

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

METHODOLOGY FOR EXTERNAL EVALUATION OF STUDY FIELDS

SECTION I GENERAL PROVISIONS

1. The Methodology of External Evaluation of Study Fields (hereinafter referred to as ‘the Methodology’) sets out the general requirements for the preparation of study field and cycle Self-evaluation report (hereinafter referred to as SER) for higher education institutions and higher education institutions in exile (hereinafter referred to as ‘HEI’s), the process of external evaluation of study fields (hereinafter referred to as ‘the Evaluation’), the performance of study field and cycle analysis, follow-up activities, monitoring and procedure of submitting appeals against the decisions of the Centre regarding the external evaluation of study fields.

2. 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. V-835 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*, and other regulations governing the implementation and evaluation of studies.

3. Definitions used in the Methodology:

3.1. **Stakeholders** shall mean persons, groups of persons or organisations concerned with the training of prospective specialists and capable of affecting the activities of an HEI and assuming responsibility for such influence (administrative and academic staff of the institution, students, alumni, employers, representatives of professional associations, public institutions, trade unions, etc.).

Amendments to sub-paragraph:

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

3.2. **Social Partners** shall mean representatives of employers, professional associations or similar organisations who cooperate with the HEI and are interested in the quality of the specialists it prepares.

3.3. **Evaluation Coordinator** shall mean a civil servant or employee of the Centre responsible for the organisation of the external evaluation of a specific study field and cycle.

3.4. **Self-Evaluation Report** is an analytical document that demonstrates institution’s capacity for critical evaluation of its own activities and for projection of prospects for improvement.

4. Other 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 the delivery of studies.

5. The Centre shall carry out the evaluation in accordance with an external evaluation plan for study fields, approved by the Centre, which shall include the deadlines for the submission of SERs. At least six months shall be given for the drawing up of a SER.

SECTION II PREPARATION OF A SER

6. An HEI that wants the Centre to carry out field and cycle evaluation shall submit to the Centre a request for the evaluation and accreditation of the field and cycle studies and an SER within the time limits specified in the external evaluation plan of study fields. These documents shall be submitted to the Centre signed by a qualified electronic signature at *kokybe@skvc.lt* either through the system '*E. pristatymas*' or in a digital form.

7. If the HEI ceases the studies of that field and cycle (does not admit or does not intend to admit new students), it shall inform the Centre in writing at least 6 months prior to the submission of the SER.

8. The HEI shall be responsible for the proper and timely self-evaluation, preparation of the SER and its submission to the Centre within the time limits set out in the external evaluation plan for study fields.

9. The HEI shall carry out a self-evaluation in accordance with its own procedure, involving representatives of students and social partners. The SER shall comply with the requirements set out in this Methodology.

10. The self-evaluation shall include the performance of self-assessment for each of the evaluation areas, goals and indicators defined in the Procedure. If any indicator is not applicable to the field of studies, this should be stated in the SER.

11. At the end of the analysis of each evaluation area, recommendations of the previous evaluation (if provided for the specific area evaluated) shall be given along with a description on how these have been taken into account. The strengths and aspects for improvement of each of the areas evaluated shall be summarised.

12. The SER shall provide data for the last 3 years of study. If the field and cycle studies are of shorter duration, data for the entire period of the field of study shall be provided.

13. The SER provides a summarised analysis of all study programmes at the field of study and at the level of study (including the study programme(s) being completed at the field of study and at the level of study in which the students are enrolled), highlighting the specificities of each of the study programmes under assessment. If the same field of study and level of study is carried out in a branch established in a foreign country and/or in a branch of a higher education institution located in the territory of another municipality (except for municipalities of the same name of the city and the district), the SER shall highlight the information on the field of study and the level of study carried out in that branch.

Amendments to the paragraph:

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

No V-20, 28/3/2022, published in the Register of Legal Acts on 29/03/2022, ID 2022-06146

14. If the field and cycle studies are offered on a full-time and part-time basis, the differences in their delivery shall be demonstrated in the SER.

