

*Consolidated version as of 25/09/2018*

*The order was published in: the Register of Legal Acts on 18/01/2018, ID 2018 -00788*



**CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION  
DIRECTOR**

**ORDER  
ON THE APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR THE  
EVALUATION OF THE APPLICATION DOCUMENTS TO OBTAIN THE  
AUTHORISATION TO CONDUCT STUDIES AND STUDY-RELATED ACTIVITIES**

17 January 2018, No V-6  
Vilnius

Pursuant to paragraph 8 of the Description of the Procedure for Issuance, Adjustment and Repeal of the Authorisation to Conduct Studies and Study-Related Activities approved by Resolution No 149 of the Government of the Republic of Lithuania of 1 March 2017 (version of Resolution No 642 of the Government of the Republic of Lithuania of 26 July 2017),

I h e r e b y a p p r o v e the Description of the Procedure for the Evaluation of the Application Documents to Obtain the Authorisation to Conduct Studies and Study-Related Activities (enclosed).

Director

Nora Skaburskienė

APPROVED  
ORDER No V-6  
of the Director of the Centre for Quality  
Assessment  
in Higher Education of 17 January 2018

## **THE DESCRIPTION OF THE PROCEDURE FOR THE EVALUATION OF THE APPLICATION DOCUMENTS TO OBTAIN THE AUTHORISATION TO CONDUCT STUDIES AND STUDY-RELATED ACTIVITIES**

### **CHAPTER I GENERAL PROVISIONS**

1. The Description of the Procedure for the Evaluation of the Application Documents (hereinafter referred to as ‘the Applications’) to Obtain the Authorisation to Conduct Studies and Study-Related Activities (hereinafter referred to as ‘the Description’) shall regulate the procedure for the assessment of documents submitted to the state and non-state higher education institutions and foreign higher education institutions whose activities are evaluated by an agency for quality assessment in higher education listed in the European Quality Assurance Register for Higher Education or an agency which is a full member of the European Quality Assurance Register for Higher Education established in the Republic of Lithuania (hereinafter referred to as ‘the Branch’) for obtaining authorisation to conduct studies and study-related activities in the Republic of Lithuania at the Centre for Study Quality Assessment in Higher Education (hereinafter referred to as ‘the Centre’). The application shall be submitted to the Ministry of Education and Science of the Republic of Lithuania.

2. The Description has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania and the Description of the Procedure for Issuance, Adjustment and Repeal of the Authorisation to Conduct Studies and Study-Related Activities approved by the Resolution of the Government of the Republic of Lithuania (hereinafter referred to as ‘the Resolution’).

3. The definitions used in the Description are defined in the Law on Higher Education and Research of the Republic of Lithuania.

### **CHAPTER II PROGRESS OF EVALUATION**

4. The Ministry of Education and Science shall forward the application referred to in Paragraph 3 of the Resolution to the Centre for Quality Assessment in Higher Education (hereinafter referred to as ‘the Centre’).

5. The new study programmes specified in Paragraph 3 of the Resolution shall be evaluated in accordance with the Methodology for the Preparation of the Description of the New Study Programme, its External Evaluation and Accreditation approved by the Order of the Director of the Centre for Quality Assessment in Higher Education (hereinafter referred to as ‘the Methodology’).

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

6. The Centre shall, in accordance with the Experts Selection Procedure approved by the order of the Director of the Centre, invite experts for the evaluation of new study programmes and/or the remaining Application documents.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

7. If in accordance with the procedure laid down in the Methodology, new study programmes in at least 3 study fields (university) or 2 study fields (college) received a positive assessment, the Centre shall begin the evaluation of the remaining Application documents. A separate experts' team shall be constituted for performance thereof and a visit to a higher education institution or a branch shall be organised. If following an expert evaluation of new study programmes it is found that study programmes have been evaluated positively in less than 3 study fields (university) or in 2 study fields (college), the Centre shall terminate the procedure for evaluating the Application, shall inform the Ministry of Education and Science and the higher education institution or branch thereof.

*Amendments to the item:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

8. Lapsed from 25/09/2018.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

9. The Centre shall inform the higher education institution or branch of the composition of the expert team by e-mail at least 10 working days before the date fixed for the visit to the higher education institution or branch. The higher education institution or branch may, within five working days of receiving notification of the intended composition of the expert team, propose, on a reasoned basis, the replacement of the member(s) of the intended expert team.

9<sup>1</sup>. The Centre shall, at least four months after the date of receipt of the Application from the Ministry of Education and Science, evaluate the Application documents of the higher education institution or branch and adopt a decision on the evaluation thereof.

*Supplemented by a clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

### **CHAPTER III**

#### **AREAS UNDER EVALUATION AND CRITERIA**

10. By inviting experts, the Centre shall determine whether the material base, qualified staff are suitable to conduct the planned studies, research and/or art activities and the higher education institution or branch complies with the other conditions laid down in the Law on Higher Education and Research of the Republic of Lithuania necessary to ensure the quality of planned studies, research and/or art activities, as well as to ensure the compliance of higher education qualifications provided with the requirements.

