

Consolidated version as of 25 March 2023

Order published in the Register of Legal Acts 31/12/2019, ID 2019-21819

APPROVED by
the Director of Centre for Quality
Assessment in Higher Education
31 December 2019 Order No. V-149

METHODOLOGY FOR EVALUATION OF NEW STUDY PROGRAMMES

SECTION I GENERAL PROVISIONS

1. The Methodology for the Evaluation of New Study Programmes (hereinafter referred to as the 'Methodology') establishes requirements for the descriptions of the new short, first cycle, second cycle, integrated and professional study programmes, to be submitted by higher education institutions, higher education institutions in exile, higher education institutions applying for the authorisation to deliver studies and to carry out activities related thereto (hereinafter referred to as 'HEIs') to the Centre for Quality Assessment in Higher Education (hereinafter referred to as 'the Centre'); it also establishes the process of external evaluation of the new study programmes, the procedure for the examination of the application and other documents on the accreditation of the new study fields (hereinafter referred to as the 'fields') as well as the procedure for the examination of appeals on the decisions adopted by the Centre on the new study programme (hereinafter referred to as the 'study programme').

Amendments to the subparagraph:

No V-20, 28-03-2022, published in the Register of Legal Acts on 29-03-2022, ID 2022-06146

2. The Centre shall be contacted for external evaluation of a study programme by:

2.1. an HEI whose field studies (or at least one of the fields, in the case of a double field programme) are not accredited for a 7-year period;

2.2. an HEI that does not deliver studies in the field to which the study programme is attributed;

2.3. an HEI that submits the study programme together with the application for authorisation to deliver studies and to carry out activities related thereto.

3. The Methodology has been developed in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Procedure for External Evaluation and Accreditation of Studies, the evaluation areas and indicators approved by Order No. V835 of 17 July 2019 of the Minister of Education, Science and Sports of the Republic of Lithuania (re-approved by Order No. V-1535 of the Minister of Education, Science and Sports of the Republic of Lithuania of 20 December 2019) (hereinafter referred to as the 'Procedure'), Standards and Guidelines for Quality Assurance in the European Higher Education Area.

4. Definitions used in the Methodology correspond to those defined in the Law on Higher Education and Research, the Procedure and other legislation establishing general and special requirements for study programmes.

5. The development of the study programme shall be initiated by the HEI, after evaluating the following:

5.1. the need for specialists in the country or region to be trained under the study programme and the employability of the graduates;

5.2. scientific and/or professional capacity to carry out the new studies;

5.3. the resources (facilities and learning resources and teaching materials) available or to be made available for the new studies (appropriately equipped auditoriums and/or artistic and creative spaces, laboratories, computers with the necessary software, collections of scientific and professional periodicals, new literature and/or works of art funds, appropriate communication

equipment, etc.);

6. The study programme shall be prepared in compliance with the general and special requirements (description of study field or a group of study fields) for study programmes and other legislative provisions.

6¹. Student and social partner representatives must be involved in the development of the study programme.

Amendments to the subparagraph:

No V-20, 28-03-2022, published in the Register of Legal Acts on 29-03-2022, ID 2022-06146

SECTION II

REQUIREMENTS FOR DOCUMENTS SUBMITTED

7. An HEI seeking an external evaluation of a study programme and the accreditation of a field (if the HEI does not deliver accredited studies in that field) shall submit the following documents to the Centre:

7.1. an application for the evaluation of the study programme (if the HEI does not deliver accredited studies in the respective field, the application shall be accompanied by another application for the accreditation of the study field in question). A separate application for the evaluation of a study programme shall not be submitted if the description of the new study programme (hereinafter referred to as the 'study programme description') is submitted together with the application for obtaining an authorisation to deliver studies and to carry out activities related thereto;

7.2. a description of the study programme prepared in accordance with the requirements specified in Item 8 of the Methodology. The following documents shall accompany the study programme description:

7.2.1. approval by the authorised institution of the intended qualification (if any);

7.2.2. approval of the Ministry of Health of the Republic of Lithuania, if the study programme is attributed to the group of study fields in health sciences.

