



## **VILNIUS COLLEGE OF TECHNOLOGIES AND DESIGN**

APPROVED BY

Order No 1-107 of the Director of the Vilnius  
College of Technologies and Design of 19  
December 2018

(Version of Order No 1-88 of the Director of  
the Vilnius College of Technologies and  
Design of 10 October 2019)

## **QUALITY MANUAL**

Approved

at the Academic Council meeting of 22 November 2018 (Protocol No 14-4)

(Approved at the Academic Council meeting by the Protocol No 14-5 of 27 September 2019, in its  
up-to-date version)

Vilnius, 2018

## INTRODUCTION

Vilnius College of Technologies and Design (hereinafter referred to as the 'College', VTDK) is a public higher education institution of the Republic of Lithuania. The founder of the College is the Government of the Republic of Lithuania. The College was formed under the Lithuanian Government's Resolution No 785 of 1 September 2008, after the reorganized Vilnius Technical College was merged with the Vilnius College of Construction and Design. The name of Vilnius College of Construction and Design was changed to Vilnius College of Technologies and Design. The College is a public legal person operating as a public body with autonomy combined with accountability towards the public and including academic, administrative, economic and financial management activities based on the principle of self-government, academic freedom and respect for human rights. The main field of activity of the College is education, the main type of activity is the performance of college studies. The College conducts college studies based on professional practice and applied research, experimental development, professional art, provides higher college education, and provides access to life-long learning. Students who have completed college study programmes are awarded a professional higher education bachelor's degree or professional bachelor's degree and qualification in the respective field of study and are issued a professional bachelor's diploma and diploma supplement, which is an integral part of a professional bachelor's diploma, a document supplementing the diploma and indicating the name of the study programme and information on the learning outcomes. The College associate's social responsibility with the sustainable development of the region, in cooperation with business representatives and by developing the ability of individuals and the College community to think independently and creatively. In the legal context, the activities of the College are based on the Constitution of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, and other legal acts.

The management structure of the College ensures the proper performance of studies. The college management bodies in the institution are the Council of the College and the Academic Council, the one-person management body is the Director of College. The interests of students are represented by the Students' Union. VTDK consists of three faculties: Design, Civil Engineering and Technical. The faculties <sup>1</sup>have departments<sup>2</sup>. The quality of study programs is ensured by the Study Program Committees<sup>3</sup>. The study programme committees are governed by the study programme heads, who are responsible for the implementation of the study programme objectives and constant supervision of the quality of the study programmes. The substructures of the VTDK have clear definitions of functions and interconnectedness. In order to promote the independence of faculties and departments, to address the issues of academic activity, social partnership and other issues related to the study process more effectively, the planning of academic activities is decentralised. VTDK centrally administers the accounting and use of financial and material resources, public procurement, document management, the appointment and removal of personnel, the acceptance and dismissal of the student. The human resources management functions are performed in the relevant units of the College in compliance with the responsibilities specified in the regulations of the units. Among the substructures the preference is given to the team working.

VTDK offers 16 study programmes in 11 study fields, of which 2 study field programmes are carried out at the Design Faculty (*design; media art*), 3 study field programmes at the Civil Engineering Faculty (*civil engineering; measurement engineering; management*) and 6 study field programmes (*computer engineering, mechanical engineering, energy engineering, electrical engineering, electronics engineering, transport engineering*) are carried out at the Technical Faculty.

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<sup>1</sup> Faculty regulations. Approved at the Academic Council meeting by the Protocol No 14-1 of 12 September 2007. (Approved at the Academic Council meeting by the Protocol No 14-5 of 10 June 2013, in its up-to-date version)

<sup>2</sup> Department regulations Approved at the Academic Council meeting by the Protocol No 14-4 of 10.06.2013.

<sup>3</sup> Study programme committee regulations. Approved at the Academic Council meeting by the Protocol No 14-8 of 25 October 2016.

VTDK is dominated by studies in the field of engineering science. The College in the Vilnius region has a competitive advantage among other Vilnius city colleges due to the uniqueness of study programmes and the synergy of engineering and design studies.

The College's internal quality management system is based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area ('ESG')<sup>4</sup>. In order to ensure the compliance of the internal quality management system with the ESG, the College has provided specific measures for the implementation of these standards and guidelines in the implementation and improvement of study activities.

The activity of the College is being constantly refined in line with the conclusions of the internal and external assessment.

The College Quality Manual is prepared and updated by the Head of the College Quality and Document Management Service. The Quality Manual is agreed by the Director of the College with the approval of the College Academic Council.

## 1. COLLEGE QUALITY ASSURANCE POLICY

In accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, the College has developed and implements an internal quality management system designed to ensure the quality of the College's activities to meet the expectations of internal and external social stakeholders<sup>5</sup> by providing them with services of a mutually agreed quality level, which are inseparable from the continuous improvement of VTDK study provision activities and the improvement of its processes.

The College has also developed, documented, implements, maintains and continuously improves the internal quality management system in order to ensure the provision of high-quality study, applied scientific, artistic, consulting services that meet the expectations of internal and external social stakeholders and the ability to adapt to constantly changing circumstances. All interested parties are involved in the establishment and implementation of quality assurance policies.

The quality assurance system of the College reflects a procedural, systematic approach focused on increasing the efficiency of the College's activities, continuous improvement, and meeting the expectations of internal and external social stakeholders. The internal quality management system aims to ensure the quality of studies by implementing the mission of the College and achieving the objectives specified in the Statute of the College. **Internal study quality assurance includes the levels of the College, faculty, department, study programme committee.**

The internal quality management system covers all activities of the College. The College has established the main service delivery processes and other processes necessary to ensure the quality of the services provided, i.e., performance management and supporting processes. Each process has assigned responsible persons who supervise the process, improve it and the established indicators for measurement facilitate an objective assessment of performance. The substance of the management of all the College's processes is the coherence between responsibility and accountability. The scheme of the interaction of the College's processes is represented in Figure 1.

The quality policy is based on the College's strategy – the policy sets out how quality is understood through the lens of the College's strategic direction: ensuring the quality of training of specialists in the field of engineering and design, ensuring partnership, development of innovation, promotion of entrepreneurship, establishment of professional organisations.

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<sup>4</sup> Standards and Guidelines for Quality Assurance in the European Higher Education Area were approved by the Ministerial Conference in Yerevan on 14 and 15 May 2015.

<sup>5</sup> The terms are set out in the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

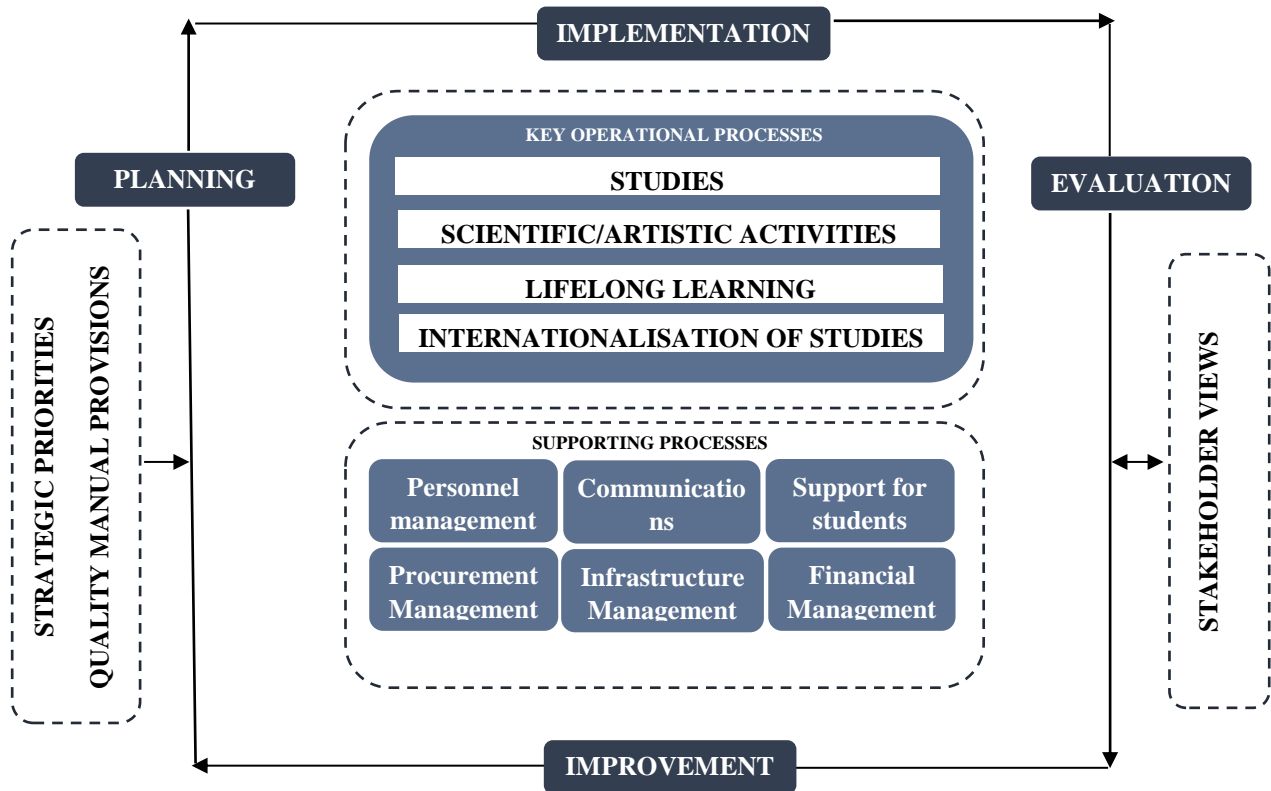


Figure 1 College process diagram

The quality of services provided at the College and their continuous improvement to be an absolute priority. The College, while conducting studies, applied scientific, artistic, consulting activities, **identifies quality as:**



the quality culture in the College is created by promoting the following values of the organisation:

– **PROFESSIONALISM.**

Professional ambition, continuous learning and improvement, creativity.

– **ACADEMIC ETHICS.**

Tolerance, respect, honesty and responsibility.

– **INITIATIVE.**

Innovation, determination to make changes and achievement of the objectives.

– **PARTNERSHIP.**

Collegiality, integrity, concentration, preservation of traditions, teamwork for the attainment of the common objectives.

– **SOCIAL RESPONSIBILITY.**

Coherence of interests of college personnel, students and society, transparent activities, ethical decisions, citizenship and environmental conservation.

In implementing the functioning of the quality management system, the College community undertakes to:

1. To ensure targeted training of specialists who will implement technological and design innovations.
2. To create a system for improving the competencies of lecturers.
3. To optimize and implement the infrastructure that is best suited to the needs of innovative studies.
4. To update the content and didactics of study programs ensuring the career perspective of graduates.
5. To optimize the package of the education and training programme.
6. To ensure the conditions for students' academic and social development.
7. To develop partnerships in applied research based on business and societal needs.
8. To communicate to the public the results of scientific and innovative practical activities.
9. To protect academic ethics, ensure equal opportunities.

The College also focuses on planning, assessment and monitoring for quality assurance. Clear and consistent planning procedures are developed. Internal evaluation involves the use of:

– strategic plan → *lecturer's* annual work plan → department's annual work plan → study programme committee's annual work plan → faculty's annual work plan → College's annual work plan.

Evaluation (achievement of planned indicators) takes place in certain sections all the time (monitoring of the implementation of plans, annual appraisal interviews, internal evaluation of study programmes, certification of lecturers). Clear emphasis is on the feedback.

