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MRU PROCEDURES FOR THE DEVELOPMENT, APPROVAL, ACCREDITATION AND REGISTRATION OF THE NEW STUDY PROGRAMME; MRU PROCEDURE FOR THE ADJUSTMENT OF THE CURRENTLY OPERATING STUDY PROGRAMME; MRU PROCEDURE FOR THE DE-REGISTRATION OF THE STUDY PROGRAMME

External evaluation of the study programme currently operating

FEEDBACK

Surveys, discussions of stakeholders (internal and external), other data

Review of suitability of the study programmes (specializations) and learning outcomes of the subjects, review of the methods of studies and assessment; analysis of the results of the surveys of students / listeners, graduates; analysis of the material resources of the studies in Study Programme Committee — Study Programme Committee → *Minutes of the meeting of the Study Programme Committee*

Identification of the need to update a study programme currently operating or to create a new study programme — Study Programme Committee → *Minutes of the meeting of the Study Programme Committee*

IS IT PROPOSED TO CLOSE THE STUDY PROGRAMME CURRENTLY OPERATING?

NO

Process of the adjustment of the study programme (specialization) currently operating

Proposal and decision concerning adjustment of the study programme (specialization) currently operating — Study Programme Committee → *Minutes of the meeting of the Study Programme Committee*

Amendment of the study programmes (specializations) in information system „Studijos" — Study Programme Committee and Responsible persons of the faculty → *Amended Description and Study Plan of Study Programme in information system „Studijos"*

Review of the compliance of the changes of the study programmes (specializations) to legal acts — Academic Affairs Centre → *Does amendments of study plans comply with legal acts?* NO → *Proposals/comments of Academic Affairs Centre* → RETURN FOR ADJUSTMENT; YES → *A proposal to approve amendments in the Faculty Council*

Approval of the changes of the study programmes (specializations) in the Faculty Council — Faculty Council → *Excerpt from the decisions of the Faculty Council*

Submission of the changes of the study plans of the study programmes (specializations) for the acceptance of the Rectorate — Academic Affairs Centre, Faculty Dean's Office → *Question included in the agenda of the Rectorate*; *Presentation of changes*

Acceptance of the changes of the study plans of the study programmes (specializations) in the Rectorate — Rectorate → *Minutes of the meeting of the Rectorate*

Acceptance of the changes of the study plans of the study programmes (specializations) in the Senate Commission of Studies — Senate Commission of Studies → *Minutes of the meeting of the Senate Commission of Studies*

Approval of the changes of the study plans of the study programmes (specializations) in the Senate — Senate → *Decision of the Senate on the approval of the changes of the study programmes (specializations)*

Adjustment of the descriptions of the study subjects in information system „Studijos" — Teachers who teach study subjects and Study Programme Committee → *Amended Descriptions of Study Subjects in information system „Studijos"*

Approval of the changes of the study subjects in the Faculty Council — Faculty Council → *Excerpt from the decisions of the Faculty Council*

Publicity of Descriptions of Study Programmes in web page of MRU — IT Centre → *Presentation of Descriptions of Study programmes (specializations) and Study Subjects in ECTS information catalogue in web page of MRU*

YES

IS IT PROPOSED TO STOP ADMISSION AND TO REQUEST TO EXTEND FOR MAXIMUM 2 YEARS THE TERM OF ACCREDITATION OF THE STUDY PROGRAMME WITHOUT EXTERNAL EVALUATION UNTIL STUDENTS FINISH STUDIES?

YES

Process of de-registering the study programme (specialization)

Proposal and decision concerning the request to extend for maximum 2 years the term of accreditation for the study programme currently operating without external evaluation by making a self-assessment in order to know whether all the data on the diplomas issued to graduates who studied in this programme (specialization) will be entered in the registers of the students or diplomas and certificates before de-registering — Institute / Department, Faculty Dean's Office → *Minutes of the meeting of the Institute / Department*; *Minutes of the meeting of the Faculty Dean's Office*

Approval of the decision concerning the request to extend for maximum 2 years the term of accreditation for the study programme currently operating without external evaluation in the faculty — Faculty Council → *Resolution / Minutes of the meeting of the Faculty Council*

Submission of the decision concerning the request to extend for maximum 2 yearsthe term of accreditation for the study programme currently operating without external evaluation for the acceptance of the Rectorate — Academic Affairs Centre, Faculty Dean's → *The question included in the agenda of the Rectorate*; *Presentation of the decision*

