Training Package: Transforming Graduate Education for Education for Green and Sustainable Future (T-Green)

Country: Lithuania
Mykolas Romeris University

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Content:

Turinys

1. Lithuanian Qualifications Framework

The Lithuanian Qualifications Framework is a system of levels of qualifications established in the Republic of Lithuania based on the competencies necessary for a person's activities. The Government of the Republic of Lithuania approved the description of the Lithuanian Qualifications Framework in 2010. The qualifications provided in Lithuania are divided into 8 levels, describing the learning outcomes by describing the complexity, autonomy and variability of the activities for which the person who has acquired the qualification is ready to perform.

The Lithuanian Qualifications Framework has been prepared in order to:

- to classify the qualifications established in the Republic of Lithuania;

- create conditions for combining qualifications with the needs of the national economy, coordinating the economic, social and employment policies of the country;

- to ensure the clarity and accessibility of the processes for the identification, acquisition, evaluation and recognition of qualifications;

- to inform individuals about the content, acquisition, improvement and/or modification of qualifications necessary for various professional activities;

- to facilitate labour mobility nationally and internationally;

- promote lifelong learning through all forms and modes of formal, non-formal and informal training with a view to moving from one level of qualification to another.

List of qualification levels and methods of obtaining qualifications:

Level of the Lithuanian Qualifications Framework	Ways to obtain qualifications	Types of qualifications	Level of the European Qualifications Framework
8	Level VIII qualifications are acquired on completion of postgraduate studies and/or from	Doctoral diploma	8

	professional experience, and/or through self-study		
7	Level VII qualifications are acquired on completion of postgraduate, integral or professional study programmes and/or from professional experience, and/or through self-study	Master's degree; Residency certificate	7
6	Level VI qualifications are acquired upon completion of first cycle, vocational study programmes and/or from professional experience, and/or through self-study	Bachelor's degree; Professional Bachelor's degree	6
5	Level V qualifications shall be acquired on completion of training programmes for persons with a professional qualification and a defined period of professional experience, or short-term study programmes, and/or from professional experience, and/or through self-study	Certificate of study; Diploma of vocational education and training	5
4	Level IV qualifications are acquired on completion of vocational education and training and/or general education curricula and/or from professional experience, and/or through self-study	Diploma of vocational education and training; Maturity certificate	4
3	Level III qualifications are acquired on completion of vocational education and training and/or general education curricula and/or from	Diploma of vocational education and training;	3

	professional experience, and/or through self-study	Certificate of basic education	
2	Level II qualifications are acquired after completion of vocational education and training and/or general education curricula and/or from professional experience, and/or through self-study	Diploma of vocational education and training	2
1	Level I qualifications are acquired on completion of vocational education and training and/or general education curricula and/or from professional experience, and/or through self-study	Diploma of vocational education and training	1

Descriptions of the levels of the Lithuanian Qualifications Framework:

Level of qualifications	Description of the level of qualifications
I	Qualification is intended for activities consisting of one or more simple specialized actions or operations. When performing activities, one is able to apply the basic knowledge inherent in the activities carried out. The operating environment is clear, the activities are carried out according to detailed instructions, in some cases intensive care and guidance are necessary. The situations, actions and operations that make up the activity are constant and constantly repeat.
II	Qualification is intended for activities consisting of actions and operations aimed at solving simple problems. When performing activities, one is able to apply the basic factual knowledge characteristic of the activity. The performance of the activity requires supervision and leadership. The actions and operations that make up the activity are constant.
III	The qualification is intended for activities consisting of actions and operations in narrow areas of activity. Activities may include several or more specialized operational tasks that require the application of well-known and

Level of qualifications	Description of the level of qualifications
	proven solutions. When performing activities, it is possible to apply the knowledge inherent in the activities carried out about the facts, principles and processes of the field of activity. The activity is carried out independently or under the guidance of an employee with higher qualifications and under the influence of external quality control of the performance. The operating environment may require the ability to adapt to simple changes in the context.
IV	The qualification is intended for activities consisting of actions and operations in a relatively wide range of areas of activity. The activity is carried out in the framework of a number or more specialized operational tasks, the possible solutions of which are not always tested and known. When performing activities, one is able to apply factual and theoretical knowledge, which is characteristic of a wide context related to the field of activity. The activity is carried out independently, taking responsibility for the quality of the procedures and results of performing activities. Having gained a fixed period of professional experience, the qualification allows the transfer of practical operational skills to lower-skilled workers and the supervision of their activities. The operating environment requires the ability to adapt to changes caused by a change in the context of the activity, which is usually predictable.
V	The qualification is intended for activities characterized by a complex combination of operational tasks in different areas of activity. The activity includes the assessment and training of the competencies of lower-skilled employees. The activity requires the combination of in-depth knowledge of the field of activity with general knowledge, solving various specialized operational tasks in several different areas of activity. The employee performs the activity independently, its supervision is limited only to the evaluation of the results. The tasks of the activity are set by an employee with higher qualifications, often giving the performer of the activity opportunities to choose the methods and means of solving these tasks.

Level of qualifications	Description of the level of qualifications
	The employee directs the activities of employees with lower qualifications, plans and assigns operational tasks, supervises the performance of activities, advises and checks the quality of performance of activities. The technological and organizational requirements of the activity and its environment are constantly changing, the changes are often unpredictable and may be associated with new areas of activity.
VI	The qualification is designed for complex activities characterized by a variety of tasks and their content. When solving tasks in various areas of professional activity, various tools and methods are used. Therefore, the activities require the application of extensive theoretical knowledge based on the results of new fundamental and applied research or necessary for the introduction of various innovations. The activity is carried out independently, choosing the ways of performing tasks and organizing the work of the relevant people to perform the tasks set. Therefore, qualifications at this level include the ability to plan activities in accordance with the intended goals, analyze and record the results of their activities and provide reports to the persons coordinating the activities, adjust activities taking into account the analysis of performance and the recommendations of specialists, as well as carry out various project activities. The operating environment requires the ability to adapt to constant and, as a rule, unpredictable changes, which are determined by the progress of knowledge and technology in a particular professional field. Qualification allows you to improve and expand the knowledge of the professional field and, after evaluating your own activities, to learn independently (to develop cognitive competencies), as required by the change in professional activity.
VII	The qualification is intended for complex activities consisting of various interrelated tasks, which may include several areas of related professional activities. Therefore, the performance of the activity requires an expert assessment and application of the latest knowledge in the professional activity and in areas close to it or related to it, the discovery of new facts through applied

Level of qualifications	Description of the level of qualifications
	research on professional activities, the creative application of theoretical knowledge and the latest research results.
	The activity is carried out by independently setting the tasks of the relevant field of activity, making independent decisions focused on improving and improving performance. The activity is characterized by leadership in the activities of other employees. Therefore, the qualifications of this level include the ability to independently conduct research of an applied nature, provide advice in the field of activity, coordinate projects focused on improving the qualifications of other people and introducing innovations, analyze the results of activities and present them.
	Due to the progress of knowledge, technology, work organization in various areas of activity in various areas of activity, the activities of this level and its environment are intensively changing, changes are difficult to predict, the activity consists of constantly changing combinations of tasks. Therefore, the change of activity requires the ability to make innovative decisions based on research results, to evaluate alternative solutions and possible social and ethical consequences of activities.
VIII	The qualification is intended for extremely complex activities, which are characterized by the development of innovations : new knowledge, ideas, technologies, ways, methods and processes of performing activities. Therefore, the activity requires the discovery of new knowledge in the fields of activity, based on the results of ongoing fundamental and applied research, integrating knowledge from various fields of activity. The activity is characterized by operational tasks of a strategic nature, which may include various different areas of activity or research subjects.
	The activities are strategically planned, taking responsibility for the results of the activities of other employees and their quality, strategically important decisions are made independently. Characterized by training and consulting specialists in the relevant field of activity. Therefore, there is a need for the ability to make strategic decisions of public importance, to independently plan and conduct fundamental and / or applied research, to transfer the latest

Level of qualifications	Description of the level of qualifications
	knowledge (disseminate experience) to specialists in the relevant field, to coordinate scientific and applied research projects.
	Intensive and unpredictable changes in activity, its environment require preparation for constant changes, openness to innovations, a positive attitude to the development of an organization and society, the ability to solve problems in an original way after assessing their context, the ability to initiate and create changes in various areas of activity and public life.

2. Development of new study programmes

The preparation of new study programmes in Lithuanian higher education institutions is closely related to:

- evaluation of the activities of a higher education institution;
- external evaluation of study fields.

Only with positive assessments in these areas can a higher education institution conduct studies.

2.1. Evaluation of the activities of the higher education institution

The Centre for Quality Assessment in Higher Education (SKVC) carries out external evaluation of the activities of higher education institutions in accordance with the Description of the Procedure for External Evaluation and Accreditation of Higher Education Institutions and Branches of Higher Education Institutions and Branches of Higher Education Institutions of Foreign States approved by the Minister of Education, Science and Sports of the Republic of Lithuania on 19 December 2019, the areas and indicators to be assessed, and the Methodology for Evaluation of the Activities of the Higher School of the Centre for Quality Assessment in Higher Education, which entered into force on 13 March 2020.

The objectives of the external evaluation are: based on the conclusions drawn up by experts, to determine the quality of the activities of the higher education institution, to create prerequisites for improving the activities of the higher education institution, to promote a quality culture and to inform the founders, the academic community and the public about the quality of the activities of the higher education institution.

External performance evaluation of the activities of a higher educational institution is carried out at least once every 7 years. The external evaluation is initiated by the Minister of Education, Science and Sport, approving the plan for the external evaluation of higher education institutions. External evaluation is organized by the Centre for Quality Assessment in Higher Education.

The external evaluation is based on the following principles:

- the quality of activity and its assurance is the responsibility of the higher education institution;
- the autonomy and identity of a higher education institution is recognized and respected;

- the social stakeholders of the higher education institution are involved in the process of external evaluation.

The external evaluation is based on the data provided in the summaries of self-analysis of higher education institutions, additional data provided at the request of the expert group, information provided by SKVC and data obtained during a visit to higher education institutions: from meetings with heads of higher education institutions, administrative staff, teachers, students, graduates, social partners.

External evaluation of the external activity of a higher educational institution takes place in the following stages:

- preparation of a summary of self-analysis;
- the formation of an expert group and the examination of the summary of self-analysis;
- a visit of an expert group to a higher educational institution;
- preparation and publication of evaluation conclusions (if the activities of the higher education institution are evaluated negatively and it is accredited for a term of 3 years, a re-external evaluation is initiated. The re-external evaluation is based on a new self-assessment summary, which also contains a progress report on the implemented and /or planned measures to be implemented to eliminate the shortcomings identified during the self-analysis and /or previous external evaluation, to improve the activities of the higher education institution);
- follow-up activities (subsequent activities are carried out in the following stages: 1) provision of performance improvement measures – after the external evaluation, the higher education institution provides measures to eliminate the shortcomings identified during the self-analysis and external evaluation, to improve the activities of the higher education institution .implementation of the planned measures – the higher education institution implements the planned measures to improve its activities by preparing a progress report on the implementation of the recommendations of the external evaluation (hereinafter referred to as the Progress Report) and publicizing it on the website of the higher education institution and submitting it to SKVC. SKVC, after receiving the Progress Report, analyzes it and provides feedback to the higher education institution. For the discussion of the progress report, meetings of skvc and representatives of the higher education institution are organized. SKVC makes the Progress Report publicly available on its website, together with the conclusions of the external evaluation; (3) monitoring the implementation of the envisaged measures – the

SKVC monitors the implementation of the action plan at least once during the established accreditation period of the higher education institution.)

The evaluation takes place according to 4 assessment areas (Annex No 1):

- management;
- quality assurance;
- study and scientific (artistic) activities;
- the impact on the region and the development of the country as a whole.

The activities of higher educational institutions are evaluated on a scale of 1 to 5. Individual areas of activity of higher educational institutions can be evaluated:

- unsatisfactory (1 point) - the area does not meet the minimum requirements, there are fundamental shortcomings, the goals of the external evaluation: based on the conclusions developed by experts, to determine the quality of the activities of a higher educational institution, to create prerequisites for improving the performance of a higher educational institution, to promote a culture of quality and to inform the founders, the academic community and the public about the quality of the activities of a higher education institution.
- satisfactory (2 points) - the area meets the minimum requirements, there are shortcomings that must be eliminated,
- well (3 points) - the area is developed systematically, without fundamental flaws,
- very good (4 points) - the area is very good in the national context and in the international sphere, without any flaws,
- excellent (5 points) - the field is exceptionally good in the national context and in the international sphere.

Each area to be assessed is evaluated on a 5-point scoring scale. The assessment is carried out by an expert group formed by the Centre for Quality Assessment in Higher Education (hereinafter – SKVC). The decision on the assessment and accreditation of a higher education institution is made by SKVC.

After evaluating the activities of a higher education institution positively, a higher education institution is accredited for a term of 7 years. After evaluating the activities of a higher educational institution negatively, a higher educational institution is accredited for 3 years. After 3 years, a re-evaluation of the activities of a higher educational institution is carried out. If, during the re-evaluation, the activities of the higher education institution are assessed negatively, it is not

accredited and the Minister of Education, Science and Sports makes a decision to revoke the permission to conduct studies.

2.2. External evaluation of study fields

The Law on Science and Studies of the Republic of Lithuania establishes that only studies in an accredited field of study may be carried out in higher education institutions.

Accreditation of studies in a certain field is a procedure during which the Centre for Quality Assessment in Higher Education confirms that the specific cycles or professional studies of the assessed study field correspond to the indicators set for them according to the evaluative areas. The decision on accreditation is made on the basis of the conclusions of the external assessment of studies, studies (including short-term studies) in the field of each cycle (for integral and professional studies separately) are accredited at least once every 7 years. All studies of one direction, which are carried out in all Lithuanian higher education institutions, are evaluated at the same time.

The assessment of study fields and study programmes to be carried out may be carried out by SKVC or, at the request of the higher education institution, by another agency for quality assurance in higher education included in the European Register of Quality Assurance Agencies for Higher Education (EQAR), with the exception of theological study programmes evaluated and accredited by the Agency for Quality Assessment and Promotion of Ecclesiastical Universities and Faculties of the Holy See (AVEPRO).

A higher education institution wishing to have the assessment of the field and postgraduate studies carried out by SKVC must submit the application for evaluation and accreditation of the field and postgraduate studies and the summary of self-assessment within the time limits set out in the plan for the external evaluation of skvc study fields. SKVC organises the evaluation with the help of external experts. SKVC begins the assessment only after receiving a request from a higher education institution and a self-analysis summary, which must contain data for the last 3 years of study.

From 1 January 2025, before starting the expert assessment of study fields, master's study directions will be evaluated according to the threshold assessment indicator.