**In the College, one of the most important determinants of quality assurance is the full involvement of the College community in the internal quality assurance process and the responsibility and accountability of each community member for their performance.**

Standards and Guidelines for Quality Assurance in the European Higher Education Area are a reference document, and the application of the ESG in the College's internal quality assurance of studies is very important for several reasons:

- assists in managing the quality of studies to act purposefully, checking, updating activity processes;
- ESG is a natural component of the College's internal quality assurance system.

The College improves and updates the implemented quality management system based on the provisions and guidelines of higher education quality assurance, the College's Integrated Development Strategy, and the College's strategic plan for activity. The College develops a culture of quality of its institution, in which the contribution of each member of the academic community and a **clear distribution of responsibilities** are important.

## 2. QUALITY MANAGEMENT SYSTEM

The College's quality management system is developed and improved in accordance with the College's mission, values, standards and guidelines for Quality Assurance in the European Higher Education Area, principles of social responsibility, sustainable development, cooperation and partnership, by applying the principles to meet the needs of students and personnel, to manage the quality of the study process, to improve performance and for the correction of non-compliance, to increase cooperation with foreign partners and to other activities. The quality management of the College is based on the following common principles:



**Principle 1. Focus on balanced outcome.** The College fulfils its mission and pursues a vision by planning and achieving balanced outcomes that meet or exceed the short-term and long-term needs of internal and external stakeholders.

**Principle 2. Creating added value for internal and external stakeholders.** The College seeks to identify the needs and expectations of internal and external social stakeholders as precisely as possible, and to improve the quality of its activities accordingly, so that its services create greater added value for internal and external social stakeholders.

**Principle 3. Striving for leadership with vision, inspiration and integrity.** Management is shaping the future of the College with a clear vision, properly communicating it and to behave in an exemplary fashion. Involves the entire community of the College in the process of achieving long-term objectives.

**Principle 4. Management through the processes.** The governance of the College is based on structured and strategically coordinated processes that, together with evidence-based decisions, help the College to achieve balanced and sustainable results. Continuous improvement of activities and efficiency of decisions in the College is based on the analysis of data and information.

**Principle 5. Achieving success through people.** By coordinating the objectives of the College and the individual objectives of the members of the College community, a culture of conferral of power is created and nurtured, which encourages each member of the College community to contribute to the objectives of the College and engage in continuous quality improvement activities.

**Principle 6. Fostering creativity and innovation.** In order to operate more efficiently and create greater added value, the College fosters the creativity of community members by supporting their initiatives.

**Principle 7. Promoting cooperation.** The College fosters a relationship of trust with internal and external stakeholders to ensure mutual success.

**Principle 8. Taking responsibility for a sustainable future.** The College ensures a sustainable future and long-term success by meeting the expectations of society and complying with legal and ethical norms.

Based on these general principles, the main **objectives** of the College's quality assurance are formulated:

1. To ensure the highest quality of education of specialists in the field of engineering and design in Lithuania (the quality of education).

2. To promote the active involvement of lecturers and students in applied scientific and artistic activities (Innovation).

3. Develop a network of strategic partners (Partnership).

4. Diversify the College's sources of income (Entrepreneurship).

5. To improve the management of the College, which would enable to ensure the quality of provided services and to develop innovation, partnership and entrepreneurship (Professional organisation).

### 3. COLLEGE INTERNAL STUDY QUALITY ASSURANCE SYSTEMS PARTICIPANTS AND THEIR FUNCTIONS

Participants of the College's internal study quality assurance system responsible for the implementation of ESG standards:

Participants of the College's internal study quality assurance system	ESG standard
Academic Council	1.1. Quality assurance policy.
Academic Council Department Study programme committee Faculty Council	1.2. Development and approval of study programmes.
Study and Career Centre Department Study programme committee	1.3. Student-related teaching, learning and assessment.
Study and Career Centre Faculty	1.4. Acceptance of students, course of study, recognition and issuance of diplomas.
Academic Council Department Study Programme Committee Faculty	1.5. Lecturers.
Faculty Department	1.6. Study resources and support for students
Faculty	1.7. Information management.
Faculty Study programme committee	1.8. Public information.
Department Study programme committee	1.9. Continuous monitoring of study programmes and periodic review.
College management Faculty	1.10. Periodic external quality review.



Internal study quality assurance takes place at four levels: *College level, faculty level, department level, study programme committee level* in implementing the principle of responsibility and accountability.

## **I. COLLEGE LEVEL:**

### **1. Academic Council:**

- 1.1. prepares study quality policy;
- 1.2. approves internal study quality assurance system and controls its implementation <sup>6</sup>;
- 1.3. establishes the study procedure;
- 1.4. establishes the principles of drawing up and implementing study programmes;
- 1.5. establishes the procedure for preparation and renewal of study programmes;
- 1.6. approves new study programmes;
- 1.7. establishes the qualification requirements for the posts of lecturers, approves the procedure for the certification of lecturers and the procedure for competitions for the post of a lecturer;
- 1.8. approves the cost of studies and determines the total number of study entry quotas, taking into account the possibilities to ensure the quality of studies and science, art activities.

The Academic Council is the management body of the College's academic affairs. The activities of the Academic Council are regulated by the Rules of Procedure approved by the Academic Council<sup>7</sup>. The Academic Council is headed by the Chairman of the Academic Council. Resolutions of the Academic Council are made public on the College's website. Once a year, the Academic Council **reports** to the College community on its activities by submitting a report on the activities carried out during the preceding calendar year. The Academic Council consists of lecturers and student representatives. The term of office of the members of the Academic Council is 5 years.

### **2. Study and Career Centre**

- 2.1. collects and provides statistical information on students to the subdivisions of the College, public and managing authorities;
- 2.2. prepares draft rules for acceptance of students to the College;
- 2.3. organizes, coordinates, accepts students, promotes study programmes;
- 2.4. carries out the preparation, accounting and issuance of documents and their duplicates certifying the graduation of the College to students and prepares reports on their use;
- 2.5. administers and prepares documents for the support of students (social grants, loans, support for Lithuanians living abroad, cadets, persons with disabilities, compensation of the cost of studies).
- 2.6. advises students on study and career orientation

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<sup>6</sup> Article 28(2)(4) of Law on higher education and research

<sup>7</sup> Rules of Procedure of the Academic Council. Approved at the Academic Council meeting of 31 January 2017 (approved at the Academic Council meeting by the Protocol No 14-1 of 26 January 2018, in its up-to-date version)

The purpose of the activities of the College's Study and Career Centre is the administration of the study process in the College. The personnel of the Study and Career Centre **reports** to the Deputy Director of the College.

## **II. FACULTY LEVEL:**

### **1. Faculty:**

- 1.1. organizes and coordinates the study process at the faculty;
- 1.2. initiates the improvement of lecturers' material and didactic qualification;
- 1.3. provides students with **feedback** on improving the quality of studies;
- 1.4. organizes the acquisition of material resources necessary for the study process;
- 1.5. implements the life-long learning principles by organizing non-formal education, continuous training, considering the interests of external social stakeholders and individuals;
- 1.6. organizes conferences, seminars, retraining and advanced training events
- 1.7. implements the resolutions adopted by the Academic Council, the Faculty Council, and the orders of the Director of the College.

The Faculty is headed by the Dean, who plans the activities of the Faculty and **reports** annually to the Faculty Council and the Director of the College.

### **2. Faculty Council:**

- 1.1. considers and approves measures for the improvement of study programmes if a small part of the study programme changes;
- 1.2. decides regarding the submission to the College's Academic Council for approval of the study programme to be implemented;
- 1.3. approves the updated study programme (when only part of the study programme is updated);
- 1.4. carries out the annual assessment of the faculty lecturers.

The Faculty Council **reports** annually to the faculty community on its activities.

## **III. DEPARTMENT LEVEL:**

### **1. Department:**

- 1.1. organizes the process of studies and students, applied research and / or artistic activities, methodological work;
- 1.2. introduces innovative forms and methods of teaching and studies into the study process;
- 1.3. considers and approves the suitability of textbooks, teaching aids, lecturer notes and other necessary methodological teaching / learning materials prepared by the lecturers for studies, proposes to publish the aids prepared by the lecturers of the department;

1.4. considers changes of the study programme;

1.5. organizes the preparation of study subject programmes and descriptions, the appointment of thesis supervisors, reviewers;

1.6. examines and evaluates the quality of studies and the preparation of graduates for internships;

1.7. provides the library with information on the provision of study programmes with scientific and educational literature;

1.8. appoints mentors for newly hired lecturers (head of the department);

1.9. considers the need for material resources necessary for the study process and makes suggestions to the Dean.

The issues of improving the quality of studies are regularly discussed at the meetings of the department. The lecturer of course unit coordinates the studies during the semester, informs the faculty administration about academic disciplinary offences made by the students, non-compliance with the course unit of study programme. **The lecturer of the course unit reports annually to the head of the department on his / her work and the quality of teaching, and the faculty council carries out the lecturer's annual assessment.** Lecturer certification is carried out every five years. An open-ended employment contract is concluded with a lecturer who has won an open competition for the position of a lecturer for the second time. The head of the department is appointed by the order of the Dean on the recommendation of the Director of the College. Every year, the head of the department **reports** to the deans of the faculty for his activities.

#### IV. STUDY PROGRAMME COMMITTEE LEVEL:

##### **1. Study programme committee:**

1.1. ensures that the content of the study programme and the teaching staff comply with the national laws, the latest special professional and scientific requirements of the respective field of study;

1.2. initiates change and updates of the study programme;

1.3. envisages measures for the improvement of the respective study programme and submits them to the Faculty Council for consideration;

1.4. analyses, evaluates and submits proposals to the Faculty council on the suitability of the study programme structure, content, teaching and the relationship between independent and contact study time;

1.5. analyses and approves study subject (module) programmes, subject (module) content and assessment forms;

1.6. analyses and submits proposals to the department regarding the validity, reliability, clarity, usefulness, impartiality, publicity of student assessment forms;

1.7. analyses, in cooperation with internal and external social stakeholders, and considering their proposals, analyses the compliance of the learning outcomes of the programme with the objectives of the study subject, the coherence of subject objectives and learning outcomes, submits proposals to the department on the study plan, subject descriptions;

1.8. analyses the material resources necessary and available for the implementation of the study programme, submits proposals to the department regarding their improvement;

1.9. analyses and submits proposals to the head of the department regarding the suitability of the topics of the theses, the procedure of their preparation;

1.10. reviews the course of the study programme and the results of evaluation of studying achievements at least once a semester;

1.11. carries out subsequent activities of study programmes;

1.12. analyses the results of surveys of students, lecturers and social partners and provides **feedback**;

1.13. analyses the labour market needs, and the suggestions of employers and Alumni regarding the improvement of the programme and the need for trained specialists.

The establishment of study programme committees was one of the significant changes in the quality assurance of studies at the College. The College has study programme committees and approved regulations of study programme committees. The activities of study programme committees and its regulation are of particular relevance in the internal study quality assurance system. It is in the College that the Study Programme Committee works with a specific study programme and its renewal. Study programme committees consist of: *the head of the study programme committee, students, lecturers, employers (external social stakeholders), graduates who have completed that programme (external social stakeholders)*. The composition of the study programme committees **is an all interested parties' structure responsible for a consistent process of quality supervision and improvement of study programmes.** The study programme committees cooperate with the departments.

The study programme committee is under the responsibility of the Head of the study programme committee, who **reports** to the Faculty Council and the Dean at the end of the study year.