15. Where there is a joint study programme between the field and cycle studies evaluated, the SER shall clearly identify the specific features of the joint study programme. It shall also indicate the resources (human, facilities and learning resources) available at each of the HEIs delivering the joint study programme.

16. The SER shall have the following parts: introduction, analysis of field and cycle of studies, annexes. The body of the general part of the SER should be in doc, docx or pdf format. If experts from foreign countries are used for the external evaluation, an English translation of the SER is also provided..

Amendments to the paragraph:

No V-46, 14/04/2020, published in the Register of Legal Acts on 21/07/2020, ID 2020-07845

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

17. The introduction of the SER shall include the following:

17.1. a brief description of the profile of the higher education institution carrying out the field of study and the level of studies (type and basis of activity, units, including those in a foreign country or in the territory of another municipality, where the field of study is carried out, their management and inter-relationships, the scope of the fields of study), and the location of the field of study to be evaluated in the context of the existing fields of study;

Amendments to sub-paragraph:

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

17.2. a description of the experience of the HEI in the study field.

18. The analysis of field and cycle studies in the SER shall identify and analyse all the evaluation areas and indicators set out in Annex 2 of the Procedure, presenting quantitative and qualitative data and their analysis according to the information provided in Annex 1 of the Methodology. The analysis of the evaluation area shall provide:

18.1. the specific features of each study programme of the field and cycle evaluated;

18.2. the summary of the evaluation area.

19. The SER shall provide the information needed for the evaluation in a purposeful manner, avoiding the excessive volume of the SER. The scope of self-evaluation report depends on the number of study programmes in the study field evaluated.

20. The SER of the field and cycle studies shall be accompanied by the following annexes:

20.1. study plans for the field of study and cycle relevant at the time of submission of the SER in the format set by the higher education institution. The study plan for each programme shall show the structure of the programme, the subjects (modules) by semesters and their volume in credits. The subjects (modules) shall be arranged in the plan according to their assignment to subjects (modules) of the field of study, to general subjects (modules) of university (college) studies, and to subjects (modules) of another field of study. It shall distinguish between internships, the scope of the student's freely chosen subjects (modules) (if any), the final thesis and the number of credits allocated to it. It shall also indicate the form of assessment for each subject/module, the number of contact hours (excluding tutorials) and independent work, and the lecturer teaching the subject;

Amendments to sub-paragraph:

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20.2. a list of the final theses of the last 3 years, specifying the topic of the thesis, the supervisor and the evaluation.

20.3. the agreement between the HEIs delivering the study programme (where there is a joint programme between the field and cycle programmes evaluated).

20.4. a list of teachers in the field of the subject area who have been working permanently at the institution (at least half-time and for at least 3 years at the higher education institution being evaluated), indicating the pedagogical title and/or degree, and teaching experience, areas of research interest (indicating the 3 most significant works produced in the last 5 years), practical work experience in the field of the subject taught, subjects taught, current workload at the higher education institution, level of proficiency in the foreign language of the field of study (if there are study programmes in the field of study being assessed that are conducted in a foreign language).

Amendments to the paragraph:

No V-20, 28/3/2022, published in the Register of Legal Acts on 29/03/2022, ID 2022-06146

SECTION III

PROCESS OF EXTERNAL EVALUATION OF STUDY FIELD AND CYCLE

21. The evaluation shall be organised by the Centre with the assistance of external experts.

22. The evaluation at the Centre shall start only after receiving a request of the HEI and the SER.

23. The Centre shall have the right to refuse to carry out the evaluation of the field and cycle studies if the HEI has not submitted to the Centre a request for such evaluation and the SER within

the set deadlines.

24. As a general rule, a single team of experts shall be formed to evaluate studies of the same field and cycle at HEIs. In cases where there is a greater number of HEIs delivering the field studies and/or study programmes delivered within them, the Centre may call on more expert teams.

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

26. 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.

