

## **METHODOLOGY FOR THE INTERNAL EVALUATION OF STUDY FIELDS AT LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION**

### **I. GENERAL PROVISIONS**

1. The purpose of the Methodology for the Internal Evaluation of Study Fields (hereinafter – the Methodology) shall be to establish the requirements for the preparation of the Internal Evaluation Report of a study field (hereinafter – the Report) and to define the main criteria on the basis of which the quality of Study Programmes within a study field shall be assessed.
2. The internal evaluation of study field quality shall enable the identification of weaknesses in the Study Programmes of the field and, based thereon, the preparation of an action plan for the improvement of Study Programmes within the study field.
3. The provisions of the Report shall be binding on Heads of Study Programmes, the Report Preparation Group, and other stakeholders involved in the evaluation process.
4. The internal comprehensive evaluation of the Study Programme shall be carried out no later than 1.5 years after the programme was accredited for a period of 3 years during the external evaluation of Study Programmes, and no later than 4 years after the programme was accredited for a period of 7 years during the external evaluation of Study Programmes.
5. The internal evaluation of a study field shall be initiated by the Faculty Dean. The deadlines for internal evaluation procedures shall be approved by order of the Director.
6. The key terms used in this Methodology shall be defined as follows:
  - 6.1. **Report Preparation Group** – a working group formed by the Head of the Study Programme in coordination with the Faculty Dean. The report preparation working group is approved by the Director of LIK.
  - 6.2. **Evaluation Areas of a Study Field** – areas defined in the external study field evaluation methodology approved by order of the Director of the Study Quality Assessment Centre (hereinafter – SKVC).
  - 6.3. **Indicators of the Study Programme to be Evaluated** – These are the key indicators defined in the external Study Programme evaluation methodology, approved by the SKVC.
  - 6.4. **Analysed Data and Information** – data and information specified in the external study field evaluation methodology approved by SKVC.
  - 6.5. **Study Field Evaluation Experts** – a group proposed by the Faculty Dean and approved by the Director of LIK.

### **II. PREPARATION OF THE REPORT**

7. Responsibility for the proper and timely preparation of the Report shall rest with the Head of the Study Programme.
8. Structural units of LIK shall be obliged to provide the Report Preparation Group with all information necessary for the preparation of the Report.
9. The Report shall identify the strengths of the study field and provide a critical assessment of areas requiring improvement.
10. Statements presented in the Report shall be substantiated by quantitative and qualitative evidence. Supporting evidence shall be provided in Annexes. Study Field Evaluation Experts shall have the right to request additional data related to the evaluation of Study Programmes from the Head of the Report Preparation Group.
11. During internal evaluation, the study field shall be assessed against each evaluation area and indicator defined in this Methodology. Where an indicator is not applicable to the study field, this shall be stated in the Report.

12. At the end of the analysis of each evaluation area, strengths and areas for improvement shall be identified. (Annex 3, Tables 2 and 3).
13. The Report shall present data covering the period since the last internal or external evaluation of the study field. Statistical data shall be presented in accordance with the formats established in the Annexes.
14. Where studies are delivered in both full-time and part-time modes, data shall be analysed separately by mode of study, with the full-time mode considered primary. When analysing the second mode of study, duplication shall be avoided, and references shall be made to relevant sections of the Report applicable to both modes.