The assessment of study fields and study programmes to be carried out is carried out taking into account seven evaluative areas: 1) the goals, results and content of studies, 2) the links between science (art) and study activities, 3) the admission and support of students, 4) studying, study achievements and employment of graduates, 5) teachers, 6) study material resources and 7) management and publicity of the quality of studies. (Annex No 2)

Each area to be assessed is evaluated on a 5-point scoring scale. If all areas of assessment are evaluated by experts at least 3 points, the studies in the field conducted by the higher education institution are accredited for a term of 7 years. When preparing new study programs, according to the field of study, which has 7 years of accreditation, the programs are no longer additionally evaluated.

Field studies are accredited for 3 years if at least one area of assessment is assessed by 2 points. New study programmes under this direction can be registered only after an external evaluation has been carried out and skvc has made a decision to evaluate such a program positively. After 3 years, a reassessment of the direction is organized. If during the reassessment at least one of the evaluated areas is evaluated by 1 or 2 points, a decision is made not to accredit the studies of the field.

Field studies are not accredited if at least one of the areas to be evaluated was scored 1 point at the time of the external evaluation, or for the second time in a row at least one area to be evaluated is assessed by 2 points or when it is found that the master's studies do not meet the threshold assessment indicator.

Admission of students to non-accredited studies cannot be carried out, and after graduation of the last students, the decision on non-accreditation comes into force. New study programmes in that field may be submitted for evaluation no earlier than one year after the entry into force of the decision on non-accreditation.

If there are students studying according to the studies of the field of study for which the decision to refuse accreditation has been made, the higher education institution must, within 2 months (excluding the months of July and August) from the date of the decision on the non-accreditation of studies in the field:

- to draw up a plan for the implementation of measures to ensure that students studying in the field of studying the opportunity to complete quality studies (hereinafter referred to as the plan of measures) (i.e. to indicate what measures the higher education institution will take in order to correct the fundamental shortcomings of the field's studies). The plan of measures also contains proposals agreed with the student representation regarding the possibilities of further study of students studying;
- submit a plan of measures to the Ministry of Education, Science and Sport of the Republic of Lithuania (hereinafter referred to as the Ministry) and inform the Ministry about the number of students studying in this direction.

After the publication in the Register of Legal Acts of SKVC's decision on the accreditation of studies in the field and its entry into force, subsequent activities begin to be carried out.

Stages of subsequent activities:

- provision of improvement measures – the higher education institution, having received the decision of the Centre, according to the proposals set out in the conclusions of the evaluation, provides measures to improve the studies of the field;
- implementation of the planned measures – the higher education institution implements the planned measures to improve the study of the direction;
- monitoring of the results of the implementation of measures – the Center monitors the improvement of field studies and the implementation of recommendations.

The Ministry may initiate an extraordinary assessment of studies in an accredited field before the expiry of the term of accreditation of studies in this field, in the event that it receives information about the non-compliance of the ongoing studies with the requirements of legal acts.

2.3. Evaluation and accreditation of studies to be carried out

The study programmes to be carried out must be registered in the Register of Studies, Training Programmes and Qualifications before they can be carried out.

The study programmes to be carried out shall be registered in the Register after evaluation in accordance with the procedure established by the higher education institution in cases where the study programme to be carried out by the higher education institution is of the same field and cycle, which is accredited. The higher education institution sends an application for registration of the study programme to be carried out and the data of the study programme to SKVC. The data of the study programme to be carried out in accordance with the procedure established in the SKVC assessment methodology shall be forwarded to the Register. When the joint study programme to be carried out by a higher education institution is of the same field and level as the one that is accredited, the higher education institution may apply to skvc for an external expert assessment of the planned joint study programme in accordance with the European model of quality assurance of joint study programmes.

When a higher education institution intends to carry out studies in the field and cycle that is not accredited or does not carry out studies in that field and cycle, the study programme (field) to be carried out can be registered in the register only after its external expert assessment has been carried out and skvc has made a decision to evaluate such a program positively. A higher education institution that does not carry out studies in that field and cycle may submit only one study programme intended to be carried out in the same field and cycle for external assessment.

The external expert assessment of the study programme (field) to be carried out is carried out according to the areas and indicators to be evaluated (without applying those that are not typical (cannot be evaluated) in the case of a new program (field)).

The planned joint study programmes may be assessed in accordance with the European model of quality assurance for joint study programmes. When the joint study programme is to be carried out is assessed in accordance with the European model of quality assurance of joint study programmes, the external expert assessment of the planned joint study programme (field) is carried out according to the areas to be assessed and the indicators used for the external evaluation of the field studies in accordance with the European Joint Study Programmes Quality Assurance Model (Annex No 3).

A higher education institution intending to carry out a new study program (direction) submits to SKVC:

- an application for the evaluation of a study programme (if the higher education institution does not carry out studies in that field accredited, an application for accreditation of studies in that field is submitted at the same time);
- the description of the study programme to be carried out, prepared in accordance with the procedure established in the SKVC methodology.

The Centre shall, after examining the conclusions of the evaluation drawn up by the experts, take one of the following decisions:

- to evaluate the study programme (direction) positively, if not more than one area of assessment of the study programme to be carried out, in the identified areas and indicators of the study programme to be assessed, is rated no worse than "satisfactory" – by 2 points;
- to evaluate the study programme (direction) negatively if at least one of the areas of assessment of the study programme identified in the areas and indicators to be assessed is rated "unsatisfactory" – 1 point – or at least two areas of evaluation are rated "satisfactorily" – by 2 points.

In the event that a higher education institution does not carry out accredited studies in that field, and the study program to be carried out is assessed positively, the studies in the field are accredited for the period up to the expected assessment of studies in that field in other higher education institutions. If the studies in that field, after the registration of a new study programme, were started to be carried out in a higher education institution less than three years before the assessment of studies in that field in other higher education institutions, the studies in the field are accredited until the end of the accreditation deadline for the next assessment of studies in that field in other higher education institutions. If studies in this direction and cycle are not carried out in other higher education institutions, the studies in the field to be carried out by the higher education institution are accredited for 3 years.

In the event of a negative decision on the registration of the study programme, the higher education institution may submit another study programme of the same field and cycle to be carried out for assessment no earlier than after one year.

2.4. Preparation of study programs intended to be implemented by Mykolas Romeris University

General provisions

The intended for implementation Programme (a field of study) before its launch should be registered in the national Register of Studies, Training Programmes and Qualifications (hereinafter referred to as the Register), and the intended for implementation Programme Specialization in the registered accredited field shall be approved by the University Senate.

The intended for implementation Programme (a field of study) is registered in the Register in accordance with the procedure established by the Minister of Education, Science and Sport Procedure for Registration of Objects of the Register of Studies, Training Programmes and Qualifications in the following instances:

- with the approval of the Rectorate and approved by the Senate of the University, when the intended for implementation Programme is of the same direction and level, which is accredited for a term of 7 years at the University;
- only after its external expert assessment and the decision made by SKVC to assess such a programme positively, when the intended to implement Program is from a study field and cycle that is not accredited for a term of 7 years or when the University does not carry out studies in that field and cycle. If the University does implement studies in the proposed field and cycle, it may submit only one intended to implement Programme in the same field and cycle for external evaluation.

It is intended to implement a specialization of the registered and accredited Programme of a study field or a registered, accredited Programme, which is planned to be implemented with Lithuanian or foreign partner institutions, the Programme is to be implemented with the approval of the Rectorate and after approval by the Senate and on signing a cooperation agreement with a partner institution for the implementation of such a programme.

If it is intended to implement a registered, accredited study field Programme or its specialization in a division located on the territory of another municipality, except in cases where the territories are from the city and the district of the same name municipalities, then these studies may be started to implement in the following cases:

- with the approval of the Rectorate and the Senate of the University, if the study field and cycle are accredited for a term of 7 years;
- only after external expert assessment and with the approval of SKVC to implement such studies, provided that the studies in that field or cycle are not accredited for a period of 7 years.

Initiation and design of programmes or specialisations to be carried out

The drafting of the Programme or its specialization intended for implementation in the field of study already implemented by the University is initiated by the Committee. The drafting of the Programme, which is intended to be implemented in a new field, is initiated by the Dean(s) of an academic department or several academic departments.

The Committee or Dean's Office(s):

- examines the results of the previous external expert evaluation of the programme field intended for implementation, the conclusions of the expert evaluation and, in accordance with the Description of the Procedure for External Evaluation and Accreditation of Studies approved by the Minister of Education, Science and Sport of the Republic of Lithuania, evaluates the possibilities and deadlines for applying to SKVC for registration of the Programme intended for implementation in the respective field and cycle;
- together with the University Communication and Marketing Center and the Career Center, assesses the need for the specialists to be trained according to the Programme or its specialization in the region, in the country and abroad, as well as the employment opportunities of graduates. The received feedback from students, graduates, employers is the main resource for deciding on the preparation and improvement of new programmes and their specializations;
- assesses the capacity to carry out studies in the intended field and the available or estimated resources (human, material and informational) to implement the intended studies (properly equipped auditoriums, creative and operational spaces, laboratories, computers with the necessary software, scientific and professional periodicals, new literature, employment reserve funds, relevant communication equipment, etc.);
- initiates the preparation of a description of the Programme (study field) or its specialization, cooperates with the Committee(s) of the Study Field of the Programme being prepared (when

the Dean's Office is in charge), the Institute, the academic unit that implements such a Programme or specialization, prepares the concept of a new Programme (Annex No 4), its specialization or a Programme intended for implementation with Lithuanian or foreign partner institutions in accordance with the established form, submits to the AAC to assess its compliance with legal acts, which submits the concept to the Commission of Study Strategy (further the Commission) for consideration.

The concept of a new Programme or its specialization succinctly sets out arguments regarding the need for the new Programme or its specialization in society, its cost-effectiveness, compliance with the priorities of the University.

The Commission shall consider the concepts of the Programmes or their specialisations. After approving the concept of the Programme or its specialisation, the Commission shall submit the considered concept to the Rectorate for consideration.

Preparation of a description of the Programmes or specialisations intended for implementation.

After the Rectorate has approved the concept of a new Programme or its specialization, a working group on the preparation of the Programme (further the Working Group) is formed, the composition of which is approved by the Dean of an Academic Unit. The composition of the Working Group of several departments and for the joint study programme shall be approved by the Rector of the University on the recommendation of the Dean(s) of the relevant academic unit(s). The Working Group includes researchers conducting research in the field of science with which the field of study of the Programme is associated, teachers, representatives of potential employers, students (alumni).

The Working Group prepares the description of the Programme to be implemented in accordance with the general and special (specified in the description of the field of study, if any) requirements for study programmes and in accordance with the Law on Science and Studies of the Republic of Lithuania, the University Statute, the Description of the Lithuanian Qualifications Framework, the Description of the Procedure for the External Evaluation and Accreditation of Studies, the areas to be assessed and indicators, Methodology for the evaluation of study programmes intended for implementation and other legal acts approved by the Minister of Education, Science and Sport of the Republic of Lithuania and the Director of SKVC, this Procedure and other national and international documents related to the preparation of programmes.

The description of the Programme to be carried out shall include:

- The description of the programme, in its structural parts and the provided analysis must correspond in the areas to be assessed, indicators, analyzed data and information to SKVC approved preparation methodology of study programmes intended for implementation; or to the Methodology of the preparation of the programmes intended for implementation requirements if it is intended to start carrying out a registered study program of an accredited field on the territory of another municipality (except in cases where there are city and district municipalities of the same name) in a subdivision.

- Annexes to the programme description of the Methodology of the preparation of the programmes intended for implementation descriptions of study subjects, CVs of teachers, programme data for registration in the Register, a copy of the joint programme implementation agreement (if a joint programme is provided) and plans for full-time and part-time studies of the programme;

- approval by the authorised body of the qualification (if any) to be provided.

The description of the Programme intended for implementation shall be prepared in accordance with the Procedure for the Preparation and Renewal of Study Programmes. The new specialisation of the Programme shall be described in accordance with the Programme's specialisation description form.

Study outcomes of the Programme or its specialization intended for implementation must comply with the Description of the Study Cycles approved by the Orders of the Minister of Education, Science and Sport of the Republic of Lithuania (study outcomes in compliance with the study cycle set out therein) and the description(if any) of the relevant field of study.

The prepared description of the programme (or specialization) intended for implementation with annexes is submitted for review of the Study Programmes and Quality Assurance Group of the AAC, and is considered by the Board of the Academic Department. After the approval of the drafted programme or its specialization by the Board of the Academic Department, it is considered in the University Rectorate and, with its approval is submitted to the University Senate for approval. The description of the Programme (or specialization) intended for implementation shall be signed by the Rector of the University and the Head of the Working Group.

External evaluation, accreditation and registration of study programmes intended for implementation

After the University Senate has approved the description of the programme intended for implementation, the University Academic Affairs Centre shall:

- submit an application to SKVC for the registration of the Programme to be carried out, approved by the Senate of the University, and attach the Program data to be executed in accordance with the established form; or
- submit a request to the SKVC or to another agency for quality assessment in higher education included in the European Register of Quality Assurance Agencies for Higher Education or to an agency designated in cross-border contracts (hereinafter referred to as the Agency) for the evaluation of the Programme intended for implementation and attache the description of the Programme approved by the University Senate (if the University does not implement an accredited field of study, it also submits an application to SKVC for accreditation of studies in that field). When the evaluation of the Programme has been impleted by the Agency, together with the application for registration of the Programme to be implemented (and accreditation of the field if the University does not implement accredited studies in that field), the conclusions of the agency's assessment and other specified documents shall be submitted to SKVC.

With a view to carrying out an expert external evaluation of the Programme intended for implementation within the Agency, the Committee shall make a reasoned proposal for the performance of the evaluation within the Agency to the Council of the academic department. With its approval, the proposal is considered in the Rectorate. With the approval of the University Rectorate, the University shall apply to the Agency in accordance with the procedures established by the Agency and in accordance with the requirements set out in the Description of the Procedure for External Evaluation and Accreditation of Studies, in the areas to be evaluated and by the indicators to be assessed. Upon receipt of the Agency assessment, the University applies to SKVC for accreditation and registration of the Programme to be carried out.

The planned joint study programmes may be evaluated in accordance with the European model of quality assurance for joint study programmes in accordance with the procedure established by legal acts.

The Working Group and the Committee organize a visit of a group of experts regarding the external evaluation of the programme to be carried out at the University (agree on the agenda of the visit, the list of participants of the visit, invite social stakeholders, etc.). The Study Programmes and Quality Assurance Group of the AAC Study Department advises on the organization of the visit.

After SKVC has made a decision to accredit and register the Programme intended for implementation or the University Senate approves the planned specialization of the Programme, the the Study Programmes and Quality Assurance Group of the AAC Study Division shall inform the Vice-Dean for Studies of the relevant academic department, the Programme Supervisor and the Chairman of the Committee.

The responsible employees of the academic department enter the study plan of the accredited and registered Programme or the Specialization of the Programme approved by the University Senate and the data on its approval into the Description of study plans of the digital University Information System "Studies", the descriptions of the study programme and study subjects and data on their approval – into the Catalogue of Study Programmes and Subjects according to the form of the Description of the Study Programme and the Form of the Study Subject Description. Descriptions of the programme and its specializations and study subjects in Lithuanian and English are published on the University website, intranet in the ECTS information catalogue of study programmes and subjects. Information about the Programmes and their specializations must be publicly available on the University website.