8. The description of the study programme shall consist of:

8.1. a specification of the study programme, the components of which shall comply with the evaluation areas listed in Annex 1 to the Methodology. The study programme specification shall include an analysis of the following evaluation areas in accordance with the indicators specified in Annex 1 to the Methodology and the data and information analysed.

8.2. Annexes to the description of the study programme:

8.2.1. descriptions of study subjects (modules) (including practice, final thesis or applied project in the case of short cycle studies). The descriptions shall be submitted in the form established by the HEI, specifying the following mandatory information: title of the subject/module, volume of study subject/module in credits and hours (indicating volume of contact, excluding consultations, and independent work in hours), aims, links among study programme outcomes, subject/module outcomes, study methods and student achievement assessment methods, forms of assessment, assessment criteria, study subject/module content, compulsory literature;

Amendments to the subparagraph:

No V-20, 28/03/2022, published in the Register of Legal Acts on 29/03/2022, ID 2022-06146

8.2.2. curriculum vitae of all prospective teaching staff in the study programme. The curriculum vitae of the teaching staff shall contain the following information: the full name of the lecturer, pedagogical and/or scientific degree, pedagogical work experience, field of scientific interests, major scientific/artistic, methodological work of the teaching staff over the last 5 years, practical work experience in the subject area, qualification improvement in didactic area and area related to the field over the last 3 years, foreign language proficiency level;

8.2.3. Data provided in the Procedure of Registration of Objects of the Register of Study and Training Programmes and Qualifications, approved by an order of the Minister of Education and Science of the Republic of Lithuania, required for the registration of the study programme in the Register of Study and Training Programmes and Qualifications (hereinafter referred to as the 'Register');

8.2.4. a copy of the joint study programme execution agreement signed by all partners of the HEIs provided if a joint study programme is delivered.

Amendments to the subparagraph:

No. [V-46](#), 14/04/2020, published in the Register of Legal Acts on 14/04/2020, ID 2020-07845

8.2.5. The study plan of the study programme (full-time and part-time). The subjects and/or modules of study, indicating the semester and their volume in credits, the intended lecturer, shall be arranged in the plan according to their assignment to subjects and/or modules of the field of study (including the internship and the final thesis or applied project in the case of short cycle study programmes) and to the studies prescribed by the higher education institution or to the studies of the student's own choice (other subjects and/or modules of another field of study, development of general competences, etc).

Amendments to the subparagraph:

No V-20, 28-03-2022, published in the Register of Legal Acts on 29-03-2022, ID 2022-06146

9. If an HEI intends to start a registered study programme of an accredited field within a unit located in another municipality (except in the case of a city and district municipality of the same name), it must submit to the Centre an application for approval of the delivery of the studies within a unit located in another municipality, accompanied by the description of the study programme. The components of the study programme specification shall correspond to the following evaluated areas: student admission and support, student achievement and graduate employment, research/artistic and didactic activities of the teaching staff, facilities and learning resources of studies, internal evaluation, development and publication of studies. The study programme specification shall include an analysis of the following evaluation areas in accordance with the indicators specified in Annex 1 to the Methodology and the data and information analysed. The annexes of the study programme description shall comply with the requirements of Items 8.2.2 and 8.2.4 of the Methodology. It must also include the programme's curriculum (full-time and part-time). The subjects and/or modules shall be arranged in the plan, indicating the semester and the number of credits, according to their assignment to the subjects and/or modules of the field of study (including the internship and the thesis) and to the studies prescribed by the higher education institution or to the studies of the student's own choice (subjects and/or modules of another field of study, development of general competences, etc.). It is also recommended to indicate the lecturer who will teach each subject and/or module. This requirement shall not apply where the HEI intends to start a study programme in a branch located in another municipality, which is registered and conducted in a field of study accredited in accordance with article 18.1 of the Methodology.

