

APPROVED
by the decision of the Academic
Council of VILNIAUS Kolegija
June 10, 2026, Resolution No. AT N–29

DESCRIPTION OF THE INTERNAL QUALITY ASSURANCE PROCEDURE FOR THE STUDY FIELDS OF VILNIAUS KOLEGIJA / HIGHER EDUCATION INSTITUTION

SECTION I

GENERAL PROVISIONS

1. The Description of the Internal Quality Assurance Procedure for Study Fields (hereinafter – the Description) of Vilniaus Kolegija / Higher Education Institution (hereinafter – the Kolegija) defines the quality assurance processes for the preparation, implementation, evaluation, and improvement of study programmes in accordance with the requirements of the respective field of study.
2. The internal quality assurance of study fields is based on the Kolegija's responsibility for the quality of studies and its improvement, as well as on the principles established in the Law on Science and Studies of the Republic of Lithuania and in the Statute of the Kolegija.
 - 2.1. The Description has been prepared in accordance with the Procedure for External Evaluation and Accreditation of Studies, the Methodology for External Evaluation of Study Fields, the Methodology for Evaluation of Intended Study Programmes, the orders of the Minister of Education, Science and Sport approving the descriptions of study fields, the General Requirements for the Implementation of Studies, the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), Regulations of the Appeals Commission of the Centre for Quality Assessment in Higher Education, the Study Regulations of Vilniaus Kolegija, the Procedure for Feedback for the Improvement of Study Quality, and other legal acts regulating the internal quality assurance of study fields.
3. The concepts used in this Description correspond to the definitions provided in the Law on Science and Studies of the Republic of Lithuania and its subordinate legal acts
4. The Description applies when executing the Kolegija's :

- 4.1. the internal quality assurance in the preparation of study programmes intended for implementation;
- 4.2. the internal quality assurance of study fields being implemented;
- 4.3. the external evaluation and accreditation of study fields;
- 4.4. the subsequent activities following the external evaluation and accreditation of study fields;
- 4.5. the submission of appeals after the external evaluation and accreditation of study fields.
5. Areas of Study Field Quality under evaluation:
 - 5.1. Study goals, outcomes, and content;
 - 5.2. Connections between research (art) and study activities;
 - 5.3. Student admission and support;
 - 5.4. Studying, study achievements, and graduate employment;
 - 5.5. Lecturers;
 - 5.6. Study material resources;
 - 5.7. Management and dissemination of study quality.
6. Internal quality assurance stakeholders of study fields :
 - 6.1. **Rector** – responsible for the quality of studies organized at the Kolegija and the level of higher collegial education provided.
 - 6.2. **Academic Council** – approves the internal study quality assurance system and monitors its implementation.
 - 6.3. **Vice-Rector for Studies** – organizes the quality assurance activities of study fields at the Kolegija.
 - 6.4. **Study Office** – conducts monitoring of study quality.
 - 6.5. **Study Quality Devision** – coordinates the implementation of the study field quality assurance system at the Kolegija.
 - 6.6. **Dean** – organizes quality assurance of study fields at the faculty.
 - 6.7. **Vice-Dean** – coordinates the implementation of the internal study field quality assurance system at the faculty.
 - 6.8. **Faculty Council** – reviews the summaries of study field self-evaluations and the annual study field quality monitoring reports, provides suggestions to the Dean regarding study quality at the faculty; reviews and submits to the Academic Council for approval the study programmes the faculty intends to implement.

