



**ORDER
OF THE DIRECTOR
OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION
ON THE APPROVAL OF THE STATUTE OF THE STUDY EVALUATION
COMMISSION**

10 October 2019, No V-104
Vilnius

Pursuant to Paragraph 14.4 of the Statute of the Centre for Quality Assessment in Higher Education approved by Order No V-1002 of the Minister for Education and Science of 14 November 2016,

1. I hereby approve the Statute of the Study Programme Evaluation Commission (enclosed);
2. I hereby declare invalid the Order No 1-01-9 of the Director of the Centre for Quality Assessment in Higher Education of 18 January 2010 on the Approval of the Statute of the Study Programme Evaluation Commission and the legal acts amending it;
3. I hereby establish that this order shall come into force on 21 October 2019.

Director

Almantas Šerpatauskas

APPROVED
Order No. V-104 of the Director
of the Centre for Quality Assessment
in Higher Education of 10 October 2019

THE STATUTE OF THE STUDY EVALUATION COMMISSION

CHAPTER I GENERAL PROVISIONS

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

2. The Evaluation Commission is a collegiate body that examines the validity of expert findings on the evaluation of study fields and programmes and shall advise the Centre on issues of quality assurance of studies.

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, the Description of the External Evaluation and Accreditation of Studies, evaluation areas and indicators approved by Order of the Minister of Education, Science and Sport of the Republic of Lithuania, other legal acts of the Republic of Lithuania, regulating the system of education, research and studies, the Statute, as well as regulations and guidelines for quality assurance in the European higher education area.

4. The Evaluation Commission shall be guided in its activities by the following principles:

4.1. The principle of objectivity. When examining the findings of evaluation, expressing his/her opinion, submitting questions and suggestions, taking decisions, a member of the Evaluation Commission, shall not have a preconceived notion on the issue under consideration, rely on facts and the information provided;

4.2. The principle of impartiality. A member of the Evaluation Commission shall act independently, shall not represent the interests of any institution or individuals, shall rely on his/her competence, shall declare his/her interests with regard to issues on the agenda before each meeting and take all reasonable steps to avoid a conflict of interest;

4.3. Principle of respect. A member of the Evaluation Commission shall act professionally, politely, shall not abuse his/her position, shall not use financial, psychological or other pressure, shall listen to the persons or other members of the Evaluation Commission attending the meeting, shall prepare for the meeting, shall comprehensively familiarise himself/herself with the material submitted, shall speak briefly, shall refrain from criticising or submitting proposals to higher education institutions regarding the implementation of studies;

4.4. The principle of confidentiality. All the information related to the expert evaluation (meetings, questions discussed during the visit, opinions expressed by participants, self-evaluation reports and additional documents submitted for evaluation) shall be used only for the purposes of the Evaluation Committee and may not be made public or disclosed to third parties.

5. The activities of the Evaluation Commission shall be communicated to the public in the annual operating report of the Centre and on the website of the Centre.

CHAPTER II FUNCTIONS, RIGHTS, DUTIES AND RESPONSIBILITY

6. The Evaluation Commission shall perform the following functions:

6.1. Consider whether the study field evaluation reports submitted by the experts to the Centre are objective, comprehensive, substantiated, and accept one of the proposals set forth in clause 7 of the Statute;

6.2. On the proposal of the Centre, examine and submit recommendations on complaints received and feedback on the quality of studies in Lithuanian higher education institutions;

6.2. Submit recommendations to the Centre on the improvement of the legal acts regulating higher education studies and their organisation, evaluation and improvement of study programmes;

7. Upon examination of the evaluation reports drawn by the experts, the Evaluation Commission shall submit one of the following reasoned proposals 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. request experts, research and study institutions, the staff of the Centre – evaluation coordinators or other interested parties to provide opinions or information on the matter under consideration at its meetings.

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 which could be attended by 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.

9. The members of the Evaluation Commission must:

9.1. attend the meetings of the Evaluation Commission and, if unable to attend, inform the Centre of the absence of appearance at least three working days before the meeting;

9.2. fulfil assignments in a timely and proper manner, arrive at the meeting only after analysing the external evaluation reports to be considered during the meeting and the material of the meeting;

9.3. adhere to the principles, ethics and other requirements set out in Paragraph 4 of the Statute;

9.4. act in accordance with the functions defined in the Statute, to refrain from submitting proposals to representatives of higher education institutions regarding the implementation of study programmes;

9.5. having familiarised themselves with the scheduled agenda of the meeting, inform the Centre in advance of possible conflicts of interest and disqualify themselves from the consideration, discussion, debates, voting and formalisation of results of such issues (the member of the Commission must leave the meeting room during the discussion of the matter).

10. The Evaluation Commission shall be held responsible for the development and presentation of well-grounded, reasoned proposals 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.

CHAPTER III FORMATION PROCEDURE

12. The Evaluation Commission shall be composed of at least 12 and 15 members at the maximum. Members to the Evaluation Commission shall be appointed by the Centre. Members of the Evaluation Commission shall be appointed for the term of maximum three years (with the

exception of a representative of students, who shall be appointed for the term of office of a maximum of two years). The same person may be appointed as a member of the Evaluation Commission for no more than two successive terms of office.