Amendments to the subparagraph:

No V-65, 20-07-2020, published in the Register of Legal Acts on 21-07-2020, ID 2020-16179

No V-28, 17-03-2023, published in the Register of Legal Acts on 20-03-2023, ID 2023-04843

9¹. When a higher education institution intends to commence a study programme in a unit established in a foreign country, it shall submit to the Centre an application for approval for the commencement of studies in a unit established in a foreign country, as well as a description of the study programme. The components of the programme description must comply with the assessment areas specified in Annex 1 to the Methodology. The programme description shall include an analysis of these assessment areas in accordance with the indicators set out in Annex 1 to the Methodology and the data and information to be analysed. The annexes to the programme description shall comply with the requirements set out in point 8.2 of the Methodology.

Amendments to the subparagraph:

No V-65, 20-07-2020, published in the Register of Legal Acts on 21-07-2020, ID 2020-16179

10. An HEI whose study programme has been evaluated by another agency for quality assurance in higher education listed in the European Quality Assurance Register for Higher Education or an agency referred to in cross-border agreements (hereinafter referred to as the 'Agency') submits to the Centre the documents specified in the Procedure together with the application for the registration of the study programme (and field accreditation if the HEI does not deliver accredited studies in that field).

11. The HEI shall submit to the Centre documents, signed by a qualified electronic signature, at kokybe@skvc.lt, either through the eDelivery information system or in a digital form. The electronic format of the study programme description shall be submitted in 'doc', 'docx' or 'pdf' format. Information on the study programme required to register the programme in the Register shall be provided in 'doc' or 'docx' format only. Each annex to the study programme description shall be submitted in the electronic version as a separate document.

Amendments to the paragraph:

No. [V-46](#), 14/04/2020, published in the Register of Legal Acts on 14/04/2020, ID 2020-07845

SECTION III

PROCESS OF EXTERNAL EVALUATION OF A NEW STUDY PROGRAMME

12. The Centre, having received an application to evaluate a study programme, shall identify:

12.1. whether all the documents referred to in Item 7 of the Methodology have been submitted and formalised in accordance with the procedure set out in Section II of the Methodology;

12.2. in the case of a joint study programme, whether all the partners to be involved in the delivery of the programme are allowed to deliver studies of the same cycle and type and award an appropriate qualification.

13. In the event that the Centre finds that not all of the documents referred to in Item 7 of the Methodology and/or documents submitted meet the requirements set out in Items 7 and 8 of the Methodology and have serious deficiencies preventing the external evaluation process from being launched, the time limit for the examination of the application shall be suspended until the deficiencies identified are eliminated. The Centre shall inform the HEI about the deficiencies identified and the suspension of the process.

14. The HEI shall eliminate the deficiencies within 10 working days of the receipt of the decision regarding the deficiencies (within 5 working days if the study programme was submitted together with the application for authorisation to deliver studies and to carry out activities related thereto) and the suspension of the procedure. If the HEI fails to eliminate the deficiencies identified by the Centre within this period, the Centre shall terminate the examination of the application and inform the HEI accordingly.

15. The study programme shall be evaluated externally according to the evaluation areas, indicators and data and information analysed, as specified in Annex 1 to the Methodology.

16. Experts for external evaluation of the study programme shall be selected in accordance with the procedure laid down in the Procedure of Selection of Experts, approved by the Director of the Centre.

17. The Centre shall inform the HEI via e-mail of the composition of the expert team. The HEI may reasonably request the replacement of the member(s) of the prospective expert group within 5 working days of the receipt of notification of the intended composition of the expert team (within 10 working days prior to the intended visit to the HEI or branch thereof, if the study programme is submitted together with the application for authorisation to deliver studies and to carry out activities related thereto).

18. The Centre shall consider any comments received on the composition of the expert team within a permanent committee established by the order of the Director of the Centre and shall inform the HEI of the decision made. If the HEI has not submitted a reasoned request to change the composition of the expert team within the time limit specified in Item 17 of the Methodology, the HEI shall be deemed to have approved the composition of the expert team.