After SKVC has made a decision to accredit the Programme intended for implementation, the University AAC enters the accreditation data into the University Study Information System no later than within one month and publishes the conclusions of the external evaluation and the decision on the accreditation of the programme to be carried out on the University website.

If SKVC has a negative assessment of the Programme (study field) intended for implementation, the University may submit the next Programme in the same field and level intended for implementation for evaluation no earlier than one year after the decision of the SKVC to evaluate the programme intended for implementation negatively.

If SKVC evaluates the Programme (study field) intended for implementation, which is the only Programme implemented by the University in that field of study, in the affirmative, the Committee shall reply that during the current accreditation period of this field, no new Programmes of the same direction and cycle would be submitted.

When the SKVC makes a decision not to accredit studies in any of the ongoing fields, the programmes to be carried out in that field may be submitted for evaluation no earlier than one year after this Decision enters into force.

In case of a positive evaluation, the Committee shall be responsible for the implementation of the intended Programme, taking into account the conclusions of the external evaluation and the recommendations contained therein for the improvement of studies, and for monitoring in accordance with requirements in Mykolas Romeris University Regulations of the Internal Quality Management of Studies.

2. Regulations for credit transfer and recognition

The Procedure for the Recognition of Study Credits of Mykolas Romeris University establishes the principles and procedure for the recognition of study results achieved by a person **a)** in other Lithuanian and foreign higher education institutions and **b)** in the nonformal adult education system and the recognition of study credits at Mykolas Romeris University

2.1. Recognition of study results achieved by a person in other Lithuanian and foreign higher education institutions

This procedure is applicable the persons who have graduated, studied or are studying in Lithuanian and foreign higher education institutions in higher education study programs and who wish to continue their studies crediting their study results, recognizing the received study credits according to the same or other study programs at the University.

Personal study results shell be credited without restrictions if they are compatible with the studies conducted at the University in at least one of the following ways:

- study results have been acquired during previous studies at the University and the study program or subject for which the study results are to be credited has not changed substantially
- study results have been acquired by part-time studies in another higher education institution with which the University has concluded a study exchange agreement.

The final thesis and / or final exam shall not be credited.

A person who wishes to have his previous studies at the University credited shall submit an application to the coordinator of the department where he is studying or intends to study, indicating the study program according to which he wishes to be credited and the desired credits. A person who has studied at another higher education institution shall submit these documents:

- an application indicating the study program according to which the study results are to be credited and the study results desired to be credited
- the diploma, and its appendix and subject descriptions, if the person has obtained higher education

- the transcript of records and descriptions of study subjects of the higher education institution where the desired study results have been obtained, if the person has not completed studies or if a diploma appendix has not been issued for the completed studies (If the study certificate confirming partial studies abroad is issued in a language other than English, the student shall submit the original document and its official translation into Lithuanian certified by the translation agency).

The coordinator shall assess the compliance of the studies, the results of which are to be credited, with the requirements of legal acts:

- shall verify that the higher education institution where the study results were obtained is recognized. If necessary, he may apply to other institutions for the necessary information about the higher education institution
- shall check the compliance of the type of studies, study cycle, form of studies and other features of studies with the study system of the University.

The administrator, based on the diploma appendix or study certificate and subject descriptions, shall compare the study results and the subject requirements of the program intended to be studied and shall fill in the study results credit card:

- The study results of the study bases or special part shall be credited if their scope is at least two thirds of the study results of a similar study basics or special subject provided in the intended to study program and corresponds to its essential objectives and main parts of the subject content, or if the study does not have a comparable subject, meets the general requirements for the subjects in those parts and provides the knowledge and skills stipulated in that part of the program
- The study results of the general education part shall be credited if they correspond to the essential objectives of the subjects of this part and the main parts of the subject content
- The study results of a student's elective subjects, within the limits of the program according to which it is desired to credit the study results, shall be credited without any restrictions
- The total volume of study results of college study subjects, which are credited instead of the study basics or special subjects of the university undergraduate study program, shall not exceed half of the scope of the university undergraduate study program intended to be studied
- No more than 75 percent of the scope of the study program to be studied shall be credited. The final thesis and / or final exam shall not be credited

- In case of controversial issues related to the recognition of credits, the administrator shall contact the committee of the study program.

Taking into account the proposals of the coordinator, within two months from the date of receipt of all documents, the final decision on the recognition of study credits and crediting of study results shall be made by the head of the unit.

Persons shall pay the amount of the fee set by the University Council for crediting study subjects. The fee shall not apply to persons who change the study program, form and method of study according to the academic mobility procedures.

The decision on the crediting of study results shall be formalized by the Academic Credit Transfer Card, which is signed by the head of the unit or by the order of the head of the unit (Annex No 5).

2.2. Credit of study results according to learning achievements obtained in the system of non-formal adult education

This procedure is applicable to the persons with at least secondary education, at least 3-5 years of work experience in the field from which the recognition of credits of the study subject(s) will be sought, and who wish to assess their learning achievements in the system of non-formal adult education in accordance to the programs of the University.

No more than 75% of the volume of the study program to be studied shall be credited. The final thesis and / or final exam shall not be credited.

The candidate shall register for the Procedure on the University website: shall fill in the electronic registration form for the Procedure of assessment of learning achievements and competencies recognized in the non-formal adult education system and shall submit it to the University Career Centre. If the registration data of the candidate do not meet the necessary requirements the specialist shall inform the candidate thereof.

The specialist shall provide the candidate with initial information on the possibility to credit the study results according to his learning achievements in the system of non-formal adult education and provides the candidate with electronic application forms: an extended application for the participation in the procedure of assessment of learning achievements and recognition of competences acquired in the non-formal adult education system and an application for the participation in the procedure of assessment of learning achievements and recognition of competences acquired in non-formal adult education. The candidate shall submit a completed Extended Application and a signed Application or electronic copies thereof to the specialist.

For the examination of the Application, the candidate shall pay the amount of the fee set by the University Council.

The specialist shall inform the responsible person of the unit about the documents submitted by the candidate. The person in charge of the unit together with the relevant study program committee shall examine them, assess the compliance of the study program and make a decision on the continuation of the procedure of the candidate, and inform the specialist about the decision. If the unit decides to continue the Procedure, the specialist shall be provided with an electronic submission of the unit manager to appoint an expert(s) and a consultant.

The specialist shall inform the candidate of the decision taken by the unit to continue or not the candidate's Procedure. If the unit has decided to continue, the specialist shall:

- coordinate the approval of the expert(s) and consultant
- provide the candidate with an electronic sample of the Portfolio, methodological and practical recommendations on how to prepare their Portfolio, and direct the candidate to the unit, providing the contact information of the consultant(s).

The Consultant shall organize the procedure in the unit and provides support and assistance to the candidate throughout the whole procedure: shall provide the candidate with detailed information on the established criteria according to which the evidence of his learning achievements in the nonformal adult education system will be assessed; shall advise the candidate on the preparation for the assessment, how to collect documents and other evidence, compile the Portfolio and submit it for evaluation, how to prepare for the assessment interview, test, demonstration of practical skills or other expert recommendations for additional assessment; together with the candidate shall draw up a timetable for preparation for and assessment of learning outcomes, etc.

The candidate shall submit to the consultant the Portfolio together with a copy of the document certifying secondary education, the document certifying the length of service requirement and other evidence certifying that the candidate's learning achievements in the non-formal adult education system correspond to the study results of the relevant study subject(s) of the chosen study program. The achievements of the Portfolio in the system of non-formal adult education are directly related to the results of the relevant study subject(s) of the chosen study program. The Portfolio submitted to the University shall be considered to be the main source of evidence of the candidate's learning achievements in the non-formal adult education system. It shall be the main method of assessing learning achievements in the non-formal adult education system. The candidate shall be responsible for providing the correct documentation, for accurate documentation of experience, knowledge, skills and abilities. The consultant shall submit the candidate's Portfolio and the assessment form of the non-formal learning achievement Portfolio acquired in the adult education system to the expert or their group.

The expert shall analyse the content of the Portfolio, check the candidate's learning achievements, determine their compliance to the study results of the study subject, their expression in the score, and provide specific recommendations to the candidate. The learning achievements of the candidate in the non-formal adult education system may also be assessed by a group of experts.

If the expert finds that there is insufficient evidence of learning outcomes in the Portfolio or that the evidence provided is insufficiently substantiated, the candidate shall be given the opportunity to provide additional evidence of learning outcomes or to substantiate the evidence provided within a specified time. The candidate shall provide the expert with new evidence or the substantiation of the evidence already provided as additional documents in the Portfolio at the time appointed by the expert.

The expert shall evaluate the learning achievements of the candidate in the system of non-formal adult education using the main Portfolio and additional assessment methods. In order to identify the candidate's learning achievements and their level and taking into account the specificity of the study subject and the weight of the evidence provided by the candidate, the expert shall select an appropriate additional assessment method (interview, test, presentation, essay, etc.).

The expert shall make a decision on the crediting of study results according to the learning achievements of the candidate in the system of non-formal adult education. This shall be recorded in the Portfolio assessment form. The expert shall submit the completed and signed Portfolio evaluation form and the candidate's Portfolio to the consultant no later than within 14 days from the receipt of the candidate's Portfolio.

The consultant shall provide the candidate with information about the decision(s) made by the expert(s) on the crediting of learning outcomes according to the candidate's learning achievements in the non-formal adult education system. If a candidate decides to continue his studies and seek to obtain a higher education qualification (qualification degree) in the field at the University, the consultant shall propose and discuss with the candidate the form of further studies acceptable to him.

The candidate shall pay the amount of the fee set by the University Council for the study subject credits recognized in the Procedure for the Recognition of Study Credits.

After the Procedure for the recognition of study credits, the Consultant shall submit the candidate's Portfolio and the Portfolio assessment form(s) to the Specialist. The Specialist shall coordinate the approval of the crediting of study results according to the learning achievements of the candidate in the system of non-formal adult education by the order of the Rector of the University. The Specialist shall register, store and archive the candidate's documents of the Procedure in accordance with the procedure established by the University (Annex No 6, 7, 8, 9).

2.3. Double, joint and multiple degrees: fostering cooperation and mobility

MRU participates in all actions of the new Erasmus programme:

KA1: "Learning Mobility": The mobility of higher education students and staff.

KA2: "Cooperation among organisations and institutions": Partnerships for Cooperation and exchanges of practices; Partnerships for Excellence European Universities; Partnerships for Excellence Erasmus Mundus Joint Masters Degrees; Partnerships for Innovation.

KA3:"Support to policy development and cooperation": networks and policy support measures.

KA1: Learning mobility (Student and staff mobility) administration is coordinated by the International Office (IO), with high level of involvement by academic faculties in mobility organization and implementation. Overall supervision of mobility organization at the University is carried out by the Erasmus committee of the University consisting of ViceRector for Academic Affairs, Faculty coordinators, representatives of academic affairs centre, research and innovation centre, international office and student organizations (Student Representatives Body and ESN Vilnius local section). Committee sets general guidelines for selection of students, staff, principles of funding allocation to academic faculties, solves appeals, etc. In each academic faculty there is an academic coordinator of international mobility (usually - a vice-dean), responsible for running the selection, academic advising, academic recognition of mobility periods participants, etc.

Before the new Erasmus programme, University carried out a thorough review of all mobility partnerships with a purpose of identifying more intensive and wider partnerships which are suggested for extension and reducing inactive agreements from further extension. Inter-institutional agreements are initiated by the Faculty coordinators after review on academic matching of the counterpart academic departments in terms of matching the academic profile, curricula and available language of instructions for students (also teaching staff) exchange. Erasmus inter-institutional agreements are to be signed online by the Vice-Rector for Education and Research or authorized Institutional Coordinator before the actual mobilities begin.

Database and monitoring of agreements, also communication with partners before, during and after the mobility is to be carried out by MRU International office. Academic coordinators of each faculty also intervene into communication with partners in case questions are concerning the content of studies, confirmation of learning agreements, also when staff mobility for teaching issues are being discussed.

In case of student traineeship/staff training mobility, a training agreement is prepared and signed among MRU, Student/Staff and the Host organization in order to outline obligations of all parties, learning outcomes and ensure quality of traineeship and academic recognition after successful completion of the training programme. If needed, quality assurance may include an advance staff visit to the potential host organization of the future trainee funded from the organisation support grant or a monitoring and support visit during the mobility period. With organizations accepting several MRU students consequently, an agreement is to be signed for a longer-term sustainable cooperation.

KA2 and KA3: For the support of MRU staff participation in European projects there is a dedicated Project office established at the Research and Innovation Center of the University, which accumulates good practice and monitors all MRU local, European and international projects implementation, provides help in development of centralized actions-type of project proposals. Advisory assistance in the preparation of projects involving mobility (such as Erasmus Mundus Joint Master Degrees) is provided by International office staff as well.

There is a Project development, submission and management order approved at the University which clearly guides the University staff into applicable procedures to guarantee transparency of application and approved commitment of institution (especially in case of co-financing requirement). Participation in European projects implementation is recognized during the annual academic staff performance assessment. Special attention is given to international or nationally supported financial schemes for development and implementation of joint or international study programmes, internationalization of curricula, innovative teaching methods development and transfer, business start-up incubators, or other projects that answer the University's strategic development targets.

Participation in All Key Actions of new Erasmus programme shall directly contribute to the objectives of MRU strategic development (enhanced learning mobility, more and diverse projects, European University initiative implementation and joint degree development, engagement in national policy development and assessment projects).

The most important objectives for the MRU participation in the new Erasmus Programme shall be strengthening the quality and volume of learning mobility (including study, traineeships, training) for all three cycle students and staff to develop knowledge and transversal, also digital skills, unlock their potential, increase their personal development, encourage job sustainability or prospects and active European citizenship. Academic mobility expansion and diversification, increased involvement in cooperation projects (with strategic partnerships and sustainable networks), internationalization of academic programmes as double degree/joint programmes or modules with integration of blended

mobility and systemic blended learning, paperless mobility administration and overall digitalization of procedures to match with the digital transformations in the overall economies and society are some indicators that University plans to achieve over the period of following strategic development planning period.

Ratio between incoming and outgoing students and staff maintained at 1:1 for sustainable and balanced mobility.

Mobility administration procedures digitalized and online including automatic mutual recognition of study results from periods abroad in place by 2023 (inline with the set milestones for Erasmus without papers by the EC).

New Erasmus programme KA1 is envisaged to directly impact reaching learning mobility goals of institutional strategy, digitalization of mobility administration and also supports University's dedication of internationalizing its academic programmes by transforming them into joint or double degree study programmes or in other ways such as by incorporating mobility windows for studies, blended learning or traineeships abroad which will also help to recruit more international talents and partners. Doctoral education already includes obligatory mobility period for all students and participation of a defence jury member from a foreign university.

