

APPROVED

By 9 February 2022 Resolution
of the Academic council No. ATN-...

PUBLISHED

By Order of the Rector of Vilnius
University of Applied Sciences
of __ February 2022, No. V-...

VILNIUS UNIVERSITY OF APPLIED SCIENCES
DESCRIPTION OF PROCEDURE FOR INTERNAL QUALITY ASSESSMENT OF
PERFORMANCE;

I. General provisions

1. The Description of the Procedure for internal quality assessment (hereinafter referred to as the "Description") of Vilnius University of Applied Sciences (hereinafter referred as "University") establishes the procedure for monitoring and self-assessment.

2. The internal quality assessment of the University's performance is based on the Standards and guidelines for quality assurance in the European Higher Education Area (2015), the Statutes of the University and the provisions of the Quality strategy.

3. The Description has been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania (2009), the Description of the Procedure for External Evaluation and Accreditation of Higher Education Institutions and Branches of Higher Education Institutions of Foreign Countries (2019), and the Methodology for Evaluation of Higher Education Institution Activities (2020).

4. The internal evaluation of the University's performance is carried out in the following assessment areas:

4.1. management;

4.2. studies and lifelong learning

4.3. TMTEP and professional art;

4.4. impact on the region and the country as a whole;

4.5. socially responsible and creative community.

5. The University shall be responsible for the quality of its activities in accordance with the responsibilities and functions delegated to the administration, academic units and academic self-government bodies.

6. The Internal control and risk assessment specialist organizes and coordinates the internal quality assessment of the University.

7. The data required for the internal quality assessment of the University's activities collected in an integrated information system managed by the Information Technology center.

8. The terms used in the Description correspond to the terms defined in the Law on Science and Studies of the Republic of Lithuania and its sub-legislative legal acts.

II. Monitoring the University's performance

9. The purpose of monitoring the University's activities is to ensure the effectiveness of the implementation of the tasks set out in the Strategy for 2021-2025, to respond promptly to the observed shortcomings and the relevant context of higher education.

10. Monitoring of the University's performance is carried out in accordance with the criteria and qualitative indicators (their descriptions) set out in the internal quality management system, aligned with the Higher Education Institution's Performance Assessment Methodology (2020).

11. The main results of the monitoring are presented in the University's annual activity report.

12. The results of the monitoring of the University's activities for the annual report shall be analysed in January-March each year, unless otherwise decided by the Rector of the University and/or the Academic Council, and the Rector of the University shall approve the actual timetable for the preparation of the annual report.

13. The Internal Control and risk assessment specialist prepares the guidelines for the University's annual activity report.

14. Procedures and responsible actors for monitoring the University's performance at faculty level:

14.1. The **Dean (FD)**, on the basis of the timetable for the preparation of the annual activity report approved by the Rector of the University, initiates the preparation of the Faculty's annual activity report and submits it to the Faculty Council for approval.

14.2. The **committees** of the **fields of study**, in cooperation with the **departments** within their competence, in accordance with the criteria and qualitative indicators (their descriptions) established for the fields of Study and lifelong learning, TMTEP and professional arts, prepare their assessments and submit them to the Dean of the Faculty.

14.3. **Departments** prepare their evaluations and submit them to the Dean of the Faculty in accordance with the criteria and qualitative indicators (descriptions) established for the areas of Studies and lifelong learning, TMTEP and professional arts, and the Impact on the Development of regions and the country as a whole.

14.4. The **structural units of the Faculty** shall prepare their own evaluations (assessments) in accordance with the criteria and qualitative indicators (descriptions thereof) established for the areas to be evaluated, within their respective competences, and submit them to the Dean of the Faculty.

14.5. The **Faculty Council** considers and approves the annual activity report of the Faculty submitted by the Dean and makes proposals to the Dean on the quality of studies at the Faculty. The approved report is submitted to the Internal Control and risk assessment specialist by 1 December.