19. The principles and procedures for the organisation of experts' work is laid down in the Procedure of the Organisation of Experts' Work, approved by Order of the Director of the Centre.

20. The expert team, having examined the information provided in the study programme description, as well as other publicly available information, shall draw up an initial report and prepare questions that require special attention during the visit. If, during the preparation for the evaluation or during the visit, the experts identify the need for additional information, the evaluation coordinator shall inform the representatives of HEI about this need and set a deadline for the provision of such information. The scope of the information requested and the time limit for its provision shall be proportionate.

Amendments to the paragraph:

No V-63, 07/10/2022, published in the Register of Legal Acts on 10/10/2022, ID 2022-20626

21. The duration of visit of the expert team to the HEI shall be 1–2 days.

22. The visit to the HEI shall follow the schedule prepared by the Centre and agreed with the expert team and the HEI.

23. The HEI shall enable any member of the community who wishes to meet the expert team to do so by making public the visit information.

24. The visit involves meetings with the administration of the HEI or its unit, the curriculum

designers, the teaching staff to teach in the study programme, the employers or other social partners who are interested in the specialists to be trained under the programme. Experts shall also review the facilities and learning resources intended for the delivery of the study programme.

25. The expert team shall prepare a draft study programme evaluation report (hereinafter referred to as the 'draft report') with an evaluation of each evaluation area in accordance with the grading scale in Annex 3 to the Procedure, and shall submit it to the Centre within 1 month of the end of the visit to the HEI (within 14 working days if the study programme was submitted with an application for authorisation to deliver studies and to carry out activities related thereto).

26. When submitting its draft report to the Centre, the expert team shall make one of the following proposals:

26.1. to evaluate the study programme positively. Experts shall propose positive evaluation of the study programme when no deficiencies are identified or they are found to be minor. A positive evaluation of the study programme is also proposed if the HEI has revised the programme in accordance with the recommendations of experts within the time limit set in Item 27 of the Methodology.

26.2. to recommend revision of the study programme. A study programme is recommended to be revised when deficiencies of the study programme that have to be eliminated are identified and they are easily eliminated without substantially changing the study programme.

26.3. to evaluate the study programme negatively. Experts shall propose a negative evaluation of the study programme when significant and substantiated deficiencies have been identified related to the indicators specified in Annex 1 to the Methodology and the data and information analysed. Experts shall also propose a negative evaluation of the study programme if the HEI has not revised the programme within the time limit set in Item 27 of the Methodology or the revisions have not eliminated the deficiencies of the programme that have to be eliminated.

27. The Centre shall email the draft report with the evaluation of each evaluation area according to the grading scale set out in Annex 3 to the Procedure (except in the case provided in sub-Item 26.2) to the HEI, which may provide comments on the factual errors in the draft report or evaluations based thereon within 10 working days of the receipt of the draft report (within 5 working days if the study programme is submitted together with the application for authorisation to deliver studies and to carry out activities related thereto). If the draft report contained the proposal to recommend a revision of the study programme, as set out in sub-Item 26.2 of the Methodology, the HEI shall eliminate the deficiencies identified by the experts and email the Centre proof thereof as well as comments on the factual errors in the draft report and any evaluations based thereon within 10 working days (within 5 working days if the study programme is submitted with the application for authorisation to deliver studies and to carry out activities related thereto). If the draft report containing a proposal set out in article 26.2 of the methodology to recommend a revision of the study programme is submitted to the HEI in July and/or August, upon receipt of a grounded request from the HEI, the Centre may extend the 10 working day time limit, laid down in this article, by a maximum of 10 working days.

Amendments to the paragraph:

No V-63, 07/10/2022, published in the Register of Legal Acts on 10/10/2022, ID 2022-2062

28. The Centre shall forward to the expert team that has evaluated the programme the HEI's comments on the factual errors in the draft report or any evaluations based thereon and/or proof of the elimination of the deficiencies identified by the experts.