The University's Code of Academic Ethics is a primary document stating the principles of academic integrity, community values and behaviour at Mykolas Romeris University (https://www.mruni.eu/wp-content/uploads/2020/09/Academic_ethics_code_2015_06_02.pdf):
Members of the University Community shall follow the principles of equality, justice, equal opportunities, avoid and do not tolerate any form of discrimination, personalisation, harassment, abuse of power, nepotism. There is a dedicated Commission for supervision of Academic Ethics at the University which immediately reacts to any sign of potential infringement of the Code of Academic Ethics and analyse appeals according to its competence.

Implementation of non-discrimination, transparency and inclusion into mobility activities is first of all guaranteed by transparent provision of information accessible to all potential candidates, documented rules of selection for mobility activities and all description of procedures of participation in mobility activities. Provided information underlines that students from lower socio-economic backgrounds or having special needs will receive top-up amounts according to national requirements if they chose to take part in mobility activities.

Students and staff with special needs are additionally informed about possibilities for additional support to special needs and encouraged to apply for mobility. Such information is additionally circulated by e-mail through the special needs officer of the University (https://www.mruni.eu/en/university/for-people-with-special-needs/) who keeps a close and continuous contact with all academic community members who have declared their special needs. Individual counselling by both - special needs officer and outgoing student coordinator - takes place in order to find out about individual needs and which support measures will be the most appropriate (in addition to financial top-up amount) such as .whether environment needs to be adapted to students with special needs or additional assistance to learning is needed or extra time during exams/coursework will be helpful. Additional consultations with partner institutions are then taking place in order to find out if assistance is available to mobility participant with special needs.

Measure to encourage students with family responsibilities, part-time jobs include provision of individual consultation by academic coordinators and international office staff for counselling based on individual need of particular student. Additional consultations with partner institutions are then taking place in order to find out if mobility with minor family member is possible, what are available additional services (day care, accommodation, etc.).

Individual consultation measures are applied for outgoing and incoming participants in order to respond the most effectively to the needs of mobility participant.

Despite additional efforts to encourage students with fewer opportunities to participate in learning mobility, numbers of such participants are still very low, therefore University puts a lot of hope to change the situation in the new Erasmus programme through blended learning options with short mobility, which is expectedly more suitable to especially students with families or those who work during their studies.

Staff of the University engaged in organization of mobility (international office staff, academic coordinators, leadership, ICT center staff) have been informed about the European student card initiative and the digitalization roadmap expected to be completed by the University for implementation of digital mobility administration in a timely manner (IIA and OLA by 2021, student nomination and acceptances by 2022, exchange of ToR by 2023). MRU shall use Erasmus dashboard for IIA and outgoing students OLA management. For incoming mobility management, MRU uses third party (DreamApply) service provider, which already has Online Learning agreement management function in place. Company is taking relevant measures to make sure the system is connected to Erasmus Without Paper network in a timely manner.

Periodical trainings on implementation of digital mobility management are organized by the National Agency. In turn, the trained staff is planning a periodic trainings for wider MRU staff and relevant stakeholders (especially ESN MRU Vilnius section students) to build capacity for implementing digital mobility management, relevant counselling capacity to future mobility participants, also promotion of using the Erasmus+ Mobile App to outgoing students and provision of information about MRU to be accessible to incoming students in Erasmus+ Mobile App before the new Erasmus programme.

For MRU which is social and state sciences university it is essentially important to promote civic engagement and active responsible citizenship among its entire academic community, including mobility participants. University supports volunteering activities by the students and engagement into student organizations, especially which help to integrate the incoming students into academic community and social life of the university (ESN MRU Vilnius local section). Active citizenship includes responsible participation in elections, debates, events and other engagements at local, national or European levels, therefore outgoing participants are always advised to contact Lithuanian embassies while being abroad and get timely information about upcoming elections or other events organized for the local Lithuanian community. Similarly, incoming students are also provided with contacts of their home country embassies to contact for the purposes of participation in elections or other civic engagement activities.

After the mobility, all participants are asked to share experience of mobility and their personal stories with future participants of the mobility programmes, classmates or target groups with fewer opportunities , join ESN MRU Vilnius section and become a volunteer or mentor for new incoming student to help him/her overcome challenges of arrival to a new country, different culture and environment. Due to exceptionally active ESN MRU Vilnius section, the incoming students to MRU have all possibilities to join various volunteering activities through SocialErasmus project, Multilingual Lithuania project or Erasmus for Schools project implemented by ESN Lithuania and local section of MRU.

Erasmus committee of the University consisting of Vice-Rector for Academic Affairs, Faculty coordinators, representatives of academic affairs centre, research and innovation centre, international office and student organizations (Student Representatives Body and ESN Vilnius local section) agrees on distribution of annual staff mobility funding to academic divisions (Faculties). Selection of staff for teaching mobility is done at the Faculties based on academic proficiency, relevance of proposed lectures to the host university curricula, foreign language proficiency, added value of the mobility such as further development or implementation of Joint/double degree programmes, blended learning

or other collaborative online international learning modules or cooperation projects. Teaching abroad is recognized in annual assessments of academic staff performance by Dean of the faculty. International staff mobility for teaching or training is also among essential criteria for advancement in academic career. Staff mobility is promoted on a dedicated web-page, news announcements, information campaigns. Selection of staff for training (priority is given to non-academic staff) takes place at the department of office where the staff in question is employed.

Orocedure for organising student mobility for studies and practices under the erasmus sub-programme of the lifelong learning programme at mykolas romeris university (https://www.mruni.eu/wp-content/uploads/2020/10/Student_mobility.pdf).

Procedure for administering the erasmus mobility subprogramme of the lifelong learning programme at Mykolas Romeris University (https://www.mruni.eu/wp-content/uploads/2020/10/Student_mobility_administering.pdf).

2.4. Example of successful student mobility initiatives and collaboratiion on double degree programs

Enhanced student and staff mobility, engagement in academic and research networks, EU, national and international programmes, including Erasmus+, H2020, NordPlus, COST - are some key factors for internationalization complemented by a solid academic offer of several international joint or double degree programmes, English-taught programmes and individual course units for degree and credit mobility students.

Globalization of higher education and strengthening of European higher education area (in which the free movement of learners is guaranteed, enabling all young people to benefit from the best education and training, and possibility to find employment across Europe, having a strong sense of their identity as Europeans, of Europe's cultural heritage and its diversity), demand for innovations and new forms of cross-border cooperation, mobility and joint/double degrees or modules, require MRU to be an active player in the new Erasmus programme, thus to answer challenges and contribute to the common goals of the a European Education Area laid down in the communication on "Strengthening European Identity through Education and Culture" published ahead of the EU Leaders' meeting in Gothenburg on 17 November 2017, Bologna process, Education and Training 2020 and other strategic documents. The most important objectives for the MRU participation in the new Erasmus Programme shall be strengthening the quality and volume of learning mobility (including study, traineeships, training) for all three cycle students and staff to develop knowledge, transversal also digital skills, unlock their potential, increase their personal development, encourage job sustainability or prospects and active citizenship. University intends to participate in all types of foreseen cooperation partnerships.

Partner institutions for mobility and other European or international projects are and will be chosen primarily from already existing partnerships and networks, also new partners will continue be identified on the basis of matching academic profile, aims and directions of development and cooperation, also language of instructions or research in which MRU students and staff have proficiency. In terms of geographical areas for internationalization development, MRU takes an openness to the world strategy rather than its limitation. Despite that, the primary partnership development apart from EU Member States or third countries associated to the Programme, shall concentrate but will not be limit to non-associated third countries in the regions, neighbouring the EU, South-East Asia, Asia, North America and other industrialized countries, ACP (African, Caribbean and Pacific) States. Choice of partners in geographical regions shall also be in line with

national priorities as they are set by the foreign policies of Lithuania or included into biannual National plans for HE internationalization development (https://www.mruni.eu/wp-content/uploads/2023/03/Tarptautiskumo_skatinimo_planas_EN_final.pdf).

Guided by national and institutional legal acts regarding the recognition of credits and the implementation of double degree studies, MRU signed a number of agreements, as example one of these agreement can be found in Annex No 10.

Double degree studies are created based on the credit recognition system.

Meanwhile, joint study programs are carried out in accordance with both the general study requirements and the additional study requirements for joint study programs.

Joint studies are conducted by two or more countries or domestic and foreign higher education institutions that have the right to conduct university or college studies at the same level. A qualifying (professional bachelor, bachelor, master) degree can be awarded after completing the relevant program and achieving the study results provided for in the program. Completion of the joint program may lead to a joint degree. The qualification degree is confirmed by a diploma (in the case of a joint program it can be a joint diploma) and a diploma supplement. Joint programs start to be implemented when they are legalized in all the partner countries of the higher education institutions implementing it. For those enrolling in the joint program, when at least one of the partner higher education institutions is a foreign higher education institution, the proficiency level of the foreign language(s) in which the studies will be conducted must be determined. In the case of a joint program, if the partner higher education institution is not a member of the European Higher Education Area, the study results are counted according to the procedure established by the partner higher education institutions.

The joint program is implemented by ensuring the integrity of the content and study results of the parts of the program carried out by partner higher education institutions, academic mobility of students and teachers, and partnership-based administration. A significant part of the joint program must be conducted on the basis of academic physical mobility, physical mobility of students is mandatory. The recommended amount of physical mobility is at least 15 study credits, except during the period of emergency declared at the state level, when physical mobility is impossible. In cases determined by the Minister of Education, Science and Sports (during the state of emergency declared at the state level, state of emergency or for other reasons in the presence of a special or special legal regime in the state), physical mobility can be replaced by distance studies. Higher education institutions must provide opportunities for students to achieve all intended study outcomes.

Responsibility for program implementation and decision-making must be distributed within the higher education institution. The joint program management functions are distributed as provided for in the joint program implementation agreement concluded by all partner higher education institutions, which determines: the name of the program in the language(s) in which the studies will be conducted, the scope and duration of the studies, the language(s), study results, quality assurance measures, student admission conditions and study procedure, study financing provisions, provision of scholarships and other support to students, principles of student achievement assessment and crediting, conditions for academic mobility of students and teachers, study administration, provision of a joint qualification degree and a document certifying higher education qualification (issuance of documents), other obligations, responsibility of partner higher education institutions for assumed obligations, term of the agreement, procedure for amending, terminating and resolving disputes, other conditions agreed by the parties.

3. Sustainable Development

3.1. National Strategy for Sustainable Development Lithuania

The UN Sustainable Development Goals (SDGs) provide a framework of 17 universal goals to mobilise international efforts to combat poverty, all types of inequalities, and climate change – both globally and locally. 17 SDGs range from ensuring quality education (SDG 4) to responsible consumption and production (SDG 12) to conserving life on land (SDG 15). SDGs consist of 169 targets and over 230 indicators, aiming to comprehensively address the three dimensions of sustainability – Environment, Society and Economy. One of the key qualities of the SDGs is their integrated approach to development, specifically emphasised at the target level. This indicates that to achieve each goal it is important to examine the syntheses – as well as trade-offs – with the other areas of intervention. The overall objective is to advance globally on all 17 SDGs.

Lithuania has adopted its National Strategy for Sustainable Development in 2003, with later revisions in 2009 and 2011. Furthermore, the vision outlined in the main long-term planning strategies – 'Lithuania 2030 – accentuates the importance of sustainable development.

Currently, these goals and directions of activity are integrated into Lithuania's future vision "Lithuania 2050". You can read more about the document here: https://lrv.lt/uploads/main/documents/files/2023%2009%2004%20Lietuvos%20ateities%20vizija%20Lietuva%202050%20EN.pdf.

3.2. Mykolas Romeeris University strategy and examples for sustainable activity

Universities have always been incubators of social change and innovation, encouraging society to move forward. Recognizing its unique position in society, Mykolas Romeris University aims to set standards for sustainable activities: to become a "green" university and by example to contribute to solving environmental problems, and to help create a culture of sustainable society by developing a sustainable lifestyle, and to mobilize researchers' creative potential for sustainable progress. This Sustainable Activity strategy of the University enunciates the position and goals of Mykolas Romeris University in contributing to the implementation of the principles of sustainability in all areas: social, economic, environmental.

MRU's sustainability strategy is based on the following key principles:

- Evidence-based and objectively measurable change
- Implementation and maintenance of recognized standards for sustainable operation
- Development of internal standards and practices on the principle of a learning organization
- Prioritization of optimal activity processes
- Development of environmental literacy and environmental citizenship within the university community
- Involvement of the university community and stakeholders in the process of creating a sustainable university

In accordance with the United Nations (UN) guidelines for the development of a sustainable university, specific changes based on recognized sustainability standards are implemented in the following areas:

- Commitment and Community Involvement in Activities Based on the Principles of Sustainability
- Studies and Research
- Infrastructure and Landscape
- Sustainable Consumption and Waste Management
- Health
- Social Support

Sustainable community: equal opportunities, diversity and security. These aspects are regulated in more detail in various relationships. They can be found in the following documents:

- Personnel Management: General Principles (https://www.mruni.eu/wp-content/uploads/2023/04/Personnel-Management-General-Principles.pdf)
- Equal Opportunities and Diversity Policy (https://www.mruni.eu/wp-content/uploads/2023/04/Equal-Opportuntiies-and-Diversity-Policy.pdf)
- Procedure for Preventing Harassment, Sexual Harassment or Stalking (https://www.mruni.eu/wp-content/uploads/2023/04/MRU_Harassment-prevention_rules.pdf)
- Procedure for Assessment and Investigation of Psychological Violence Cases (https://www.mruni.eu/wp-content/uploads/2023/04/2Prevention-of-Psychological-Violence_EN.pdf)

MRU has integrated sustainability into its mission and strategy and therefore is committed to promote environmentally sustainable and responsible behaviour among its academic community and mobility participants. The international mobility may often be impossible without air travelling, University is encourage its mobility participants to opt for more sustainable internationally connecting transportation - such as trains where possible.

Once the inbound mobility participants arrive to Lithuania, they are and will be encouraged to explore the city and country by bicycle, public transportation, scooters or on foot. Campus of University is green and located on bicycle routes, conveniently connecting with the city centre/old town, and other routes to surrounding areas. Sustainable green transportation is strongly facilitated by the city of Vilnius and mobility participants will be encouraged to use it as well. Promotion of policy and practices will be reflected in the student guide, also presented during the introductory weeks.

Mobility participants are also immersed into other University's environmentally friendly practices - recycling on entire campus, responsible energy saving practices, online provided and open access learning materials (instead of printed) by the library of MRU, Online learning environment Moodle, paperless information boards (screens), Mobile Apps for checking class timetables, connecting with professors and other staff.

Outgoing mobility participants are advised to limit themselves with international travel to the host country and enjoy its thorough exploration during the mobility period by green transportation (instead of multiple weekend travelling to other surrounding countries by airplanes). Paperless mobility

administration also support the positive impact on environment - OLA, grant agreements signed as electronic documents, online certificates, confirmations, Transcript of Records, etc.

Cooperation projects with MRU participation also are advised on using as much paperless documentation as possible online time-sheets, agreements, minutes of project meeting, etc., opting for virtual meetings and avoiding the unnecessary international travel when not necessary, sustainable project visibility products, etc.