- 6.9. **Study Field Committee** (hereinafter – Field Committee) – a group of competent individuals ensuring the quality of the study field conducted by the Kolegija. In cases where only one study programme is conducted in a field, the Study Field Committee also performs the functions of the Study Programme Committee.
- 6.10. **Study Programme Committee** (hereinafter – Programme Committee) – a group of competent individuals established to ensure the quality of the prepared study programme description and justify its needs; after the programme is registered in accordance with the procedure set by the Ministry of Education, Science, and Sport of the Republic of Lithuania, it ensures the quality of the implemented study programme.
- 6.11. **Chair of the Study Field / Programme** – carries out the annual programme monitoring in the Academic Information System (hereinafter – AIS).
- 6.12. **Department** – coordinates study programmes belonging to one or more study fields; organizes and conducts studies, ensuring their quality.
- 6.13. **Lecturer** – collaborate with other internal quality assurance stakeholders of the study field(s), improving study quality, developing new and updating existing study course programs, and providing feedback to coordinating departments on improving implemented study programmes.
- 6.14. **Social stakeholders** – natural and legal persons interested in the trained specialists, able to influence the institution and assume social responsibility for it (institutional administrative and academic staff, students, graduates, employers, representatives of professional associations, state institutions, trade union representatives, etc.).
- 6.15. **Social partners** – representatives of employers, professional associations, or similar organizations collaborating with the higher education institution, interested in the quality of its trained specialists.
- 6.16. Other bodies responsible for study quality according to the areas of responsibility delegated to administration, academic units, and academic self-governing bodies, and the functions they perform.
- 7. Data necessary for the internal quality evaluation of the Kolegija's activities are accumulated in an integrated information system administered by the Kolegija Information Technology Centre.
- 8. Supervision of internal quality assurance of study fields is carried out by the Vice-Rector for Studies, the Head and Coordinator of the Study Quality Division, Deans, and Vice-Deans.

SECTION II

INTERNAL QUALITY ASSURANCE OF THE INTENDED STUDY PROGRAMME

9. The preparation of a study programme intended to be implemented is initiated by the Dean of the Faculty in which the study programme is planned to be carried out, upon the proposal of the Kolegija's academic community and/or administration and/or social partners.
10. Procedures and responsible entities for assessing the relevance of the study programme intended to be implemented (Annex 1):
 - 10.1. **The Dean** forms a working group and instructs it to prepare the justification of the need for the intended study programme and to formulate the anticipated learning outcomes.
 - 10.2. **The working group**, in cooperation with stakeholders (social partners), assesses the demand for the specialists to be trained in the country and/or region, and formulates the anticipated learning outcomes. The working group submits the conclusions on the need for the intended study programme and the anticipated learning outcomes to the Dean.
 - 10.3. **The Faculty Council**, upon the Dean's submission, assesses the conformity of the intended study programme with the Kolegija's mission and strategic objectives. The Faculty Council makes a decision to approve or disapprove the preparation of description of the intended study programme. If the Faculty Council approves, the Dean submits a proposal to the Rector regarding the approval of the composition of the Programme Committee .
 - 10.4. **The Rector** approves the Study Programme Committee and instructs it to ensure that the description of the intended study programme complies with the requirements established in the *Methodology for the Preparation, External Evaluation and Accreditation of the Description of a Study Programme Intended to Be Implemented*, approved by the Director of the Centre for Quality Evaluation in Higher Education (hereinafter – the SKVC) .
 - 10.5. **The Programme Committee** prepares the description of the study programme intended to be implemented. The Chair of the Programme Committee uploads the draft study programme description to AIS (Academic Information System) and submits it to

the Dean, the Head of the Study Quality Department, and, in cases where there is more than one study programme within the same field, to the Field Committee.