29. The expert team, having examined the HEI's comments on the factual errors in the draft report or any evaluations based thereon and/or the proof of the implementation of experts' recommendations, shall prepare and submit the final study programme evaluation report to the Centre within 10 working days (within 7 working days if the study programme is submitted together with the application for authorisation to deliver studies and to carry out activities related thereto). Each study programme evaluation area shall be evaluated according to the grading scale presented in Annex 3 to the Procedure.

30. The evaluation report shall be examined by the Studies' Evaluation Committee set up by the Centre, acting in accordance with the procedure established by the regulations of the Studies' Evaluation Committee approved by the Director of the Centre.

31. In accordance with the expert team's report and taking into consideration the proposal of the Studies' Evaluation Committee, the Centre shall decide on the evaluation of the study programme

according to the procedure established in the Procedure. Together with this decision, the Centre shall provide the HEI with a copy or extract of the evaluation report.

Amendments to the subparagraph:

No. V-23, 01.04.2021, published in the Register of Legal Acts on 02.04.2021, ID. 2021-06860

32. Where a Master's study programme can be registered only after its external expert evaluation (including a joint study programme), the Centre shall determine, prior to the launch of an expert evaluation of the programme, whether the new study field at the HEI meets the threshold indicator in the study field of the University's research and experimental development or art activities, as identified in the Procedure.

33. The Centre shall submit the data of the positively evaluated study programme to the Register within 3 working days of the date of the decision to positively evaluate the study programme.

34. When the study programme is of the same field and level, which has been accredited for a period of 7 years and evaluated in accordance with the procedure established by the higher education institution, the higher education institution shall send the application for registration of the study programme, the approval of the authorised institution regarding the qualification to be offered (if it is to be provided), the approval of the Ministry of Health of the Republic of Lithuania in the case of a study programme belonging to the group of study fields belonging to the group of studies in the health sciences as well as the data of the study programme by e-mail at the following e-mail addresses: kokybe@skvc.lt or the e-delivery system, as well as the data of the study programme. Upon receipt of these documents, the Centre shall verify the time limit for accreditation of the field and cycle to which the study program is attributed (whether the selected partner HEI can carry out the same type and cycle of studies and provide the appropriate qualification in the case of a joint degree programme) and shall forward the details of the study programme to the Register.

Amendments to the subparagraph:

No V-20, 28-03-2022, published in the Register of Legal Acts on 29-03-2022, ID 2022-06146

35. After the launch of the study programme, follow-up shall begin. Not later than 1.5 years after the registration of the study programme (or accreditation of the study field if the HEI does not deliver accredited studies in that field), the HEI shall prepare a progress report on the implementation of expert recommendations (hereinafter referred to as the 'Progress Report') and shall make it publicly available on the HEI's website and submit it to the Centre. Upon receipt of the Progress Report, the Centre shall analyse it and provide feedback to the HEI and make the Report publicly available on its website, together with the evaluation report of the study programme.

36. There is no need for a separate application by the HEI for accreditation of the study field in the case where the Centre has evaluated the study programme submitted with the application for authorisation to deliver studies and to carry out activities related thereto and, following the evaluation of the application documents, the HEI was authorised to deliver the studies and to carry out activities related thereto.

37. The Centre, having received the state code assigned to the study programme from the Register and taking into account the decision of the Centre on the evaluation of the new study programme or the evaluation report received from the Agency, shall prepare an order on the accreditation of the study field within 5 working days. The decision on the accreditation of the new study field, which has been submitted together with the application for authorisation to deliver studies and to carry out activities related thereto shall be made within 10 working days of the issue of the authorisation to deliver the studies and to carry out activities related thereto. In the event that the Centre has carried out an assessment of the new study programme and the programme is registered in an accredited field of study and cycle of studies, or the field of study and cycle of studies are considered accredited in accordance with point 3.1 of the Order of the Minister of Education, Science and Sport of the Republic of Lithuania No.V-835 of 17 July 2019, a separate order on accreditation shall not be issued.