**The interests of the students of the College are represented by the College Students' Union.** Students are involved in the internal study quality assurance process through their representatives delegated to study programme committees, faculty councils, Academic Council, college council, lecturer certification and competition with a view to having the post held. Not only the members of the students' union, but also all the students of the College can apply to the College, the faculty administration, the department for the improvement of the study process, the quality of the work of the lecturers and other service staff. Once or twice a year, students are surveyed to improve the quality of their studies. Surveys are organized by the lecturer, department, faculty, Quality and Document Management Service together with the Students' union. Deans of faculties and the study programme committee are responsible for providing feedback on survey results to students.

**External social stakeholders** give their opinion on the quality of studies by participating in the activities of study programme committees, the Academic Council, lecturer certification and call for candidates with a view to having the post held, qualification commissions, self-assessment groups, as well as participating in roundtable discussions at the faculty, department, study programme committee.

The College **participates in regular external quality evaluation** at the level of the institution and study fields. In the College, **quality assurance is an ongoing process that does not end with external feedback, evaluation findings or subsequent activities within the institution.** The College shall ensure that the progress made since the last external evaluation (institutional, fields of study) is considered in the preparation of the next external evaluation. Quality assurance in the College is an ongoing process.

Amendments to the Quality manual shall be recorded in the Quality manual amendment log, the form of which is provided in Annex 1.

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**COMPLIANCE OF THE STANDARDS AND GUIDELINES OF THE  
QUALITY ASSURANCE OF THE EUROPEAN HIGHER EDUCATION  
AREA (ESG) IN THE INTERNAL STUDY QUALITY MANAGEMENT  
SYSTEM OF THE COLLEGE**

## PROVISIONS AND GUIDELINES FOR INTERNAL QUALITY ASSURANCE

### 1.1. Quality assurance policy

**Provision:**

**Research and study institutions must have a quality assurance policy that is made public and is part of the institution's strategic management. The internal stakeholders of the higher education institution <sup>8</sup>should develop and implement this policy through appropriate structures and processes, including external stakeholders<sup>9</sup>.**

1. The College improves and updates the study quality management system based on the provisions and guidelines of higher education quality assurance, the College's mission, objectives, the College's integrated development strategy, and the College's strategic plan.
2. The quality policy is based on the College's strategy - the policy outlines how quality is understood through the lens of the College's strategic directions: ensuring the quality of training of specialists in the field of engineering and design, ensuring partnership, development of innovation, promotion of entrepreneurship, establishment of professional organisations.
3. The College develops a culture of quality in its institution, in which the contribution of each member of the academic community is important as well as a clear distribution of responsibilities and accountability.
4. The College's management shall review the quality policy on a regular basis to ensure that it meets the College's strategic objectives, mission, and the expectations of internal and external stakeholders.
5. The College's quality policy has been applied through a variety of internal quality assurance processes.
6. The College participates in regular external quality evaluation at the level of the institution and study fields. In the College, quality assurance is an ongoing process that does not end with external feedback, evaluation findings or subsequent activities within the institution. The College shall ensure that the progress made since the last external evaluation (institutional, fields of study) is taken into account in the preparation of the next external evaluation. Quality assurance in the College is an ongoing process.
7. External stakeholders are involved in the quality assurance of the College:
  - 7.1. Participating in the Study programme committees.
  - 7.2. Conducting practical lectures for students (sharing their professional knowledge, trends in the sector and innovations in practical lectures).
  - 7.3. Supervising the student internships, theses.
  - 7.4. Reviewing student theses.
  - 7.5. Participating in the work of the thesis defence qualification commission.
  - 7.6. Implementing joint projects of applied scientific, experimental and artistic activities with the students and lecturers of the College.
  - 7.7. Publishing co-publications with the lecturers of the College.
  - 7.8. Participating in joint practice, scientific conferences.

<sup>8</sup> Stakeholders shall be understood as all individuals operating within the institution, including students and personnel.

<sup>9</sup> External social stakeholders - employers and other partners of the institution.

- 7.9. Promoting conditions for the improvement of the competencies of the College lecturers (internships, events of professional development) in business enterprises.
- 7.10. Preparing joint educational literature with the College lecturers.
- 7.11. Participating in roundtable discussions to improve the quality of studies.
- 7.12. Volunteering of college students at public events of external social stakeholders.
8. The College's quality policy shall be made public.

**The provision “Quality Policy Assurance” and its guidelines in the College are based on (regulated by):**

### **1. Statute of Vilnius College of Technologies and Design.**

Approved by Resolution No 1328 of 9 November 2011 of the Government of the Republic of Lithuania (in its up-to-date version of Resolution No 1417 of 9 December 2020 of the Government of the Republic of Lithuania). The document shall be made public: <https://vtdko.lt/statutas.html>

### **2. Integrated development strategy for 2011–2021.**

Approved at the Academic Council meeting by the Protocol No 13-1 of 5 and 12 of October 2011.

The document shall be made public:

[https://vtdko.lt/images/VTDK/Integruotos\\_pletros\\_strategija/vtdk\\_integruotos\\_pletros\\_strategija\\_2011\\_2021\\_m.pdf](https://vtdko.lt/images/VTDK/Integruotos_pletros_strategija/vtdk_integruotos_pletros_strategija_2011_2021_m.pdf)

### **3. Strategic operational plan for 2015-2017.**

Approved at the Academic Council meeting by the Protocol No 13-2 of 19 of March 2015.

### **4. Strategic operational plan for 2018-2020.**

Approved at the Academic Council meeting by the Protocol No 13-3 of 20 of March 2018.

The Strategic plan for 2018-2020 has been repealed by the College Council with effect from 12.04.2019.

### **5. Strategic operational plan for 2019-2021.**

Approved at the Academic Council meeting by the Protocol No 13-3 of 12 of April 2019.

The document shall be uploaded to the single sign-on system VTDK SSO.

*This strategic plan for 2019-2021 confirms the new vision of the College.*

### **6. Quality manual.**

Approved by Order No 1-349 of 17 December 2012 (Version of Order No 1-110 of the Director of the Vilnius College of Technologies and Design of 30 September 2015).

The document shall be uploaded to the single sign-on system VTDK SSO.

#### **6.1. Quality manual.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 22 of November 2018 (Version of Protocol of the Academic Council meeting of 27 of September 2019) Approved by Order No 1-107 of 19 December 2018 (Version of Order No 1-88 of the Director of the Vilnius College of Technologies and Design of 10 October 2019).

The document shall be uploaded to the single sign-on system VTDK SSO.

### **7. Regulations of the study programme committee.**

Approved at the Academic Council meeting by the Protocol No 14-8 of 25 of October 2016.

7.1. Every year, by the order of the Director of the Vilnius College on the Approval of the Composition of the Study Programme Committees<sup>10</sup>, the composition of the study programme committees and the head of the study programme committee are approved. The study programmes include internal and external stakeholders of the College.

### **8. Job description of the post of assistant, lecturer, associate professor.**

Approved by Order No 1-74 of the Director of the Vilnius College of 27 August 2019.

### **9. By the order of the Director of the Vilnius College, the composition of the faculty councils for the 5-year term is approved.<sup>11</sup>**

<sup>10</sup> Orders of the Director of the Vilnius College approving the composition of the study programme committees and the heads of the study programme committees: Order No 1-108 of 7 September 2020; Order No 1-91 of the Director of 11 October 2019; Order No 1-92 of the Director of 3 October 2018; Order No 1-128 of the Director of 23 October 2017; Order No 1-93 of the Director of 16 September 2016.

<sup>11</sup> Order No 1-120 of the Director of 6 October 2020 on the amendment of the Order No 1-112 of the Director of Vilnius College of Technologies and Design of 2 October 2017 on the Composition of the faculty councils of Vilnius College of Technologies and Design; Order No 1-21 of the Director of 19 March 2019 on the amendment of the Order No 1-112 of the Director of Vilnius College of Technologies and Design of 2 October 2017 on the Composition of the faculty councils of Vilnius College of Technologies and Design; Order No 1-112 of the Director of 2 October 2017 on the amendment of the Order No 1-18 of the Director of Vilnius College of Technologies and Design of 18 February 2016 on the Order No



**10. Vilnius College of Technologies and Design and Student Study Contract<sup>12</sup>.****11. Code of academic ethics of Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 21 of April 2010 (Approved at the Academic Council meeting by the Protocol No 14-3 of 19 of June 2015, in its up-to-date version; approved at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version.)

The document shall be made public:

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES\\_ETIKOS\\_KODEKSAS.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES_ETIKOS_KODEKSAS.pdf)

**12. Rules of procedure of the Ethics committee.**

The document shall be made public:

[https://vtdko.lt/images/VTDK/Savivalda/ETIKOS\\_KOMITETO\\_VEIKLOS\\_NUOSTATAI.pdf](https://vtdko.lt/images/VTDK/Savivalda/ETIKOS_KOMITETO_VEIKLOS_NUOSTATAI.pdf)

*The Ethics committee oversees the College's Code of academic ethics. On 19 June 2020, the Academic Council of the College (protocol No 14-4) approved the Ethics committee for the term of 2020-2023 (term of office of the Ethics committee from 28 June 2020 to 27 June 2023). Members: A. Čepulis (representative of social partners), D. Juzakėnaitė (representative of college students), D. Kriaučiūnas (representative of college lecturers), E. Marazas (representative of college students),*

*A. Šeibokas (representative of social partners), dr. R. Vitkūnas (representative of the college lecturers).*

*On 27 June 2017, the Academic Council of the College (protocol No 14-6) approved the Ethics committee for the 2017–2020 term. Members: E. Striaukas, R. Marcinkevičienė, V. Urbonienė, V. Stragys, A. Šeibokas). Approved by Order No 1-74 of the Director of the Vilnius College of Technologies and Design of 29 June 2017.*

**12.1. The complaint / notification form:**

The document shall be made public: <https://vtdko.lt/savivalda.html>

**13. Description of the monitoring of the implementation and enforcement of the equal opportunities policy.**

Approved by Order No 1-151 of the Director of the Vilnius College of 14 December 2017.

**14. Effective policy of inclusion and equal opportunities.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020

**15. Description of procedures to prevent harassment, sexual harassment or stalking.**

Approved by Order No 1-37 of the Director of the Vilnius College of 21 April 2020.

**16. Principles of selection and evaluation of Vilnius College of Technologies and Design administration and other employees.**

Approved at the College Council meeting by the Protocol No 13-5 of 9 December 2015.

**1.2. Development and approval of study programmes.****Provision:**

**Research and study institutions should have processes for the development and approval of study programmes. Study programmes shall be designed so as to fulfil the objectives, including the expected studying achievements. Qualifications awarded on successful completion of a study programme shall be clearly defined and communicated, linked to the level of the Framework for Qualifications of the National Higher Education and the Framework for Qualifications of the European Higher Education.**

The College shall ensure:

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1-331 of the Director of Vilnius College of Technologies and Design of 14 November 2012 on the Change in the Composition of the Faculty Councils; Order No 1-18 of the Director of 18 February 2016 on the amendment of the Order No 1-331 of the Director of Vilnius College of Technologies and Design of 14 November 2012 on the Composition of the Faculty Councils.

<sup>12</sup> Approved by Order No 1-65 of the Director of the Vilnius College of 22 June 2020 on the Approval of the Form of the Study Contract.

