shall take part in the consideration of the new programme, adopt a decision on the further consideration of the new programme at USC; analyse and approve amended or new study programmes and specializations; analyse the quality of studies at the faculty and submit proposals to improve it, analyse conclusions on the evaluation of study fields, yearly indicators of the monitoring of the fields and submit proposals to improve the programmes. FSC shall coordinate methodological work of the faculty, advocate new teaching methods in the study process, recommend to issue produced educational publications. FSC shall be made of representatives delegated by all the departments of the faculty, representatives of business, industry, social partners and faculty student representation. FSC resolutions shall be obligatory to the SPC, all the departments of the faculty and other units which are related with studies in the faculty.

16. **Office of the faculty** shall: coordinate and organize the process of studies and student education, initiate improvement of professional, pedagogical and scientific qualification, via sub-system of the information system *mano.vgtu.lt* provide feedback to the students on the improvement based on the proposals of students; organize acquisition of the learning resources intended for the study process; implement resolutions, which were adopted by the Senate, and rector's orders.

Department level

17. The **Department** shall: organize a process of studies and student education, research and methodological work in order to ensure that studies and research and experimental (social, cultural) development is in line with the international level of research and studies; develop and improve the content of the subjects (modules), text-books, educational tools, other methodological material needed for studies; introduce in the study process progressive study forms and methods; analyse and implement recommendations of the Studies Programme Committee concerning updating and improvement of the study programme and, together with the faculty administration, shall ensure sufficiency of the resources for the studies. The Department shall oversee that teachers are compliant with qualification requirements. Questions on the improvement of the quality of the studies shall be constantly analysed at the meetings of the departments. Teachers of the subjects shall coordinate and control subject studies of the students during the semester, inform the department on breeches of the course of studies, academic discipline of the students and order, failure to meet the requirements of the study programme, report for their academic work and quality of the subjects delivered by them.

Study programme level

18. Study Programme Committee (hereinafter referred to as the SPC) shall be the main institution to monitor and organise the quality of study programmes and their improvement, co-operating at 4 levels (Fig. 2). SPC shall:

18.1. initiate and analyse new subjects (modules) proposed by the department and shall approve them;

18.2. approve changes in the subjects (modules);

18.3. develop the description of the study programme which is planned to be implemented;

18.4. perform an ongoing monitoring of the study programme (content and process organization, suitability and sufficiency of material and information resources);

18.5. identify shortcomings and initiate their elimination.

19. Through co-operating with social partners and taking into account their proposals, the SPC shall analyse conformity of learning outcomes of the programme with the set goals, compliance between the aims of the subject and learning outcomes, submit proposals concerning a study plan and improvement of the descriptions of the subject matters (modules).

20. SPC shall analyse the findings of the surveys of students, teachers and other social stakeholders, as well as the data on students, learning resources and infrastructure allocated for studies, provide recommendations how to update and improve the study programme.

21. SPC shall cooperate with departments, provide proposals to FSC concerning improvement of the delivered subjects or development of the new subjects and proposals how to improve teacher competences and material procurement of the programmes.