Amendments to the subparagraph:

No. V-23, 01.04.2021, published in the Register of Legal Acts on 02.04.2021, ID 2021-06860

38. The Centre shall publish the decision on the accreditation of the study field in the Register of Legal Acts.

SECTION IV

HANDLING OF APPEALS AND COMPLAINTS

The title of the chapter has been changed:

No V-65, 20-07-2020, published in the Register of Legal Acts on 21-07-2020, ID 2020-16179

38¹. During the external evaluation, the HEI may lodge a complaint with the Centre against the activities and/or omissions of the participants in the evaluation process and the procedures prior to the adoption of the evaluation decision.

Amendments to the subparagraph:

No V-65, 20-07-2020, published in the Register of Legal Acts on 21-07-2020, ID 2020-16179

39. If the HEI disagrees with the study programme evaluation made by the Centre, it may, within 20 working days of the receipt of the decision, lodge a grounded appeal with the Centre.

40. The appeal of the HEI shall be heard by the Appeals Committee of the Centre for Quality Assessment in Higher Education (hereinafter referred to as the 'Appeals Committee'), acting in accordance with the regulations of the Appeals Committee, approved by an order of the Director of the Centre. The decision of the Appeals Committee shall be made within 45 working days of the receipt of the appeal.

Amendments to the paragraph:

No. [V-46](#), 14/04/2020, published in the Register of Legal Acts on 14/04/2020, ID 2020-07845

41. Both the decision of the Centre and the decision of the Appeals Committee may be appealed against in accordance with the procedure laid down in the Law on Administrative Proceedings of the Republic of Lithuania.

EVALUATION AREAS, AIMS, INDICATORS, DATA AND INFORMATION ANALYSED

<i>Evaluation areas and aims</i>	<i>Indicators</i>	<i>Data and information analysed</i>
1. Study aims, outcomes and content 1.1. Field studies are based on the needs of the country's economy and the needs of the society as well as the strategy of the HEI. 1.2. Field studies comply with legal requirements, while curriculum design, content, teaching/learning and assessment methods enable students to achieve study aims and outcomes.	1.1.1. Evaluation of the conformity of the aims and outcomes of the field and cycle study programmes to the needs of the society and/or the labour market (not applicable to HEIs operating in exile conditions).	1.1.1.1. The relevance and uniqueness of the learning outcomes of the programme is analysed, its compliance with the needs of the society and the labour market is substantiated. 1.1.1.2. Professional activity areas of the specialists trained under the study field are indicated. 1.1.1.3. The rationale for the number of programmes implemented in the HEI per field and the possibilities for the development of the programmes in the field shall be substantiated (applicable only if the HEI also implements more programmes in the study field in which the programme is to be implemented).
	1.1.2. Evaluation of the conformity of the field and cycle study programme aims and outcomes with the mission, objectives of activities and strategy of the HEI.	1.1.2.1. The coherence of the programme aims and the intended learning outcomes with the mission, objectives of activities and strategy of the HEI is presented.
	1.2.1. Evaluation of the compliance of the field and cycle study programme with legal requirements.	1.2.1.1. The compliance of the programme aims, intended learning outcomes, curriculum design, subjects and/or modules with the type, cycle and academic and/or professional requirements of studies, and the sufficiency of the study programme to ensure learning outcomes are substantiated. 1.2.1.2. A table of the links among the programme aim(s), the study cycle outcomes (knowledge, research skills, special abilities, social skills, personal abilities), the intended programme outcomes and the study subjects and/or modules is provided. 1.2.1.3. No longer in force as of 30/03/