1. All study programmes have a goal and expected learning outcomes that correspond to the needs of society and / or the labour market.
2. The objectives and learning outcomes of the study programmes are in line with the mission, operational objectives and strategy of the College.
3. The study programmes comply with national legislation.
4. The coherence of study programme study objectives, learning outcomes, teaching (learning) and assessment methods prevails in the study programmes.
5. The combination of study programme subjects (modules) assures the student's consistent development of competencies.
6. The purpose of the study programmes and the expected learning outcomes shall be made publicly available on the College's website.
7. Study programmes are developed through both internal and external evaluation and taking into account expert recommendations.
8. College lecturers, students and external stakeholders participate in the preparation and update of study programmes.
9. Study programmes are approved according to the formal procedures of the College's programme approval.

In the College, the volume of the study programme is calculated in credits; credits also measure the learning outcomes and the student's working hours. The study credit is formed on the basis of ECTS.

1600 hours for one year of study corresponds to 60 credits. One credit equals 25 to 30 student's working hours. The hours that make up the credit include the student's contact and independent working hours. The accessibility of learning outcomes is shown by the assessment of student knowledge, i. e. properly selected assessment methods ensure that assessment is reasonable, reliable and allows for accurate valuation of learning outcomes.

The number of credits in the study programme is regulated by: General requirements for the implementation of studies, approved by the Order No V-1168 of 30 December 2016 of the Lithuanian Minister for Education, Science and Sport on the Approval of the Description of General Requirements for Performance of Studies (as amended from time to time).

### **1. The process of development and approval of study programmes to be implemented in the College:**

1. The intention to prepare a new study programme can be initiated by the deans of the faculties, the initiative groups of the faculty lecturers, the study programme committees, and external social partners.
2. The providers of the programme shall assess: the need for specialists to be trained in the country or region, the employment opportunities of graduates; scientific or professional potential to perform the studies; the resources available or intended to be used to perform the studies of the intended study forms (lecturers, well-equipped auditoriums, laboratories, computers with the necessary software, funds for new literature, etc.).
3. The providers of the programme present to the Faculty Council an initiative on the preparation of the description of the study programme to be implemented.

4. With the approval of the faculty council, the dean of the faculty prepares a submission to the Academic Council on the preparation of the description of the study programme.
5. After considering the submission of the dean of the faculty regarding the preparation of the description of the intended study programme and assessing the College's resources required for the preparation and implementation of the intended study programme, the Academic Council makes a decision on the preparation of the intended study programme description.
6. By the order of the director of the College, the working group for the preparation of the description of the study programme to be implemented is approved, which consists of the students, lecturers and external social partners of the College.
7. The working group preparing the description of the study programme to be implemented prepares a study plan for the envisaged forms of study implementation.
8. The working group for the preparation of the description of the study programme to be implemented in cooperation with the lecturers of the faculty organizes the preparation of the descriptions of the subjects and modules of the study programme to be implemented.
9. The head of the working group preparing the description of the study programme to be implemented presents the prepared description to the Faculty council.
10. After considering the description of the study programme to be implemented, the Faculty council makes a decision on submitting the description of the study programme to the Academic Council for approval or returns the description to the providers for correction according to the observations. After corrections made, the description of the study programme to be implemented is reconsidered in the Faculty council and after receiving the approval of the Faculty council, the dean of the faculty submits the description of the study programme to be implemented to the Academic Council for approval.
11. After considering the description of the study programme to be implemented, the Academic Council makes a decision on the approval of the description of the newly developed study programme or returns the description of the study programme to be implemented to the providers for correction according to the observations. After corrections made, the description of the study programme to be implemented is reconsidered by the Academic Council.
12. After the Academic Council approves the description of the study programme to be implemented, declaring the compliance of the programme with the requirements, the chairman of the Academic Council provides an extract of the protocol to the director of the College.
13. The director of the College signs a letter to the Centre for Quality Assessment in Higher Education regarding the application of the study programme for registration in the Register of programmes and qualifications, in cases when the study programme to be implemented by the College is of the same field and study cycle, which is performed at the College and the field of study is accredited for the term of 7 years.
14. The College sends the application for the registration of the study programme to be implemented and the data of the study programme to the Centre for Quality Assessment in Higher Education. According to the assessment methodology of study programme to be implemented (as amended) approved by the Order No V-149 of the director of the Centre for Quality Assessment in Higher Education of 31 December 2019, Centre for Quality Assessment in Higher Education shall forward the data concerning the study programme to the Register of programmes and qualifications.

15. The director of the College signs a letter regarding the application of the study programme to be accredited to the Centre for Quality Assessment in Higher Education in cases when the study programme of the College belongs to a field of study that is not accredited for the term of 7 years or in the event that the College has not performed studies in the field to which the study programme to be implemented belongs.

16. After the external evaluation of the study programmes and the decision on the accreditation of the study programme to be implemented and according to the assessment methodology of study programme to be implemented (as amended) approved by the Order No V-149 of the director of the Centre for Quality Assessment in Higher Education of 31 December 2019, Centre for Quality Assessment in Higher Education shall forward the data concerning the study programme to the Register of programmes and qualifications.

17. When a study programme is launched, the follow-up activities shall be started. No later than 1.5 years after the registration of the study programme (if the College did not perform accredited studies in that field), the College shall prepare a progress report on the implementation of expert recommendations and shall publish it on the College's website and provides it to the Centre for Quality Assessment in Higher Education.

## **2. The process of updating the study programme:**

When improving study programmes, **the whole study programme may be updated** and / or the programmes may be **periodically reviewed and updated**.

1. Periodic review and updating of study programmes is carried out annually, approving study plans for the next study year. Study programmes can be updated at different times.
2. All study programme shall be updated when the title, objective, tasks, competencies to be developed, learning outcomes of the programme and the structure of the programme are substantially amended.
3. The update of the study programme can be initiated by the lecturers, the Study programme committee, external social partners.
4. Amendments to the study programme are prepared by the Study programme committee in coordination with the dean of the Faculty and the deputy director for academic activities.
5. The updated study programme is presented and discussed in the Faculty council and submitted to the Academic Council of the College for approval.
6. After the Academic Council approves the updates of the study programme, the updated study programme shall be published in the College's information system KIS.
7. The updated study programme shall be intended for newly accepted students and starts from the new study year.

## **PROCEDURE FOR UPDATE OF THE STUDY SUB-PROGRAMMES:**

1. The sub-programme of the study programme (hereinafter 'sub-programme') (subject, module, practice, etc.) shall be updated when the objective of the subject (module), practice, competencies to be developed, learning outcomes, study methods and assessment system are substantially amended.
2. Amendments may be initiated by the students' union, lecturers, the Study programme committee, and external social partners.
3. Amendments to the sub-programme of the study are prepared and submitted to the Study programme committee for consideration by the lecturers working in the programme, coordinating the

amendments with the Study programme committee and the dean. The study programme committee submits amendments to the sub-programme to the Faculty council for approval.

4. After the Faculty council approves the update of the sub-programme of the study programme, the updated programme shall be published in the College's information system KIS.

5. According to the updated programme the studies shall start from the new study year.

**The “Development and Approval of Study Programmes” provision and its guidelines in the College are based on (regulated by):**

**1. Strategic operational plan for 2015-2017.**

Approved at the Academic Council meeting by the Protocol No 13-2 of 19 of March 2015.

**2. Strategic operational plan for 2018-2020.**

Approved at the Academic Council meeting by the Protocol No 13-3 of 20 of March 2018.

The Strategic plan for 2018-2020 has been repealed by the College Council with effect from 12.04.2019.

**3. Strategic operational plan for 2019-2021.**

Approved at the Academic Council meeting by the Protocol No 13-3 of 12 of April 2019.

The document shall be uploaded to the single sign-on system VTDK SSO.

*This strategic plan for 2019-2021 confirms the new vision of the College.*

**4. Internal description of the quality assurance procedure of the study programmes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 20 of December 2019.

**5. Description of the procedure for the development and improvement of study programmes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 20 of December 2019.

**6. Regulations of studies.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 11 February 2009 (Approved at the Academic Council meeting by the Protocol No 14-6 of 27 June 2017, in its up-to-date version, Approved at the Academic Council meeting by the Protocol No 14-7 of 30 October 2017, in its up-to-date version)

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

[https://vtdko.lt/images/SF/Dokumentai/Studiju\\_nuostatai\\_10-30.pdf](https://vtdko.lt/images/SF/Dokumentai/Studiju_nuostatai_10-30.pdf)

**7. Description of the procedure of the assessment of the learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 6 of January 2017, in its up-to-date version)

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

[https://vtdko.lt/images/SF/Dokumentai/Studiju\\_rezultatu\\_vertinimo\\_tvarka\\_2017-01.pdf](https://vtdko.lt/images/SF/Dokumentai/Studiju_rezultatu_vertinimo_tvarka_2017-01.pdf)

**8. Description of the procedure for the acknowledgement of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 30 of January 2015, in its up-to-date version)

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studiju\\_iskaitymo\\_tvarka.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studiju_iskaitymo_tvarka.pdf)

**9. Description of the procedure for preparation, evaluation and storage of the thesis.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 31 of January 2013 (Approved at the Academic Council meeting by the Protocol No 14-5 of 12 of December 2018, in its up-to-date version)

The document shall be made public: [https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Baigiamasis\\_darbas.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Baigiamasis_darbas.pdf)

**10. Description of the procedure for preparation, defence, remote assessment and storage of theses.**

Approved by Order No 1-38 of the Director of the Vilnius College of 14 May 2020.

**11. Description of the procedure for organizing internships.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 20 of January 2010 (Approved at the Academic Council meeting by the Protocol No 14-3 of 27 of June 2018, in its up-to-date version)

**12. Publicity strategy for 2017–2019.**

Approved by Order No 1-17 of the Director of the Vilnius College of 1 March 2017.

**13. The website of the College shall publish public information about study programmes and the award of a degree.**

<https://vtdko.lt/index.php/stojantiesiems-2020-m/studiju-programos>

**14. Annual orders of the director of the College on approval of the composition of study programme committees.<sup>13</sup>**

**15. Description of the procedure for organizing the Mobility of University Students under the Erasmus+ programme in the programme countries.**

Approved by Order No 1-99 of the Director of the Vilnius College of 19 November 2019.

External evaluation:

**16. Plans for external assessment of study fields shall be made public on the SKVC website.**

<https://www.skvc.lt/default/lt/kokybes-uztikrinimas/vsp/vsp-planai>

External evaluation:

**17. The conclusions of the external assessment of study programmes shall be made public on the College's website.**

The documents shall be published:

<https://vtdko.lt/akreditacijos.html>

External assessment of study programmes:

**18. The assessment protocols of theses of qualification commissions, conclusions of assessment of theses of presidents of qualification commission.**

External assessment of study programmes:

**19. Results of roundtable discussions, surveys, feedback.**

Protocols of meetings of departments, study programme committees.

**20. The study plans of the study programmes for the study year are approved by the Academic Council of the College.<sup>14</sup>**

Protocols of the Academic Council meeting.

**21. The higher education timetables shall be made public on the College's website.**

The timetables are prepared separately for the autumn and spring semesters, for permanent, part-time groups. The timetables are approved by the dean of the faculty.