27. The Centre shall inform the HEI via e-mail of the expected composition of the expert team. The HEI may reasonably request to replace (a) member(s) of the prospective expert team within 5 working days of the receipt of the notification of its intended composition. The Centre shall consider any comments it has received concerning the composition of the expert team within the Standing Committee for Examining Requests of HEIs to Replace Experts, set up by the order of the Director of the Centre, and shall inform the HEI of its decision. If the HEI has not submitted a request to change the composition of the expert team within the time limit specified in this paragraph, the HEI shall be deemed to have approved the composition of the expert team.

28. The Centre shall evaluate whether the SER provided by the HEI has been prepared in accordance with the requirements set out in the Methodology and shall inform the HEI by e-mail of any deficiencies within 15 working days of the receipt of the SER.

29. Within 15 working days of the receipt of the information about the deficiencies, the HEI shall submit a revised SER to the Centre.

30. The SER shall be submitted to the expert team set up by the Centre at least one month before the visit to the HEI. Where, for reasons beyond the control of the Centre, part of the expert team changes and it is objectively impossible for the new members of the expert team to submit information within the time limits provided for in this paragraph, the information shall be provided as soon as possible after the new experts are included.

31. The HEI may, at least 2 weeks prior to the visit of the expert team, provide information on major changes in the study field, that took place after the submission of SER.

32. After examining the information provided in the SER, as well as other publicly available information, findings or summary of the previous evaluation of programme or field, and student survey results, the experts shall prepare for the evaluation, identifying areas and issues that require particular 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

33. The duration of visit of the expert team to the HEI shall be 1–5 days.

34. The visit shall follow the visit schedule drawn up by the Centre. The visit schedule shall be sent to the experts and the HEI for coordination prior to the visit. Information on the upcoming visit shall also be sent to the students' representation of the HEI.

35. During the visit, the HEI shall provide suitable premises and equipment for the meetings and the work of the expert team.

36. As far as possible, 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. Except in cases agreed in advance with the Evaluation Coordinator, one member of the HEI community may attend only one meeting with the expert team per visit.

37. Persons studying and/or working at that HEI do not participate in meetings with graduates and employers.

38. Representatives of the students' representation of the HEI may also participate in meetings with students.

39. During the visit, meetings are held with the administration of the HEI or its unit(s), the authors of the SER of the field studies, the teaching staff of the field studies, the students, the graduates and their employers. If, during the visit, the expert group identifies the need to organise an

additional meeting with one of the groups referred to in this article, this shall be communicated by the evaluation coordinator to the representatives of the HEI. The HEI shall, as far as possible, ensure that representatives of the target groups with which the experts have identified the need for a meeting, attend the additional meeting. During the visit, the experts review the learning resources for the delivery of the field studies, get acquainted with the students' written papers, theses, examination materials and other documents.

Amendments to the paragraph:

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

40. If the evaluation is performed by an international expert team, the meetings usually take place in English. If necessary, the HEI shall provide qualified translator services. The interpreter shall participate in student meetings only with the agreement of the Evaluation Coordinator.

41. The expert team shall prepare a draft of the evaluation report (hereinafter referred to as the 'draft report'), supplementing it by the information collected during the visit, and shall submit it to the Centre via email, usually no later than 1 month after the end of the visit to the HEI. Each evaluation area of the field and cycle studies shall be evaluated according to the grading scale presented in Annex 3 to the Procedure. The Centre shall review the draft report and forward it to the HEI via email.

42. Within 10 working days of the date of dispatch of the draft report, the HEI may submit comments to the Centre on factual errors in the draft report and the evaluations based thereon. If experts from foreign countries have been used for the external evaluation, an English translation of the comments on factual errors and the evaluations based on them shall be provided.

Amendments to the paragraph:

No V-46, 14/04/2020, published in the Register of Legal Acts on 21/07/2020, ID 2020-07845

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

43. The Centre shall forward to the expert team that has evaluated the field and cycle studies the comments of the HEI on the factual errors in the draft report and the evaluations based thereon.