		1.2.1.4. The coherence among the title of the programme, the intended learning outcomes, the content of the programme and the qualification awarded shall be substantiated.
	1.2.2. Evaluation of compatibility of aims, learning outcomes, teaching/learning and assessment methods of the field and cycle study programmes.	1.2.2.1. Coherence of the programme aims and intended learning outcomes with the learning outcomes of the programme subjects and/or modules, study methods and assessment methods is presented.
	1.2.3. Evaluation of the totality of the field and cycle study programme subjects/modules, which ensures consistent development of competences of students.	1.2.3.1. Consistency of the programme content is substantiated.
	1.2.4. Evaluation of opportunities for students to personalise the structure of field study programmes according to their personal learning objectives and intended learning outcomes.	1.2.4.1. Opportunities are introduced for students to personalise their studies (possibilities to choose specialisation, study foreign languages, freely choose subjects, etc.)
Links between science (art) and study activities (not applicable for short cycle studies) 2.1. The field studies integrate the latest achievements of science (art) and/or technology and create conditions for the development of students' abilities to perform science (art).	2.1.1. Evaluation of the sufficiency of the science (art) activities implemented by the HEI for the field of research (art) related to the field of study.	2.1.1.1. Results of the last three years of the annual evaluation of HEIs' R&D and art activities and results of the last comparative expert evaluation of R&D activities of universities, carried out in accordance with the Procedure for Allocating State Budget Funds for Research, Experimental Development and Artistic Activities to Higher Education and Research Institutions, approved by the Resolution No. 149 of 01 March 2017 of the Government of the Republic of Lithuania 'On the Implementation of the Law on Higher Education and Research of the Republic of Lithuania', within the field of science related to the field of studies are presented and analysed. 2.1.1.2. Information is provided on which research, applied science and art activities carried out by the HEI are directly related to the programme. 2.1.1.3. Plans for scientific (applied science, art) activities in the science/art field related to the study field in which the programme is to be delivered are provided and their financial viability is presented.
	2.1.2. Evaluation of the link between the content of studies and the latest developments in science, art and	2.1.2.1. The link between the content of the programme and the latest developments in science, arts and technology is substantiated.

	technology.	
3. Student admission and support 3.1. The process of student selection and admission is consistent with the learning outcomes of the field. 3.2. There is an effective student support system in the study field, enabling them to achieve maximum learning progress.	3.1.1. Evaluation of the suitability and publicity of student selection and admission criteria and process.	3.1.1.1. The requirements for admission to the programme, the procedure for awarding additional points, and the ways in which this information is made public are specified.
	3.1.2. Evaluation of the procedure of recognition of foreign qualifications, partial studies and prior non-formal and informal learning and its application.	3.1.2.1. The principles for the recognition of qualifications, partial results, prior learning and other learning acquired abroad, and information on their application: Information on how the recognition of foreign qualifications is carried out and a description of the decision-making structure; Information on how partial crediting of studies is carried out: - where mobility agreements exist, - where there are no mobility agreements; Indication of the criteria used for partial crediting of studies; Information on how the recognition of competences acquired through non-formal and informal learning is carried out and how uniform standards and guidelines are ensured in this process.
	3.2.2. Assessment of the suitability, adequacy and effectiveness of the academic, financial, social, psychological and personal support provided to the students of the field.	3.2.2.1. Information on academic, financial, social, psychological, personal and other support provided to students is provided.
	3.2.3 Evaluation of the sufficiency of study information and student counselling.	3.2.3.1 Explain how students admitted to the study programme are introduced to the study programme, the requirements and other relevant information for students.
4. Studying, student performance and graduate employment 4.1. Field studies prepare students for independent	4.1.1. Evaluation of the teaching and learning process that enables to take into account the needs of the students and enable them to achieve the intended learning outcomes.	4.1.1.1. Study forms and methods, teaching/learning methods, performance assessment methods that encourage students to be active participants in the study process are identified. 4.1.1.2. Students' individual work and evaluation are described. 4.1.1.3. Further opportunities for graduate studies are described

professional activities. 4.2. There is an effective and transparent system of student performance assessment, progress monitoring and academic integrity assurance in the study field.	4.1.2. Evaluation of conditions ensuring access to study for socially vulnerable groups and students with special needs.	4.1.2.1. The intended application of the study process to socially vulnerable groups and students with special needs is described (consultations on access to studies, individualised study process, forms and means of integration of students into the life of the academic community, etc.).
---	--	---