### 1.3. Student-focused learning, teaching and assessment.

**Provision:**

**Research institutions and universities should ensure the implementation of study programmes in a way that encourages students to take an active role in the study process, and student assessment should reflect this approach.**

#### **Implementing student-focused learning and teaching:**

1. Taking into account the diversity of the College's students and their needs, the College leaves room for flexibility as regards the choice of pathways for learning (mode of studies, methods).
2. Student involvement in the study process and taking responsibility of the student and the lecturer for the learning outcomes.
3. In the study process, lecturers are encouraged to choose and apply appropriate and advanced didactic methods, study and assessment methods depending on the study subject and thus promoting students' involvement in the study process and their motivation to learn. The suitability of the didactics and assessment methods used by the lecturers is assessed by conducting an annual

<sup>13</sup> Order No 1-108 of 7 September 2020; Order No 1-91 of 11 October 2019; Order No 1-92 of 3 October 2018; Order No 1-128 of 23 October 2017; Order No 1-93 of 16 September 2016.

<sup>14</sup> Study plans for the study year 2020–2021. Approved at the Academic Council meeting by the Protocol No 14-5 of 2 of July 2020. Study plans for the study year 2019–2020. Approved at the Academic Council meeting by the Protocol No 14-4 of 28 of June 2019. Study plans for the study year 2018–2019. Approved at the Academic Council meeting by the Protocol No 14-3 of 28 of June 2018; Study plans for the study year 2017–2018. Approved at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017.

evaluation of the lecturers' activities, certification of the lecturers, and receiving feedback from the students.

4. Students' independence shall be promoted, appropriate learning support provided by teaching staff (timetables of consultations).

5. Properly selected assessment methods ensure that assessment is valid, reliable and allows for proper measurement of learning outcomes. Assessment methods are introduced to students during the first lecture.

6. Students are provided with feedback on their subject learning outcomes, which are measured through mid-term examinations. Mid-term examinations are mandatory. The results of mid-term examinations are discussed with the student individually or information about the learning outcomes is provided individually in writing as well as orally. Feedback ensures a more detailed understanding of the study subject, and objective considerations in a well-argued manner and with tact encourage students to seek improvement.

7. Mutual respect between student and lecturer is encouraged.

8. Procedures for resolving student complaints (appeals procedure, dispute resolution procedures) have been established.

**The Student-focused learning, teaching and assessment provision and its guidelines in the College are based on (regulated by):**

**1. Description of the study procedure according to the individual timetable.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 30 of January 2020 (at the Academic Council meeting by the Protocol No 14-2 of 12 of March 2020, in its up-to-date version).

The document shall be made public

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studijos\\_pagal\\_individualu\\_grafika.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studijos_pagal_individualu_grafika.pdf)

**2. Regulations of studies.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 11 of February 2009 (at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-7 of 30 of October 2017, in its up-to-date version) The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

[https://vtdko.lt/images/SF/Dokumentai/Studiju\\_nuostatai\\_10-30.pdf](https://vtdko.lt/images/SF/Dokumentai/Studiju_nuostatai_10-30.pdf)

**3. Description of the procedure for providing financial assistance instruments for persons with disabilities studying at Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 16 of February 2009 (at the Academic Council meeting by the Protocol No 14-3 of 27 of March 2017, in its up-to-date version. at the Academic Council meeting by the Protocol No 14-2 of 12 of March 2020, in its up-to-date version).

The document shall be made public: [https://vtdko.lt/images/TF/Dokumentai/Finansines\\_pagalbos\\_teikimas.pdf](https://vtdko.lt/images/TF/Dokumentai/Finansines_pagalbos_teikimas.pdf)

**4. Description of the procedure for the acknowledgement of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (at the Academic Council meeting by the Protocol No 14-1 of 30 of January 2015, in its up-to-date version)

The document shall be made public:

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studiju\\_iskaitymo\\_tvarka.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studiju_iskaitymo_tvarka.pdf)

**5. Description of the procedure of the assessment of the learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (at the Academic Council meeting by the Protocol No 14-1 of 6 of January 2017, in its up-to-date version)

The document shall be made public: [https://vtdko.lt/images/TF/Dokumentai/Studiju\\_rezultatu\\_vertinimo\\_tvarka\\_2017-01.pdf](https://vtdko.lt/images/TF/Dokumentai/Studiju_rezultatu_vertinimo_tvarka_2017-01.pdf)

**6. Interim description of the procedure for the organization and execution of the study process remotely.**

Approved by Order No 1-33 of the Director of the Vilnius College of 27 March 2020.

**7. Effective policy of inclusion and equal opportunities.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020.

**8. Descriptions of study programmes.**

**9. Code of academic ethics of Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 21 of April 2010 (at the Academic Council meeting by the Protocol No 14-3 of 19 of June 2015, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version)

The document shall be made public:

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES\\_ETIKOS\\_KODEKSAS.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES_ETIKOS_KODEKSAS.pdf)

**10. Description of the monitoring of the implementation and enforcement of the equal opportunities policy.**

Order No 1-151 of the Director of the College of 14 December 2017 on Approval of the Description of Supervision of the Implementation and Enforcement of the Equal Opportunities Policy

**11. Description of procedures to prevent harassment, sexual harassment or stalking.**

Approved by Order No 1-37 of the Director of the Vilnius College of 21 April 2020.

**12. Rules of procedure of the Disputes commission.**

Order No 1-67 of the Director of the College of 26 June 2019 on the Establishment of the Dispute Commission and Approval of the Regulations of the Dispute Commission

**13. Description of the procedure for the submission and examination of student appeals regarding the assessment of knowledge and procedural irregularities.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020.

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai>

[https://vtdko.lt/images/SF/Dokumentai/Studentu\\_apeliaciju\\_tvarkos\\_aprasas.pdf](https://vtdko.lt/images/SF/Dokumentai/Studentu_apeliaciju_tvarkos_aprasas.pdf)

**14. Description of the procedure for competence development of lecturers.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 17 January 2020.

**15. Job description of the post of assistant, lecturer, associate professor.**

Approved by Order No 1-74 of the Director of the Vilnius College of 27 August 2019.

**16. Description of the procedure for liquidation of academic debts.**

Approved at the Academic Council meeting by the Protocol No 14-10 of 31 December 2012 (Approved at the Academic Council meeting by the Protocol No 14-5 of 10 June 2013, in its up-to-date version, Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020, in its up-to-date version)

The document shall be made public:

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Akademiniu\\_skolu\\_likvidavimo\\_tvarkos\\_aprasas\\_2013-06-10.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Akademiniu_skolu_likvidavimo_tvarkos_aprasas_2013-06-10.pdf)

**17. Description of the procedure for the feedback used for improving the quality of studies.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 27 September 2019

**18. Description of the procedure for preparation, evaluation and storage of the thesis.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 31 of January 2013 (

Approved at the Academic Council meeting by the Protocol No 14-5 of 4 of December 2018).

The document shall be made public: [https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Baigiamasis\\_darbas.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Baigiamasis_darbas.pdf)

**19. Description of the procedure for preparation, defence, remote assessment and storage of theses.**

Approved by Order No 1-38 of the Director of the Vilnius College of 14 May 2020.

**20. Protocols of the meetings of the study programme committees, departments, faculty councils, certification commission.**

**21. Student consultation timetables shall be made public on the College's website.**

[https://vtdko.lt/images/SF/Tvarkarasciai/Papildoma\\_informacija\\_studentams/2020-](https://vtdko.lt/images/SF/Tvarkarasciai/Papildoma_informacija_studentams/2020-2021/SF_konsultaciju_grafikas_2020-10.pdf)

[2021/SF\\_konsultaciju\\_grafikas\\_2020-10.pdf](https://vtdko.lt/images/SF/Tvarkarasciai/Papildoma_informacija_studentams/2020-2021/SF_konsultaciju_grafikas_2020-10.pdf)

**1.4. Acceptance of students, course of study, recognition and issuance of diplomas.**

**Provision:**

**Research institutions and universities should consistently apply pre-defined and publicly available rules covering the entire study cycle, such as student acceptance, course of study, recognition, diploma awards.**



1. Organization of studies at the College, conditions for graduation, duties and rights of students and unclassified students, their relations with the College are established in the Statute of the College, Study Regulations, in the study contract between Vilnius College of Technologies and Design and the student.
2. Each year, the College Academic Council approves the rules for accepting students to the College, which are prepared by the Career Centre. The rules shall be published on the College's website.
3. The College provides an opportunity for individuals to acknowledge competencies previously acquired through formal education, competencies acquired through non-formal and informal learning.
4. The transnationality of studies (mobility of students, lecturers, international students in the College) is coordinated by the International Relations and Project Management Department. Information on opportunities and conditions for participation in international exchange programmes shall be published on the College's website.
5. Graduates who have successfully completed their studies are awarded a professional higher education bachelor's degree or professional bachelor's degree and qualification in the respective field of study and are issued a professional bachelor's diploma and diploma supplement, which is an integral part of a professional bachelor's diploma, a document supplementing the diploma and indicating the name of the study programme and information on the learning outcomes. The form and content of these diplomas and diploma supplements shall be determined by the Government of the Republic of Lithuania and the Minister of Education, Science and Sports. At the College, the Career Centre is responsible for the preparation, issuance and accounting of the diploma and its supplement.
6. The faculties are responsible for the organization of full-time, part-time studies and the quality of these activities at the College.
7. The Career centre and the deans of the faculties are responsible for the publicity of the study programmes and the quality of these activities.
8. The College has a tool for collecting, monitoring, and using information about the course of studies, i. e. study administration system in KIS.

KIS - Modules implemented in the system:

**Management of the study programme and its constituent sub-programmes / modules** with the possibility to provide complete subject descriptions and other necessary information in the system. This information is easy to store in the system, as the College community can always access the up-to-date information, the responsible faculty staff appointed by the dean of the faculty can update it in a fast and convenient way, as in all other modules of the system.

**Management of academic groups and subgroups.**

**Lecturer management** - faculties, positions, coefficients.

**Module of workload preparation for the study year** – academic group charge-out rates, lecturer charge-out rates, faculty charge-out rates, College charge-out rates.

**Student academic assessment module with parallel management of documents implemented**– subject / module semester / final assessment sheets, examination credits' cards, academic debt slips, slips for improved evaluation.

**A tool that calculates and provides recommendations concerning the award of student performance grant and implementation of student rotation.**

**The lecturer's environment** in which he sees his subjects that are being taught, their contents, the latest lists of students of academic groups and subgroups, manage assessments: subject mid-term examinations, semester assessments, monitor the liquidation of academic debts of his subjects that are being taught.

**Student profile** (available at the internet address: stud.vtdko.lt), where the information provided is taken from the kis.vtdkot.lt system. Students currently see their study general data, electronic log book, academic debts, attendance grid, and lecturers with their e-mail address for rapid contact, their academic group and the subgroups to which they belong in the current semester. Other relevant information.

In the system, the responsible faculty employees appointed by the dean of the faculty process the data, make decisions and perform the assigned functions in a timely manner. This is a great help when working remotely, where all the information is available in one place and its constant changes are visible in real time.

In the system, user management designed in such a way that everyone reaches only the part that one is responsible for managing. That is a clear breakdown of duties and responsibilities. It is convenient for the employee to work and for the supervisor to monitor the results. This is especially true when employees' physical workplaces are not close to each other so that information can be shared live.

**The Student admission, study Course, recognition and award of diplomas provision and its guidelines in the College are based on (regulated by):**

**1. Rules for admission of students to Vilnius College of Technologies and Design<sup>15</sup>.** (The rules are approved annually by the College's Academic Council and published on the College's website <https://vtdko.lt/stojantiesiems-2020-m/studiju-programos.html> , on the website LAMA PBO)

**COURSE OF STUDIES SHALL BE REGULATED BY:**

**2. The Study contract between Vilnius College of Technologies and Design and the student.** The model contract form was approved by the Minister of Education, Science and Sports. Based on the model form, the Director of the College approves the form of the contract between the College and the student by his order.

