

REGULATIONS ON THE MANAGEMENT OF STUDY PROGRAMMES OF LIETUVOS INZINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION

I. GENERAL PROVISIONS

1. The Regulations on the Management of Study Programmes of LIK (hereinafter referred to as the Regulations) shall establish the procedures and responsible bodies for the renewal and internal evaluation of implemented Study Programmes, as well as for the development and approval of Study Programmes intended to be implemented.

2. A Study Programme shall be developed, evaluated, and updated in accordance with European Union directives, in compliance with the general and specific requirements for Study Programmes, guided by the applicable legal and sub-legal acts of the Republic of Lithuania and by these Regulations.

II. MANAGEMENT OF THE DEVELOPMENT, IMPLEMENTATION, INTERNAL QUALITY ASSURANCE AND EVALUATION, RENEWAL AND TERMINATION OF STUDY PROGRAMMES

3. For each Study Programme, or for several Study Programmes of the same field of study and similar in content, a Study Fields Programme Committee (hereinafter – the Committee) shall be established by order of the Director of LIK, upon the proposal of the Head of the Study Fields Programme, in accordance with the valid Regulations on Study Fields Programme Committees of LIK. The processes of development, implementation, renewal, and internal quality assurance of a Study Programme shall involve the Study Fields Programme Committee, whose activities shall be coordinated by the Heads of Study Fields Programmes, Deans, the Academic Council, and the Study Quality Specialist. The processes of development, implementation, and improvement of Study Programmes, as well as the participants and responsible parties, shall be specified in Table 1.

Table 1. Processes of the Development, Implementation and Improvement of Study Programmes, Participants and Responsible Parties

		Academic Council	Director	Study Quality Specialist	Study Fields Programme	Lecturer	Dean	Head of the Study Fields Programme
1.	Development and accreditation of a new Study Programme							
	Presentation of the concept note of the proposed Study Programme	T	I				TE	
	Preparation of the Study Programme description				A	D	K	A
	Preparation of study subject descriptions				D	A	I	K
	Approval of the Study Programme	T	I				I	TE
	External evaluation of a Study Programme intended to be implemented		I	D	A	D	K	A
	Registration of the Study Programme in the Register of Studies, Training Programmes and Qualifications		I				K	A
2.	Update of the Study Programme content							
	Adjustment of the study plan	T			A		K	A

		Academic Council	Director	Study Quality Specialist	Study Fields Programme	Lecturer	Dean	Head of the Study Fields Programme
	Update of the Study Programme content	T		A	D	K	A	
3. Monitoring of Study Programme quality								
	Conducting surveys of students and stakeholders			A		I	I	I
	Ensuring feedback			A		I	I	I
4. Internal evaluation of a Study Programme								
	Attestation of study subjects (modules)			A	A	I		K
	Preparation of self-analysis	T	I	D	A	D	K	A
5. External evaluation of Study Programmes								
	Preparation of Study Programme self-analysis and summary	T	I	D	A	D	K	A

Legend: A – performs the task and is responsible within their competence; D – participates; I – receives information;

K – controls implementation within the scope of authority; T – approves; TE – submits.

III. DEVELOPMENT AND REGISTRATION OF STUDY PROGRAMME

4. The Committee initiating the development of a new Study Programme shall present the concept note of the proposed Study Programme at a meeting of the Academic Council no later than 2 months before the planned date of submission of the Programme to the Academic Council for consideration. The annotation (up to 2 pages) shall include:

- 4.1. the title of the proposed Study Programme, field of study, intended qualification degree (and qualification, if applicable), forms and duration of studies, and ISCED code;
- 4.2. the description of the field of study and other regulatory acts under which the Programme shall be developed;
- 4.3. analysis of labour market demand;
- 4.4. evidence of the Programme's competitiveness in the education market;
- 4.5. graduate job profile and career prospects;
- 4.6. feasibility of Programme implementation at LIK, including human and material resources.

5. Upon approval by the Academic Council of the development of a new Study Programme, a working group for the development of the Study Programme shall be established by order of the Director, upon submission by the initiating Committee.

6. The working group, guided by the documents referred to in paragraph 2, shall prepare a draft Study Programme description, coordinate it with the Dean, and submit it for consideration at a meeting of the Academic Council.

7. Procedure for Adoption of the Decision on Programme Approval:

- 7.1. No later than ten working days before the Academic Council meeting, the draft Study Programme description, endorsed by the Chair of the Committee, shall be submitted to the Dean, who

shall assess whether the description of the Study Programme intended to be implemented complies with the general and special (if applicable) requirements for Study Programmes, including whether:

- the scope of the Study Programme in credits complies with legal requirements;
- the scope of study subjects (modules) complies with legal requirements;
- where the Programme is implemented in both full-time and part-time modes, the scope of the Programme, subjects/modules and individual subjects is identical in both modes;
- the number of study subjects per semester does not exceed the limit set by legal acts;
- the structure of the Study Programme complies with legal requirements;
- each study subject or module is completed by an examination or by assessment of independently performed student work (project);
- the Programme objectives and intended learning outcomes correspond to the type and cycle of studies and the qualification level defined in the Lithuanian Qualifications Framework (based on the complexity of tasks, autonomy, and variability);
- the composition of teaching and academic staff complies with legal requirements;
- admission requirements are justified.

