

DIRECTOR OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION
ORDER

**REGARDING THE AMENDMENT TO THE ORDER NO 1-01-9 OF THE
DIRECTOR OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER
EDUCATION OF 18 JANUARY 2010 ON THE APPROVAL OF THE STATUTE OF
THE STUDY PROGRAMME EVALUATION COMMISSION**

16 December 2011 No 1-01-168
Vilnius

Pursuant to Paragraph 17.2 of the Statute of the Centre for Quality Assessment in Higher Education approved by the Order No ISAK-992 of the Minister for Education and Science of the Republic of Lithuania of 1 June 2005 on the approval of the Statute of the Centre for Quality Assessment in Higher Education (*Official Gazette*, 2005, No [72-2624](#); 2011, No [140-6593](#)):

I hereby amend the Statute of the Study Programme Evaluation Commission and set it forth as follows (enclosed).

DIRECTOR

ARTŪRAS GREBLIAUSKAS

APPROVED

Order No 1-01-9 of the Director of the Centre for Quality Assessment in Higher Education of 18 January 2010 (as amended by the Order No 1-01-168 of the Director of the Centre for Quality Assessment in Higher Education of 16 December 2011)

THE STATUTE OF THE STUDY PROGRAMME EVALUATION COMMISSION

I. GENERAL PROVISIONS

1. The Statute of the Study Programme Evaluation Commission (hereinafter referred to as 'the Statute') establishes the functions, rights, duties, responsibility, formation and activity organisation procedure for the Study Programme Evaluation Commission (hereinafter referred to as 'the Evaluation Commission') operating under the Centre for Quality Assessment in Higher Education (hereinafter referred to as 'the Centre').

2. The Evaluation Commission shall advise the Centre on study programme evaluation.

3. The Evaluation Commission shall carry out its activities in accordance with the Constitution of the Republic of Lithuania, Law on Higher Education and Research of the Republic of Lithuania (*Official Gazette*, 2009, No [54-2140](#)), the Description of the External Evaluation and Accreditation of Study Programmes approved by the Order No ISAK-1652 of the Minister for Education and Science of the Republic of Lithuania of 24 July 2009 (*Official Gazette*, 2009, No [96-4083](#); 2011, No [100-4702](#)), other legal acts regulating the system of research and higher education, the Statute, and Standards and guidelines for quality assurance in the European higher education area.

4. The Evaluation Commission shall inform the public about its activities in the annual performance report of the Centre.

5. Decisions of the Evaluation Commission shall be published on the website of the Centre.

II. FUNCTIONS, RIGHTS, DUTIES AND RESPONSIBILITY

6. The Evaluation Commission shall perform the following functions:

6.1. consider if the study programme evaluation reports submitted by the experts to the Centre are objective, comprehensive, substantiated, and accept one of the proposals set forth in Point 7 of the Statute;

6.2. submit recommendations to the Centre on the improvement of the legal acts regulating higher education studies and their organisation, evaluation of study programmes;

6.3. at the meetings of the Evaluation Commission, submit recommendations to higher education institutions regarding study programme improvement and recommendations to the Centre and the experts on the improvement of study programme evaluation.

7. Upon examination of the evaluation reports drawn by the experts, the Evaluation Commission shall adopt one of the following proposals to the Centre:

7.1. to approve the evaluation report drawn by the experts;

7.2. to reject the evaluation report drawn by the experts.

8. While performing its functions, the Evaluation Commission shall have the right to:

8.1. at its meeting, request the experts, research and higher education institutions, other interested persons to give their opinion regarding the evaluation of the study programme under consideration;

8.2. receive information from the experts and the Centre needed for the activities of the Evaluation Commission;

8.3. organise extended meetings of the Evaluation Commission which could be attended by specialists interested in the issue under consideration, scholars, representatives of research and higher education institutions, public institutions, social partners of research and higher education institutions.

9. Members of the Evaluation Commission are obliged to attend the meetings of the Commission (if they are unable to attend the meeting they must give at least three working days' notice to the Centre explaining the reason for their absence), perform the tasks delegated to them in a timely and proper manner, make themselves familiar with the external evaluation reports prior to the meeting, adhere to the morals and other requirements (to support their opinions expressed at the meetings with facts, act professionally at the meetings, refrain from disclosing information related to evaluation, such as evaluation reports, opinions, proposals, comments, etc. of individual persons participating at the meeting, commenting on voting of individual members of the Evaluation Commission).

10. The Evaluation Commission shall be held responsible for development and presentation of grounded, reasoned proposals to the Centre in the cases established in this Statute.

11. Members of the Evaluation Commission shall bear responsibility for the implementation of the functions attributed to the Evaluation Commission, adherence to the legal acts following the procedure established by the legal acts.

III. FORMATION PROCEDURE

12. The Evaluation Commission shall be composed of no less than 12 and no more than 15 members. Members to the Evaluation Commission shall be appointed by the Centre. Members of the Evaluation Commission shall be appointed for the term of no longer than 4 years (with the exception

of a student, who shall be appointed for the term of office of maximum two years). A person may be appointed as an Evaluation Commission member for no more than two successive terms of office.