11. Procedures and responsible entities for assessing the quality of the study programme intended to be implemented (Annex 1): :
 - 11.1. **The Head of the Study Quality Department** evaluates whether the description of the intended study programme meets the requirements set out in the *Methodology for the Preparation, External Evaluation and Accreditation of the Description of a Study Programme Intended to Be Implemented*, approved by the Director of the SKVC. If shortcomings are identified, the Head of the Study Quality Department instructs the Programme Committee to correct them.
 - 11.2. In cases where there is more than one study programme within the same field, **the Field Committee** also evaluates the intended study programme. It assesses the programme's compliance with the Kolegija's strategic objectives, as well as with the general and specific study programme requirements (if such exist) approved by the Minister of Education, Science and Sport of the Republic of Lithuania, and with the professional qualification (if applicable). If the Field Committee identifies shortcomings, it instructs the Programme Committee to correct them.
 - 11.3. **The Chair of the Programme Committee**, based on the comments provided by the Dean, the Head of the Study Quality Department, and, if applicable, the Field Committee, revises the draft description of the intended study programme in AIS.
 - 11.4. **The Dean** submits the revised description of the intended study programme, taking into account all comments, to the Academic Council no later than December 1st of the current year .
 - 11.5. **The Academic Council**, based on the Dean's submission, finalizes the internal quality assessment procedure of the study programme and makes a decision on the compliance of the intended study programme with the general and specific requirements for study programmes, and on the approval of the study programme description.
 - 11.6. The minutes of the Academic Council meeting are submitted to the Rector. Copies of the minutes are provided to the Head of the Study Quality Department, the Dean, the Field Committee (in cases where there is more than one study programme within the same field), and the Programme Committee.

- 11.7. The Head of the Study Quality Department submits the Academic Council-approved description of the intended study programme to the SKVC.
- 11.8. **The Vice-Dean**, in cooperation with the Head of the Study Quality Department, coordinates the external evaluation and accreditation of the intended study programme in accordance with the procedures established by the SKVC.
12. If the intended study programme is being developed within a study field accredited for 7 years, the description of the intended study programme, upon the Dean's submission, shall be approved by the Academic Council no later than March 15 of the current year. The Head of the Study Quality Department submits the Academic Council-approved description of the intended study programme to the SKVC.

SECTION III

INTERNAL QUALITY ASSURANCE OF THE STUDIES BEING IMPLEMENTED IN THE FIELD

13. Only study fields and/or study programmes accredited in accordance with the procedures established by the legal acts of the Republic of Lithuania are implemented at the Kolegija.
14. The quality of the implemented studies of the study field is ensured through internal quality monitoring – continuous observation and evaluation of studies – which guarantees that the implementation of the study field complies with quality requirements and that any identified shortcomings or changes in context are addressed promptly.
15. The internal quality monitoring of the implemented study field is carried out annually in accordance with the *Methodology for External Evaluation of Study Fields*, approved by the Director of the SKVC. This methodology defines the evaluation areas, objectives, and indicators used to determine the quality of the study field.
16. The internal quality assurance of the implemented studies of the study field(s) is organized by the Dean and coordinated by the Vice-Dean, in cooperation with the Department(s) responsible for the study programme(s) (hereinafter referred to as the Departmen(s)), the Study Field Committee, and, if the field includes more than one study programme, the Programme Committee.
17. Quality assurance procedures and responsible entities for the implemented study field (Annex 1):