**3. Regulations of studies.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 11 February 2009 (at the Academic Council meeting by the Protocol No 14-6 of 27 June 2017, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-7 of 30 October 2017, in its up-to-date version)

**4. Interim description of the procedure for the organization and execution of the study process remotely.**

Approved by Order No 1-33 of the Director of the Vilnius College of 27 March 2020.

**5. Description of the procedure for the acknowledgement of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 30 January 2015 , in its up-to-date version).

**6. Description of the procedure for assessment of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 6 January 2017, in its up-to-date version)

**7. Description of the study procedure according to the individual timetable.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 30 January 2015 (Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020, in its up-to-date version).

**8. Description of the procedure for liquidation of academic debts.**

<sup>15</sup> **Rules for admission of students to Vilnius College of Technologies and Design in 2017.** Approved at the Academic Council meeting by the Protocol No 14-4 of 27 April 2017.

**Rules for admission of students to Vilnius College of Technologies and Design in 2018.** Approved at the Academic Council meeting by the Protocol No 14-2 of 16 March 2018

**Rules for admission of students to Vilnius College of Technologies and Design in 2019.** Approved at the Academic Council meeting by the Protocol No 14-2 of 15 March 2018 (Approved at the Academic Council meeting by the Protocol No 14-4 of 28 June 2019, in its up-to-date version)

**Rules for admission of students to Vilnius College of Technologies and Design in 2020.** Approved at the Academic Council meeting by the Protocol No 14-3 of 30 April 2020.

Approved at the Academic Council meeting by the Protocol No 14-10 of 31 December 2012 (Approved at the Academic Council meeting by the Protocol No 14-5 of 10 June 2013, in its up-to-date version). Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020, in its up-to-date version.

**9. Description of the procedure for organizing internships.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 20 of January 2010 (Approved at the Academic Council meeting by the Protocol No 14-3 of 27 June 2018, in its up-to-date version).

**10. General requirements for written works.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 04 December 2018 (Approved at the Academic Council meeting by the Protocol No 14-1 of 17 January 2020, in its up-to-date version).

**11. Description of the procedure for preparation, evaluation and storage of the thesis.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 31 January 2013. (Approved at the Academic Council

meeting by the Protocol No 14-5 of 4 December 2018, in its up-to-date version).

**12. Description of the procedure for preparation, defence, remote assessment and storage of theses.**

Approved by Order No 1-38 of the Director of the Vilnius College of 14 May 2020.

**13. Description of the procedure for the submission and examination of student appeals regarding the assessment of knowledge and procedural irregularities.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020.

**14. Description of the procedure for providing financial assistance instruments for persons with disabilities studying at Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 16 December 2009 (Approved at the Academic Council meeting by the Protocol No 14-3 of 27 March 2019, in its up-to-date version, Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020, in its up-to-date version)

**15. Description of the procedure for organizing the mobility of university students under the Erasmus+ programme in the programme countries.**

Approved by Order No 1-99 of the Director of the Vilnius College of 19 November 2019.

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai>

**16. Code of academic ethics of Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 21 April 2010 (Approved at the Academic Council meeting by the Protocol No 14-3 of 19 June 2015, in its up-to-date version, Approved at the Academic Council meeting by the Protocol No 14-6 of 27 June 2017, in its up-to-date version)

**17. Description of the procedure for assessment and recognition of competencies acquired in the non-formal adult education system.**

**18. Description of the procedure for the feedback used for improving the quality of studies.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 27 September 2019.

**19. Rules of procedure of the Disputes commission.**

Approved by Order No 1-67 of the Director of the Vilnius College of 26 June 2019.

**20. Procedure for indexing academic groups.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 30 April 2020.

**ISSUANCE OF DIPLOMAS IS REGULATED BY:**

**21. Description of the procedure for issuing, accounting and storing documents certifying the completion of studies.** Approved at the Academic Council meeting by the Protocol No 14-6 of 23 June 2009 (Approved at the Academic Council meeting by the Protocol No 14-3 of 31 March 2017, in its up-to-date version)

The document shall be made public: [https://vtdko.lt/images/SF/Dokumentai/Baigimo\\_dokumentu\\_tvarka.pdf](https://vtdko.lt/images/SF/Dokumentai/Baigimo_dokumentu_tvarka.pdf)

**SUPPORT FOR STUDENTS IN THEIR ACADEMIC LIFE IS REGULATED BY:**

**22. Regulations of studies.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 11 of February 2009 (at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-7 of 30 of October 2017, in its up-to-date version) The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**23. Code of academic ethics of Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 21 of April 2010 (at the Academic Council meeting by the Protocol No 14-3 of 19 of June 2015, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version)

The document shall be made public:

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES\\_ETIKOS\\_KODEKSAS.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES_ETIKOS_KODEKSAS.pdf)

**24. Rules of procedure of the Disputes commission.**

the Order No 1-67 of the Director of 26 June 2019 on the Establishment of the Dispute Commission and Approval of the Regulations of the Dispute Commission

**25. Interim description of the procedure for the organization and implementation of the study process remotely.**

The Order No 1-33 of the Director of the College of 27 March 2020 on the Approval of the Interim Description of the Procedure for the Remote Organization and Implementation of the Study Process of Vilnius College of Technologies and Design.

**26. Description of the procedure for the acknowledgement of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 30 of January 2015, in its up-to-date version)

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**27. Description of the study procedure according to the individual timetable.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 30 January 2015. (Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020, in its up-to-date version). The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

**28. Description of the procedure for liquidation of academic debts.**

Approved at the Academic Council meeting by the Protocol No 14-10 of 31 December 2012 (Approved at the Academic Council meeting by the Protocol No 14-5 of 10 June 2013, in its up-to-date version). at the Academic Council meeting by the Protocol No 14-2 of 12 of March 2020, in its up-to-date version). The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

**29. Description of the procedure for preparation, evaluation and storage of the thesis.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 31 January 2013. (Approved at the Academic Council

meeting by the Protocol No 14-5 of 4 December 2018, in its up-to-date version). The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**30. Description of the procedure for preparation, defence, remote assessment and storage of theses.**

Approved by Order No 1-38 of the Director of the Vilnius College of 14 May 2020.

**31. General requirements for written works.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 04 December 2018 (Approved at the Academic Council meeting by the Protocol No 14-1 of 17 January 2020, in its up-to-date version). The document shall be made

public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**32. Description of the procedure for organizing internships.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 20 January 2010 (Approved at the Academic Council meeting by the Protocol No 14-3 of 27 June 2018, in its up-to-date version). The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

**32.1. Student practical training contract.** The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

**33. Description of the procedure for the submission and examination of student appeals regarding the assessment of knowledge and procedural irregularities.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020.

The document shall be made public: [https://vtdko.lt/images/SF/Dokumentai/Studentu apeliaciju tvarkos aprasas.pdf](https://vtdko.lt/images/SF/Dokumentai/Studentu_apeliaciju_tvarkos_aprasas.pdf)

**34. Regulations for the award of scholarships and other student support.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 8 October 2009 (Approved at the Academic Council meeting by the Protocol No 14-6 of 20 December 2019, in its up-to-date version) The document shall be made

public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**35. Description of the procedure for reimbursement of the price paid for studies.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 16 June 2011 (Approved at the Academic Council meeting by the Protocol No 14-3 of 27 June 2018, in its up-to-date version, Approved at the Academic Council meeting by the Protocol No 14-8 of 15 October 2020, in its up-to-date version) The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

**36. Description of the procedure for changing the funding of student studies.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 06 January 2017 (Approved at the Academic Council meeting by the Protocol No 14-7 of 30 October 2017, in its up-to-date version). The document shall be made

public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**37. Description of the procedure for payment for studies.**

Approved at the Academic Council meeting by the Protocol No 14-7 of 22 June 2011 (at the Academic Council meeting by the Protocol No 14-6 of 27 June 2017, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-7 of 30 October 2017, in its up-to-date version) The document shall be made public:

<https://vtdko.lt/studentams/sf/dokumentai.html>

**38. Description of the procedure for reimbursement of the part of the price paid for studies by individuals who have performed permanent mandatory initial military conscription or completed basic military training.**

Approved at the Academic Council meeting by the Protocol No 14-10 of 31 December 2012 (Approved at the Academic Council meeting by the Protocol No 14-2 of 26 February 2015, in its up-to-date version) The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**39. Description of the procedure for providing financial assistance instruments for persons with disabilities studying at Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 16 of February 2009 (at the Academic Council meeting by the Protocol No 14-3 of 27 of March 2017, in its up-to-date version. at the Academic Council meeting by the Protocol No 14-2 of 12 of March 2020, in its up-to-date version). The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**40. Description of the procedure for assessment and recognition of competencies acquired in the non-formal adult education system.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 31 January 2013. The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**41. Description of the procedure for assessment of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 6 of January 2017, in its up-to-date version) The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**STUDENT MOBILITY IS REGULATED BOTH WITHIN AND OUTSIDE THE HIGHER EDUCATION SYSTEM:**

**42. Description of the procedure for the acknowledgement of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (Approved at the Academic Council meeting by the Protocol No 14-1 of 30 of January 2015, in its up-to-date version) The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai.html>

**43. Description of the procedure for organizing the mobility of university students under the Erasmus+ programme in the programme countries.**

Approved by Order No 1-99 of the Director of the Vilnius College of 19 November 2019.

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai>

**44. Description of the procedure for granting additional support to students participating in mobility of studies and practice under the Erasmus+ exchange programme in the programme countries.**

Approved by Order No 1-116 of the Director of the Vilnius College of 31 December 2018. The document shall be made public [https://vtdko.lt/images/Erasmus/soc\\_remtini\\_tvarka1\\_studentams.pdf](https://vtdko.lt/images/Erasmus/soc_remtini_tvarka1_studentams.pdf)

**45. Transnationality development strategy for 2015–2017.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 04 December 2015.

**46. Transnationality development strategy for 2018-2020.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 16 March 2018.

**47. Transnationality strategy for 2020-2025 .**

The document shall be made public: [https://vtdko.lt/images/VTDK\\_internationalization\\_strategy\\_2025\\_EN\\_1-compressed.pdf](https://vtdko.lt/images/VTDK_internationalization_strategy_2025_EN_1-compressed.pdf)

## 1.5. Lecturers.

**Provision:**

**Research institutions and universities must be sure of the competence of their lecturers. They should use fair and transparent processes for the employment and professional development of the lecturers.**

1. The College clearly regulates personnel requirements, establishes appropriate employment procedures and develops a motivating system for evaluating the activities.