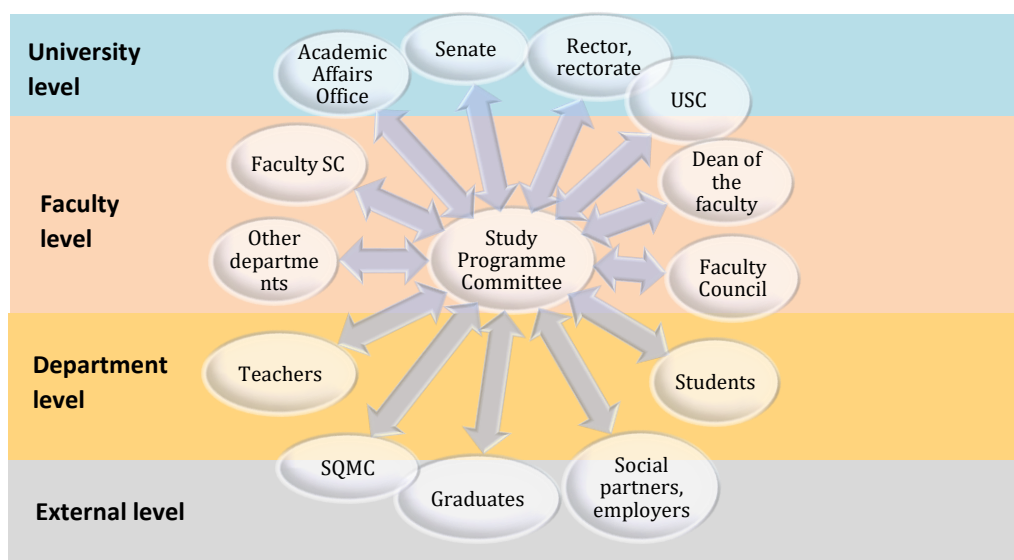


Fig.2. Cooperation levels of the Study Programme Committee

CHAPTER IV POLICY FOR QUALITY ASSURANCE

22. European quality assurance standards and guidelines set the requirement for a higher education institution to have a policy for quality assurance that is made public and forms part of the strategic management of the institution. Stakeholders of the study process should be involved in the development and implementation of this policy.

23. Quality assurance policy of VGTU has been created taking into account legal acts of the Republic of Lithuania governing activity of studies, research and art, Standards and Guidelines in the European Higher Education Area, University Statute and legal acts. Quality assurance policy approved by the Senate is published on the University website <https://www.vgtu.lt/universitetas/strategija/kokybes-politika/97140>

24. Management of the University shall regularly review quality policy so that it is in line with the goals of the University and expectations of the parties concerned. The University shall seek to create organizations 'quality culture in which contribution of each member of academic community is important alongside with the clear distribution of responsibilities, and they shall encourage, support and evaluate activities for the improvement of the competences of academic community based on the provisions of life-long learning.

25. Students shall take part in the internal study quality assurance process at several levels – department (SPC) level, faculty (FSC) level, university level (in the University Council, Senate, USC). They can contact representatives elected by them or directly reach out to the administration of the department or faculty and express opinion about the study process, quality of work of the teachers and staff, or they can do this by completing questionnaires on the study process and its participants twice a year (autumn and spring semester).

26. Responsibility for the submission of the feedback about the results shall fall on the deans and SPC members, who, based on the summary of the results, will have to foresee ways of improving the study programme and study process (lectures, seminars, quality of teacher work, etc.) and implementing them in practice.

27. Social partners shall express their opinion concerning development of new study programmes at the University and sustention of quality of the implemented programmes and they will do this by participating in SPC activity, self-assessment preparation groups and degree-awarding commissions.

CHAPTER V DESIGN AND APPROVAL OF STUDY PROGRAMMES

28. European quality assurance standard sets the requirement for higher education institutions to have processes for the design and approval of study programmes. Study programmes should be design in such a way that they meet stated objectives, including intended learning outcomes as well.

29. Study programmes at the University shall be designed and implemented according to the procedure laid down by the Senate.

30. The University shall ensure that all study programmes implemented have a formulated aim and foreseeable learning outcomes, which are publicly announced on the website.

31. Collection of the study programmes implemented shall relate to the mission and strategy of VGTU: <https://www.vgtu.lt/universitetas/strategija/101841?lang=1>

CHAPTER VI STUDENT-CENTERED LEARNING, TEACHING AND ASSESSMENT

32. Standards and Guidelines for Quality Assurance in the European Higher Education Area set out that study programmes should be delivered in a way that encourages students to take an active role in creating the learning process, and that the assessment of students reflects this approach.

33. The University shall seek to ensure that studies implemented were based on the needs of the students: the system of studies and its culture must be based on innovative study methods, closer communication between the teaching person and the learning person, it must encourage student independence and involvement in the study process.

34. Implementation of student-centered learning and teaching:

34.1. Diversity and needs of the students will be taken into account, conditions shall be created for flexible selection of learning paths/study forms and methods (in the framework of external legal acts).

34.2. Different teaching methods, study and assessment methods shall be considered, implemented and applied based on their suitability for the study programme and/or subject; suitability of teaching ways and methods shall be assessed by observing lectures and receiving feedback from students.

34.3. Teachers shall use clear and targeted valuation instruments in the study process in order to measure learning outcomes and these shall be introduced to students during the first lecture and publicly announced during the entire semester in the internal system *mano.vgtu.lt*.