- 17.1. **The Dean or the Vice-Dean**, according to their assigned functions, are responsible for ensuring the internal quality of the implemented study field(s) within the faculty.
- 17.2. **The Study Field and Programme Committee** is responsible for ensuring that the objectives, learning outcomes, and content of the study programmes within the field correspond to the needs of society and/or the labour market. It carries out internal quality assessments of studies and provides recommendations for the renewal and improvement of the study programmes in the field.
- 17.3. **Social stakeholders**, depending on their role in the study process and/or their commitments (such as internship supervisors, supervisors/consultants/reviewers of course papers and final theses, employers, etc.), provide the Study Field Committee with evaluations of the study programme and suggestions for its improvement.
- 17.4. **Lecturers** provide feedback to the Department regarding the objectives and intended learning outcomes of the implemented study programme, the course of studies and its assessment, material resources, and other related aspects
- 17.5. **Students**, either directly or through their representatives, regularly provide feedback to the Department about the implemented study programme, as well as comments and suggestions for its improvement, by participating in surveys established in the Procedure for Feedback to Improve Study Quality at Vilniaus Kolegija.
18. At the beginning of the academic year, **the Study Field Committee**, based on the annual study field quality monitoring report prepared by the Department(s) (Annex 3), as well as on the opinions and suggestions of the Programme Committee and/or social stakeholders, discusses and approves the summarized conclusions of the annual study field quality monitoring and recommendations for the improvement of the field at an extended faculty meeting. If studies within the study field are conducted in more than one faculty, a joint meeting of the Deans, Vice-Deans, and the Study Field Committee is organized to discuss issues related to the quality monitoring and improvement of the study field. The Chair of the Study Field Committee submits the study field quality monitoring report, together with the summarized conclusions and recommendations for improvement, to the Dean(s), Vice-Dean(s), and Department(s) no later than November 10. An electronic copy of the study field quality monitoring report with the summarized conclusions and recommendations for improvement is submitted by the Chair of the Study Field Committee to the Coordinator of the Study Quality Department no later than November 15.

19. The Program Committee prepares a Set of study program documents, as defined in the Guide of Study Programmes, and submits it to the Field Committee for the renewal of the study programme; the Study Field Committee, in turn, prepares a proposal for the Dean regarding the renewal of the study programme. Changes to the study programme are approved by the Dean's order no later than March 15 of the current year, except in the following cases:
 - 19.1. changes are approved by the Rector's order by March 15 of the current year if the scope and/or title(s) of the course(s), and/or the arrangement of subjects in the Study Plan, are changed;
 - 19.2. changes are approved by the Academic Council upon the Dean's proposal and announced by the Rector's order no later than March 15 of the current year, if:
 - 19.2.1. no more than half of the study programme's learning outcomes are changed;
 - 19.2.2. specializations within the study programme are introduced;
 - 19.2.3. the title of the study programme or specialization is changed ;
 - 19.2.4. the form of the studies is changed;
 - 19.2.5. the duration and scope of the studies is changed;
 - 19.3. if the title of a study programme within a study field accredited for seven years is changed and more than half of the programme's learning outcomes, or the title and more than half of the study subjects in the Study Plan, are changed, the study programme is approved by the Academic Council, upon the Dean's proposal, as a study programme intended for implementation no later than March 15 of the current year;
 - 19.4. if the title of a study programme within a study field accredited for three years, or whose accreditation took place before 2019, is changed and more than half of the programme's learning outcomes, or the title and more than half of the study subjects in the Study Plan, are changed, the internal quality assurance procedures for an intended study programme, as described in Section II of the Regulations, must be carried out;
 - 19.5. changes to a joint study programme are approved in accordance with the requirements of the joint study programme implementation agreement;
 - 19.6. all changes listed in clauses 19.1 through 19.5 must be submitted to the Head of the Study Quality Department via the Document management system for review and approval before being submitted to the Rector and/or the Academic Council.
 - 19.7. The Chair of the Study Field/Programme Committee carries out the study programme changes described in clauses 19.2 and 19.3 in the Academic Information System (AIS)

before submitting them to the Academic Council for consideration and approval. The Academic Council reviews the programme changes in the AIS. The Chair of the Study Field/Programme Committee enters the study programme description changes approved by the Rector's/Dean's order or by the Academic Council into the AIS by March 15 of the current year.

20. Periodic monitoring and evaluation of the implemented study field, as needed, may be performed by the Kolegija's internal control and risk assessment specialist, following the legal acts of the Republic of Lithuania regulating internal control.