GoGreen Project: University Studies Environmental Psychology in Young People - the project of the MRU Environmental Psychology Research Center was evaluated by the United Nations Academic Impact Agency (more information can be found here: https://www.un.org/en/academic-impact/gogreen-project-university-studies-environmental-psychology-young-people)

MRU participates in the activities of the "Higher Education for Sustainable Development" clusters of the Association of World Universities and, together with partners, implements SDG 11 "Sustainable Cities and Communities" (more information can be found here: https://www.iau-aiu.net/IAU-HESD-Survey-Report).

The prestigious world university ranking agency "Times Higher Education" annually ranks higher education institutions that have the greatest impact on the sustainable development of society and the environment, successfully implementing the United Nations' Sustainable Development Goals (SDGs). Mykolas Romeris University has been highly rated for the second time in THE Impact Rankings 2023. The university was evaluated in all 17 thematic areas of the Sustainable Development Goals, and was highly rated in the areas of gender equality (SDG5), reducing inequality (SDG10), responsible consumption and production (SDG12), life on earth (SDG15) and building peace, justice and strong institutions (SDG16). MRU is the only Lithuanian university ranked in the field of peace, justice and building strong institutions. In 2023 1,591 universities from 112 countries participated in THE Impact Rankings 2023, which has been running since 2018 (more information can be found here:

https://www.timeshighereducation.com/impactrankings#!/length/25/name/Mykolas%20Romeris%20University/sort_by/rank/sort_order/asc/cols/undefined).

Annex 1

External areas of performance evaluation, indicators and criteria of a higher education institution

EVALUATIVE AREA	INDICATOR	CRITERIA
1. Management	1.1. Compliance of the strategic activity plan of the higher education institution with the mission, ensuring its implementation	1.1.1. The strategic activity plan shall be in line with the mission of the higher education institution, the legal acts regulating higher education and research activities and shall take into account the provisions of the country's higher education and research policy, the European Higher Education Area and the European Research Area
		1.1.2. The parts of the strategic action plan (analysis of the current situation, operational priorities and objectives, objectives, implementing measures, resources, expected performance indicators) are appropriate and reasonable
		1.1.3. Regular monitoring of the implementation of the strategic action plan is carried out, the results of the monitoring are used to improve the management of activities
	1.2. The effectiveness of the management of higher education institutions	1.2.1. A clear structure for management, decision-making and allocation of responsibilities has been established
		1.2.2. Regular process management analysis shall be carried out, assumptions for process

		improvement and measures for risk management shall be envisaged
		1.2.3. Social stakeholders involved in management to a sufficient extent
	1.3. Publicity of information about the activities of a higher education institution and the effectiveness of its management	1.3.1. Data on activities, their results (including monitoring of student employability and graduate careers) are systematically collected and analyzed, data are used to improve the activities of higher education institutions
		1.3.2. Information about the activities of the higher education institution is clear, accurate and accessible to the academic community and the public, regularly provided to the founders, participants of the legal entity
	1.4. Effectiveness of personnel management	1.4.1. Clear and transparent principles and procedures for the formation, management, evaluation of academic and non-academic staff have been established and applied
		1.4.2. The higher education institution has a sufficient number of academic (evaluating the academic staff working permanently in the institution) and non-academic staff to achieve the set operational goals
		1.4.3. The qualifications of academic and non-academic staff are suitable for achieving the goals of the higher education institution
		1.4.4. Conditions are created for academic staff to improve the knowledge and skills necessary for pedagogical and scientific activities

		1.4.5. Enabling non-academic staff to develop competences
	1.5. Efficiency of the management of financial and material resources	1.5.1. Financial resources shall be planned, allocated and used rationally
		1.5.2. Various financial resources are attracted for the implementation of the activities of the higher education institution,
		1.5.3. Material resources for the implementation of study and scientific (artistic) activities are planned and used rationally
		1.5.4. Material resources for carrying out study and scientific (artistic) activities are suitable, sufficient and accessible
2. Quality assurance	2.1. Functionality and efficiency of the internal quality assurance system	2.1.1. The higher education institution has approved and publicly available documents regulating internal quality assurance that are consistent with the quality assurance provisions and guidelines of the European Higher Education Area
		2.1.2. The measures for planning, implementing and improving internal quality assurance are appropriate, applied periodically and ensure the involvement of the institution as a whole and social stakeholders
		2.1.3. Established processes for planning, implementing, monitoring, periodic evaluation and improving activities
		2.1.4. Effective support for students and academic and non-academic staff in higher education

		2.1.5. Established and applicable provisions and procedures on academic integrity, tolerance and non-discrimination, appeal, ethics
		2.1.6. The results of the external evaluation are used to improve the activities of the higher education institution
3. Study and scientific (artistic) activities	3.1. Level of scientific (artistic) activity, compatibility of study and scientific (artistic) activities and compliance with the strategic objectives of the activity	3.1.1. Ongoing study and scientific (artistic) activities and their results are in line with the mission and strategic goals of the institution
		3.1.2. The level of scientific (artistic) activity is sufficient for the studies carried out by the higher education institution
		3.1.3. Studies based on scientific /artistic activities
		3.1.4. Consistent recognition of foreign qualifications, part-time studies and prior recognition of non-formal and informal learning
	3.2. Internationality of studies, science (art)	3.2.1. The internationalisation strategy of science (art) and study activities is provided for in the higher education institution (including indicators of internationality), its implementation is subject to the established measures and measurement of the effectiveness of these activities is carried out (not applicable to colleges, unless provided for in its strategic documents)
		3.2.2 Integration of international aspects into the content of studies and scientific (artistic) activities is carried out in higher education

4. Impact on the development of regions and the country as a whole	4.1. Effectiveness of the impact on regional and national development	4.1.1. The higher education institution carries out an analysis of the needs of the country and / or region (s), identifies measures to meet the needs and foresees the possible impact on the development of the country and / or region (s)
		4.1.2. Monitoring of the implementation of the measures on the impact on country and region(s) development, analysis and evaluation of the effectiveness of the measures
	4.2. Ensuring conditions for lifelong learning	4.2.1. Higher education institution carries out monitoring and analysis of the need for lifelong learning
		4.2.2. The higher education institution anticipates the diversity of forms and conditions of lifelong learning and ensures their implementation
		4.2.3. A higher education institution carries out an assessment of ensuring the conditions of lifelong learning

Annex 2

Areas of evaluation, goals, indicators, data and information for external evaluation of study fields

Areas and objectives to be assessed	Indicators	Analyzing data and information
1. Objectives, results and content of studies 1.1. The studies of the direction are based on the needs of the national economy and society and the strategy of the institution. 1.2. Studies in the field meet the requirements of legal acts, the structure, content of programs, teaching and learning and assessment methods create conditions for students to achieve the goals and results of studies.	1.1.1. Assessment of the conformity of the objectives of the field and cycle study programmes and the results of studies with the needs of society and (or) the labour market (no higher education institution operating under exile conditions applies).	1.1.1.1 The relevance and uniqueness of the study results of study fields of study fields is analyzed, the compliance of the programs with the needs of society and the labour market is justified. 1.1.1.2. Indicate the areas of professional activity for which specialists are trained according to the analyzed field of study. 1.1.1.3. The rationality of the number of programs carried out in the direction of the higher education institution is justified, the possibilities of developing programs in the direction of development of programs are justified (applied only if in the field of study in which the program is to be carried out, the higher education institution also implements more programs).
	1.1.2. Assessment of the compliance of the objectives of the field and cycle study programmes and the results of studies with the	1.1.2.1. The combination of the goals of the study fields and the expected study results with the mission, operational goals and strategy of the

	mission, operational objectives and strategy of the institution.	higher education institution is presented.
	1.2.1. Assessment of the compliance of the field and cycle study programmes with the requirements of legal acts.	1.2.1.1. Study plans for study programmes in the field are submitted (provided as an annex to the self-assessment summary) and the compliance of the structure of study programmes with the requirements of legal acts is justified. 1.2.1.2. The adequacy of the objectives of the study programmes in the field, the expected study results, the structure of the programme, the content of the subjects and /or modules to the type, cycle and academic and (or) professional requirements of the field of study, the sufficiency of the scope of the programmes to achieve the study results shall be justified. 1.2.1.3. The principles of drawing up study credits are described (formed on the basis of study results, students' workload or other basis, periodicity of review, etc.).
	1.2.2. Assessment of the compatibility between the study objectives of the field and cycle study programmes, the results of studies, teaching (s) and assessment methods.	1.2.2.1. The harmony of the objectives of the study programmes of the field, the expected study results with the results of studies of the subjects and (or) modules of the programmes, study methods and assessment methods is presented.

	1.2.3 Evaluation of the totality of subjects (modules) of the field and cycle study programmes, which ensure the consistent development of the student's competencies.	1.2.3.1. The consistency of the content of the study programmes in the field shall be justified.
	1.2.4. Assessment of the possibilities for students to individualize the structure of the study programmes in the field taking into account personal learning goals and the planned study results.	1.2.4.1. Opportunities are presented for students to individualize their studies in the study programmes of the field (possibility to choose a specialization, learn foreign languages, choose subjects freely, etc.)
	1.2.5. Assessment of the compliance of final works with the requirements of the direction and step.	1.2.5.1. The principles of preparation of final theses, the formation and defense of the commission are described (a reference may be made to the publicly available description of the procedure for the preparation and defense of final theses). 1.2.5.2. Indicate the final theses, which were prepared according to the order of the social partners of the higher education institution, if any. 1.2.5.3. The correspondence of the content of the final theses with the study of the direction is assessed.
2. Links between science (art) and study activities 2.1. The studies in the field integrate the	2.1.1. Assessment of the sufficiency of the level of science (applied science, art) activities carried out by the higher education	2.1.1.1. The annual evaluation of research and experimental development and artistic activities of higher education institutions for the last

latest scientific (artistic) and (or) technological achievements and create conditions for the development of students' abilities to carry out scientific (artistic) activities.	institution in the direction of science (art) related to the field of study.	3 years and the last comparative expert evaluation of university research and experimental development activities, which were carried out in accordance with the Description of the Procedure for allocating state budget funds of the State budget of the Republic of Lithuania for the development of research, experimental development and artistic activities to higher education institutions, approved by the Republic of Lithuania By Resolution No. 149 of the Government of 1 March 2017 "On the Implementation of the Law on Science and Studies of the Republic of Lithuania", results in the field of science related to the field of study.
		2.1.1.2. Information is provided on which research, applied science and artistic activities carried out by the higher education institution are directly related to the ongoing studies in the field and how they are integrated into the studies.
		2.1.1.3. The cooperation of the higher education institution with external partners in carrying out scientific (applied science, art) activities in the field of science (art) related to the field of study is analyzed.

		2.1.1.4. Plans for scientific (applied science, art) activities in the field of science (art) related to the field of study being assessed, their financial validity are presented.
	2.1.2. Evaluation of the association of study content with the latest scientific, artistic and technological achievements.	2.1.2.1. It is justified how the content of the study programmes in the field relates to the latest scientific, artistic and technological achievements.
	2.1.3. Assessment of the creation of conditions for students to engage in scientific (applied scientific, artistic) activities corresponding to the cycle of study	2.1.3.1. The ways and figures of student involvement in scientific (applied science, art) activities are given (percentage of students who participated in scientific (applied science, art) activities from all students studying in the field and cycle programs).
3. Student admission and support 3.1. The process of selection and admission of students is in line with the results of the field's studies. 3.2. In the field of study there is an effective system of support for students, enabling them to achieve	3.1.1. Assessment of the suitability and publicity of the criteria for the selection and admission of students and the process.	3.1.1.1. The requirements for admission to the study programs of the field, the procedure for awarding additional points, the ways of publicizing this information are indicated. 3.1.1.2. Data on the results of admission to the study programmes of the field are provided: (a) the number of applicants: the first priority and the remaining priorities;

maximum learning progress.		(b) the number of signatories to contracts (to state-funded and non-publicly funded places; 3.1.1.3. The relative significance of the results of admission to the programs and their analysis are presented, as the trends of admission to individual study programs are reflected in the context of the field; 3.1.1.4. The lowest, highest and average entrance competition scores of the accepted persons in the last 3 years are presented and analyzed.
	3.1.2. Evaluation of the procedure for the recognition of qualifications acquired abroad, part-time studies and previous non-formal and informal learning and their application.	3.1.2.1. The principles of recognition of qualifications acquired abroad, partial study results, previous and other learning, as well as information on their application, are presented. 3.1.2.2. Data from the last 3 years on the cases of recognition of the results and the reasons for the non-crediting of the results are provided.
	3.2.1. Assessment of the conditions for ensuring the academic mobility of students.	3.2.1.1. Information shall be provided on the possibilities for students to participate in mobility programmes and the publicity of this information. 3.2.1.2. The number of higher education students who came for full study of the field from abroad is presented and commented on from all

		students of the field of study and cycle in the last 3 years. 3.2.1.3. The numbers of students at a higher education institution who have left for partial (at least 15 study credits volume) studies or practice in the field during their studies during their studies during the last 3 years of study are presented and commented on.
	3.2.2. Assessment of the adequacy, sufficiency and effectiveness of academic, financial, social, psychological and personal support provided to students in the field.	3.2.2.1. Information and figures on the need, forms and effectiveness of academic, financial, social, psychological, personal and other support for students are provided.
	3.2.3. Assessment of the sufficiency of study information and student counselling.	3.2.3.1. It is explained how the students admitted to the field of studies are introduced to the study program, requirements and other information relevant to students, how it is ascertained whether the consultations provided during the course of studies are sufficient for students.
4. Studying, study achievements and employment of graduates 4.1. Studies in the field prepare students for independent	4.1.1. Evaluation of the teaching and learning process, which allows to take into account the needs of students and enables them to achieve the intended study results.	4.1.1.1. The forms and methods of study used in the study programmes of the field, the teaching and learning methods, the methods of assessment of achievements, which encourage students to be active participants in the study process, are indicated.

