

DIRECTOR OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION
ORDER

**REGARDING THE APPROVAL OF THE STATUTE OF THE HIGHER
EDUCATION EVALUATION COMMISSION**

8 November 2011 No 1-01-148

Vilnius

Pursuant to Paragraph 18.2 of the Statute of the Centre for Quality Assessment in Higher Education approved by the Order No ISAK-992 of the Minister for Education and Science of the Republic of Lithuania of 1 June 2005 regarding the approval of the Statute of the Centre for Quality Assessment in Higher Education (*Official Gazette*, 2005, No [72-2624](#); 2009, No [88-3765](#)):

I hereby amend the Statute of the Higher Education Evaluation Commission approved by the Order No 1-01-53 of the Director of the Centre for Quality Assessment in Higher Education of 8 June 2010 (*Official Gazette*, 2010, No [82-4370](#)) to read as appended.

DIRECTOR

ARTŪRAS GREBLIAUSKAS

APPROVED

Order No 1-01-53 of the Director
of the Centre for Quality
Assessment in Higher Education
of 8 June 2010
(as amended by the Order No 1-
01-148 of the Director of the
Centre for Quality Assessment in
Higher Education
of 8 November 2011).

STATUTE OF THE HIGHER EDUCATION EVALUATION COMMISSION

I. GENERAL PROVISIONS

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

2. The Evaluation Commission shall advise the Centre regarding applications for licences for higher education institutions to provide higher education and to conduct relevant activities (hereinafter referred to as 'the application of a higher education institution') and the external review of higher education institutions.

3. The Evaluation Commission shall carry out its activities in accordance with the Constitution of the Republic of Lithuania, Law on Higher Education and Research of the Republic of Lithuania (*Official Gazette*, 2009, No [54-2140](#)), other legal acts regulating the system of research and higher

education, the present Statute, and the Standards and guidelines for quality assurance in the European higher education area.

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

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

II. FUNCTIONS, RIGHTS, DUTIES AND RESPONSIBILITY

6. The Evaluation Commission shall perform the following functions:

6.1. consider if the evaluation reports submitted by the experts to the Centre regarding the application of a higher education institution are objective, comprehensive, substantiated, and accept of the recommendations set forth in Point 7 of the Statute;

6.2. consider if the external reviews of a higher education institution submitted by the experts to the Centre are objective, comprehensive, substantiated, and accept of the recommendations set forth in Point 7 of the Statute;

6.3. At the meeting of the Evaluation Commission, the latter shall submit proposals to the higher education institutions regarding improvement and development of the activities of higher education institutions, while to the Centre and the experts on evaluation of the applications for licences for higher education institutions to provide higher education and to conduct relevant activities and improvement of the external review of higher education institutions.

7. Once the evaluation report drawn by the experts is examined, the Evaluation Commission shall recommend the following to the Centre:

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

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

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

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

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

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

9. Members of the Evaluation Commission are obliged to attend the meetings of the Commission, and if they may not attend the meeting, must give at least three working days' notice to the Centre containing absence justifying reason, perform the tasks delegated to them in a timely and proper manner, to adhere to the morals and other requirements (to support their opinions expressed at the meetings with facts, in the meetings to act professionally, to refrain from disclosing information related to the activities performed (evaluation report, opinions, proposals, comments, etc. of individual persons participating at the meeting), commenting on voting of individual members of the Evaluation Commission).

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

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

III. FORMATION PROCEDURE

12. The Evaluation Commission shall be composed of 9 members. Members to the Evaluation Commission shall be appointed by the Centre. Members to the Evaluation Commission shall be appointed for the maximum term of office of three years. A person may be appointed as an Evaluation Commission member for no more than two successive terms of office.

13. Scientists, specialists of a respective field distinguished for their competence and creativity, famous public figures, employees of the administration of higher education institutions, lecturers experienced in performing an expert review, students, representatives of social partners of higher education institutions, and civil servants of public institutions performing the functions of public administration of research and higher education can be appointed as members of the Evaluation Commission. The Evaluation Commission must have at least one employee of a research and higher education institution, a person experienced in management and administration of a higher education institution, a member of the Lithuanian students' representative offices or union (unions), a representative of social partners of higher education.

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

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

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

IV. ORGANISATION OF ACTIVITIES

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

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

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

18.2. the Centre.

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

20. The meeting of the Evaluation Commission shall be legitimate if at least two thirds of the Evaluation Commission members are present, save for the case stipulated in Point 24 hereof. Recommendations of the Evaluation Commission, as established in Point 7 hereof, shall be adopted by open voting or secret voting, if so is decided by the Evaluation Commission. Recommendation

shall be considered adopted, if the majority of Evaluation Commission members present at the meeting vote for it. In case of equal distribution of votes at the meeting, the Chair of the Evaluation Commission shall have the decisive vote. When voting regarding approval of the recommendation, the Evaluation Commission members can vote "for" or "against". Abstention at voting is prohibited.

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

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

23. If less than two thirds of the Evaluation Commission members are present at the meeting, the agenda of the meeting can be considered, but the recommendations established in Point 7 hereof may not be adopted at such meeting. Draft recommendation can be developed at the meeting. Draft minutes of the meeting are sent to all members of the Evaluation Commission after the meeting (including draft recommendations). Upon making themselves familiar with the minutes, the members shall vote 'for' or 'against' every recommendation by post or electronic mail. The recommendation of the Evaluation Commission shall be considered approved, when at least three fifths of all members of the Evaluation Commission vote for it within five working days from the dispatch of the draft minutes of the meeting. Upon expiry of the voting term, the secretary of the meeting shall issue the minutes of the meeting and familiarise all members of the Evaluation Commission with it by post or electronic mail.

24. When the matter under consideration may cause the conflict of public and private interests of any member of the Evaluation Commission, the latter must opt out from the matter consideration and voting. If the matter under consideration may cause the conflict or public and private interests of the chair of the meeting, the latter must opt out from the presidency of the meeting during the consideration of the matter. For the purpose of legitimacy of the meeting according to Point 20 of the Statute, the member of the Evaluation Commission who opted out from the consideration shall be considered to be present at the meeting.

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

25.1. organise the work of the Evaluation Commission;

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

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

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

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

27. The Secretary of the Evaluation Commission to be appointed by the Centre from the civil servants and/or employees of the Evaluation shall help in organising the work of the Evaluation Commission.

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

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

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

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

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

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

V. FINAL PROVISIONS

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

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

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