44. Within 10 working days of the receipt of the comments, the experts who have analysed the comments of the HEI on the factual errors in the draft report or the evaluations based thereon shall prepare and submit the draft report to the Centre.

45. The Centre shall engage Studies' Evaluation Committee set up by the Centre to advise the Centre on the objectivity, comprehensiveness and validity of the report.

46. Having examined the evaluation report and heard the arguments of the participants of the meeting, the Studies' Evaluation Committee shall adopt one of the proposals provided for in the regulations of the Studies' Evaluation Committee, approved by the order of the Director of the Centre.

47. On the basis of the conclusions of the evaluation, taking into account the proposal of the Study Evaluation Committee, the Centre shall take a decision on the evaluation of the field of study and the level of study in accordance with the procedure laid down in the Procedure. Together with this decision, the Centre shall provide the higher education institution with an extract or a transcript of the evaluation conclusions translated into Lithuanian. After the expiry of the appeal period for this decision, the Centre shall issue an order on the accreditation of the field of study and the level of study and shall publish this order in the Register of Legal Acts.

Amendments to the paragraph:

No V-46, 01/04/2021, published in the Register of Legal Acts on 02/04/2021, ID 2021-06860

48. The Centre and the HEI are required to make public the evaluation report and the decision on accreditation within the time limits specified in the Procedure.

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

SECTION IV FOLLOW-UP AND MONITORING

50. Follow-up on the evaluation of field and cycle studies shall be the responsibility of the HEI, unless otherwise provided by other legislation.

51. Follow-up is an integral part of the evaluation, intended for the development of the field and cycle studies, taking into account the evaluation report and the recommendations contained

therein.

52. Follow-up shall be carried out in the following stages:

52.1 provision of improvement means. The HEI, having received a decision on the accreditation of the field and cycle studies, shall provide for the means of development of the field and cycle studies and the elimination of the deficiencies identified during the evaluation means according to the recommendations provided in the evaluation report. The HEI shall announce these to its academic community;

52.2. implementation of planned means. The HEI shall implement the planned means of development of the field and cycle studies by preparing a progress report on the implementation of external evaluation recommendations (hereinafter referred to as the Progress Report) and making it public on the HEI's website and submitting it to the Centre. An example of the Progress Report is provided in Annex 2 to the Methodology.

52.3. monitoring of the implementation of the means envisaged. The Centre shall monitor the implementation of the development results and the evaluation recommendations of the field and cycle studies.

53. Progress Reports shall be prepared and submitted to the Centre by taking into account the accreditation period for the field and cycle studies:

53.1. no later than 2.5 years after the accreditation of field studies, if the field and cycle studies are accredited for a period of 7 years;

53.2. no later than 1 year after the accreditation of field studies, if the field and cycle studies are accredited for a period of 3 years.

54. Upon receipt of the Progress Report, the Centre shall analyse it and provide feedback to the HEI and make the Progress Report publicly available on its website, together with the evaluation report.

55. The Centre shall conduct an annual monitoring analysis of the field study indicators approved in Annex 4 to the Procedure. The Centre shall make public the monitoring indicators for each field and cycle of studies.

V. HANDLING OF COMPLAINTS AND APPEALS

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

55¹. During the external evaluation, a higher education institution may lodge a complaint with the Centre against the activities and/or inactivity of the participants in the evaluation process and the procedures prior to the adoption of the evaluation decision.

Point added:

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

56. A higher education institution which disagrees with the evaluation decision taken by the Centre may lodge a reasoned appeal with the Centre within 20 working days from the date of dispatch of the decision. In the case of an appeal against an external evaluation carried out by experts from foreign countries, an English translation of the appeal shall also be provided.