professional activities. 4.2. In the field of study there is an effective and transparent system for assessing students' achievements, monitoring progress and ensuring academic integrity.		4.1.1.2. The organization and assessment of students' independent work is described. 4.1.1.3. Further study opportunities for graduates are described.
	4.1.2. Assessment of the conditions ensuring the possibilities for studying for socially vulnerable groups and students with special needs.	4.1.2.1. Describes the adaptation of the study process to socially vulnerable groups and students with special needs (consultations on issues of study accessibility, individualized study process, forms and means of integrating students into the life of the academic community, etc.).
	4.2.1. Assessment of the systematicity of the ongoing monitoring of students' study progress and the feedback provided to students, which promotes self-assessment of the achieved results and further planning of study progress	4.2.1.1. Describes how the monitoring of the study progress of students in the field and the use of monitoring results (periodicity, distribution of responsibilities, improvement of the quality of studies, etc.) are carried out.
	4.2.2. During the studies, students are provided with feedback, which promotes self-assessment of the	4.2.2.1. Information is provided on how students are provided with feedback on their study achievements

	achieved results and further planning of study progress.	and further planning of study progress (if any).
	4.2.3. Assessment of employment and career monitoring of graduates in the field of study	4.2.3.1. Information on the monitoring of the employment and career of graduates in the field of study is provided.
		4.2.3.2. The data of the higher education institution and the Government Strategic Analysis Center on the employment of graduates 12 months after graduation according to the acquired qualification level are provided (data is provided for the last 3 years of study).
		4.2.3.3. Information on the opinion of graduates and employers on the professional training of graduates and the acquired competencies after graduation (if any) is provided.
	4.2.4. Evaluation of the implementation of the policy of ensuring academic integrity, tolerance and non-discrimination.	4.2.4.1. The principles and measures for ensuring academic integrity, tolerance and non-discrimination are described.
		4.2.4.2. Summary information on the cases of violation of the principles of academic integrity, tolerance and non-discrimination examined and the decisions taken during the last 3 years of study (if any) shall be provided.
	4.2.5. Evaluation of the effectiveness of the application of	4.2.5.1. Describes the application of the procedures for the submission and

	appeals, complaints about the procedure for the submission of the study process and examination procedures in the studies of the field.	examination of appeals, complaints about the study process (the procedure for submitting and examining appeals, complaints, the number of appeals and complaints submitted by students of study in the field under assessment and the decisions made in the last 3 years).
5. Tutors 5.1. The academic staff of the field's studies are suitable to ensure the achievement of the study results of the study programs of the study field. 5.2. The teaching staff of the study field are provided with conditions for the improvement of competencies, they are periodically evaluated.	5.1.1. Assessment of the sufficiency of the number, qualifications and competence (scientific, didactic, professional) of the number, qualifications and competence (scientific, didactic, professional) of teachers working in the field study programmes (s) in the institution to achieve study results.	5.1.1.1. A list of teachers of subjects in the field of the field who are constantly working in the institution (at least half-time and at least 3 years in an assessed higher education institution) is provided, indicating the available pedagogical and /or scientific degree, pedagogical work experience, directions of scientific interests (indicating the 3 most significant works prepared in the last 5 years), practical work experience in the field of the subject being taught, subjects taught, the current workload in the higher education institution. 5.1.1.2. The current ratio of the number of teachers in the subjects of the field to the number of students studying is indicated. 5.1.1.3. The proportion of lecturers teaching the subjects of the studied field, working at least half-time and in a higher education institution evaluated for at least 3 years, from all lecturers teaching subjects in the field of study

		programs in the field of study is indicated and commented on. 5.1.1.4. Describes the dynamics of teachers-practitioners who have taught the subjects of the field in the last 3 years of study. 5.1.1.5. The dynamics of the change of lecturers in the direction are described (how the substitutability of career-ending lecturers is ensured, the education of young teachers). 5.1.1.6. Data are provided that substantiate the compliance of the composition of the lecturers with the requirements of the legislation. 5.1.1.7. The proportion of the intended lecturers of the programme who know a foreign language at a level of at least B2 from the total number of lecturers who will teach in the program (if the evaluated program is to be carried out in a foreign language or the joint study programme is evaluated) shall be indicated.
	5.2.1. Assessment of the conditions for ensuring the academic mobility of the subjects of the field (not applicable to the assessment of studies of a higher education institution operating under exile conditions).	5.2.1.1. Describes the conditions created to ensure the academic mobility of the lecturers in the subjects of the field. 5.2.1.2. The numbers of teachers of the departed and arrived subjects of the direction and their share from the

		lecturers of all subjects of the direction over the past 3 years, the benefits of academic exchanges for the study of the direction are indicated and analyzed.
	5.2.2. Assessment of conditions for improving the competences of lecturers.	5.2.2.1. The conditions and systematicity (formal order, funding, areas of development, ways of development) of teachers in research or artistic, didactic or professional activities are described.
6. Material resources of studies 6.1. The physical, informational and financial resources of the field studies are sufficient and allow to achieve the expected study results.	6.1.1. Assessment of the sufficiency and sufficiency of physical, informational and financial resources of field studies that allow to ensure an effective learning process.	6.1.1.1. Data on the premises used for the study and practice of the direction carried out in a higher education institution and the number of jobs in them are provided. 6.1.1.2. It is analyzed whether the tools and equipment used for studying the field, including computer programs, are sufficient for the current number of students and suitable for achieving study results. 6.1.1.3. The adaptation of the premises, tools and equipment used for the study of the field to persons with special needs is described. 6.1.1.4. Data on the base used for the implementation of studies for internships outside the higher education institution are provided.

		6.1.1.5. The number of methodological resources in the library of a higher education institution, reading rooms, relevance, novelty, compliance with the direction of study is provided.
		6.1.1.6. Information about available access to electronic publications is provided.
	6.1.2. Assessment of planning and updating of the resources necessary for the implementation of field studies.	6.1.2.1. Describes the process of planning and updating the resources necessary for the implementation of the field studies taking into account the changing needs of students and teachers.
		6.1.2.2. A plan for the improvement of the infrastructure necessary for the studies (if necessary) and its financial feasibility shall be submitted.
7. Study quality management and publicity 7.1. The improvement of field studies is based on an internal quality assurance system involving all stakeholders, as well as on constant monitoring and publicity.	7.1.1. Evaluation of the effectiveness of the internal quality assurance system of studies.	7.1.1.1. Describes the structure of management and decision-making of studies in the field, the periodicity of internal assessment, provides information on what methods of measures are used to ensure high-quality study execution. 7.1.1.2. Describes what human and material resources are allocated for the effective management and improvement of the study program.

	7.1.2. Evaluation of the effectiveness of the involvement of social stakeholders (students and other interested parties) in internal quality assurance.	7.1.2.1. Data on the involvement of social stakeholders in the processes of evaluation and improvement of field studies, the contribution of social stakeholders to the improvement of studies and the provision of feedback to them are provided.
	7.1.3. Evaluation of the collection, use and publicity of information about studies, processes and results of their evaluation and improvement.	7.1.3.1. It is indicated what data is collected and made public about the implementation of studies in the field (study programs, admission requirements, study results, acquired qualifications, assessment results, opinion of social stakeholders about the quality of studies, employment, etc.). 7.1.3.2. Examples are given of how the collected information on the implementation and evaluation of studies is used to improve the field's studies.
	7.1.4. Evaluation of the opinion of students of the field (collected by the methods and means chosen by the Centre or higher education institution) on the quality of studies in a higher education institution.	7.1.4.1. The opinion of students studying in the field studies about the quality of studies, collected by the Centre using the mobile application of the National Student Survey (hereinafter – NSA), is analyzed. If the information collected by the NSA method is not enough for the Centre or the higher education institution does not use the NSA, then the opinion of the students studying in the field, collected and summarized by the higher

		education institution, about the quality of studies, is presented.

Annex 3

Areas of evaluation, objectives, indicators, data and information to be analysed for the study programmes to be carried out

Areas and objectives to be assessed	Indicators	Analyzing data and information
1. Objectives, results and content of studies 1.1. The studies of the direction are based on the needs of the national economy and society and the strategy of the institution. 1.2. Studies in the field meet the requirements of legal acts, the structure, content of programs, teaching and learning and assessment methods create conditions for students to achieve the goals and results of studies.	1.1.1. Assessment of the conformity of the objectives of the field and cycle study programmes and the results of studies with the needs of society and (or) the labour market (no higher education institution operating under exile conditions applies).	1.1.1.1. The relevance and uniqueness of the programme's study results is analysed, the compliance of the programme with the needs of society and the labour market is justified. 1.1.1.2. Indicate the areas of professional activity for which specialists are trained under the programme. 1.1.1.3. The rationality of the number of programs carried out in the direction of the higher education institution is justified, the possibilities of developing programs in the direction of development of programs are justified (applied only if in the field of study in which the program is to be carried out, the higher education institution also implements more programs).
	1.1.2. Assessment of the compliance of the objectives of the field and cycle study programmes and the results of studies with the	1.1.2.1. The consistency of the program's goals and the expected study results with the mission, operational

	mission, operational objectives and strategy of the institution.	goals and strategy of the higher education institution is presented.
	1.2.1. Assessment of the compliance of the field and cycle study programmes with the requirements of legal acts.	1.2.1.1. The conformity of the programme's objectives, the expected study results, the structure of the programme, the content of the subjects and /or modules with the type, cycle and academic and /or professional requirements of the programme, the sufficiency of the scope of the programme to achieve the study results shall be justified.
		1.2.1.2. A table of the links between the purpose(s) of the programme, the results of postgraduate studies (knowledge, ability to conduct research, special skills, social skills, personal skills), the expected results of the programme's studies and the study subjects and/or modules shall be provided.
		1.2.1.3. A study plan of the programme (in full-time and part-time forms) shall be submitted. Study subjects and (or) modules, indicating the semester and their scope in credits, are set out in the plan according to their assignment to the subjects and (or) modules of the field of study (including practice and final thesis) and to the studies established by the higher education institution or chosen by the student

		(subjects and (or) modules of another direction, development of general skills, etc.). It is also recommended to indicate the lecturer who will teach each subject and / or module. 1.2.1.4. The coherence between the name of the programme, the expected study results, the content of the programme and the qualifications awarded shall be justified.
	1.2.2. Assessment of the compatibility between the study objectives of the field and cycle study programmes, the results of studies, teaching (s) and assessment methods.	1.2.2.1. The consistency of the program's goals, expected study results with the results of studies of the program's subjects and /or modules, study methods and assessment methods is presented.
	1.2.3. Assessment of the totality of the subjects (modules) of the field and cycle study programmes, which ensure the consistent development of the student's competencies.	1.2.3.1. The consistency of the content of the programme shall be justified.
	1.2.4. Assessment of the possibilities for students to individualize the structure of the study programmes in the field taking into account personal learning goals and the planned study results.	1.2.4.1. Opportunities are presented for students to individualize their studies (opportunities to choose specialization, learn foreign languages, choose subjects freely, etc.)
2. Links between science (art) and study activities	2.1.1. Assessment of the sufficiency of the level of scientific (artistic) activities carried out by the higher education institution in the direction	2.1.1.1. Submitted and analyzed by the last three years of the annual evaluation of research and experimental development and artistic activities of

2.1. The studies in the field integrate the latest scientific (artistic) and (or) technological achievements and create conditions for the development of students' abilities to carry out scientific (artistic) activities.	of science (art) related to the field of study.	higher education institutions and the last comparative expert evaluation of university research and experimental development activities, which were carried out in accordance with the Description of the Procedure for allocating state budget funds of the State budget of the Republic of Lithuania to higher education institutions for research, experimental development and the development of artistic activities, approved by the Description of the Procedure for allocating state budget funds of the Republic of Lithuania to higher education institutions By Resolution No. 149 of the Government of the Republic of Lithuania of 1 March 2017 "On the Implementation of the Law on Science and Studies of the Republic of Lithuania", the results in the field of science related to the field of study. 2.1.1.2. Information shall be provided on which research, applied science and artistic activities carried out by the higher education institution are directly related to the programme. 2.1.1.3. Plans for scientific (applied science, art) activities with the field of study in which it is planned to carry out the program in the related direction of

		science (art) are presented, their financial validity.
	2.1.2. Evaluation of the association of study content with the latest scientific, artistic and technological achievements.	2.1.2.1. It shall be justified how the content of the programme relates to the latest scientific, artistic and technological developments.
3. Student admission and support 3.1. The process of selection and admission of students is in line with the results of the field's studies. 3.2. In the field of study there is an effective system of support for students, enabling them to achieve maximum learning progress.	3.1.1. Assessment of the suitability and publicity of the criteria for the selection and admission of students and the process.	3.1.1.1. Indicate the requirements for admission to the program, the procedure for awarding additional points, the methods of publicizing this information.
	3.1.2. Evaluation of the procedure for the recognition of qualifications acquired abroad, part-time studies and previous non-formal and informal learning and their application.	3.1.2.1. The principles of recognition of qualifications acquired abroad, partial study results, previous and other learning, as well as information on their application, are presented.
	3.2.2. Assessment of the adequacy, sufficiency and effectiveness of academic, financial, social, psychological and personal support provided to students in the field.	3.2.2.1. Information on the academic, financial, social, psychological, personal and other support provided to students shall be provided.

	3.2.3 Assessment of the sufficiency of study information and student counselling.	3.2.3.1 It is explained how students admitted to the study program are introduced to the study programme, requirements and other information relevant to students.
4. Studying, study achievements and employment of graduates 4.1. Studies in the field prepare students for independent professional activities. 4.2. In the field of study there is an effective and transparent system for assessing students' achievements, monitoring progress and ensuring academic integrity.	4.1.1. Evaluation of the teaching and learning process, which allows to take into account the needs of students and enables them to achieve the intended study results.	4.1.1.1. The forms and methods of study used in the programme, the teaching and learning methods, the methods of assessment of achievements, which encourage students to be active participants in the study process, are indicated. 4.1.1.2. The organization and assessment of students' independent work is described. 4.1.1.3. Description of further study opportunities for graduates
	4.1.2. Assessment of the conditions ensuring the possibilities for studying for socially vulnerable groups and students with special needs.	4.1.2.1. Describes the intended adaptation of the study process to socially vulnerable groups and students with special needs (consultations on the accessibility of studies, individualized study process, forms and means of integrating students into the life of academia, etc.)
	4.2.4. Evaluation of the implementation of the policy of ensuring academic integrity, tolerance and non-discrimination.	4.2.4.1. The principles and measures for ensuring academic integrity, tolerance and non-discrimination are described.

	4.2.5. Evaluation of the effectiveness of the application of appeals, complaints about the procedure for the submission of the study process and examination procedures in the studies of the field.	4.2.5.1. Describes the application of the procedures for the submission and examination of appeals, complaints about the study process.
5. Tutors 5.1. The academic staff of the field's studies are suitable to ensure the achievement of the study results of the study programs of the study field. 5.2. The teaching staff of the study field are provided with conditions for the improvement of competencies, they are periodically evaluated.	5.1.1. Assessment of the sufficiency of the number, qualifications and competence (scientific, didactic, professional) of the number, qualifications and competence (scientific, didactic, professional) of teachers working in the field study programmes (s) in the institution to achieve study results.	5.1.1.1. The sufficiency of the number of planned lecturers of the program to achieve the expected study results shall be justified. 5.1.1.2. The proportion of teachers of the intended subjects of the program field of study, who will work at least half-time in a higher education institution, from the teachers of all the intended subjects of the program direction is indicated. 5.1.1.3. Data are provided that substantiate the compliance of the composition of the lecturers with the requirements of the legislation. 5.1.1.4. A list of intended lecturers is provided indicating the qualification and (or) scientific degree, the position held or to be filled, the subject (module) to be taught, the direction of scientific and artistic activities, the years of professional activity related to the subject being taught (practical work) experience;

		5.1.1.5. The suitability of the qualifications of the intended lecturers of the program to achieve the expected study results shall be justified.
		5.1.1.6. The proportion of the intended lecturers of the programme who know a foreign language at a level of at least B2 from the total number of lecturers who will teach in the programme (if the programme being evaluated is to be carried out in a foreign language or the joint study programme is being evaluated) shall be indicated.
	5.2.2. Assessment of conditions for improving the competences of lecturers.	5.2.2.1. The conditions and systematicity (formal order, funding, areas of development, ways of development) of teachers in research or artistic, didactic or professional activities are described.
6. Material resources of studies 6.1. The physical, informational and financial resources of the field studies are sufficient and allow to achieve the expected study results.	6.1.1. Assessment of the sufficiency and sufficiency of physical, informational and financial resources of field studies that allow to ensure an effective learning process.	6.1.1.1. Data on the premises to be used for the programme and the number of workstations in them shall be provided. 6.1.1.2. The sufficiency and suitability of the tools and equipment to be used for the programme, including computer programs, to achieve the intended study results shall be justified. 6.1.1.3. Description of the adaptation of the premises, tools and equipment to be used for studies by persons with special needs.