34.4. In the course of the entire semester, students shall be provided with feedback on the achieved learning outcomes of the subject measured by interim credits and final assessment.

34.5. Independence of the learning person shall be encouraged and proper consultation and teacher support shall be ensured (all teachers shall have defined consultation hours).

34.6. Mutual respect within the learner-teacher relationship shall be encouraged (*introductory meetings with faculty teachers shall be highlighted in the course of teaching; results of surveys shall be analysed and, if needed, talks with teachers shall be organised; Code of Academic Ethics has been approved*).

34.7. Respective procedures shall be set to address student complains (*a formal student appeals and dispute settlement procedure has been laid down*).

CHAPTER VII STUDENT ADMISSION, PROGRESSION, RECOGNITION AND CERTIFICATION

35. European quality assurance standard sets the requirement for higher education institutions to apply consistently predefined and published regulations covering all phases of the student “life cycle”, for example, student admission, progression, recognition and certification.

36. The study systems of the University, conditions of organising and completing studies, rights and duties of students and unclassified students (free movers), their relations with the University shall be established in study provisions.

37. Each year, the rector shall approve and publicly announce the rules for the admission of students to the University.

38. The University has received the right to assess qualifications acquired abroad for academic purposes, therefore, if a person, who has acquired his qualification abroad, wishes to study at the University, recognition of this qualification shall be carried out at the time of admission.

39. Recognition of non-formally acquired competences has been validated by the *Procedure for Assessment and Recognition of Competences Acquired through Non-Formal and Informal Education*.

40. International activity of the University, international long-term and short-term mobility of administrative staff, teachers and students shall be coordinated by International Relations Office. Information on possibilities and conditions of taking part in international exchange programmes shall be announced on the University website.

41. Graduates, who have successfully finished studies at the University, shall be given education documents confirming graduation of studies. The form and content of these documents shall be established by the Government of the Republic of Lithuania and Ministry of Education, Science and Sport. The supplement of the diploma awarded together with the diploma shall describe the studied subjects, their scope and assessment, essence, level and content of the completed studies. Certificates allowing undertake certain professional activity can be issued together with the diploma and diploma's supplement.

CHAPTER VIII TEACHING STAFF

42. European quality assurance standards and guidelines prescribe that higher education institutions should assure themselves of the competence of their teachers and should apply fair and transparent processes for recruitment and development of the staff.

43. Teacher selection and appointment procedure applied at the University shall include measures ensuring adequate competence of the teachers to be employed.

44. Permanent improvement of the qualification (professional, scientific, educational) of the academic staff shall be governed by the Description of Vilnius Gediminas Technical University Employee Internship Procedure; Description of the Procedure for Setting Requirements to Organize Competitions for Vilnius Gediminas Technical University Teachers, Research Workers and Other Investigators to Take up a Position, to Certify them and Establish Minimum Qualification Requirements; Description of Vilnius Gediminas Technical University Employee Qualification Improvement Procedure.

45. The University shall encourage teachers permanently improve their professional, scientific and educational competences. To this aim the University shall organize training sessions for teaching staff, provide methodological support to teachers while improving scientific, artistic, educational, professional and general competences (knowledge of foreign languages, intercultural, communication, cooperation, technological literacy competences, etc.), based on possibilities shall finance qualification improvement costs related with participation in different conferences, seminars, internships, etc., as well as shall make a flexible work timetable during the times of professional improvement.

46. Data on teacher qualification improvement shall be collected and analysed by the department and Human Resource Office. Qualification of the staff shall also be improved through internships (*Erasmus, Nordplus* and others) and through participation in the lectures of visiting teachers.

47. The University shall encourage and maintain dissemination of the good practice of the academic community.

48. There is an Academic Support Centre at the University which embraces groups of education competences, electronic studies, career and psychological consultation and audio-visual technologies. These groups shall provide academic support to University teachers, students and other subjects of education by applying latest scientific and practical knowledge and modern technologies.

49. The main appraisal of the teacher activity shall be certification which, based on the procedure laid down by the Senate, shall be done by a certification commission of the faculty or of the University.