2. The academic personnel of the College is suitable to ensure the achievement of the learning outcomes of the study programmes and complies with the Law on Research and Studies of the Republic of Lithuania, the Statute of the College and other national laws.
3. Following the award of open competition, individuals are recruited to the post of lecturer. During the open competition for the post to be held, in order to achieve transparency, objectivity and impartiality, the commission consists of the College's students and external stakeholders in addition to the College's personnel.
4. The procedure for organizing the competitions of the College for the posts of lecturers to be held and the minimum qualification requirements for a lecturer during the term of office shall be established by documents approved by the Academic Council and shall be made public.
5. The College encourages lecturers to develop material, didactic competencies. The College, taking responsibility for the constant improvement of lecturers' didactic competencies, organizes training for lecturers on didactics.
6. Wherever possible, the College finances the costs of qualification training for lecturers related to participation in various conferences and seminars.
7. A flexible lecture timetable is created for lecturers who improve their qualifications;
8. Qualification training of lecturers takes place through professional traineeships, trainings under Erasmus+, NordPlus programmes, participation in lectures of foreign guest professors.
9. The College also recognizes the dissemination of good practices among lecturers.
10. Data on qualification training of lecturers are collected and analysed by the Department and the Human Resources Department.
11. Certification is the main assessment of an activity of such a lecturer. Certification is carried out by the certification commission in accordance with the procedure established by the Academic Council.
12. The annual evaluation of the lecturers' activities takes place in the faculty council. Every year lecturers shall complete the Assessment Report of the academic performance. At the end of the study year, the lecturers shall report to the head of the department, and the faculty council evaluates and approves the results obtained. When discussing the results of the lecturer's activities, the students' feedback on the quality of the subjects taught by the lecturers is also reviewed.

**Recruitment process for lecturers recruited through open competition:**

1. Teaching workforce planning (department→, faculty). Annual operational plan of the department, faculty.
2. Publication of an open competition (websites of the Research Council, College are mandatory).
3. With the approval of the Academic Council, the order of the director of the VTDK on the composition of the Selection board for open competition for the post of a lecturer.
4. Selection of applicants.
5. Interview of the Selection board with the selected applicants for the open competition for the post of a lecturer.
7. time limit for setting out the grounds of the appeal.
8. Signing an employment contract with successful applicants.
9. Adaptation of newly admitted lecturers (mentoring programme) for which the head of the department is responsible.

10. After the first year of work, an annual evaluation of the lecturer's activities is carried out in the faculty council.

11. After five years, the lecturer is certified.

If necessary, the lecturer can be accepted to teach the subject (module) for one year of study. The need for such lecturers is determined by the dean together with the head of the department.

**Lecturer qualification development process:**

1. The Faculty, taking into account the annual and strategic objectives of the College, envisages priority axes for professional development for the coming year.
2. The department, taking into account the priority axes of the faculty qualification development, anticipates the demand for skills and scope of the lecturers.
3. The lecturer and the head of the department discuss and coordinate the individual scope of qualification development for the next year.
4. The departments draw up plans for the development of qualifications of lecturers for the coming year, on the basis of which general measures for the development of qualifications of the faculty for the next year are planned.
5. Lecturer qualification development.
6. Dissemination of lecturer qualification development in the department.
7. The impact of lecturer qualification development on the learning outcomes of the subject and its evaluation during the annual evaluation.

**The Lecturers provision and its guidelines in the College are based on (regulated by):**

**1. Description of the procedure for certification of lecturers of Vilnius College of Technologies and Design and organization of open competitions for the post.**

(The description shall be made public on the College 's website, the Research Council' s website. Published before the open competition)

Approved at the Academic Council meeting by the Protocol No 14-3 of 27 March 2019.

The document shall be made public:

[https://vtdko.lt/images/VTDK/Konkursai\\_eiti\\_pareigas/Konkurso\\_organizavimo\\_aprasas.pdf](https://vtdko.lt/images/VTDK/Konkursai_eiti_pareigas/Konkurso_organizavimo_aprasas.pdf)

**2. Qualification requirements for the posts of lecturers of Vilnius College of Technologies and Design and description of the requirements for certification during the term.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 27 March 2019.

**3. Selection board for open competitions for the post of a lecturer of Vilnius College of Technologies and Design.** *In order to achieve transparency, objectivity and impartiality, in addition to the employees of the College, the board also includes students of the College and representatives of the social partners)*

Approved by the Order No 1-39 of the Director of the College of 30 April 2019 on the composition of the Selection board for open competitions for the post of a lecturer of Vilnius College of Technologies and Design.

**4. Employment contract between the College and the lecturer**

**5. Confidentiality commitment.**

**6. Sworn declaration of the academic staff.**

(Annex 3 to the Code of Academic Ethics of Vilnius College of Technologies and Design. Approved at the Academic Council meeting by the Protocol No 14-6 of 21 April 2010 (Approved at the Academic Council meeting by the Protocol No 14-3 of 19 June 2015, in its up-to-date version, Approved at the Academic Council meeting by the Protocol No 14-6 of 27 June 2017, in its up-to-date version)

The document shall be made public:

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES\\_ETIKOS\\_KODEKSAS.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/AKADEMINES_ETIKOS_KODEKSAS.pdf)

**7. Rules of Procedure.**

Approved by Order No 1-15 of the Director of the Vilnius College of 15 February 2021.

**8. Description of the lecturer's professional traineeship procedure.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 19 June 2015.

**9. Description of the procedure for development the pedagogical competencies of lecturers.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 17 January 2020.

**10. Job descriptions of assistant, lecturer, associate professor.**

Approved by Order No 1-74 of the Director of the Vilnius College of 27 August 2019.

**11. Description of the procedure for evaluating the academic activity of lecturers of faculty of Vilnius College of Technologies and Design for the study year.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 27 April 2016 (Approved at the Academic Council meeting by the Protocol No 14-2 of 15 March 2019, in its up-to-date version).

**12. Description of the procedure for uploading electronic documents of Vilnius College of Technologies and Design to the information system of the Lithuanian Academic Electronic Library**

Approved by Order No 1-81 of the Director of the Vilnius College of 10 July 2017.

The document shall be made public on the College's website

[https://vtdko.lt/images/Biblioteka/Publikacijos/eLABa\\_tvarkos\\_apra%C5%A1as.pdf](https://vtdko.lt/images/Biblioteka/Publikacijos/eLABa_tvarkos_apra%C5%A1as.pdf)

**13. Description of the conditions of remuneration of employees.**

Approved at the Academic Council meeting by the Protocol No 13-6 of 5 November 2020.

**14. Order No 1-22 of the Director of the College of 27 March 2019 on the certification of lecturers for the term of 2014–2019.**

(Certification Commission composed of five members. The commission consists of representatives of the College students, external stakeholders)

**15. Procedures for the organization, settlement and reimbursement in connection with travel on official duty.**

Approved by Order No 1-11 of the Director of the Vilnius College of 26 February 2018.

**16. Lecturer motivation system.**

Approved at the Academic Council meeting by the Protocol No 14-10 of 24 November 2020.

**17. Regulations of Science Foundation.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 27 June 2017.

**18. Research and development strategy for 2016–2018.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 27 April 2016.

**19. Requirements for drafting the articles, their review, ethical principles of scientific magazine Technologies and Art. Research and Current Affairs of Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 27 June 2018 (Approved at the Academic Council meeting by the Protocol No 14-6 of 20 December 2019, in its up-to-date version)

**20. Description of the procedure for staff participation in Erasmus+ mobility activities with partner countries.**

Approved by Order No 1-114 of the Director of 31 December 2019.

**21. Annual operational plans of the faculty, department, study programme committee** (planned activities for the development of lecturers' qualifications); protocols of the meetings of the study programme committee of the faculty and the department (concerning the dissemination of practices of lecturers gained during professional traineeships, training events);

**22. Orders of the Director regarding participation in training events** (provision of the dean with the purpose of qualification development).

**23. Annual evaluation of the lecturer's activity** (evaluating the benefits of qualification development for the quality of the teaching body, for the achievement of learning outcomes; certification of the lecturer for the term).

**24. Procedures for the organization, settlement and reimbursement in connection with travel on official duty.**

Approved by Order No 1-11 of the Director of the Vilnius College of 26 February 2018.

**1.6. Study resources and student support.**

**Provision:**



**Research institutions and universities shall have adequate funding for teaching and learning activities and ensure the provision of adequate and easily accessible study resources and support for students.**

1. College students are provided with a variety of resources that help them learn and achieve learning outcomes, are easily accessible, would work best for their needs, and are improved based on survey results.
2. College students are provided with academic, financial and social support. Information on studies, funding, the objectives of the study programme, learning outcomes, assessment of achievements, timetables, optional subjects, mobility opportunities, documents attesting the studies, information provided to students at study fairs; introduction to studies during the first year; documents regulating studies, which are made public on the College's website; the College e-mail addresses provided to students.
3. Students are advised on study issues by the faculty administration, heads of departments and lecturers of the departments, the Career Centre, and the International Relations and Project Management Department.
4. The College Library provides information and supports students in searching for the necessary information in Lithuanian and international catalogues and databases; Databases subscribed to by the library shall be made public at the internet address <https://vtdko.lt/elektroniniai-istekliai/bibliotekos-duomenu-bazes.html>
5. When searching for publications, students can use the College's virtual library, which offers a selection of a paper format publications and electronic resources in subscribed databases.
6. Financial support for college students: The Regulations for Awarding Scholarships and Providing Other Student Support regulate the conditions for awarding scholarships and the procedure for payment; Description of the procedure for reimbursement of the price paid for studies.
7. The role of student support, service staff and administrative staff is important, therefore they are all competent and have opportunities to develop their professional skills in various training events.
8. College students have the opportunity to live in the dormitories of the College, play sports, participate in artistic activities.
9. Students with special educational needs at the College do not experience discrimination or exclusion; The physical environment of the college is well adapted, and the community creates a friendly study and work environment that respects human dignity, ensures equal opportunities and non-discrimination.
10. The premises have been renovated using universal design principles, there are special parking spaces.
11. The College regulates financial support for the persons with disabilities. The College provides opportunities for these students to study at an individual pace, within the capabilities, needs and interests. The college uses the virtual learning environment Moodle, a timetable of individual consultations of lecturers is drawn up, and, if necessary, students are consulted both in the virtual environment and personally. When assessing the study achievements of students with special educational needs (with vision or hearing impairments, reduced mobility or other disabilities), flexible forms of assessment of achievements are applied, and the access is adapted to all people in need.

12. Foreign students who come to study are guaranteed equal access free of charge to all the College's learning resources and infrastructure (library, laboratories, sports base).

13. In the stage of preparation for studies at the College, international relations specialists and coordinators at the faculties communicate intensively with the students who come to study, students are consulted on visa and insurance issues, and they are provided with dormitories.

14. Upon arrival, an introductory day is organized for foreign students, during which they are introduced to all relevant information. Mentors are assigned to all incoming students to help them integrate into the life of the College.

15. Information on services available to students shall be made public on the College's website:

15.1. Information about students **who have completed military service** shall be made public on the College's website <https://vtdko.lt/parama-kolegijos-studentams/kompensavimas-karo-tarnyba-atlikusiems.html>

15.2. The information about **psychological support available** for students shall be made public on the College's website <https://vtdko.lt/parama-kolegijos-studentams/psichologine-pagalba.html>

15.3. Information about **support for Lithuanians living abroad** shall be made public on the College's website <https://vtdko.lt/parama-kolegijos-studentams/parama-iseivijos-lietuviams.html>

15.4. The support provided **to the persons with disabilities** shall be made public on the College's website <https://vtdko.lt/parama-kolegijos-studentams/parama-neigaliesiems.html>

15.5. Students can find information about **reimbursement of the price for the studies** on the College's website <https://vtdko.lt/parama-kolegijos-studentams/studiju-kainos-kompensavimas.html>

15.6. Information about **State-supported loans** for College students shall be made public on the College's website <https://vtdko.lt/parama-kolegijos-studentams/paskolos-studentams.html>

15.7. College students wishing to receive **social grants** shall find public information on the College website <https://vtdko.lt/parama-kolegijos-studentams/socialines-stipendijos.html>

15.8. **Documents regulating academic activities** shall be made public on the College's website <https://vtdko.lt/studentams/sf/dokumentai.html>

16. Students can receive the information at the Career Centre, dean's offices, departments, and the students' union.

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**The Study Resources and Student Support provision and its guidelines in the College are based on (regulated by):**

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**1. Effective policy of inclusion and equal opportunities.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020.