7.2. The Head of the Study Fields Programme, having assessed the formal, general and special requirements, shall, within five working days, inform the Chair of the Committee of any identified deficiencies.

7.3. Having confirmed that the requirements set out above are met, the Dean, together with the Chair of the Committee, shall prepare information for the Academic Council meeting (Annex 1) and a draft declaration on the compliance of the intended Study Programme with the general and special requirements for Study Programmes.

7.4. The decision on the approval of the Study Programme and the declaration shall be adopted at a meeting of the Academic Council.

8. No later than five working days after the Academic Council meeting, the Chair of the Committee shall submit the Study Programme description and annexes to the Centre for Quality Assessment in Higher Education for evaluation, in accordance with the requirements for Study Programmes intended to be implemented.

9. Where a Study Programme intended to be implemented may be accredited only following an external evaluation, the Dean shall organise the reception of the expert panel and ensure appropriate conditions for its work.

IV. RENEWAL OF STUDY PROGRAMMES

10. During the implementation of a Study Programme, its content, methods and material base shall be continuously updated.

11. Two types of changes to a Study Programme may be applied: adjustment of the study plan; and

updating of Study Programme content.

12. Adjustment of the study plan shall be carried out where subjects are transferred between semesters, the ratio of theoretical and practical hours is changed, the list of optional subjects is adjusted, or any other changes to the study plan are made. Upon approval by the Academic Council, the new study plan shall be approved by order of the Director, specifying the date from which it enters into force.

13. Updating of a Study Programme shall be mandatory in the following cases:

13.1. alignment with the description of the field of study;

13.2. recommendations of external experts;

13.3. alignment of Programme content with contemporary requirements (change of Programme title, integration of new specialisations or subjects, change of subject or module titles, adjustment of contact and independent study hours, etc.);

13.4. changes mandated by legal acts.

14. Procedure for Updating a Study Programme:

14.1. The Committee shall prepare an updated Study Programme description, which shall include:

- title page;
- Study Programme data;
- list of updates and amendments;
- Programme objectives and intended learning outcomes;
- study plans for each form of study. Study plans shall be aligned

with Programmes of the same Study Fields group, i.e. subjects with identical codes shall be delivered in the same semesters.

14.2. The Chair of the Committee shall submit the draft updated Study Programme description to the Academic Council.

14.3. The updated Programme shall be approved at a meeting of the Academic Council.

The resolution approving Programme amendments shall specify the date from which the updates apply and the academic groups to which they apply.

14.4. The approved Programme shall be stored in LIK file repository at:

[\\srvfs01\StudijuProgramos\\$](\\srvfs01\StudijuProgramos$) ,

14.5. Following Programme renewal, the Head of the Study Fields Programme shall prepare and submit the Study Programme data (Annex 1) to the employee of the National Education Agency responsible for the Programme register.

V. ORGANISATION OF INTERNAL QUALITY ASSURANCE AND EVALUATION OF STUDY PROGRAMMES

15. Monitoring of Study Programme quality shall be carried out by the Committee in cooperation with the Study Quality Specialist. The objectives of Study Programme monitoring shall be:

15.1. to track changes in professional competencies in a changing labour market;

15.2. to analyse the opinions of students, lecturers, graduates and employers regarding the achievement of Programme objectives and learning outcomes;

15.3. to analyse and accumulate data on material, methodological and human resources;

15.4. to involve students, lecturers, social partners and graduates in evaluation and improvement processes;

15.5. to identify strengths and areas for improvement;

15.6. to purposefully update and improve the Study Programmes.

16. The primary form of monitoring shall be internal evaluation of Study Programmes, conducted to ensure Programme quality and/or prepare for external evaluation.

17. Internal evaluation of Study Programmes shall be conducted in accordance with the Methodology for Internal Evaluation of Study Fields of LIK, approved by Resolution No. V18-112 of the Academic Council of 17 December 2024

18. External evaluation of Study Fields (Programmes) shall be carried out in accordance with the evaluation plans and methodology of the Centre for Quality Assessment in Higher Education or, at the initiative of LIK, by inviting external experts.

VI. APPROVAL AND AMENDMENT OF THE REGULATIONS

19. These Regulations shall be approved and amended by resolution of the Academic Council of LIK.

Reviewed and approved:
at the meeting of the Academic Council of 25 November 2025
(Minutes No. V18-85)