50. Yearly appraisal of teacher activity shall be organized by heads of the departments. Each year teachers shall complete teaching-methodological, scientific and organisational work tables which are harmonized with heads of departments. At the end of each academic year, head of the department shall appraise and verify the results of completed works. When discussing the outcomes of teacher activity, the comments of students about the quality of the subjects delivered by the teachers shall also be reviewed.

CHAPTER IX LEARNING RESOURCES AND STUDENT SUPPORT

51. European quality assurance standard requires from a higher education institution to have appropriate funding for teaching and learning activities and ensure that adequate and readily accessible learning resources and student support are provided.

52. The University shall seek to ensure that resources necessary for the studies of students in each study programme were appropriate and sufficient, readily accessible to students, meet their needs and are improved taking into account the conclusions of student surveys.

53. The University shall ensure that academic and social student support is duly organized and implemented, and it shall seek that all information is disseminated consistently and timely. Information on study forms, funding, aim of studies, study outcomes, assessment of achievements, optional subjects, timetables, mobility possibilities shall be provided to students:

53.1. in the admission rules, which are disseminated on the University website, across different cities of Lithuania and in study fairs abroad, etc.;

53.2. during introduction to studies for the first-year students;

53.3. through documents governing University studies and placed on the University website;

53.4. by email address provided by the University;

53.5. on the University information system *mano.vgtu.lt*;

53.6. during open days organized for bachelors each spring.

54. Students shall be consulted on study questions by faculty and department administration and teachers.

55. At the University library students shall be provided with consultations and support in terms of looking for needed information in different Lithuanian and international catalogues and data bases.

56. A Career and Psychological Consultation Group working at the University shall inform students on the possibilities of professional career and develop student management competences.

57. Students shall be provided with consultations and training delivered by a psychologist.

58. University students shall be provided with financial support:

58.1. VGTU scholarship provisions shall set the procedure for the distribution of the scholarship fund, scholarship allocation and conditions of payment to students;

58.2. The procedure for the payment, return and recovery of contributions for VGTU studies shall govern application of the discount for students paying for studies.

59. VGTU Sport and Art Centre operating at the university shall create conditions for students to engage actively in sports and artistic activity.

60. Conditions shall be created for the students to live in VGTU dormitories.

CHAPTER X INFORMATION MANAGEMENT

61. Following Standards and Guidelines for Quality assurance in the European Higher Education Area, a higher education institution should collect, analyse and use relevant information for the effectively management of study programmes and other activities.

62. The University shall collect, systematize and analyse information to help effectively manage the study process:

62.1. Indicators of student achievements and progression;

62.2. Graduates' employment indicators;

62.3. Students opinion on the teaching quality and quality of the study programme;

62.4. Indicators of the teacher qualification;

62.5. Data on students;

62.6. Indicators on material resources and student support;

62.7. Data on teacher surveys;

62.8. Other indicators on the results of the activity of the University.

63. The University shall collect, analyse and use appropriate information for the effective management of activity processes. Information shall be collected, analysed and stored using the University study information data collection and management system *Alma Informatica*, document management system, University financial accounting system and other resources.

64. Information use, storage time and elimination shall be governed by Vilnius Gediminas Technical University rules on personal data management.

65. Faculty administration and academic staff shall use University information system *IS.VGTU*, which consists of several subsystems. The subsystem intended for the management of study programmes shall provide a possibility for the dean, pro-dean and other administrative staff to review and perform changes in study plans, cards of subjects (modules). The subsystem intended for the management of student data – admission documents, interim and final assessments, registration for the optionally selected and alternative subjects, themes of the final theses, shall store all the orders and degrees (issued by the rector and the dean) related with student studies (for example, orders on academic leave, visits to foreign universities, etc.). The system shall additionally generate and store different statistical information on competitions, admission results, student progression, etc.

CHAPTER XI PUBLIC INFORMATION

66. In line with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, higher education institutions should publish information about their activities, including programmes, which is clear, accurate, objective, up-to date and readily accessible.

67. University Internet website – www.vgtu.lt – shall place quantitative and qualitative publicly announced information on study programmes, awarded qualification degrees, opinion of students, graduates and other parties concerned on the quality of studies, findings of the evaluation of study programmes, research activity, indicators of graduate career and other data, which is needed in order to inform the society about studies. Seeking to disseminate information the University has developed and manages an account in the social network *Facebook*.