### **III. STRUCTURE AND FORMAT OF THE REPORT**

15. The structural components of the Report shall be as follows:
  - 15.1. Title page (Annex 1), key data on Study Field Programmes, and the composition of the Report Preparation Group (Annex 2).
  - 15.2. Introduction. Information shall be provided on when the Study Field Programmes have been implemented, when and by whom the study field evaluation was carried out, and how the comments of the evaluation experts were taken into account.
  - 15.3. Analysis of the evaluation areas of the study field.
  - 15.4. Annexes. The Annexes shall be submitted in electronic “docx” or “pdf” format; the titles of individual Annexes shall reflect the content of the respective Annex.
16. The Report shall be submitted in A4 format. The text shall be typed in Times New Roman, 12 pt, with single line spacing. Page margins shall be as follows: left – 25 mm; right – 10 mm; top and bottom – 15 mm. The first line of each paragraph shall be indented by 10 mm. A space shall always be left after punctuation marks (comma, full stop, colon, etc.). A space shall always follow punctuation marks and shall not precede them. Pages shall be numbered consecutively starting from the title page, but page numbers shall be displayed from the introduction onwards. Page numbers shall be centred in the footer and written in Arabic numerals, 12 pt font, without punctuation marks. Each analysed topic shall be clearly distinguished as a separate subsection.

The recommended length of the Report, excluding Annexes, shall not exceed 20 pages.

### **IV. ANALYSIS OF THE STUDY FIELD**

17. **Purpose and Learning Outcomes of Study Programmes**
  - 17.1. The objectives and intended learning outcomes of all Study Programmes within the study field shall be presented (Annex 3, Table 1).
  - 17.2. The alignment of programme learning outcomes with the learning outcomes specified in study field descriptions shall be assessed.
  - 17.3. Study plans of programmes within the study field shall be presented, and compliance of programme structure with legal requirements shall be substantiated.
  - 17.4. The alignment of programme objectives and learning outcomes with course learning outcomes, teaching methods, and assessment methods shall be evaluated.
  - 17.5. The distinctiveness, innovation, coherence, and development prospects of the study field content shall be described.
18. **Links Between Research and Study Activities**
  - 18.1. Results of evaluations of research (applied research) activities conducted by the Research Council of Lithuania (LMT) and the Government Strategic Analysis Centre (STRATA) relevant to the study field shall be presented.
  - 18.2. Statistical data on research output related to the study field shall be provided (Annex 3, Table 4).
  - 18.3. Data on submitted national and international project applications shall be presented (Annex 3, Table 5).
  - 18.4. Cooperation of the study field with external partners in the implementation of research (applied research) activities shall be analysed.

## **19. Student Admission and Support**

- 19.1. Data on admission results to the Study Field Programmes shall be presented, including the number of applicants who indicated the programme as their first priority and the number of students who signed study agreements for state-funded and non-state-funded places, by mode of study.
- 19.2. Data on the admission of international students for full-cycle studies shall be presented.
- 19.3. Minimum, maximum, and average admission scores over the evaluation period shall be analysed.
- 19.4. The number and proportion of students from foreign countries who participated in partial studies at LIK within the study field, relative to the total number of students enrolled in the study field during the evaluation period, shall be presented and analysed (Annex 3, Tables 6 and 7).
- 19.5. The number of students who departed for partial studies in the study field and/or for placements during the evaluation period shall be presented and analysed (Annex 3, Tables 6 and 7).
- 19.6. Information on the recognition of learning outcomes acquired through non-formal and informal learning during the evaluation period shall be presented.
- 19.7. Statistical data on academic, financial, social, psychological, and other forms of student support shall be presented.

## **20. Academic Achievements and Graduate Employment**

- 20.1. Statistical data on students who completed or discontinued studies in the Study Field Programmes during the evaluation period shall be presented (Annex 3, Table 8).
- 20.2. Final theses prepared in response to commissions from LIK's social partners, if any, shall be indicated.
- 20.3. Data from the Education Management Information System (ŠVIS) on graduate employment in positions corresponding to their qualifications during the evaluation period shall be presented.
- 20.4. The methods used in the Study Field Programmes to encourage students to be active participants in the learning process shall be indicated.
- 20.5. Information on how academic integrity is ensured within the study field shall be presented.
- 20.6. Academic integrity violations, if any, and the decisions taken in response during the evaluation period shall be indicated.
- 20.7. The number of student appeals and complaints, if any, and the decisions taken regarding them during the evaluation period shall be indicated.