SECTION IV

EXTERNAL ASSESSMENT AND ACCREDITATION OF STUDY FIELDS

21. The external assessment of study fields is organized by the SKVC, engaging external experts.
22. The Kolegija that wishes the assessment of a study field to be carried out by the SKVC shall submit a request for the evaluation and accreditation of the study field, together with a self-assessment summary, to the SKVC within the deadlines set in the external evaluation plan for study fields.
23. If the Kolegija discontinues studies in a particular field (does not admit and does not intend to admit new students), the *Study Quality Department* shall inform the SKVC in writing at least six months before the deadline for submitting the self-assessment summary.
24. The *self-assessment summary* (Annex 2) is an analytical document that reveals the Kolegija's ability to critically evaluate one's own activities and foresee the prospects for their improvement. The parts of the self-assessment summary are as follows: introduction, self-assessment of studies in the field and cycle, appendices.
25. The self-assessment summary shall be prepared in accordance with the requirements established by the *Methodology for External Evaluation of Study Fields*. The general part of the text of the self-assessment summary must be presented in a document in ".docx" or ".pdf" format. The self-assessment summary shall be provided in both Lithuanian and English languages.
26. During the self-assessment, the internal assessment shall be carried out in accordance with the *Methodology for External Evaluation of Study Fields* approved by the order of the Director of the SKVC. If any indicator is not applicable to the study field, this must be

indicated in the self-assessment summary.

27. At the end of the assessment of each evaluation area, the recommendations from the previous assessment (if any were provided for that specific area) shall be presented, as well as a description of how they have been taken into account. The strengths and areas for improvement of each evaluation area shall be summarised.
28. The self-assessment summary shall include data from the last three academic years. If the study field has been implemented for a shorter period, data for the entire duration of the implementation of the field's studies shall be provided.
29. The self-assessment summary shall include a generalised analysis of all study programmes within the field, highlighting the specific characteristics of each evaluated study programme.
30. If the study field and cycle are implemented in both full-time and part-time forms, the self-assessment summary shall reveal the differences between their implementation.
31. If there is a joint study programme within the evaluated study field, the self-assessment summary must clearly indicate the specific characteristics of the joint study programme. It shall also specify which resources (human and material) are used at each higher education institution participating in the implementation of the joint study programme.
32. The self-assessment summary must include information that is relevant for the evaluation purposes, not exceeding 40 pages in length (excluding appendices). The scope of the self-assessment depends on the number of study programmes in the evaluated study field.
33. The process of conducting the self-assessment and preparing the self-assessment summary consists of the following stages:
 - 33.1. formation and approval of the self-assessment and summary preparation group (hereinafter referred to as the *self-assessment group*). The Dean(s), in cooperation with the Field Committee, shall form the self-assessment group. The composition of the self-assessment group and the deadlines for the preparation of the self-assessment summary shall be approved by the Rector's order, in accordance with the SKVC's plan for external evaluation of study fields. The self-assessment group shall consist of nine members, of whom at least one must be a student and at least one a social partner. At least six months shall be allocated for the preparation of the self-assessment summary.
 - 33.2. collection and analysis of information necessary for the self-assessment and the preparation of the summary.

The Dean(s) or Vice-Dean(s), in cooperation with the Field Committee, coordinate the process of conducting the self-assessment and preparing the summary by involving all relevant stakeholders (academic staff, students, alumni, employers, and social partners).