Amendments to the paragraph:

No V-20, 28/03/2022, published in the Register of Legal Acts on 29/3/2022, ID 2022-06146

57. The appeal of a higher education institution shall be examined by the Appeal Commission of the Centre for Quality Assessment of Studies (hereinafter referred to as the Appeal Commission), acting in accordance with the Regulations of the Appeal Commission approved by order of the Director of the Centre, within 45 working days from the date of receipt of the appeal. The Centre shall inform the higher education institution in writing of the decision taken by the Appeals Commission.

Amendments to the paragraph:

No V-46, 14/04/2020, published in the Register of Legal Acts on 14/04/2020, ID 2020-07845

No V-20, 28/03/2022, published in the Register of Legal Acts on 29/3/2022, ID 2022-06146

58. 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, within one month of the receipt of the decision.

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 curriculum 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.	1.1.1. 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 field study programmes is analysed, their 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 analysed 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 study programme aims and the intended learning outcomes with the mission, objectives of activities and strategy of the HEI is presented.
1.2. Field studies comply with legal requirements, while curriculum design, curriculum, teaching/learning and assessment methods enable students to achieve study aims and outcomes.	1.2.1. Evaluation of the compliance of the field and cycle study programme with legal requirements.	1.2.1.1. Justification for compliance of the structure of study programmes with legal requirements is given. 1.2.1.2. The compliance of the field study 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 length of the study programme to ensure learning outcomes are substantiated. 1.2.1.3. Describes the principles of composition of study credits (based on learning outcomes, student workload or otherwise, periodicity of review, etc.).
	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 field study 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. Coherence of the field study programme curriculum 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 in the field of study programmes (possibility to choose specialisation, study foreign languages, free electives subjects, etc.)
	1.2.5. Evaluation of compliance of final theses (in case of short-cycle studies – of applied projects, if they are implemented) with the field and cycle requirements.	1.2.5.1. Principles of final thesis preparation, committee formation and defence are described (reference may be made to the public procedure of final thesis preparation and defence). 1.2.5.2. Final theses commissioned by the social partners of the HEI (if any) shall be indicated. 1.2.5.3. The conformity of the curriculum of the final theses to the field studies is evaluated.
2. Links between science (art) and study activities (not applicable in case of 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	2.1.1. Evaluation of the sufficiency of the level of science (applied science, art) activities in the field of research (art) related to the field of study implemented by the HEI.	2.1.1.1. Results of the last 3 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 field studies carried out and how they are integrated into the studies. 2.1.1.3. The cooperation of the HEI with external partners in carrying out scientific (applied science, art) activities in the field of science/art related to the study field is analysed. 2.1.1.4. Plans for scientific (applied science, art) activities in the science/art field related to the study field are provided and their financial

science (art).		viability is presented.
	2.1.2. Evaluation of the link between the curriculum of studies and the latest developments in science, art and technology.	2.1.2.1. The link between the curriculum of the field study programme and the latest developments in science, arts and technology is substantiated.
	2.1.3. Evaluation of conditions for students to get involved in scientific (applied science, art) activities consistent with their study cycle.	2.1.3.1. The methods and numbers of student involvement in scientific (applied science, art) activities are provided (percentage of students participating in scientific (applied science, art) activities as part of all students studying in the field and cycle programmes).
3. Student admission and support 3.1. The process of student selection and admission is consistent with the learning outcomes of the field.	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 study field programmes, the procedure for awarding additional points, and the ways in which this information is made public are specified. 3.1.1.2. The following data on the admission to the field study programmes is provided: a) number of applicants: first priority and remaining priorities; b) number of signed agreements (to state funded and non state funded places); 3.1.1.3. Relative values of the results of admission to the programmes are presented and the analysis on how the trends to enroll in individual study programmes are reflected in the context of the field is provided; 3.1.1.4. The lowest, highest, and average admission scores of the admitted students over the last 3 years are presented and analysed.
	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 studies, 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; Data on the recognition and non-recognition of foreign qualifications for the last 3 years; Information on how recognition of study periods is carried out: - where mobility agreements exist, - where there are no mobility agreements; Indication of the criteria used for partial crediting; Data for the last 3 years on partial credit and non-crediting, credits awarded