		6.1.1.4. Data on the base to be used for the implementation of studies for internships shall be provided. 6.1.1.5. The number of methodological resources in the library of the higher education institution, in the reading rooms, relevance, novelty, compliance with the evaluated program is provided. 6.1.1.6. Information on available access to electronic publications suitable for the program shall be provided.
	6.1.2. Assessment of planning and updating of the resources necessary for the implementation of field studies.	6.1.2.1. Describes the process of planning and updating the resources necessary for the implementation of the field studies taking into account the changing needs of students and teachers. 6.1.2.2. A plan for the improvement of the infrastructure necessary for the studies (if necessary) and its financial feasibility shall be submitted.
7. Study quality management and publicity 7.1. The improvement of field studies is based on an internal quality assurance system involving all stakeholders, as well as	7.1.1. Evaluation of the effectiveness of the internal quality assurance system of studies.	7.1.1.1. Describes the structure of study management and decision-making, the periodicity of internal assessment, provides information on what methods and measures are used to ensure high-quality study execution. 7.1.1.2. Describes what human and material resources are allocated for the

on constant monitoring and publicity.		effective management and improvement of the study program.
	7.1.2. Evaluation of the effectiveness of the involvement of social stakeholders (students and other interested parties) in internal quality assurance.	7.1.2.1. Data on the involvement of social stakeholders in the processes of preparation, evaluation and improvement of the program, the contribution of social stakeholders and the provision of feedback to them are provided.

Annex 4

Conception of a new study programme (or specialization) of Mykolas Romeris University

*If a new **study programme** is being submitted, please use the following table:*

Description
Title of the study programme *(in Lithuanian and English).*
The study cycle of the study programme, the group of study fields, the field of study, the duration of studies, the volume in credits, the form of studies, the language of delivery, the qualification degree awarded, the requirements for applicants.
1. The intended head of the study programme; 2. The intended assignment of the study programme to the committee (or sub-committee) of the study field.
Organization and justification of studies (modular, sessional, etc. (*e.g. weekends, evenings, Fridays, Saturdays, etc.)*, the adaptability of studies to working students and students living in the regions, etc. *(possibility to achieve learning outcomes through studies in a blended [1] or hybrid [2] way; how the quality of blended or hybrid studies will be ensured).*
Initiators of the study programme *(representatives of MRU; representatives of partners, etc.).*
Rationale
The need for a study programme: 1. Career opportunities for graduates *(based on national and /or international statistics and other information).* 2. Description of the applicants *(what kind of applicants are targeted).* 3. The social partners[3] and their contribution to the study programme (*involvement of the social partners (listed) in the preparation of the new study programme, what are their proposals, what further cooperation in the implementation of the study programme is envisaged*). 4. Innovation in the labor market.

Study programme's aim and learning outcomes.

Competitiveness of the study programme and rationality of implementation:

1. Relationship with the study programmes carried out by the University *(joined classes, etc.)*;

2. Analogous/similar study programmes of other universities and colleges.

3. Analogous study programmes of foreign universities.

Compliance of the study programme with the University's priorities enshrined in the University's strategic planning documents (e.g. MRU's strategic activity plan):

1. The internationality of the study programme (*exchange opportunities with other foreign higher education institutions for teachers and students, indicating specific foreign partners with whom the University has concluded Erasmus+ agreements in the field of study)* and the international environment (*for science, projects, prospects for creating a joint or two-degree study programme, etc.*).

2. Integration of experiential learning[4] in the study programme *(how experiential learning methods will be integrated into the study programme and its individual subjects).*

3. Mentoring[5] *(how mentors will be organized in the study programme; applies only to the first cycle of study).*

4. Competencies to be certified[6] *(what opportunities are envisaged to integrate competencies the acquisition of which is confirmed together with external social stakeholders).*

5. Contribution of the study programme to the 17 Sustainable Development Goals[7] *(how sustainable development competencies will be integrated in the study programme and its individual subjects).*

Academic staff and resources

Study subjects and academic staff of the study programme and their readiness to teach in the study programme*:*

1. Study subjects and academic staff *(study subjects listed by indicating the lecturers of each study subject, providing a brief description of the competence and experience of the lecturers in the subject to be taught; please indicate which lecturers already work at the University).*

2. Generalization of student feedback *(whether the intended lecturers are rated well by the students, i.e. at least 50% of students approve of the work of the lecturer, feedback is not dominated by negative responses).*

3. Additional academic staff required (*please indicate whether they are scientists or practitioners, and what their competence and experience are in the field of the subject to be taught*).

Material resources (available and additionally necessary) for the implementation of the study programme *(please provide basic data on literature, databases, equipment and other resources that will be used; whether there is a need to order new ones; if so, what kind of resources are these, their relevance and preliminary price)*[8].

*If a new study programme **specialization** is being submitted, please use the following table:*

Description	
<u>Title of the main study programme</u> *(Lithuanian and English).*	Title of specialisation *(Lithuanian and English).*
Data of the <u>main study programme</u>: the study cycle, the group of study fields, the field of study, the duration of studies, the volume in credits, the form of studies, the language of delivery, the qualification degree awarded, the requirements for applicants.	Data of specialization: the study cycle, the group of study fields, the field of study, the duration of studies, the volume in credits, the form of studies, the language of delivery, the qualification degree awarded, the requirements for applicants *(please indicate if the form of the new specialisation, the language of study, and the entry requirements are different from the characteristics of the main study programme; they can only be different within the limits of the main programme's data; example 1: the form of study of the main programme is full-time and part-time, and that of the specialisation is part-time; example 2: if the language of delivery of the main programme is Lithuanian, the language of delivery of specialisation can only be Lithuanian;if you want to deliver the specialisation in English you need to also change the language of delivery of the main programme from Lithuanian to both Lithuanian and English.).*

Main study programme's:	Specialization's:
1. head;	1. intended head;
2. study field committee.	2. intended assignment to the committee (or sub-committee) of the study field.
Main study programme's: organization and justification of studies (modular, sessional, etc. (*e.g. weekends, evenings, Fridays, Saturdays, etc.)*, the adaptability of studies to working students and students living in the regions, etc. *(possibility to achieve learning outcomes through studies in a blended* [1] *or hybrid* [2] *way; how the quality of blended or hybrid studies will be ensured)*.	Specialization's (*please indicate which aspects match and which differ from the main study programme*):

Initiators of the specialization *(representatives of MRU; representatives of partners, etc.)*.
Rationale
The need for study programme's specialization: 1. Career opportunities for graduates *(based on national and /or international statistics and other information)*. 2. Description of the applicants *(what kind of applicants are targeted)*. 3. The social partners[3] and their contribution to the specialization (*involvement of the social partners (listed) in the preparation of the new specialization, what are their proposals, what further cooperation in the implementation of the specialization is envisaged*). 4. Innovation in the labor market.

Main study programme's:	Specialization's:
aim and learning outcomes.	1. aim and learning outcomes; 2. Distinctiveness of the specialisation (*What makes the new specialisation distinctive in the context of the main study programme? Will it really provide knowledge and skills that the main programme does not provide?*); 3. The link between the learning outcomes and study subjects of the main study programme and its new specialisation (*e.g. a diagram indicating which learning outcomes and which study subjects overlap with the main study programme, and which differ).*

Competitiveness of the new specialization and rationality of its implementation:

1. The relationship between the new specialisation and the main study programme, the cost-effectiveness and rationality of the new specialisation (How many subjects will be combined or co-studied with the main study programme? To what extent will there be overlap with the core curriculum, what is the additional value of the individual skills and competences of the new specialisation?);

2. Relationship with the study programmes carried out by the University *(joined classes, etc.)*;

3. Analogous/similar study programmes of other universities and colleges.

4. Analogous study programmes of foreign universities.

Compliance of the main study programme with the University's priorities enshrined in the University's strategic planning documents (e.g. MRU's strategic activity plan):	Specialization's (*please indicate which aspects match and which differ from the main study programme):*
1. The internationality of the study programme (*exchange opportunities with other foreign*	

higher education institutions for teachers and students, indicating specific foreign partners with whom the University has concluded Erasmus+ agreements in the field of study) and the international environment (*for science, projects, prospects for creating a joint or two-degree study programme, etc.*).	
2. Integration of experiential learning[4] in the study programme *(how experiential learning methods will be integrated into the study programme and its individual subjects).*	
3. Mentoring[5] *(how mentors will be organized in the study programme; applies only to the first cycle of study).*	
4. Competencies to be certified[6] *(what opportunities are envisaged to integrate competencies the acquisition of which is confirmed together with external social stakeholders).*	
5. Contribution of the study programme to the 17 Sustainable Development Goals[7] *(how sustainable development competencies will be integrated in*	

the study programme and its individual subjects).	
Academic staff and resources	
Study subjects and academic staff of the specialization and their readiness to teach*:* 1. Study subjects and academic staff *(study subjects listed by indicating the lecturers of each study subject, providing a brief description of the competence and experience of the lecturers in the subject to be taught; please indicate which lecturers already work at the University).* 2. Generalization of student feedback *(whether the intended lecturers are rated well by the students, i.e. at least 50% of students approve of the work of the lecturer, feedback is not dominated by negative responses).* 3. Additional academic staff required (*please indicate whether they are scientists or practitioners, and what their competence and experience are in the field of the subject to be taught*).	
Material resources (available and additionally necessary) for the implementation of the specialization *(please provide basic data on literature, databases, equipment and other resources that will be used; whether there is a need to order new ones; if so, what kind of resources are these, their relevance and preliminary price)*[8].	

[1] **Blended (partly remote) studies** are a way of organizing studies, when part of the contact classes for the whole group of students is carried out remotely, with students and the lecturer communicating via virtual means of communication, the other part of the contact classes for the whole group of students is carried out in the auditoriums.

[2] **Hybrid studies** are a way of organizing studies, in which contact classes for part of the group of students are carried out in the auditoriums at the same time for another part of the group of students through the broadcast of the contact session and involving students in the study process by means of virtual communication.

[3] Identify only **real partners** committed to contributing to the implementation of the programme and/or recruiting graduates.

[4] **Experiential learning** is a personal experience of specific activities through personal engagement and direct interaction with participants in the activity/process. The methodology of experiential learning is based on the theory of professor of Psychology Kolb, more about it can be found here: https://experientiallearninginstitute.org/resources/what-is-experiential-learning/

[5] **Mentoring** is the collaboration between a mentor and a student to educate a student and prepare them for a future career. This is a way to get answers to the questions that arise on the path of study, to grow your personality and develop your

abilities. A mentor is a professional in his field who cares about the success of an MRU student's studies and career, and who is ready to share personal, professional experience and expert knowledge with the student. See below for more. where: https://www.mruni.eu/alumni/

[6] **Certified competencies** – when , in cooperation with partners from other sectors, graduates can be issued an additional certificate after completing the study programme. e.g. occupational safety and health specialist; auditor, etc.

[7] UNESCO, Education for Sustainable Development Goals: learning objectives (Paris, 2017). Atvira prieiga: https://unesdoc.unesco.org/ark:/48223/pf0000247444.locale=en

[8] Confirmation that the list of literature of study subjects is reviewed and, if necessary, the necessary up-to-date literature for studies will be ordered if the study programme or its specialization is started to be carried out.

Annex 5

ACADEMIC CREDIT TRANSFER CARD

NO.	K	-					

_____ student _____ _____,

Fakulty name   *name, surname*   *personal code*

studying _____ _____ program (_____),

study cycle and form   *study program*   *state code*

from _____ until _____ under _____ program

studied_____ , _____

state   *higher education institution*

Subjects and assessments of the student credited:

No	Study subject (module) (compulsory/optional/free)	Scope of study subject		Grade

	Study subject with transferred credits gained at higher education school (HES) (study subject in the foreign language, if any, in brackets)	Name of study subject at MRU	Semes ter	HES in credits	MRU in credits	Contact hours (if any)	HES	Grade in MRU
1.								
2.								
		Total						

Description of the assessment system (required in the absence of a grade)

Head of the unit   _____ _____ _____

                                               name, surname   signature   date

Co-ordinator

                                         _____ _____ _____

                                               name, surname   signature   date

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Annex 6

**Form for the assessment of learning achievements and recognition of competencies acquired
in the non-formal adult education system**

Name			
Surname			
Address			
City			
Country		Code	LT-
E-mail		Tel.	

At present time: *(mark x)*	o Work ☐ o Are not working ☐
Education received *(mark x)*	o Secondary ☐ o Higher ☐ o Higher non-university ☐ o Higher University ☐ o Other ....
When was your education obtained and in which country?	o .... year
Work experience	Date: from .... until .... Current employment:		Name of institution / company: .... Nature of activity: .... Position held: ....

Study program / subject(s) for which you are seeking academic recognition	

Annex 7

Extended request on the participation in the procedure for the assessment of learning achievements and the recognition of competencies in the non-formal adult education system

Please do not leave blank boxes (fill in or mark with an "x").

Please fill in sections B, C, D, E and the rest only of your achievement information that is related to the specific study subjects for which you intend to seek recognition of study credits.

A-YOUR EDUCATION

Start by filling in the table from LATEST to secondary education

Year	Education Institution	Learning outcomes	Diploma thesis / Exams

B-PROFESSIONAL EXPERIENCE

Describe your work experience. Based on the information you provided, you will later need to clarify and substantiate some of this information or provide evidence of your experience.

START FROM THE LAST JOB, then the penultimate, etc. Write each job in a separate column.

Date (from …………	Workplace: name, position	Responsibility, acquired learning achievements (knowledge, skills, abilities), some more important implemented projects or tasks

until ....)		

C- NON-FORMAL LEARNING (INTERNSHIPS, COURSES)

To be filled in: three / four most significant

Internships/courses	Duration (hours, months or years)	Precise date (from ……. until …) and place	Acquired learning outcomes (knowledge, skills, abilities)	Supporting documents (name of the issuing institution, full name of the document, date of issue, number, etc.)

D- SELF-LEARNING

To be filled in: independent studies, other experiences, learning achievements acquired by selflearning.

Area	Duration (hours, months or years)	Acquired learning outcomes (knowledge, skills, abilities)	Evidence (literature studied, projects, other sources)

E - OTHER EXPERIENCE

Indicate your other experience (language skills, ability to study independently, participation in associations, sports, culture, volunteering) and briefly describe the learning achievements (knowledge, skills, abilities) gained in these areas.