Acceptance of the decision concerning the request to extend for maximum 2 years the term of accreditation for the study programme currently operating without external evaluation in the Rectorate — Rectorate → *Minutes of the meeting of the Rectorate*

Acceptance of the decision concerning the request to extend for maximum 2 years the term of accreditation for the study programme currently operating without external evaluation in the Senate Commision of Studies — Senate Commission of Studies → *Minutes of the meeting of the Senate Commission of Studies*

Approval of the decision concerning the request to extend for maximum 2 years the term of accreditation for the study programme currently operating without external evaluation in the Senate — Senate → *Minutes of the meeting of the Senate*; *Resolution of the Senate on the approval of the de-registering of the study programme (specialization)*

IS IT PROPOSED TO STOP ADMISSION AND TO SIGN OUT THE STUDY PROGRAMME (SPECIALIZATION) UPON THE EXPIRY OF THE ACCREDITATION TERM?

Proposal and decision concerning de-registering the study programme (specialization) by making a self-assessment in order to know whether there will be no one student and whether all the data on the diplomas issued to graduates who studied in this programme (specialization) will be entered in the *registers of the students or diplomas and certificates* before de-registering — Institute / Department, Faculty Dean's Office → *Minutes of the meeting of the Institute / Department*; *Minutes of the meeting of the Faculty Dean's Office*

Approval in the faculty of the decision concerning de-registering of the study programme (specialization) — Faculty Council → *Resolution/minutes of the meeting of the Faculty Council*

Submission of the decision concerning de-registering of the study programme (specialization) for the acceptance of the Rectorate — Academic Affairs Centre, Faculty Dean's → *The question included in the agenda of the Rectorate*; *Presentation of the Decision*

Acceptance in the Rectorate of the decision concerning de-registering of the study programme (specialization) — Rectorate → *Minutes of the meeting of the Rectorate*

Acceptance in the Senate Commission of Studies of the decision concerning de-registering of the study programme (specialization) — Senate Commission of Studies → *Minutes of the meeting of the Senate Commission of Studies*

Approval in the Senate of the decision concerning de-registering of the study programme (specialization) — Senate → *Minutes of the meeting of the Senate*; *Resolution of the Senate concerning the approval of the de-registering of the study programme (specialization)*

Getting sure whether there is no one student and whether all the data on the diplomas issued to the graduates who studied in this programme (specialization) will be entered in the registers of the students or diplomas and certificates. After de-registering the study programme from www.aikos.smm.lt, the entry of the data on the diplomas issued to the graduates will no longer be possible. — Faculty → *All the data on the diplomas issued to the graduates who studied in this programme (specialization) has been entered in the registers of students or diplomas and certificates*

Forwarding of the request concerning de-registering of the study programme to the *Ministry of Education and Science of the Republic of Lithuania* and notification of the *Centre for Quality Assessment in Higher Education* — Academic Affairs Centre → *Request of the Pro-Rector for Studies to sign out a study programme*

de-registering of the study programme from *Register of Studies, Teaching Programmes and Qualifications* (www.aikos.smm.lt) — Ministry of Education and Science of the Republic of Lithuania → *This programme no longer remains in www.aikos.smm.lt Register of Studies, Teaching Programmes and Qualification*

Conclusions of the research of the need for specialists and of the market analysis. Does the new study programme meet the needs of the market? — Initiative group, Marketing Office → *Proposals / comments*

YES

IS IT PROPOSED TO DEVELOP A NEW STUDY PROGRAMME?

Process for the development and approval of the new study programme (specialization)

YES

Proposal and decision concerning the development of the new study programme (specialization) — Institute / Department → *Minutes of the meeting of the Institute / Department*

Preparation of the concept of the new study programme (specialization) — Initiative group → *Draft concept of the new study programme*

Review of the concept of the new study programme (specialization) — Academic Affairs Center → *Doesn't the concept of the new study programme contradict legal acts?* NO → *Proposals / comments* → RETURN FOR ADJUSTMENT; YES → *Proposal to approve the concept in the Rectorate*

Submission for the acceptance of the Rectorate of the concept of the new study programme (specialization) — Academic Affairs Center, Faculty Dean's Office → *The question included in the agenda of the Rectorate*; *Presentation of the concept of the new study programme (specialization)*