		<p>under mobility agreements and the percentage of the total number of credits brought back from mobility programmes;</p> <p>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;</p> <p>Data on the recognition and non-recognition of competences acquired through non-formal and informal learning and the credits awarded for the last three years.</p> <p>3.1.2.2. <i>Not valid from 30/3/2022</i></p>
3.2. There is an effective student support system in the study field, enabling them to achieve maximum learning progress.	3.2.1. Evaluation of conditions for ensuring academic mobility of students.	<p>3.2.1.1. Information on opportunities for student participation in, and publicity of, mobility programmes is provided.</p> <p>3.2.1.2. The number of HEI students coming for full-time field studies from abroad as a share of all students in the field and cycle over the last 3 years is provided and commented on, providing information from where the students came.</p> <p>3.2.1.3. The numbers of HEI students who have left for part-time (at least 15 credits) field studies or practice during their studies during the last 3 years are provided and commented on, providing information where the students went.</p>
	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 and figures on the need, forms and effectiveness of academic, financial, social, psychological, personal and other student support are provided.
	3.2.3. Evaluation of the sufficiency of study information and student counselling.	3.2.3.1. Explanation how the students admitted to the field studies are introduced to the study programme, the requirements and other relevant information for students, and how it is made sure that the consultations provided to the students during the course of the studies are sufficient.
4. Studying, student performance and graduate employment	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.	<p>4.1.1.1. Study forms and methods, teaching/learning methods, performance assessment methods that encourage students to be active participants of the teaching/learning process in the field study programmes are identified.</p> <p>4.1.1.2. Students' individual work and evaluation are described.</p> <p>4.1.1.3. Further opportunities to alumni continue studies are described.</p>
4.1. Field studies prepare students	4.1.2. Evaluation of conditions ensuring access to study for socially vulnerable groups and students	4.1.2.1. The application of the study process to socially vulnerable groups and students with special needs is described (consultations on access to

for independent professional activities.	with special needs.	studies, individualised study process, forms and means of integration of students into the life of the academic community, etc.).
4.2. There is an effective and transparent system of student performance assessment, progress monitoring and academic integrity assurance in the study field.	4.2.1. Evaluation of the systematic nature of the monitoring of student study progress and feedback to students to promote self-assessment and subsequent planning of study progress.	4.2.1.1. Describe how the progress of the students in the field is monitored and how the results of the monitoring are used (periodicity, allocation of responsibilities, improvement of study quality, etc.).
	4.2.2. <i>Not valid from 03/04/2021</i>	
	4.2.3. Evaluation of employability of graduates and graduate career tracking in the study field	4.2.3.1. Information on employability of graduates and graduate career tracking in the study field is provided. 4.2.3.2. Data of the HEI and the Education Management Information System on graduate employment 12 months after graduation are provided by the level of qualification attained (data for the last 3 years of study). 4.2.3.3. Information on the opinion of the graduates and the employers on the professional training of the graduates and the competences acquired following the studies is provided (if collected).
	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. 4.2.4.2. Summarised information on the dealt cases of violations of the principles of academic integrity, tolerance and non-discrimination and decisions made over the last 3 years of studies (if any) is provided.
	4.2.5. Evaluation of the effectiveness of the application of procedures for the submission and handling 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 handling of appeals and complaints regarding the study process is described (procedure of submission and examination of appeals and complaints, number of appeals and complaints submitted by the students of the evaluated field studies, and decisions made over the last 3 years).
5. Teaching staff 5.1. The academic staff of the field studies is suitable to ensure the	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. <i>Not valid from 30/03/2022.</i> 5.1.1.2. The current ratio between the number of teaching staff of the field subjects and the number of students studying is provided. 5.1.1.3. Teaching staff who deliver study field subjects and work at least part-time and for at least 3 years at the evaluated HEI as a share of all teaching staff who deliver field subjects within field study programmes are