15. Procedures and responsible actors for monitoring the University's performance at central level:

15.1. **The Study service, Career center, International relations and projects division, Research division, Library, Public relations division, Simulith center, Property maintenance division, Finance and accounting division, Human resources division, Information technology division**, in accordance with the criteria and qualitative indicators (descriptions thereof) established for the areas of assessment, shall prepare their own assessments and submit them to the University Rector.

15.2. **The Deputy Rector for studies, the Deputy Rector for science and partnerships and the Deputy Rector for economics** shall approve the Annual activity report within their respective competences.

16. **Social stakeholders** shall be involved in the consideration of the Annual report of the University through their representatives delegated to the academic self-government bodies, through participation in surveys, and through other means chosen by the University.

17. The University Rector shall present the Annual activity report of the University to the Academic council and submit it to the University council for approval.

III. self-assessment of the University's activities

18. The purpose of the self-assessment of the University's activities is to analyze and critically evaluate the implementation of the Vilnius University of Applied Sciences Strategy for 2021-2025 and to provide a perspective for its improvement. The self-assessment is an integral part of the external evaluation of the University for reaccreditation.

19. self-assessment of the University's performance is carried out in accordance with the criteria and qualitative indicators (their descriptions) set out in the internal quality management system, aligned with the Higher Education Institution's Performance Assessment Methodology (2020) and is based upon the University's activity monitoring results.

20. The self-assessment of the University's activities is carried out on the recommendation of the University Rector and/or the University Academic council.

21. Procedures and responsible parties for the preparation of the University's self-evaluation:

21.1. The **self-assessment team**, consisting of representatives of the administration, lecturers, students and social stakeholders, as listed in the points, shall be established by an order of the University Rector defining the areas to be assessed, the timeframe, and the timetable for the self-assessment.

21.2. The **Head of self-assessment group** shall prepare the guidelines and timetable for the University's self-assessment summary and coordinate its preparation and discussion(s).

22. The draft self-assessment summary prepared by the self-assessment team is discussed with the social stakeholders, social partners, and conclusions and recommendations for improvement are formulated. The version of the self-assessment Summary, revised in the light of the comments and suggestions made by the social actors, is submitted to the Rector of the University.