**2. Regulations of studies.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 11 of February 2009 (at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-7 of 30 of October 2017, in its up-to-date version) The document shall be made public: [https://vtdko.lt/images/SF/Dokumentai/Studiju\\_nuostatai\\_10-30.pdf](https://vtdko.lt/images/SF/Dokumentai/Studiju_nuostatai_10-30.pdf)

**3. Description of the procedure for the acknowledgement of learning outcomes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 23 of June 2009 (at the Academic Council meeting by the Protocol No 14-1 of 30 of January 2015, in its up-to-date version) [https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studiju\\_iskaitymo\\_tvarka.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studiju_iskaitymo_tvarka.pdf)

#### **4. Description of the procedure for mobility of students in higher education under the Erasmus+ programme in the programme countries.**

Approved by Order No 1-99 of the Director of the College of 19 November 2019.

The document shall be made public: <https://vtdko.lt/studentams/sf/dokumentai>  
[https://vtdko.lt/images/SF/Dokumentai/Studentu\\_mobilumo\\_tvarkos\\_aprasas.pdf](https://vtdko.lt/images/SF/Dokumentai/Studentu_mobilumo_tvarkos_aprasas.pdf)

#### **5. Transnationality development strategy for 2015–2017.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 04 December 2015.

#### **6. Transnationality development strategy for 2018-2020.**

Approved at the Academic Council meeting by the Protocol No 14-2 of 16 March 2018.

#### **7. Transnationality strategy for 2020-2025.**

The document shall be made public: [https://vtdko.lt/images/VTDK\\_internationalization\\_strategy\\_2025\\_EN\\_1-compressed.pdf](https://vtdko.lt/images/VTDK_internationalization_strategy_2025_EN_1-compressed.pdf)

#### **8. Description of the study procedure according to the individual timetable.**

Approved at the Academic Council meeting by the Protocol No 14-1 of 30 January 2015. (at the Academic Council meeting by the Protocol No 14-2 of 12 March 2020, in its up-to-date version).

The document shall be made public

[https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studijos\\_pagal\\_individualu\\_grafika.pdf](https://vtdko.lt/images/VTDK/Studentams/Dokumentai/Studijos_pagal_individualu_grafika.pdf)

#### **9. Description of the procedure for providing financial assistance instruments for persons with disabilities studying at Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-3 of 16 of February 2009 (at the Academic Council meeting by the Protocol No 14-3 of 27 of March 2017, in its up-to-date version. at the Academic Council meeting by the Protocol No 14-2 of 12 of March 2020, in its up-to-date version).

The document shall be made public: [https://vtdko.lt/images/TF/Dokumentai/Finansines\\_pagalbos\\_teikimas.pdf](https://vtdko.lt/images/TF/Dokumentai/Finansines_pagalbos_teikimas.pdf)

#### **RECRUITMENT AND EVALUATION OF STAFF ARE GUIDED BY:**

#### **10. Principles of selection and evaluation of administration and other employees of Vilnius College of Technologies and Design.**

Approved at the Academic Council meeting by the Protocol No 14-5 of 9 December 2015.

#### **11. Job descriptions of study service staff, administrative staff.**

#### **QUALIFICATION DEVELOPMENT:**

#### **12. Description of the procedure for staff participation in Erasmus+ mobility activities with partner countries.**

Approved at the Academic Council meeting by the Protocol No 1-114 of 31 December 2019.

### **1.7. Information management.**

#### **Provision:**

**Research institutions and universities shall ensure that they collect, analyse and use relevant information that helps to effectively manage study programmes and other activities.**

The study administration system of KIS is described on page 23 by describing 1.4. the provision Acceptance of students, course of study, recognition and issuance of diplomas.

#### **I. Collection, analysis, use of information:**

1. The College uses various forms for storing information: reports, protocols, information databases. Heads of units are responsible for the collection and analysis of information.

2. The collected information and the results of its analysis are used for annual activity reports, during annual interviews, during the preparation of self-assessment;

3. On the basis of the collected and summarized data, the short-term strategic plan is revised, measures for improving the quality of study programmes are prepared, annual activities of lecturers are planned, etc.

4. The use, storage time and destruction of information is regulated by the College's rules on personal data processing

II. The process of monitoring the progress of students, the rates of graduates having successfully completed the studies and the drop-out rates:

1. Pass marks of enrolled students.
2. Academic assistance for first-year students (additional classes for students wishing to strengthen their knowledge of mathematics, physics, Lithuanian language).
3. Monitoring student attendance.
4. Systematic student mentoring.
5. Analysis of students' learning outcomes in the faculties after the mid-term examinations, at the end of semester.
6. Deadline for the liquidation of debt (regulated by the Regulations of the Studies).

Analysis of students who did not graduate from the College at the end of the study year.

Students' opinion about the programmes:

Student surveys on the quality of the taught subject.

National Student Survey App.

Feedback of students (roundtable discussions with students in study programme committees, meetings at the dean's office).

III. Graduates' career data are monitored by:

1. Analysing the data provided by the employment services on the employment of College students.
2. Using the National Student Survey App.
3. STRATA data shall be evaluated.

The main quantitative and qualitative performance indicators of the College are presented by:

1. Ensuring the accountability of the College's activities to the public, the College's annual activity reports shall be made public on the College's website <https://vtdko.lt/metines-veiklos-ataskaitos.html>
2. Annual activity reports of the faculty. After evaluating the opinion of the Faculty council, the annual activity report submitted by the dean is approved by the director of the College.
3. The Academic Council supervises the implementation of the internal study quality assurance system.  
Protocols of the Academic Council meetings.
4. Meetings of the Faculty council, departments, study programme committees.  
Protocols of meetings of faculty councils, departments, study programme committees.

**The Information Management provision and its guidelines in the College are based on (regulated by):**

### **1. Regulations of studies.**

Approved at the Academic Council meeting by the Protocol No 14-4 of 11 of February 2009 (at the Academic Council meeting by the Protocol No 14-6 of 27 of June 2017, in its up-to-date version, at the Academic Council meeting by the Protocol No 14-7 of 30 of October 2017, in its up-to-date version) The document shall be made public: [https://vtdko.lt/images/SF/Dokumentai/Studiju\\_nuostatai\\_10-30.pdf](https://vtdko.lt/images/SF/Dokumentai/Studiju_nuostatai_10-30.pdf)

### **2. Description of the procedure for the feedback used for improving the quality of studies.**

## 1.8. Public information.

**Provision:**

**Research institutions and universities shall publish clear, accurate, impartial, up-to-date and easily accessible information on their activities, including study programmes.**

1. The website of the College [www.vtdko.lt](http://www.vtdko.lt) shall publish quantitative and qualitative information about study programmes, professional qualifications, professional career opportunities, external evaluation of study programmes, results of the College's activities, the results of the evaluation of study programmes and the other data necessary for informing the public.
2. The information shall also be made publicly available on the College's Facebook page.
3. Disclosure of information on the College's activities is coordinated by a public relations specialist, and information is prepared by responsible persons from various departments of the College within their fields of competence.

## 1.9. Continuous monitoring of study programmes and periodic review.

**Provision:**

**Research institutions and universities shall monitor and regularly evaluate their study programmes to ensure that the intended objectives are achieved and that the needs of students and society are addressed. These evaluations should contribute to the constant improvement of study programmes. Any action planned or already taken after the evaluation should be made known to all stakeholders.**

In order to ensure the quality of studies, the College regularly evaluates study programmes by constantly monitoring them through:

1. Continuous review of learning outcomes and their updating taking into account the changing needs of society and / or the labour market, the College's strategy, adjustments to national legislation.
2. Analysis of the opinion of students, lecturers, employers, graduates on the implementation of the objectives of the study programme and the achievement of learning outcomes, the suitability of studies and assessment methods.
3. Analysis of the improvement of lecturers' material and didactic competencies.
4. Analysing and collecting data on the provision of human and material resources for studies.
5. Encouraging students and employers to participate in study quality assurance activities (involvement of students and social partners in the College's management bodies, study programme committees, preparation of self-assessment summaries).

6. Organizing continuous feedback, which is used for the improvement of study programmes, identifying the strengths and areas for improvement of study programmes.

**The Continuous monitoring and periodic review of study programmes provision and its guidelines in the College are based on (regulated by):**

**1. Internal description of the quality assurance procedure of the study programmes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 20 of December 2019.

**2. Description of the procedure for the development and improvement of study programmes.**

Approved at the Academic Council meeting by the Protocol No 14-6 of 20 of December 2019.

**1.10. Periodic external quality assurance.**

**Provision:**

**Research institutions and universities shall regularly participate in external quality assurance procedures in accordance with the ESG.**

The College participates in the external quality assurance process:

1. External evaluation of study programmes (from 2020).
2. The process of evaluating the activities of the College as an institution.
3. Following the external evaluation and the evaluation of the conclusions of external experts (both in the study programme evaluation process and in the institutional assessment process), the College prepares a performance improvement plan, which shall be made public on the Internet. The plan shall be implemented in a consistent manner by the College.
4. The preparation of self-assessment summaries (study programmes, institutional assessment) takes into account the progress made after the subsequent evaluation.

Quality assurance is an ongoing process that does not end with external feedback, conclusions of the evaluation, or follow-up within the College.

External assessment (studies):

**1. Plans for external assessment of study fields shall be made public on the SKVC website.**

<https://www.skvc.lt/default/lt/kokybes-uztikrinimas/vsp/vsp-planai>

External assessment (studies):

**2. The conclusions of the external assessment of study programmes shall be made public on the College's website.**

The documents shall be published:

<https://vtdko.lt/akreditacijos.html>

External assessment (College):

**3. The plan for external institutional evaluation shall be made public on the website of SKVC**

Approved by the Order No V-329 of the Minister of Education, Science and Sports of 5 March 2020 on the Approval of the External Evaluation Plan of Higher Education Institutions.

<https://www.e-tar.lt/portal/lt/legalAct/76b90d005ed711ea931dbf3357b5b1c0>

<https://www.skvc.lt/default/lt/kokybes-uztikrinimas/aukstuju-mokyklu-vertinimas/am-procesas>

The conclusions of the College's external institutional evaluation shall be made public on the websites of SKVC and the College.

<https://www.skvc.lt/default/lt/kokybe/kolegijos-vilniaus-technologiju-ir-dizaino-kolegija>

<https://vtdko.lt/kokybes-uztikrinimo-strategija-2/1171-institucinio-vertinimo-issvados.html>

The websites of SKVC and College shall publish an improvement plan.

<https://www.skvc.lt/default/lt/kokybe/kolegijos-vilniaus-technologiju-ir-dizaino-kolegija>

[https://vtdko.lt/images/VTDK/Kokybes\\_uztikrinimo\\_strategija/Institucinis\\_vertinimas/Veiklos\\_gerinimo\\_planas.pdf](https://vtdko.lt/images/VTDK/Kokybes_uztikrinimo_strategija/Institucinis_vertinimas/Veiklos_gerinimo_planas.pdf)

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**REGISTER FOR THE AMENDMENTS TO THE QUALITY  
MANUAL**

Order No	The version of the part of the document that is being amended.	The new version of the part of the document that is being amended.	Date of amendment	Employee introducing the amendment

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