## **21. Teaching Staff**

- 21.1. A list of the study field subject lecturers shall be provided, indicating their academic and/or scientific degrees, teaching experience, research interests (including the three most significant works produced over the last three years), practical experience in the subject area, subjects taught, and current workload (Annex 3, Table 9).
- 21.2. The ratio of lecturers teaching courses within the study field to the number of enrolled students shall be indicated.
- 21.3. The proportion of lecturers teaching courses within the evaluated study field who have been employed for at least 0.25 full-time equivalent and for a period of not less than three years, relative to the total number of lecturers teaching within the study field, shall be indicated and analysed.
- 21.4. The proportion of lecturers teaching courses within the study field who demonstrate proficiency in a foreign language at no lower than level B2 shall be indicated.
- 21.5. The number and proportion of lecturers teaching within the study field who have participated in outgoing or incoming international mobility programmes during the evaluation period shall be indicated and analysed (Annex 3, Table 10).
- 21.6. An analysis of lecturers' professional development activities in research, didactic, and/or professional practice areas shall be provided (Annex 3, Table 11).

## **22. Material Resources for Studies**

- 22.1. Data shall be provided on the premises used for studies and for practical training

conducted at LIK within the study field, including the number of workstations available in such premises (Annex 3, Table 12).

- 22.2. An analysis shall be carried out to determine whether the facilities and equipment used for studies within the study field, including computer software, are sufficient for the current number of students and appropriate for the achievement of the intended learning outcomes (Annex 3, Table 13).
- 22.3. The suitability and accessibility of the premises, facilities, and equipment used for studies within the study field for persons with special educational needs shall be assessed.
- 22.4. Access to electronic publications and databases relevant to studies within the study field shall be described.
- 22.5. Information shall be provided on the equipment and number of workstations available in libraries and reading rooms.

**23. Internal Evaluation, Enhancement and Dissemination of Studies**

- 23.1. Information shall be provided on the methods and measures applied to ensure the quality and effective delivery of Study Programmes within the study field.
- 23.2. Data shall be presented on the involvement of social partners in the evaluation and enhancement of Study Programmes within the study field, including their contribution to study improvement and the feedback provided to them.
- 23.3. Examples shall be provided demonstrating how information collected through the monitoring and evaluation of studies is used to improve Study Programmes within the study field.
- 23.4. Students' opinions on the quality of the Study Field Programmes shall be presented, along with information on the feedback provided to them.

**V. PROCEDURE FOR THE EVALUATION OF THE STUDY FIELD**

24. The internal evaluation of a study field shall be carried out through an analysis of the information presented in the Report and the supporting evidence provided therein. The evaluation shall be conducted by experts appointed to evaluate the study field.
25. The evaluation group shall consist of no fewer than three experts; the composition of the group shall be proposed by the Faculty Dean and approved by the Director.
26. The Head of the Study Field programmes/department shall submit the Report to the chair of the evaluation expert group within the deadlines specified in the Director's order.
27. Within fifteen working days of receipt of the Report, the experts shall review it and submit to the Head of the Study Programme(s) an evaluation agenda and preliminary findings. The agenda may include meetings with target groups of Academic Staff and students, as well as an inspection of the material resources.
28. Following meetings with the target groups, the experts shall assess the quality of the study field. The Chair of the Evaluation Panel shall submit the final conclusions to the Dean of the Faculty within fifteen working days of the completion of the evaluation.
29. Within twenty working days of receipt of the conclusions, the Study Programme committees shall prepare a study field improvement plan and submit it to the Academic Council for approval.
30. The Head of the Study Field Programmes shall be responsible for the implementation of the study field improvement plan. They shall present a report on the implementation of the plan to the Academic Council once per academic year, in October-November.

**VI. FINAL PROVISIONS**

31. This Methodology shall enter into force on the date of its approval by the Academic Council.
32. This Methodology may be amended in accordance with changes in applicable legislation and other regulatory documents.