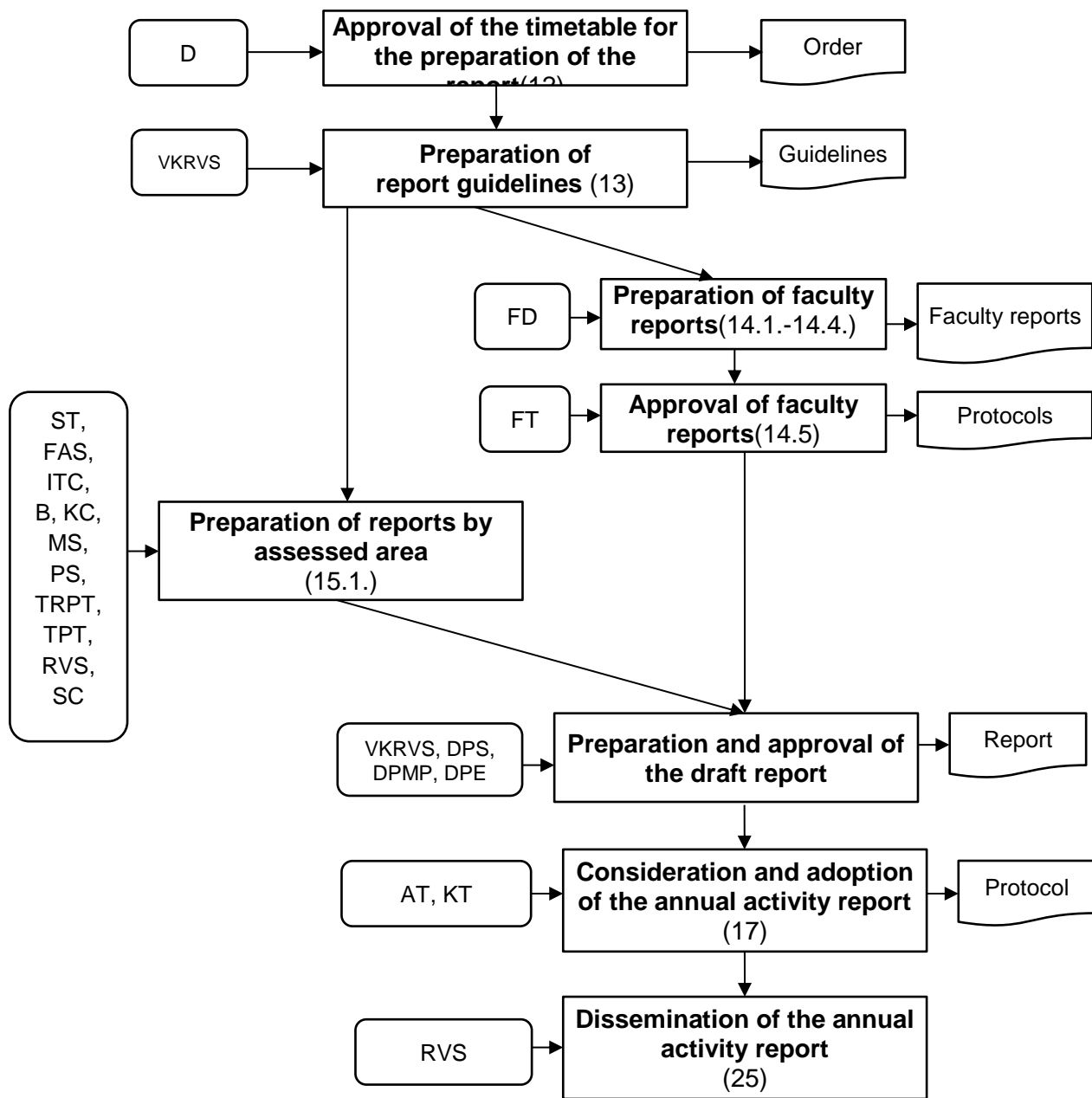
23. The Rector of the University submits the summary of the self-assessment to the Academic Council for consideration. The Academic Council evaluates the self-assessment summary from the point of view of the implementation of the Vilnius University of Applied Sciences Strategy for 2021-2025 and makes suggestions for improvement of activities.

24. In order to re-accredit the University, the self-assessment team prepares the necessary documents, which are submitted by the Rector of the University to the authorized body in accordance with the procedure established by the Ministry of Education, Science and Sports of the Republic of Lithuania.