13. The Evaluation Commission shall be composed of the following:

13.1. at least one university lecturer from each study field;

13.2. at least three college lecturers from different study fields;

13.3. at least one representative of the social partners of higher education institutions;

13.4. at least one student – a member proposed by the Lithuanian Union (Unions) of Higher Education Students' Representative Offices;

13.5. other persons (scientists, specialists distinguished in their pedagogical activities by competence and creativity, lecturers, persons experienced in expert evaluation, civil servants and employees of public institutions).

14. The Centre shall appoint the Chair and the Deputy Chair of the Evaluation Commission from the members of the Evaluation Commission.

15. If upon expiry of the term of office of a member of the Evaluation Commission, no new member of the Commission is appointed, the former Evaluation Commission member shall continue in office until a new member is appointed.

16. If a member of the Evaluation Commission fails to perform his/her duties in timely and proper manner (misses three meetings of the Evaluation Commission without an advance notice, breaches a code of ethics, fails to fulfil the assignments of the Chair of the Evaluation Commission or other duties established in the Statute), the Centre shall remove such member from the Evaluation Commission and appoint another person following the general established procedure.

IV. ORGANISATION OF ACTIVITIES

17. The main form of the activities of the Evaluation Commission shall be a meeting. Meetings of the Evaluation Commission usually shall be held in the premises of the Centre. Working conditions of the Evaluation Commission shall be established by the Centre.

18. Meetings of the Evaluation Commission shall be convened by:

18.1. the Chair of the Evaluation Commission (at his/her own initiative or at the proposal of at least two thirds of the Evaluation Commission members);

18.2. the Centre.

19. Meeting materials shall be distributed to the members of the Evaluation Commission at least three working days before the meeting. In special cases, meeting materials can be provided later, upon consent of the Chair of the Evaluation Commission.

20. The meeting of the Evaluation Commission shall be legitimate if at least two thirds of the Evaluation Commission members are present, save for the case stipulated in Point 24 hereof. Proposals of the Evaluation Commission, as established in Point 7 hereof, shall be adopted by open voting or, upon the decision of the Evaluation Commission, by secret voting. A proposal shall be considered adopted, if the majority of Evaluation Commission members present at the meeting vote for it. In case of equal distribution of votes at open voting at the meeting, the Chair of the Evaluation Commission shall have the decisive vote. When voting regarding approval of the proposal, the Evaluation Commission members can vote "for" or "against". Abstention from voting is prohibited.

21. Minutes of all meetings of the Evaluation Commission shall be kept.

22. Members of the Evaluation Commission unable to attend the meeting can submit their opinion on the matters under consideration in writing. Written opinion shall be announced at the meeting.

23. If less than two thirds of the Evaluation Commission members are present at the meeting, the agenda of the meeting can be considered, but the proposals established in Point 7 hereof may not be

adopted at such meeting. Draft proposal can be developed at the meeting. Draft minutes of the meeting are sent to all members of the Evaluation Commission after the meeting (including draft proposals). Upon making themselves familiar with the draft minutes, the members shall vote 'for' or 'against' every proposal by post or electronic mail. The proposal of the Evaluation Commission shall be considered approved, when at least three fifths of all members of the Evaluation Commission vote for it within five working days from the dispatch of the draft minutes of the meeting. Upon expiry of the voting term, the secretary of the meeting shall issue the minutes of the meeting and familiarise all members of the Evaluation Commission with it by post or electronic mail.

24. When the matter under consideration may cause the conflict of public and private interests of any member of the Evaluation Commission, the latter must opt out from the matter consideration and voting. If the matter under consideration may cause the conflict or public and private interests of the chair of the meeting, the latter must opt out from the presidency of the meeting during the consideration of the matter. For the purpose of legitimacy of the meeting according to Point 21 of the Statute, the member of the Evaluation Committee who opted out from the consideration shall be considered to be present at the meeting.

25. The Chair of the Evaluation Commission shall perform the following functions:

25.1. organise the work of the Evaluation Commission;

25.2. convene the meetings of the Evaluation Commission and preside over them;

25.3. represent the Evaluation Commission or delegate this function to his/her Deputy, and if not possible – to any member of the Evaluation Commission;

25.4. assume responsibility for the quality and effectiveness of the activities of the Evaluation Commission.

26. In absence of the Chair of the Evaluation Commission, his/her functions shall be performed by the Deputy Chair of the Evaluation Commission, and in absence of them both – a member of the Evaluation Commission present at the meeting shall be elected by the majority of votes of the members present at the meeting.

27. The secretary of the Evaluation Commission shall assist in organising the work of the Commission, who shall be appointed by the Centre from the civil servants and/or employees of the Centre.

28. The Secretary of the Evaluation Commission shall perform the following functions:

28.1. concern himself/herself with organisation of the meetings;

28.2. upon coordination with the Director of the Centre, plan funds needed for the activities of the Evaluation Commission;

28.3. assist in drafting documents related to the work of the Evaluation Commission, minute the meetings;

28.4. inform the Centre about the activities of the Evaluation Commission.

29. All documents related to the activities of the Evaluation Commission shall be kept in the Centre following the procedure established by the Centre.

V. FINAL PROVISIONS

30. Public procurement service agreements shall be signed with the members of the Evaluation Commission following the procedure established by the legal acts.

31. Remuneration to the members of the Evaluation Commission for their work shall be paid from the budget of the Centre.

32. Any amendments to the Statute may be made by the proposal of the Evaluation Commission or the Centre.