	4.2.4. Evaluation of the implementation of policies to ensure academic integrity, tolerance and non-discrimination.	4.2.4.1. The principles and means to ensure academic integrity, tolerance and non-discrimination are described.
	4.2.5. Evaluation of the effectiveness of the application of procedures for the submission and examination of appeals and complaints regarding the study process within the field studies.	4.2.5.1. The application of the procedures for the submission and examination of appeals and complaints regarding the study process.
5. Teaching staff 5.1. The academic staff of the field studies is suitable to ensure the achievement of the learning outcomes of the field study programmes. 5.2. Teaching staff of the study field are provided with conditions for the development of competences, which are evaluated periodically.	5.1.1. Evaluation of the adequacy of the number, qualification and competence (scientific, didactic, professional) of teaching staff within a field study programme(s) at the HEI in order to achieve the learning outcomes.	5.1.1.1. The adequacy of the intended number of teaching staff in the programme in order to achieve the intended learning outcomes is substantiated. 5.1.1.2. Prospective teachers of the field study programme who will work at least part-time at the HEI are indicated as a share of all prospective teaching staff of the field subjects of the programme. 5.1.1.3. Data proving the compliance of the teaching staff with the legal requirements is substantiated. <i>5.1.1.4. No longer in force as of 30/03/2022</i> 5.1.1.4. The adequacy of qualification of prospective teaching staff in the programme in order to achieve the intended learning outcomes is substantiated. 5.1.1.5. Prospective teaching staff of the programme who have at least B2 level in their English are indicated as a share of all prospective teaching staff in the programme (if the evaluated programme is to be delivered in a foreign language or a joint study programme is evaluated).
	5.2.2. Evaluation of the conditions to improve the competences of the teaching staff.	5.2.2.1. The conditions and systematic nature of the teaching staff's development in the scientific or artistic research, didactic or professional activities are described (formal arrangements, funding, areas of development, methods).
6. Facilities and learning resources	6.1.1. Evaluation of the suitability and adequacy of the physical, informational	6.1.1.1. Data on the premises to be used for the programme and the number of working places they provide.

6.1. The physical, informational and financial resources of the field studies are adequate and allow to achieve the intended learning outcomes.	and financial resources of the field studies to ensure an effective learning process.	6.1.1.2. The adequacy and suitability of the intended facilities and equipment, including computer programs, for the intended learning outcomes is substantiated. 6.1.1.3. The adaptation of the premises, facilities and equipment to be used for the studies to persons with special needs is described. 6.1.1.4. Data on the practice base to be used for study delivery are provided. 6.1.1.5. The number, relevance, recency and suitability for the evaluated programme of the teaching materials at the HEI's library and reading rooms are given. 6.1.1.6. Information on available access to electronic publications suitable for the programme is provided.
	6.1.2. Evaluation of the planning and upgrading of resources needed to carry out the field studies.	6.1.2.1. The process of planning and upgrading the resources needed to carry out the field studies is described in the light of changing student and teaching staff needs. 6.1.2.2. A plan for the improvement (if necessary) of the infrastructure required for the studies is provided and its financial viability is presented.
7. Study quality management and publicity 7.1. The development of field studies is based on an internal quality assurance system involving all stakeholders and continuous monitoring and publicity.	7.1.1. Evaluation of the effectiveness of the internal quality assurance system of the studies.	7.1.1.1. The structure of study management and decision-making, and the periodicity of internal assessment are described; information on the ways and means applied to ensure the quality delivery of the studies is provided. 7.1.1.2. Human resources and facilities and learning resources allocated to the effective management and development of the study programme are described.
	7.1.2. Evaluation of the effectiveness of the involvement of stakeholders (students and other stakeholders) in internal quality assurance.	7.1.2.1. Data on the involvement of stakeholders in the design, evaluation and development processes of the programme, the contribution of stakeholders and their feedback are provided.

Changes to the Annex:

No V-20, 28/03/2022, published in the Register of Legal Acts on 29/03/2022, ID 2022-06146