IV. Final provisions

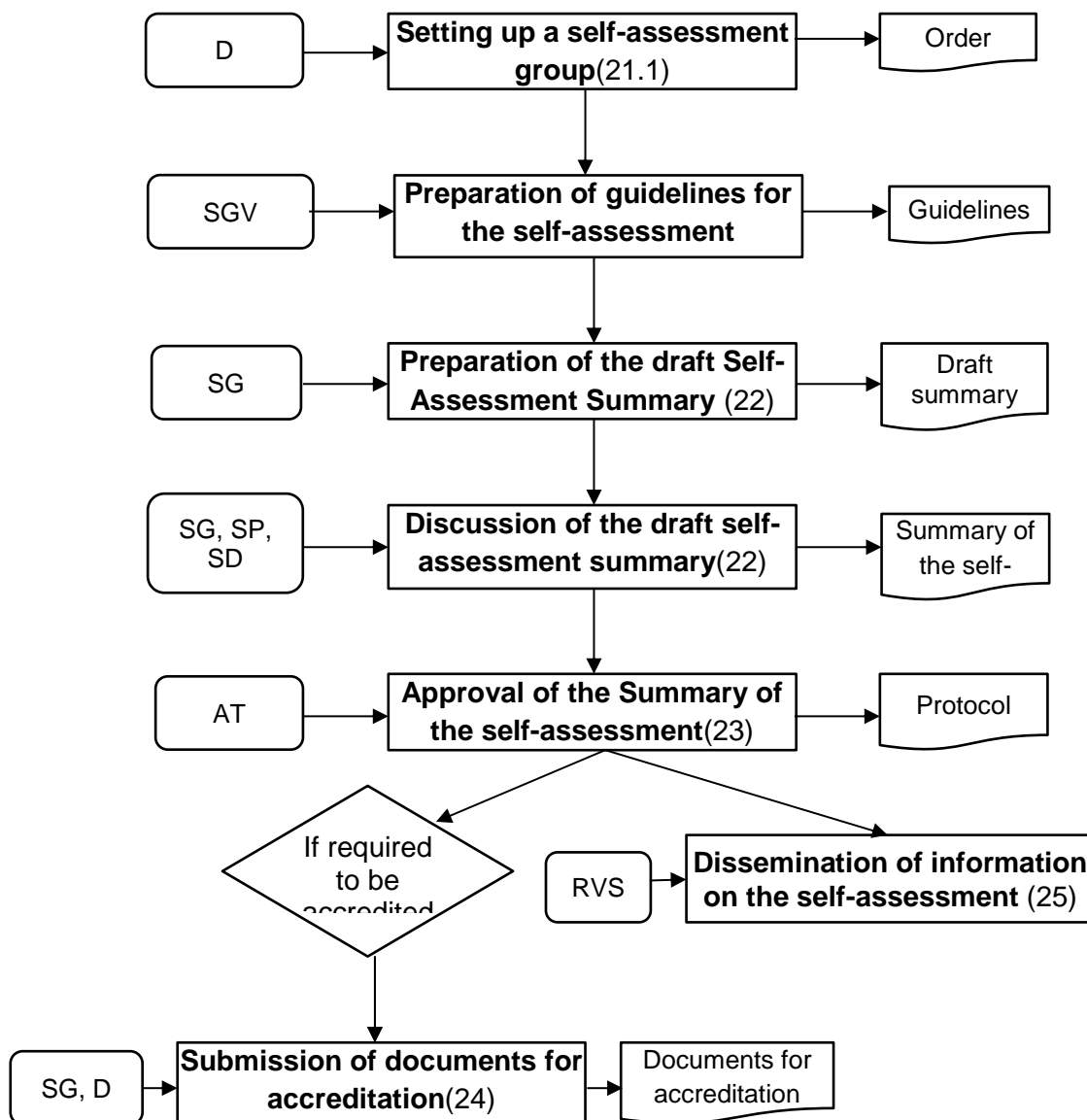
25. The University shall publish information on the results of the internal quality assessment (monitoring and self-assessment) of the University's performance on its website and by other appropriate means. The Public relations division is responsible for publishing the information.