<p>achievement of the learning outcomes of the field study programmes.</p>		<p>indicated and commented on.</p> <p>5.1.1.4. The dynamics of lecturers-practitioners who have been teaching the field subjects for the last 3 years are described.</p> <p>5.1.1.5. The dynamics of teaching staff turnover in the field is described (how the replacement of retired teaching staff and the education of young teaching staff are ensured).</p> <p>5.1.1.6. Data proving the compliance of the teaching staff with the legal requirements is substantiated.</p> <p>5.1.1.7. 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 with the HEI(s) abroad is evaluated).</p>
<p>5.2. Teaching staff of the study field are provided with conditions for the development of competences, which are evaluated periodically.</p>	<p>5.2.1. Evaluation of conditions for ensuring teaching staffs' academic mobility (not applicable to studies carried out by HEIs operating under the conditions of exile).</p>	<p>5.2.1.1. The conditions for ensuring the academic mobility of field subject teaching staff are described.</p> <p>5.2.1.2. The number of outgoing and incoming field subject teaching staff and their share of all field subject teaching staff over the last 3 years are provided and analysed (also indicating countries to/from which mobility takes place, duration of mobility);</p> <p>5.2.1.3 goals and benefits of teaching staff's academic exchange for the field studies are indicated and analysed.</p>
	<p>5.2.2. Evaluation of the conditions to improve the competences of the teaching staff.</p>	<p>5.2.2.1. The conditions and systematic nature of the teaching staffs' development in the science or art, didactic or professional activities in question are described (formal arrangements, funding, areas of development, methods).</p>

6. Learning facilities and resources 6.1. The physical, informational and financial resources of the field studies are adequate and allow to achieve the intended learning outcomes.	6.1.1. Evaluation of the suitability and adequacy of the physical, informational and financial resources of the field studies to ensure an effective learning process.	6.1.1.1. Data on the premises used for the field studies and practice at the HEI and the number of working places within them are provided. 6.1.1.2. Analyse if the means and equipment used for the field studies, including the software, is adequate for the current number of students and suitable to achieve the learning outcomes. 6.1.1.3. The adaptation of the premises, facilities and equipment used for the field studies to persons with special needs is described. 6.1.1.4. Data is provided on the base for practice outside the HEI used for the implementation of the studies. 6.1.1.5. The number, relevance, recency and suitability for the study field 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 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 staffs' 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 field 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 field 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 evaluation and development processes of the field studies, the contribution of stakeholders for study improvement and feedback to them are provided.
	7.1.3. Evaluation of the collection, use and publication of information on studies, their evaluation and improvement processes and outcomes.	7.1.3.1. Indicate what data is collected and made public about the delivery of the field studies (study programmes, place of delivery, admission requirements, learning outcomes, acquired qualifications, evaluation results, opinion of stakeholders on study quality, employment, etc.). 7.1.3.2. Examples are provided on how the information collected on the delivery and evaluation of studies is used to improve the field studies.
	7.1.4. Evaluation of the opinion of the field	7.1.4.1. The opinion of the students in the field of study on the quality of

	students (collected in the ways and by the means chosen by the Centre or the HEI) about the quality of the studies at the HEI.	the studies, collected and summarised by the HEI shall be analysed.
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Changes to the Annex:

No V-46, 14/ 4/2020, published in the Register of Legal Acts on 14/04/2020, ID. 2020-07845

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

No V-23, 01/04/2021, published by Register of Legal Acts on 02/04/2021, ID. 2021-06860

No V-20, 28/3/2022, published in the Register of Legal Acts on 29/3/2022, ID 2022-06146

**PROGRESS REPORT ON
THE IMPLEMENTATION OF THE RECOMMENDATIONS OF THE EXTERNAL EVALUATION**

Evaluated area	Expert recommendations provided during the last evaluation	Scope and deadlines for the implementation of recommendations	Actions planned by the HEI within the evaluated area and deadlines for the actions	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Signature of the Head of the Subdivision of the HEI

Position, full name

signature

date