68. Public information shall be co-ordinated by the Public Communication Office.

CHAPTER XII ON-GOING MONITORING AND PERIODIC REVIEW OF STUDY PROGRAMMES

69. Standards and Guidelines for Quality Assurance in the European Higher Education Area have established an obligation for a higher education institution to monitor and periodically review their study programmes to ensure that they achieve the objectives set for them and respond to the needs of students and society.

70. The University shall implement the processes and procedures below to ensure the quality of studies and it shall:

70.1. develop, approve, monitor and assess study programmes (general principles of developing and implementing study programmes of Vilnius Gediminas Technical University);

70.2. systemically perform assessment of student achievements (Procedure description for student performance assessment and earning credits at Vilnius Gediminas Technical University; The description of procedures for recognition of achieved learning outcomes at Vilnius Gediminas Technical University; Description of the Procedure for the Submission and Handling of Appeals of the Students of Vilnius Gediminas Technical University Concerning Assessment of Knowledge);

70.3. create conditions for the teachers to improve professional, scientific and pedagogical competences (Internship Procedure of the Teachers of Vilnius Gediminas Technical University; Procedure for the Improvement of the Qualification of the Staff of Vilnius Gediminas Technical University);

70.4. ensure for the students support relating with learning resources, academic, cultural and social support (Group of Student Affairs of the Office of Studies; VGTU Student Representation; library; career management specialist; psychologist);

70.5. provide for students psychological and career planning services (Academic Support Centre);

70.6. support and encourage student participation in study quality assurance activity (involvement of students into the management bodies of the University, USC, SPC, FSC, preparation of self-assessments);

70.7. Organise regular feedback (surveys of social stakeholders shall be performed following the Procedure for Organizing Surveys of the Participants of the University Study Process. General results of the feedback shall be discussed in the meetings of the rectorate, dean's offices, USC and SPC. Statistics of the results of the feedback shall be available for the academic community members via *mano.vgtu.lt*. Long-term feedback results shall be used by SPC for the improvement of the programmes. Each year deans of the faculties (taking into account proposals from the students), shall place brief information on *mano.vgtu.lt* about implemented activities).

71. The University shall offer distance learning study programmes or individual study subjects (modules). The procedure for organising such studies has been laid down by the rector. The quality of distance learning studies shall be promoted maintaining and constantly upgrading infrastructure adapted for distance learning studies, organising appropriate support to teachers and students, including developed instructions and organising regular training, creating proper communication possibilities between teachers and students, collecting regular feedback from students on their learning, ensuring continuous self-assessment and assessment.

CHAPTER XIII CYCLICAL EXTERNAL QUALITY ASSURANCE

72. European quality assurance standard emphasises that higher education institutions should undergo external quality assurance in line with the ESG on a cyclical basis.

73. The University shall participate on a cyclical basis in the external quality assurance process:

73.1. in the process of evaluation study fields;

73.2. in the process of review the activities of the higher education institution.

74. Following each evaluation, a plan for the improvement of the activity shall be prepared and implemented consistently.

75. While preparing self-assessment documents, account will be taken of the progress achieved after the last external evaluation.

CHAPTER XIV FINAL PROVISIONS

76. University study programmes, quality assurance process and responsibility of programme executors have been described in the documents of a different level: University Statute,

Description of the Model of Research and Study Quality Management System, long-term development plans, provisions of studies; general university procedures; descriptions of the programme and subjects (modules), methodologies, procedures and other internal and external documents regulating activity of studies and research activity.

Annex to the Description of Internal Study Quality Assurance of Vilnius Gediminas Technical University