13. The Evaluation Commission shall be composed of the following:

13.1. at least one university lecturer from at least six groups of different study fields;

13.2. at least four college lecturers from different study fields;

13.3. at least one representative of the social partners of higher education institutions;

13.4. at least one student – a member proposed by the Lithuanian Union (Unions) of Higher Education Students' Representative Offices;

13.5. other persons (scientists, specialists distinguished in their pedagogical activities by competence and creativity, lecturers, persons experienced in expert evaluation, civil servants and employees of public institutions).

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

15. In case no new member of the Evaluation Commission is appointed at the end of the term of office of the member, the former member shall continue in office until a new member is appointed, but for a period not exceeding six months from the end of the term of office.

16. If a member of the Evaluation Commission fails to fulfil his/her duties in timely and proper manner (refuses to participate at the meetings of the Evaluation Commission three times in a row or misses three meetings in a row without prior notice, fails to adhere to the ethical requirements, fails to perform or improperly performs tasks assigned to him/her by the Chair or the secretary of the Commission of the Evaluation Commission or fails to fulfil or improperly fulfils any other duties established in this Statute, etc.), the Centre may recall the member from the Evaluation Commission and appoint another person in place of him/her in accordance with the general procedure laid down in the Statute.

CHAPTER IV ORGANISATION OF ACTIVITIES

17. The main form of the activities of the Evaluation Commission shall be a meeting. Meetings of the Evaluation Commission shall usually be held in the premises of the Centre. Members of the Evaluation Committee may also participate in meetings organised on the premises of the Centre at a distance. If the Centre so decides, electronic meetings of the Evaluation Commission may also be organised, during which the members of the Evaluation Committee share their views and insights on agenda items by e-mail as well as vote within the time limit set by the Secretary.

18. The Centre shall create the conditions for the operation of the Evaluation Commission.

19. The Centre shall convene meetings of the Evaluation Commission as required.

20. Meeting materials shall normally be distributed to the members of the Evaluation Commission five working days before the meeting. In special cases, meeting materials may be distributed later, upon coordination with the Chair of the Evaluation Commission and the members rapporteur.

21. Meeting of the Evaluation Commission shall be considered lawful if at least half of the members of the Evaluation Commission are present at the meeting. The legality of the meeting shall not be affected by the withdrawal of the persons present at the meeting from the consideration of the issues. Proposals of the Evaluation Commission, as established in Paragraph 7 hereof, shall be adopted by open voting. A proposal shall be deemed to have been adopted when a majority of the members of the Evaluation Commission present and not having opted out voted for it. In the event of a tied vote at the time of voting, the vote of the Chair of the Evaluation Commission shall be decisive. When voting on the assent of the proposal, the members of the Evaluation Commission

can vote “for” or “against”. Abstention at voting is prohibited.

22. The recording of the meetings of the Evaluation Commission held in the premises of the Centre shall be made. The minutes of electronic meetings of the Evaluation Commission shall be taken. Emails from the members of the Evaluation Commission shall be enclosed in the minutes. The minutes or extracts of the minutes shall be signed by the member of the Evaluation Commission who chaired the meeting and by the secretary of the meeting.

23. If less than a half of the Evaluation Commission members are present at the meeting, the agenda of the meeting can be considered, but the proposals established in Paragraph 7 hereof may not be adopted at such meeting. A draft proposal(s) may be prepared during the Evaluation Commission meeting. After the meeting, the audio record of the meeting and the draft proposal(s), if any, shall be sent to all the members of the Evaluation Commission. Upon making themselves familiar with the audio record, the members shall vote 'for' or 'against' by email on each issue of the agenda. At the electronic meeting, decisions shall be taken by a majority of all members of the Evaluation Commission at least five working days after the audio recording is sent. Upon expiry of the voting term, the secretary of the meeting shall draw up the minutes of the meeting, which shall be sent by email to the Chair of the Evaluation Commission, and thus introduces him/her to the content of these minutes. The date of adoption of the decision of the Evaluation Commission shall be the date of the minutes with the result of the vote in favour of the draft proposal(s).

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

24.1. chair the meetings of the Evaluation Commission;

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

24.3. bear responsibility for the quality and effectiveness of the activities of the Evaluation Commission, as well as for the validity of the proposals and recommendations made.

25. In absence of the Chair of the Evaluation Commission or his/her withdrawal, his/her functions shall be performed by the Deputy Chair of the Evaluation Commission, and in absence of 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.

26. The secretary of the Evaluation Commission shall organise the work of the Evaluation Commission, who shall be appointed by the Centre from the civil servants and/or employees of the Centre.

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

27.1. communicate information to the members of the Evaluation Commission on the scheduled time and venue of the meeting, prepare the agenda of the meetings, provide the members of the Evaluation Commission with meeting material;

27.2. provide the Director of the Centre with information on the estimated costs related to the operation of the Evaluation Commission;

27.3. prepare draft documents relating to the operation of the Evaluation Commission, make audio recordings during meetings, draw up minutes, copies or extracts thereof, if necessary;

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

28. Where the matter under consideration may cause the conflict of public and private interests of the secretary of the Evaluation Commission, such a person must opt out from the matter consideration, discussion, debates, voting and formalisation of results. In such a case, another civil servant or employee appointed by the Director of the Centre shall perform the duties of secretary.

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

CHAPTER V FINAL PROVISIONS

30. Public procurement agreements for reimbursable services shall be signed with the members of the Evaluation Commission following the procedure established by legal acts.

31. Remuneration to the members of the Evaluation Commission shall be paid in accordance with procedure set forth in legal acts.

32. Amendments to the Statute may be made at the initiative of the Evaluation Commission or the Centre.
