



**LITHUANIAN BUSINESS UNIVERSITY OF APPLIED SCIENCE**

**REGULATION OF STUDY PROGRAM COMMITTEES**

**Klaipėda, 2014**

APPROVED  
By the decree Nr. 6  
Of the Academic Council  
On the 15th of December, 2014

## **REGULATION OF STUDY PROGRAM COMMITTEES**

### **I. GENERAL PROVISIONS**

1. Study program committees (hereinafter – the committees) of the University are responsible for the development and adjustment of study programs.
2. Staff of the committees and their heads are annually elected and renewed by the Director and with proposals of Department Heads.
3. Work of the committees is guided by: the law on science and education of the Republic of Lithuania and its bylaws, the University Statute, the classifier of study areas and fields, General provisions for study programs and their descriptions, approved by the decree of the minister of Education and Science of the Republic of Lithuania, as well as regulations for study areas, study regulations and other legislations.
4. The work of the Study Program Committee is coordinated by the Deputy Director for Studies. At the meetings, development of study programs is discussed and documents, regulating implementation of the study programs are either discussed or created.

### **II. TASKS AND FUNCTIONS**

5. To initiate the assessment of inner study programs quality of.
6. To participate at the meetings of the Academic Council, where issues, related to the implementation of study programs are discussed.
7. To review the content, plans and subjects of study programs.
8. Submit proposals to the Academic Council for correction and renewal of study programs, as well as for ensuring of study program quality.

### **III. ORGANISATION OF WORK**

9. Lecturers and employees of different departments of the University can submit alternative projects of all parts of study programs to the committees.
10. Study Program Committee also can submit to the Academic Council a new study program project, prepared by a cathedral or joint working group and coordinated with the Study Program Committee.
11. Descriptions of study subjects are certified in accordance with the procedure of certification of academic subjects, approved by the Academic Council. The certification procedure takes place once a year, during the fall semester. Subjects can be taught only when their descriptions are certified.
12. While certifying descriptions of academic subjects, these criteria are assessed:
  - 12.1. accordance between the subjects taught and the goals, described in study programs;
  - 12.2. given knowledge and skills, the proportion of auditorium and student's individual work,

as well as forms of assessment;

12.3. the qualification of lecturers and the relationship between the subject content and the scientific work;

12.4. implementation of the newest knowledge in a scientific branch and professional experience;

12.5. rational, consistent and systematic conveyance of knowledge to students during a semester;

12.6. the assessment system, capable of verifying the foreseen study results;

12.7. consistent and intense development of transferable skills;

12.8. implementation of advanced learning and education technologies;

12.9. newness and amount of recommended literature and didactic material, necessary for auditorial work, practices and another kind of academic work, as well as the level of modernity of hardware and software technology.

13. While certifying descriptions of study programs, the committees have a right to:

13.1. while certifying a subject of other area (field), to invite scientists (lecturers) of the academic field (branch) being certified to the committee meeting;

13.2. to certify or not to certify a description of a subject, i. e. to include or not to include a subject into the study program.

13.3. to invite the authors of subject descriptions to the meetings of the Study Program Committees;

13.4. to submit subject descriptions to the chosen experts of the committees for additional reviews;

14. The committees annually certify descriptions of new subjects and those descriptions, certification of which has already expired.

15. The descriptions of academic subjects, certified the Study Program Committee, still may be corrected (list of references may be renewed, order of themes, summaries etc. may be revised) on the first week of a study year. Department Heads and the Study Program Committee must be informed about the amendments made, but subject themes, the structure of academic hours, amount of credits, their titles and codes cannot be changed. If it is necessary to make such changes, subject descriptions are to be submitted to an additional certification.

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