- 33.3. preparation of the draft of the self-assessment summary. The draft is discussed with all stakeholders (academic staff, students, alumni, employers, and social partners). Based on the feedback received, the self-assessment group revises the draft of the self-assessment summary. The process of preparing the self-assessment is supervised by the Head of the Study Quality Department;
- 33.4. submission of the draft of the self-assessment summary to the Rector, the Vice- Rector for Studies, the Dean(s), and the Head of the Study Quality Department. No later than two months before the deadline for submission of the self-assessment specified in the SKVC Study Field External Evaluation Plan, the draft self-assessment summary shall be discussed with the above-mentioned stakeholders. Each party must review and provide comments to the self-assessment group within five working days;
- 33.5. presentation of the draft of the self-assessment summary to the Faculty Council(s). Taking into account the comments of the Rector, the Vice-Rector for Studies, the Dean(s), and the Head of the Study Quality Department, the self-assessment group revises the draft of the self-assessment summary. The head of the self-assessment group presents the revised self-assessment summary to the Faculty Council(s);
- 33.6. translation of the self-assessment summary text into English and editing of the translation. The text of the summary must correspond to the terminology used in the evaluated study field;
- 33.7. Submission of the self-assessment summary to the SKVC, signed by the Rector. The head of the self-assessment group submits the self-assessment summary to the coordinator of the Study Quality Department, who submits the self-assessment summary signed by the Rector to the SKVC no later than 5 working days before the deadline specified in the SKVC external evaluation plan for study fields.
34. If the self-assessment group receives information from the SKVC regarding inconsistencies, the revised self-assessment summary shall be submitted to the Coordinator of the Study Quality Department, who shall forward it to the SKVC no later than within 15 working days.
35. The Kolegija may, no less than two weeks before the expert group's visit, provide

information about any significant changes in the study field that occurred after the submission of the self-assessment summary to the SKVC.

36. During the visit, the Kolegija shall ensure that suitable premises and equipment are available for meetings and for the expert group's work.
37. The Kolegija shall, as far as possible, enable all interested members of the community to meet with the expert group by publicly announcing information about the visit. A member of the Kolegija community may participate in only one meeting with the expert group during the same visit, except in cases agreed in advance with the evaluation coordinator.
38. During the visit, meetings are held with the Kolegija or faculty administration, the preparers of the study field self-assessment summary, academic staff of the study field, students, alumni, and their employers. Students and/or employees of the Kolegija do not participate in meetings with alumni and employers. Members of the Kolegija's student union may also take part in meetings with students.
39. During the visit, the experts inspect the material resources used for the implementation of the study field, and review students' written works, final theses, examination materials, and other relevant documents.
40. When the evaluation is carried out by an international group of experts, meetings are usually conducted in English. If necessary, the Kolegija shall ensure the provision of qualified interpreter services. The interpreter may participate in meetings with students only upon agreement with the evaluation coordinator.
41. The Kolegija may, no later than within 10 working days from the date of dispatch of the draft assessment report, submit to the SKVC comments regarding factual errors and the assessments based on them contained in the draft assessment report. Comments concerning factual errors and the assessments based on them shall be submitted in both Lithuanian and English.
42. The Kolegija shall be obliged to publicly announce the assessment report and the accreditation decision.

SECTION V

FOLLOW-UP ACTIVITIES AFTER EXTERNAL ASSESSMENT AND ACCREDITATION OF STUDY PROGRAMMES

43. Follow-up activities are an integral part of the study quality assessment process, intended to ensure the continuous improvement of study programmes within a field, taking into account the legal regulation of study field quality and the evaluation conclusions and recommendations provided therein. The follow-up activities consist of annual monitoring of the study field quality, and , subsequent follow-up actions.
44. The annual monitoring of study field quality is carried out by the Department(s) in cooperation with the Study Field Committee . The Department(s) analyse the compliance of the study field with legal requirements and, at the end of each academic year, report to the Faculty Council(s) by presenting an annual study field quality monitoring report.
45. The follow-up activities are implemented in the following stages:
 - 45.1. Planning of improvement measures. At this stage, after receiving the decision on study field accreditation, the Study Field Committee, based on the recommendations provided in the evaluation conclusions, identifies measures for improving the study programmes of the field and cycle, and for addressing the weaknesses identified during the evaluation.