Acceptance in the Rectorate of the concept of the new study programme (specialization) — Rectorate → *Minutes of the meeting of the Rectorate*

Setting up of the working group (teachers, *social partners, graduate s*) at the proposal of the Institute / Department or Study Programme Committee for the new study programme (specialization) — Faculty Dean's Office → *Order of the Dean of the Faculty*

Preparation of the description of the new study programme (specialization) — Working group → *Draft desription of the new study programme*

Review of the description of the new study programme (specialization) — Academic Affairs Center → *Does the description of the new study programme comply with general and special requirements for study programmes?* NO → *Proposals / comments* → RETURN FOR ADJUSTMENT; YES → *Proposal to approve the description in the Faculty Council*

Approval in the Faculty of the new study programme (specialization) — Faculty Council → *Resolution / minutes of the meeting of the Faculty Council*; *Declaration of the Faculty Council on the compliance of the new study programme (specialization) with general and special requirements for study programmes*

Submission for the acceptance of the Rectorate of the description of the new study programme (specialization) — Academic Affairs Center, Faculty Dean's Office → *The question included in the agenda of the Rectorate*; *Presentation of the description of the new study programme (specialization)*

Acceptance in the Rectorate of the description of the new study programme (specialization) — Rectorate → *Minutes of the meeting of the Rectorate*

Acceptance in the Senate Commission of Studies of the description of the new study programme (specialization) — Senate Commission of Studies → *Minutes of the meeting of the Senate Commission of Studies*

Approval in the Senate of the description of the new study programme (specialization) — Senate → *Minutes of the meeting of the Senate*; *Resolution of the Senate on the approval of the study programme (specialization)*; *Declaration of the Senate on the compliance of the new study programme with general and special requirements for study programmes*

RETURN FOR ADJUSTMENT

SPECIALIZATION

PROGRAMME

Preparation of the package of documents of the new study programme (specialization) submission to the *Center for Quality Assessment in Higher Education* — Working group, Academic Affairs Center → *Description and annexes of the new study programme signed by the head of the working group (=CD)*; *Approval of the authorized institution concerning professional qualification intended to be provided (if any)*; *Agreement on the execution of the Joint Study Programme signed by the partners of all higher education institutions (if a joint study programme is provided)*; *Description of the new study programme signed by the Rector*; *Request of the Pro-Rector for Study Programmes to accredit a study programme*; *Declaration of the Senate concerning compliance of the new study programme with general and special requirements for study programmes*

Evaluation of the new study programme — Center for Quality Assessment in Higher Education, Working group, Academic Affairs Center

Visit of the group of experts of the *Centre for Quality Assessment in Higher Education* to the higher education institution which intends to implement a new study programme (if accreditation is carried out with external assessment procedure) → Organization of the visit of the group of experts of the *Center for Quality Assessment in Higher Education* to the higher education institution which intends to carry out a study programme (if accreditation is carried out with external assessment procedure)

Does the new study programme comply with general and special requirements for study programmes? NO → Letter of the Director of the *Center for Quality Assessment in Higher Education* concerning shortcomings of the description of the new study programme submission to the (1) Letter of the Director of the *Center for Quality Assessment in Higher Education* with the copy of the conclusions of the evaluation of the study programme submission to the higher school; (2) Provision of Center for Quality Assessment in Higher Education submission to *Ministry of Education and Science of the Republic of Lithuania* for the registration at *Register of Studies, Teaching Programmes and Qualifications* (www.aikos.smm.lt); YES

Registration of the new study programme — Ministry of Education and Science of the Republic of Lithuania → *Granting of the state code to the study programme and registering at Register of Studies, Teaching Programmes and Qualifications (www.aikos.smm.lt)*

Accreditation of the new study programme — Center for Quality Assessment in Higher Education → *Order of the Director of the Center for Quality Assessment in Higher Education with the term for the accreditation and term of accreditation of the study programme*

Promotion, marketing, admission of the study programme (specialization) — Responsible persons of the Faculty, Marketing Office, Admission and Diplomas Unit → *Submission of the descriptions of the study programme (specialization) and subjects in ECTS information catalogue*; *Promotion and marketing*; *Admission*

Organization of the study process

Stakeholders (internal and external)