ESG standard / Participant of VGTU internal quality assurance system	Senate	SAIC	AAO	APC	SPQMAC	USC	FSC	Faculty administration	Department of the Faculty / Institute	SPC (students and social partners)
1.1. Policy for Quality assurance	Forms and implements the policy of study quality through the approval of the internal study quality assurance system and control over its implementation					Forms a strategy and directions for the improvement of the study process				
1.2. Design and of study programmes	Considers and approves principles for the design and implementation of programmes, procedure of their development (preparation), improvement (updating), registering and deregistering. Approves the		Develops and improves procedure for programme development (preparation), improvement (updating), registering and deregistering, consults programme developers, submits comments	Consults developers (improvers) of study programmes		Analyses a new programme using reviewers. Adopts a decision on further consideration of the programme in the Senate	<i>New programme:</i> Takes part in considering a new programme, adopts a decision on further consideration of the new programme in the USC.		<i>Subject (module):</i> initiates creation of new subjects or improvement of the existing ones. <i>New programme:</i> Participates in the development and	<i>Subject (module):</i> initiates and analyses a new subject put forward by the department and approves it; approves changes of the subjects. <i>New programme:</i>

	new programme while stating compliance of the programme with the requirements		concerning compliance of the new programme with set requirements				<i>Implemented programme:</i> approves changes of the implemented programme		consideration. <i>Implemented programme:</i> Participates in the considerations of the changes and implementation of the pursued programme	Initiates and drafts a description of the new programme. <i>Implemented programme:</i> Initiates changes of the implemented programme and implements them
1.3. Student-centered learning, teaching and assessment			Organises and analyses surveys, analyses and delivers survey findings. Analyses session outcomes, presents student achievements	Initiates and organises improvement of the professional and pedagogical teacher qualification, taking into account student surveys and needs of the faculty Teaching staff				Initiates improvement of professional and pedagogical qualification of teachers. Places on Intranet feedback for students on the improvements based on students' proposals	Implements SPC recommendations for the improvement of the quality of teachers' work. Ensures the quality of the cards of the delivered subjects (modules)	Oversees the process of studies, analyses data of student surveys on the work of teachers, submits recommendations concerning improvement of learning, instructing and assessment.
1.4. Student admission, progression, recognition		Together with dean's of-	Co-ordinates IS, in which outcomes of student studies					Carries out admission of students and unclassified		

and certification		files carries out student and unclassified student (free movers) admission, cooperates with TSC concerning academic recognition of diplomas acquired abroad.	and other information on the study process is stored. Performs recording of the forms of diplomas and their supplements.					students (free movers) together with SAIC, administers IS, in which outcomes of student studies are stored, administers the process of issuance of diplomas and diploma supplements		
1.5. Teaching staff	Defines qualification requirements of the positions of teachers, approves the procedure for certifying teachers, organising competitions for taking up job position and paying for the work			Initiates and co-ordinates improvement of professional and pedagogical competences of the teachers				Assesses compliance of teachers with minimum qualification requirements		Analyses data of student surveys on teacher work, submits recommendations on the improvement of professional and pedagogical competences.
1.6. Learning resources and students support						Projects strategy for the publication and acquisition of teaching	Forms a priority list of the faculty's teaching publications	Organises acquisition of learning resources allocated for	Together with the dean's office ensures sufficiency of learning	

						literature, laboratory and computer hardware	to be published. Recommends to publish drafted teaching publications	the study process	resources and student support	
1.7. Information management			Together with the dean's office administers personal data of students and unclassified students and data on study outcomes.					Together with the AAO administers personal data of students and unclassified students (free movers) and data on the study outcomes		
1.8. Public information		Collects and publicizes information related with admission to studies.	Publicises necessary information on the study process. Collects, analyses and publicises results of external evaluation of studies and accreditation terms.	.				Submits information on the scope, design, plan of the programmes and awarded qualification degree		Organises appropriate presentation of the study programme on the University website

1.9. On-going monitoring and periodic review of study programmes			Ensures provision of self-assessments for external evaluation, consults developers of self-assessments	Collects and publicises information on free job placements and practice positions. Collects information on the results of graduate placement		Analyses study quality and submits proposals for its improvement	Analyses conclusions of the evaluation of study fields implemented in the faculty, yearly indicators of the monitoring of the fields and submits proposals for the improvement of the programmes			Monitors, initiates and carries out periodic internal evaluation of programmes. Analyses evaluation conclusions and drafts plans for the improvement of the programmes, monitors their implementation
1.10. Cyclical external quality assurance			Submits an application for external evaluation of the programmes.	Consults while preparing self-assessments	Audits processes of studies and other activity, establishes their compliance with the requirements, submits recommendations for their improvement					Drafts a self-assessment report for external evaluation