For this purpose, the Committee prepares a Progress Report on the Implementation of External Evaluation Recommendations (hereinafter – *Progress Report*), following the example provided in Annex 4. The Progress Report, discussed at the meeting of the Study Field Committee and signed by the Chair of the Committee, shall be submitted no later than within 5 months after the publication of the SKVC Director’s order on the accreditation of the study field. The Chair of the Study Field Committee sends the Progress Report by e-mail to the Faculty Vice-Dean, who then forwards it to the Head of the Study Quality Department. If the study field is implemented in several faculties, the Progress Report shall be approved by the Deans of all faculties. In such cases, the Chair of the Study Field Committee sends the report to all Vice-Deans, and by mutual agreement, one Vice-Dean forwards it to the Head of the Study Quality Department. The Coordinator of the Study Quality Department ensures that the Progress Report is published on the Kolegija’s website;

45.2. Implementation of planned measures.

At this stage, the Department(s), guided by the prepared Progress Report and in cooperation with the Study Field Committee and relevant stakeholders (teachers, students, alumni, employers, and social partners), implement the planned measures to improve the study programmes of the field and study cycle.

45.3. Updating, approval, and submission of the Progress Report to SKVC.

At this stage, the Study Field Committee, in cooperation with the Department(s), updates the Progress Report, records the measures already implemented to improve the study field and study cycle programmes, presents it to stakeholders (students of the study field, lecturers, and social partners), and submits it for approval to the Dean(s). No later than 5 working days before the deadline for submitting the Progress Report to the SKVC, the Chair of the Study Field Committee sends the Dean-approved Progress Report by e-mail to the Faculty Vice-Dean, who then forwards it to the Head of the Study Quality Department. If the study field is implemented in two faculties, the Progress Report shall be approved by the Deans of both faculties. In such cases, the Chair of the Study Field Committee sends the report to both Vice-Deans, and by mutual agreement, one Vice-Dean forwards it to the Head of the Study Quality Department. The Head of the Study Quality Department submits the Progress Report to the SKVC, while the Coordinator of the Study Quality Department publishes the updated Progress Report on the Kolegija's website.

46. Progress Reports are submitted to the SKVC according to the accreditation period of the study field:

- 46.1. no later than 2.5 years after the accreditation of the study field, if the study field and study cycle programmes are accredited for a 7-year period;
- 46.2. no later than 1 year after the accreditation of the study field, if the study field and study cycle programmes are accredited for a 3-year period.

SECTION VI

SUBMISSION OF APPEALS AFTER EXTERNAL ASSESSMENT AND ACCREDITATION OF STUDY PROGRAMMES

47. The Kolegija, disagreeing with the decision of the SKVC regarding the external assessment and accreditation of a study field, may submit a well-reasoned appeal to the SKVC within 20 working days from the date the decision was sent. If the appeal concerns an external assessment carried out by experts.
48. By order of the Rector (within 20 working days from the date the decision on the external assessment and accreditation of the study field was sent), the self-assessment group, in cooperation with the Field Committee, is instructed to examine the conclusions provided by the SKVC and prepare an appeal.
49. On the Dean's (or Deans') proposal, a member of the self-assessment group is delegated by order of the Rector to represent the Kolegija at the meeting of the SKVC Appeals Commission.
50. While examining the conclusions provided by the SKVC and preparing the appeal, the self-assessment group, in cooperation with the Field Committee, may express dissatisfaction with the evaluation process or its participants, and may contest the formal results of the process if it can be demonstrated that the outcome is not supported by solid evidence, that the criteria were not applied properly, or that the processes were not carried out consistently.
51. When preparing the appeal, the self-assessment group provides information and coordinates its actions with the Dean(s).
52. The Study Quality Coordinator publishes the decision of the SKVC Appeals Commission on the Kolegija's website.

SECTION VII**FINAL PROVISIONS**

53. The Coordinator of the Study Quality Department publishes information on study quality assurance processes, the results of study field assessment and accreditation, and programme updates on the Kolegija's website .
 54. The Vice-Dean publishes information on study fields, career opportunities, study quality indicators, the results of the external quality assessment of the study field(s) (the assessment report or its summary with recommendations), and the decision of the authorized accrediting institution regarding the accreditation of the study field on the Faculty's website .
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