11. A higher education institution or a branch seeking to obtain an Authorisation shall be evaluated on the basis of the following criteria:

11.1. Compliance of new studies to be conducted by the higher education institution of the Republic of Lithuania with the requirements laid down in the legal acts governing the requirements of studies in the Republic of Lithuania;

*Amendments to a sub-clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

11.2. Compliance of new studies to be conducted by the branch with the requirements laid down in the legal acts governing the requirements of studies in the country of origin;

11.3. the suitability of material resources for study and research/art activities and development prospects. The following is analysed:

11.3.1. the suitability and adequacy of the premises necessary for the implementation of studies, the number of workplaces there, the necessary base for internships, the necessary equipment;

11.3.2. the data on the accessibility and sufficiency of methodological resources required for conducting studies in the library, reading rooms, methodological rooms;

11.3.3. the suitability of the planned infrastructure for the development of research(art) activities or applied science (art) activities.

11.4. the validity and rationality of the financial plan for activities. The following is analysed:

11.4.1. the compatibility of the allocation of financial resources with the development plan of the higher education institution or branch and the priorities of the country;

11.4. the validity and coherence of the components of the financial plan for activities.

11.4.3. the financial risk analysis;

11.4.4. the prospective long-term investments.

11.5. the validity and rationality of study and research (or art) activity strategies:

11.5.1. the consistency of the strategic action plan with the mission of the higher education institution, the strategy papers of the research and study policy of the country of origin, the provisions of the European Higher Education Area and the European Research Area;

11.5.2. the eligibility of the procedures for monitoring the implementation of the strategic action plan;

11.5. validity and coherence of the components of the strategic action plan;

11.5.4. the validity and coherence of the established research/art activity objectives, measures and their implementation;

11.5.5. the clarity and transparency of the means of envisaged unfair studies, the prevention of discrimination and appeal;

11.5.6. the clarity, validity and coherence of intended measures for study planning, organisation, supervision and improvement processes, internal study quality assurance;

11.5.7. the adequacy of the internal quality assurance measures intended to be used;

11.5.8. the validity and coherence of the educational objectives and measures for the implementation thereof defined by the higher education institution or branch.

11.6. suitability of the personnel to conduct study and research/art activities. The following is analysed:

11.6.1. compliance of staff recruitment principles and procedures with the strategic activity plan of the higher education institution or branch.

## **CHAPTER IV DRAWING UP REPORT AND ADOPTING DECISION**

12. The expert team shall draw up a draft report and submit them to the Centre at least fourteen working days after the end of the visit to a higher education institution or a branch.

13. When submitting the draft report to the Centre, the expert team shall provide the evaluation of the documents of the higher education institution or branch in the evaluation report according to the evaluation criteria.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

14. In the draft report, experts may submit a proposal to amend or supplement the Application documents.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

15. The Centre shall send the draft report to the higher education institution or branch by e-mail, which may comment on factual errors in the draft report within five working days from the date of sending the draft report.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

16. If a proposal to amend the Application has been submitted in the draft report, the higher education institution may, within five working days from the date on which the draft report was sent,

make corrections to the Application indicated by the experts and submit the supporting documents to the Centre by e-mail.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

17. The Centre shall forward the comments of the higher education institution or branch to the expert team, which, after examining the comments of the higher education institution, shall revise the report within seven working days and submit them to the Centre for signing with one of the following proposals:

17.1. to evaluate the Application positively when the experts have not made any comments or the comments submitted are not substantial;

17.2. to evaluate the Application negatively, where there are important and full-founded reasons – the Application does not meet the requirements set out in the Description.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

18. The evaluation report shall be considered by the Higher Education Institution Evaluation Commission in accordance with the regulations of that Commission approved by the Order of the Director of the Centre. After examining the evaluation report and the proposal of the Higher Education Institution Evaluation Commission, the Director of the Centre shall adopt a decision on the evaluation of the Application.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

19. The Centre shall send the evaluation report of the Application to the high education institution or the branch and to the Ministry of Education and Science by registered mail within two working days of the adoption of the decision.

20. The Centre shall accredit the programmes and/or study fields of that higher education institution within ten working days of the decision of the Ministry of Education and Science to issue an authorisation to a higher education institution or a branch.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

21. The findings shall be made public.

## **V. SUBMISSION OF APPEALS REGARDING THE REPORT OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION**

22. A higher education institution or a branch shall have the right to lodge an appeal once with the Appeal Commission composed by the Centre (hereinafter referred to as the ‘Appeal Commission’) regarding the evaluation report of the Application and the decision within seven working days of their dispatch from the Centre.

*Amendments to the clause:*

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

23. Appeals against the report of the Centre shall be examined by the Appeal Commission in accordance with its statute approved by the Director of the Centre.

---

### **Amendments:**

1. Centre for Quality Assessment in Higher Education, Order

No [V-69](#), 21/09/2018, published in the Register of Legal Acts on 24/09/2018, ID 2018 -14949

On the amendment of the Description of the Procedure for the Evaluation of the Application Documents to Obtain the Authorisation to Conduct Studies and Study-Related Activities approved by Order No V-6 of the Director of the Centre for Quality Assessment in Higher Education of 17 January 2018.