Other experience	Duration (hours, months or years)	Date (from …. until …) and place	Acquired learning outcomes (knowledge, skills, abilities)	Supporting documents (name of the issuing institution, full name of the document, date of issue, number, etc.)

YOUR GOALS

What are your goals for study credits for learning achievements acquired in the non-formal adult education system?

Which field of study credits will you pursue? Indicate the name of the study program. If possible, indicate the study subject(s) for which you intend to seek the recognition of study credits.

Why are you seeking formal academic recognition of learning outcomes in non-formal adult education?

If you are seeking reorientation to another profession, please justify:

YOUR QUESTIONS ...

What would you like to ask us?

YOUR NAME, SURNAME, DATE OF COMPLETION (Tel., E-mail)

Annex 8

Application on the participation in the procedure for the assessment of learning achievements and the recognition of competencies in the non-formal adult education system

20.....-.....-.....

(date)

Please allow me to participate in the assessment procedure of the recognition of non-formal adult education and competence and credit for my learning outcomes in non-formal adult education system, while recognizing the first cycle / degree credits for this(these) subject(s) awarding a second cycle / non-degree (underline)according to the study program .... (specify name of the study program)

No	Title of the study subject	Volume of the study subject in credits

....

(Signature)   (Name, surname)

Annex 9

Form for the evaluation of the portfolio of learning achievements in the non-formal adult education system

MYKOLAS ROMERIS UNIVERSITETY

_____

(name of academic unit)

APPROVAL OF CREDITS

CANDIDATE INFORMATION (to be completed by the Consultant)	
Name	
Surname	
Study subject	
Number of study credits	
Has the candidate studied at a university before?	
If yes, indicate the study program	
CONSULTANT	
Name Surname Signature	

Date	

Date (the Portfolio received) _____

Date (the Portfolio assessed) _____

RECOMMENDATION (mark x)	□ **Credits are recommended**
	□ **Credits are not recommended**

I.   ASSESSMENT BY THE MAIN PORTFOLIO METHOD

Folder rating:

1. The structure of the portfolio is clear and logical

□ yes □ no

2. The portfolio contains evidence of learning achievements acquired in the work environment

□ yes □ no

3. . Evidence of non-formal learning achievements in the portfolio

□ yes □ no

4. Evidence of self-learning achievements

□ yes □ no

5. The presented learning outcomes reflect the theoretical and practical aspects of the study subject (at least 50%)

□ yes □ no

6. The presented learning achievements reflect the practical aspects of the study subject (not less than 50%)

Co-funded by the
Erasmus+ Programme
of the European Union

□ yes □ no

7. The provided evidence of learning achievements corresponds to the study results provided in the description of the study subject (not less than 50%)

□ yes □ no

8. The language discourse used to describe learning outcomes meets the language requirements at university level

□ yes □ no

If you answered "no" to any of the questions, please explain in detail (provide on a separate sheet if necessary)

_____

_____

_____

II.   ASSESSMENT BY INTEGRATING ADDITIONAL METHODS

The candidate is offered:

✓ To provide additional evidence (specify which)

_____

_____

____

✓ To prepare a presentation (specify the topic)

_____

_____

____

✓ To prepare for the interview (specify the topic(s) of the interview) - RECOMMENDED

_____

_____

____

✓ To additionally read the indicated literature (list of literature, if necessary, provide on a separate sheet)

_____

_____

____

✓ To perform additional tasks (test, written assignment, essay, business plan, situation analysis, simulation, demonstration, etc.)

_____

_____

___

III.   FINAL REMARKS AND RECOMMENDATIONS

Final remarks and recommendations for the candidate, expressed in points:

_____

_____

_____

Expert who evaluated the Portfolio:

Name, surname_____ Signature_____ Date _____

Position _____

Akademic unit_____

Annex 10

DUAL DEGREE BACHELOR PROGRAM AGREEMENT

between

XXXXXXXXXXX

and

MYKOLAS ROMERIS UNIVERSITY, VILNIUS, LITHUANIA

XXXXXX (hereinafter – XXX), which is located at: XXXXXX, represented by Rector XXXXXX

and

Mykolas Romeris University (hereinafter – MRU), which is located at: Ateities st. 20, LT-08303, Vilnius, Lithuania, represented by Rector Inga ŽALĖNIENĖ,

hereinafter – the Parties,

in accordance with the rules that are in force in these States,

<u>on the part of XXXXX:</u>

 - The Law of XXXXXXXX;

 - The Law of XXXXXXX;

<u>on the part of Lithuania:</u>

 - Law on Higher Education and Research of the Republic of Lithuania (TAR, Jul 14, 2016, No. 20555);

 - Order of the Minister for Education, Science and Sport of the Republic of Lithuania on approval of requirements for implementation of studies (published TAR, Dec 30, 2016, No. 30192);

- other legal acts regulating higher education in the Republic of Lithuania and studies at MRU,

The Parties agreed on the following:

1. SPHERE OF COOPERATION

1.1. The Parties, promoting academic mobility of students, agreed to cooperate within the framework of realization of this Dual Degree Bachelor Program Agreement (hereinafter – the Agreement) with the issuance of two diplomas: in the specialty "XXXXXXX" in XXXX and "XXXXXX" in MRU.

1.2. Dual Degree Bachelor Program (hereinafter – Program) will allow students to obtain such educational degrees:

 - XXXX: Bachelor of XXXXX
 - MRU: Bachelor of XXXXX.

1.3. Both Parties in the proper order sign the education degrees to the student who has finished studies under the given Program. The format of the diploma itself and diploma supplement corresponds to the norms and rules that apply in both countries of Parties of the Agreement.

1.4. The exchange of faculty, researchers and administrative personnel is also possible in order to promote the measures in the framework of obtaining two diplomas. All costs associated with such mobility will be borne by the participants themselves.

1.5. Each Party accepts the exchange of faculty, researchers and administrative personnel, as well as students within the framework of the Agreement.

2. IMPLEMENTATION OF THE

PROGRAM

2.1. The unit responsible for the implementation of the Program and the Agreement at XXXX is the Faculty of XXXXX

2.2. The unit responsible for the implementation of the Program and the Agreement at MRU is the Faculty of Public Governance and Business.

2.3. In order to support the coordination of the Program, each Party appoints the responsible persons:

from the XXXXX:

 - Professor XXXXX,
 - Assistant Professor XXXXX

from MRU:

 - Professor XXXXX,
 - Assistant Professor XXXXX

2.4. Language of implementation of the Program will be English.

3. OBLIGATIONS OF THE PARTIES

3.1. The minimum amount of credits for the Program for students from MRU is 180 ECTS credits, of which no less than 90 credits students have to gain in the base educational institution and 90 credits – in the partner institution.

3.2. The minimum amount of credits for the Program for students from XXXX is 240 ECTS credits, of which no less than 150 credits students have to gain in the base educational institution and 90 credits – in the partner institution.

3.3. Students of bachelor degree pay tuition fee for participation in the Program at the partner institution directly to the partner institution for all ECTS credits (total amount 90 ECTS or 150 ECTS) to be provided by this partner institution towards a bachelor degree. Tuition fee is payable according to payment schedule and regulations of the partner institution.

3.4. Studies at MRU take place in a contact manner and students must come to Lithuania during the mobility period.

3.5. All students in the framework of mobility should be provided with appropriate health insurance, expenses during the journey to the place of study, accommodation and meals. The full payment of insurance and other expenses is fully borne by the students themselves.

3.6. Getting a Temporary residence permit in Lithuania (hereinafter – TRP), purchasing teaching materials and other expenses are also paid by students.

3.7. Students will be accepted to the Program by the host educational partner institution in accordance with the rules regarding international students arriving for studies. Both Parties are obliged to provide students arriving for studies feasible assistance in finding housing, if necessary.

3.8. Options for accommodation of the students, the schedule of the sessions and the enrollment procedure are presented on the respective web-pages of the Parties.

4. SELECTION OF STUDENTS

4.1. The admission to the Programs shall be carried out separately by both Parties.

4.2. The students who enter XXXX and want to get an education of bachelor's degree in XXXX at MRU, shall study there throughout the fourth, sixth and eighth semesters. Before the fourth semester, students shall sign the study agreement with MRU. The credits accumulated at XXXX throughout the first, second, third, fifth and seventh semesters shall be recognized at MRU in accordance with the applicable procedure of recognition.

4.3. The students who enter MRU and want to get an education of bachelor's degree in XXXX at XXXX, shall study there throughout the second, fourth and sixth semesters. Before the second semester, students shall sign the study agreement with XXXXX. The credits accumulated at MRU throughout the first, third and fifth semesters shall be recognized at XXXXX in accordance with the applicable procedure of recognition.

4.4. Each Party annually receives students from partner institution arriving for studies of the Program. Each Party will select students based on its own criteria and will provide the host partner

institution with a list of selected students within the deadlines set by the host partner institution. Students must meet the requirements for admission to their base educational institutions and the host partner institution.

4.5. All students should have a sufficient level of English language skills to participate in this Program.

4.6. In case of compliance with all requirements, a study (learning) agreement is concluded between XXXX and a student, between MRU and a student.

4.7. Both Parties exchange information. To register at a foreign educational institution, selected students need:

For <u>XXXX</u>:

- Original and a copy of the document on pre-education;

- The original and a copy of the document (annexes to the document on education), which contains information on the success of the academic disciplines;

- A copy of the birth certificate;

- Medical certificate of health, certified by the official health authority of the country, and issued no later than 2 months before entering to study in XXXXX;

- A copy of the passport or identity document of a stateless person;

- Insurance policy for the provision of emergency medical care (except for foreigners who have arrived from countries with which agreements on the free receipt of emergency medical assistance);

- 6 photographs (3 × 4 cm).

The above documents must be translated into XXXXX and notarized.

For <u>MRU:</u>

List of documents to be submitted for MRU is published at: http://www.mruni.eu/en/prospective_students/admission_procedure/

At the time of signing the Agreement, the list of documents is:

- Online Application Form completed on (https://apply.mruni.eu/);
- uploaded copy of document proving results of the English language proficiency of at least level B2 (assessments of English language proficiency certificates equivalent to level B2: TOEFL Paper 513-547, TOEFL IBT 65-78, IELTS 5.5-6.0);
- uploaded legalized pre-university education documents for academic recognition of credentials and verification of compliance with admission requirements to MRU,
- uploaded passport style photo;
- uploaded copy of travel document (passport);
- uploaded notarized letter of guarantee from parents/sponsors and the Certificate/Letter from a bank about the financial abilities or other document proving financial capacity to live and study in the Republic of Lithuania (according to the requirements for temporary residence permit on the ground of studies: https://www.migracija.lt/esu-studentas1

4.8. After completing the Program Parties will provide students and their educational institutions with a transcript that will contain the courses completed, the grades received and the corresponding number of ECTS credits to facilitate the process of academic recognition.

5. THE BILATERAL COMMITTEE

5.1. To manage the Program the Parties create a Bilateral Committee of representatives of education partner institutions.

5.2. The following tasks are assigned to the Bilateral Committee:

- planning and monitoring the study Program;
- evaluation and decision-making regarding any changes in the Agreement with a view to ensuring a timely (planned) completion of the Program;

- adaptation of the Program to any changes in the legislation on higher education in partner countries;

- prolongation of the validity of the Agreement every 4 (four) years.

5.3. The members of the Bilateral committee are:

for XXXXX:

- Professor XXXXX
- Assistant Professor XXXX

for MRU:

- Professor XXXXX
- Assistant Professor XXXX

In case of impossibility to participate in the meetings of the Bilateral Committee, these members may be represented by competent representatives of Parties. Registered students of the Program at each Party delegate their representative to be part of the Bilateral Committee.

5.4. The Bilateral Committee decisions shall be subject to the final approval by the relevant authorities according to applicable procedures of both Parties.

6. STRUCTURE OF THE PROGRAMS AND ORGANISATION OF STUDIES

For XXXX:

6.1. Students of XXXX who enter the Program shall study at XXXX throughout the first, second, third, fifth and seventh semesters studying at the XXXX the disciplines and take exams of the Bachelor Program "XXXXXX".

6.2. The fourth, sixth and eighth semesters students study in MRU studying the disciplines and take exams of the MRU Bachelor Program "XXXXX".

6.3. The eighth semester students study in the MRU during which they have a practice and defend their bachelor thesis.

For MRU:

6.4. Students of MRU who enter the Program shall study at MRU throughout the first, third and fifth semesters studying the disciplines and take exams of the Bachelor Program "XXXXX".

6.5. The second, fourth and sixth semesters students study in XXXX studying the disciplines and take exams of the Bachelor Program "XXXXX".

6.6. The sixth semester students study in the XXXX during which they have a practice and defend their bachelor thesis.

6.7. Program approvals and the development of an appropriate curriculum are carried out annually prior to the beginning of the new academic year.

6.8. Parties prepare information and exchange results of assessments for the academic disciplines (courses) studied by the student.

6.9. The bachelor thesis will be prepared under the joint supervision of two scientific supervisors from XXXX and MRU. Accordingly, students will begin to work on the thesis from the sixth semester in MRU and eighth semester in XXXXX.

6.10. The composition of the examination committee for the presentation of the bachelor thesis must include at least five professors, representing both Parties.

6.11. Assessment of the learning outcomes of the students is correlated on the ECTS scale. The system for assessment of learning outcomes is presented in Annex No 2, which is an integral part of this Agreement.

6.12. Any changes to the curriculum should be approved ahead of time by the Parties, according to applicable procedures.

6.13. After the successful completion of the study, the student will be awarded a Bachelor's Degree in XXXX of the XXX and the Bachelor of XXXX of the MRU.

6.14. Each Party follows its own national and institutional quality assurance procedures in compliance with the European Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) to ensure that the Program maintains its high academic standards.

6.15. All teaching staff of the Program shall have necessary qualifications assuring the quality of teaching within the Program, including English language proficiency.

6.16. Both Parties shall assure that the Program is supported by necessary material and informational resources and infrastructure.

7. TERMS OF THE AGREEMENT

7.1. This Agreement comes into force from the date of signing by both Parties and will be valid for four years.

7.2. This Agreement can be prolonged after the repeated confirmation by the leaders of both educational institutions of the intention to continue it.

7.3. The Parties may terminate this Agreement ahead of time by sending a corresponding letter to the other Party at least 6 months in advance. A warning of early termination of the Agreement can be submitted at any time; however, actions that are actively taken in the process of implementing this Agreement must be completed.

7.4. Students who are enrolled in a dual diploma Program can complete their studies after the Agreement expires.

7.5. It is possible to amend the text of the Agreement only with the consent of both Parties by laying out their content in supplementary agreements. They become an integral part of the Agreement.

7.6. The Agreement is made on _____2023 in XXXX and English languages in two copies, one for each of the Parties. In case of difference in interpretation of this Agreement, the English text shall be the text of reference.

7.7. The Parties agree to resolve any differences in understanding the implementation of the Agreement on mutually beneficial terms for both Parties. All disputes related to this Agreement are resolved through negotiations between the representatives of the Parties.

8. SIGNATURES OF THE PARTIES

XXXXX