PREPARATION OF THE UNIVERSITY'S ANNUAL ACTIVITY REPORT



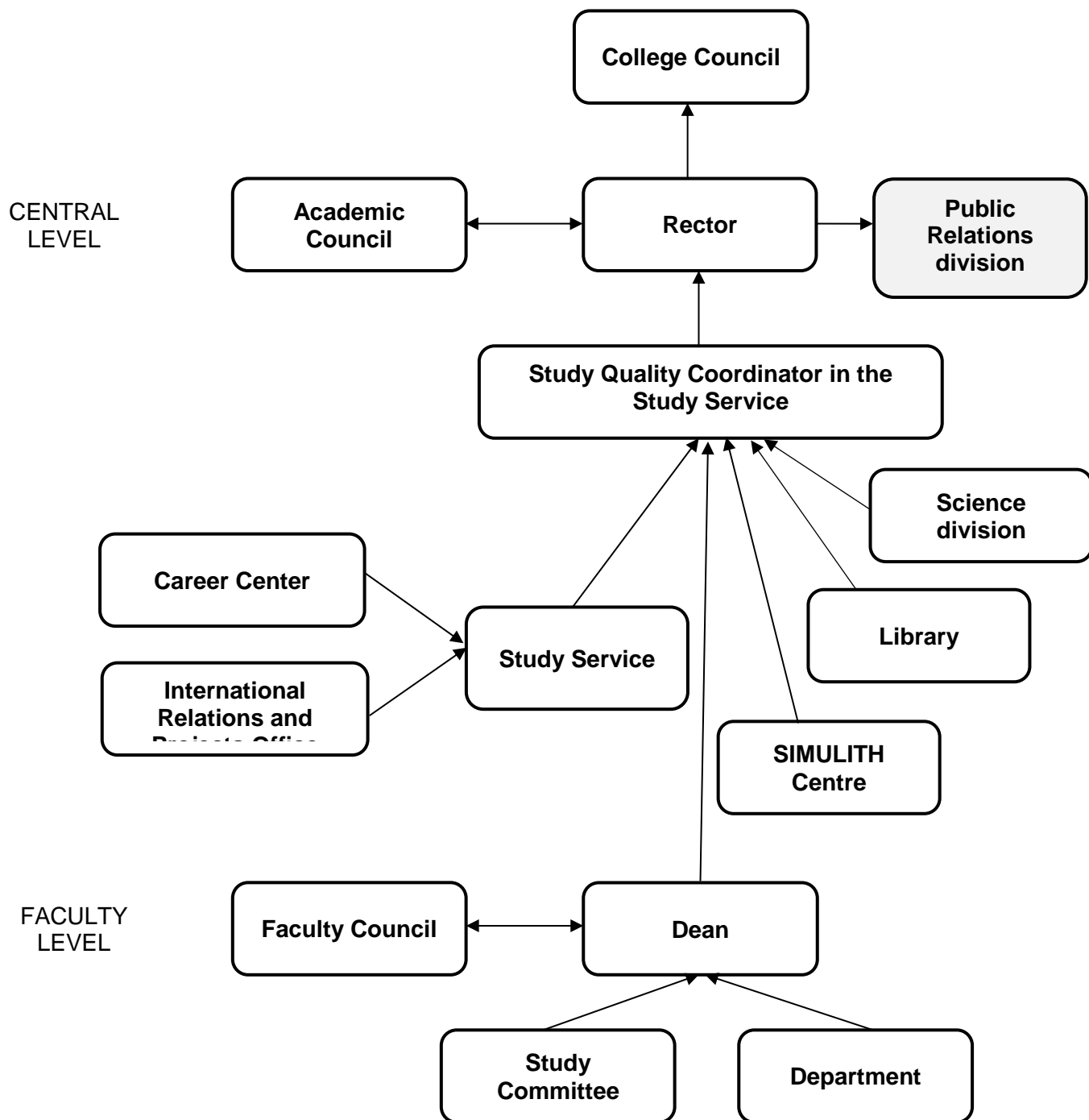
Abbreviations: AT - Academic Council; B - Library; D - Rector; DPS - Deputy Rector for Studies; DPMP - Deputy Rector for Science and Partnerships; DPE - Deputy Rector for Economics; FD - Dean of the Faculty; FT - Faculty Council; FAS - Finance and Accounting division; ITC - Information Technology Centre; CT - University Council; KC - Career Centre; MS - Science division; VCRMS - Internal Control and Risk Assessment Specialist; PS - Personnel division; ST - Study Service; TRPT - International Relations and Projects Service; TPT - Property Supervision Service; RVS - Public Relations division, SC - Simulith Centre

SELF-ASSESSMENT OF THE UNIVERSITY'S ACTIVITIES



Abbreviations: AT - Academic Council; D - Rector; SG - self-assessment Group, SGV - self-assessment Team Leader, SD - Social Stakeholders, SP - Social Partners; PRS - Public Relations division.

ACADEMIC ACTIVITIES QUALITY ASSESSMENT SUBJECTS



ENTITIES FOR ASSESSING THE QUALITY OF MANAGEMENT

