



LITHUANIAN BUSINESS UNIVERSITY OF APPLIED SCIENCE

**REGULATIONS ON CERTIFICATION OF ACADEMIC
SUBJECTS**

Klaipėda, 2014

APPROVED

By the decree, No. 10,

Of the Academic Council, on 2003.09.11

New version of the decree approved

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On 2014.12.15

REGULATIONS ON CERTIFICATION OF SUBJECTS

I. GENERAL SECTION

1. The regulations on certification of academic subjects are prepared in accordance with the Statute of the University and the statutory regulations; they regulate preparation, certification and registration of the academic subjects, taught and registered at the University.
2. Certification of an academic subject is the evaluation of its conformity with students' needs in accordance with the established procedure.
3. Terms and additional requirements for certification of descriptions of academic subjects are set by the director's decree within the first month of a year of study. The certification procedure is carried out once per a year of study, during the fall term. Academic subjects of the following year of study are also certified. In other cases, academic subjects are certified only in the case of urgent need.
4. Only certified academic subjects may be included in study programs and taught. The minimal volume of an academic subject is 3 credits.
5. Academic subjects are certified by the Study Program Committees of a certain academic subject, which are formed by the director's decree and on provision of the Department Head. Scholars (lecturers) of other scientific areas (fields) may also be invited to attend the meetings of the Study Program Committees.
6. Code of an academic subject is made of the scientific code, index of the supervising department and a serial number of an academic subject, assigned to a department.

II. OBJECTIVES AND CRITERIA FOR CERTIFICATION OF SUBJECTS

7. Objectives for certification of subjects:
 - 7.1. To ensure the correspondence of the subjects, taught at the University, to the study program goals and study results, the quality of studies, provision of the students with money and methodological literature, the proportion of rational lecturer's and student's labor costs to the knowledge and skills, given to the students;
 - 7.2. To encourage the lecturers to improve and renew the content of academic subjects;
 - 7.3. To prevent repetition of subjects and their content.
8. Criteria for certification of subjects:
 - 8.1. Correspondence of the content of academic subjects to the goals and study results, provided in the study programs;
 - 8.2. Relevance of academic subjects for training of specialists;
 - 8.3. Implementation of the newest scientific knowledge in a specific branch of science and (or) of professional experience of the lecturers;
 - 8.4. Implementation of advanced training and learning technologies;
 - 8.5. Level and amount of the existing and recommended methodological literature;
 - 8.6. Modern level of the hardware and software, used in practical work;
 - 8.7. Rational, consistent and systematic conveyance of knowledge to the students during a semester;

8.8. Qualification of the lecturers and relationship between content of academic subjects and scientific work.

III. PREPARATION OF SUBJECTS

9. The certified subjects must have:
 - 9.1. The program of academic subject description – the fixed-form card of an academic subject, with the title of a subject or its part, taught during a semester, code of the subject, a group of academic subjects (common goals of university studies, a field of study and specialisations), the results of studies in a particular subject, summary, the topics covered, main and other literature, forms of individual work of the students and their work in auditoriums, amount of the work and recommended methods for learning and self-control, terms and order of students' reports and surnames of coordinating and teaching lecturers; data from the cards must be put into information system;
 - 9.2. Fixed-form description of an academic subject;
 - 9.3. Certificate of professional work experience of at least one of the lecturers, teaching a particular subject (only for the subjects, on the basis of which professional qualification is provided);
 - 9.4. Short description of supplies of necessary and existing methodological literature and technical equipment, as well as the plan of accumulation of necessary technical equipment.
10. While preparing a subject for certification, the amount of students' individual work and their work in auditoriums, prescribed for a particular study cycle, study area or a group of studies, must be taken into account.
11. Each employee of the University or of other institution, as well as of each division of the University, may offer and (or) prepare a subject for certification. Each academic subject, offered by a lecturer, must be discussed on a department meeting, after which the subject has to be certified.
12. Before the deadline, academic subjects are submitted for certification of a particular Study Program Committee. While submitting new academic subjects and those subjects, which already are taught, for prolongation of a certification's expiration date, all the documents mentioned previously must be presented (once copy of each document).
13. If the submitted documents do not match the professional or formal requirements, they may be rejected or returned to the coordinating lecturer or to the department for changes in them to be made.

V. ACADEMIC SUBJECT CERTIFICATION ORDER

14. Before submitting documents for certification, an academic subject is discussed in the department, responsible for teaching the subject.
15. Academic subjects are certified on the meetings of the Study Program Committee. The discussion process and conclusions are recorded in the minutes of the meeting.
16. Authors of the academic subjects may participate in the meetings and (or) familiarize themselves with the minutes of the meetings and, in case of contradictions, as well as express their views in written reports to the Study Program Committee.
17. Lecturers must familiarise their students with the study programs, improved by the order of the Committee, within a week from the date of submission of remarks.
18. While certifying an academic subject, the Committee has the following rights:
 - 18.1. Not to certify the subjects, not meeting formal and (or) professional requirements;

- 18.2. To ask internal experts and experts from the University for their help in assessment of a particular subject's quality;
- 18.3. To determine the period of validity of a certified subject (maximum period of validity is 3 years, minimum period is 1 year).
19. Certification cards of certified subjects include:
 - 19.1. Conclusion of the certification;
 - 19.2. Period of a subject's validity;
 - 19.3. Area of study and a group of studies;
 - 19.4. Coefficient of a complexity of a student's individual work on a particular subject;
 - 19.5. Full name and the subject code of the Committee's Chairman, certifying a subject.
20. Certificates of academic subjects, excluding certification cards, kept in the manner prescribed by the director.
21. Reasons of non-certification of academic subjects (non-correspondence of study programs to study results, lack of a subject's relevance, disadvantages of literature, methodological teaching materials and technical equipment, as well as other reasons) are listed in cards of uncertified subjects.
22. By the order of the Committee, lecturers have to return the improved cards within a week from the date of submission of remarks.
23. The Committee annually certifies new subjects and those subjects, the period of validity of which has expired.

VI. REGISTRATION AND MANAGEMENT OF THE CERTIFIED SUBJECTS

24. Before the date, determined by the director's order, the Committee gives the subject certification cards to the Deputy Director for Studies. The information about the period of validity of certification, areas of study and a group of subjects, written on the cards, as well as the coefficient of complexity of students' individual work, are put into Academic Information System.
 25. The subjects, put into the Academic Information System together with the period of the certification's validity, are recorded for a fixed period of time.
 26. At the beginning of a year of study, the certified subjects may be corrected (by renewal of a list of literature, by adjustment of the order of topics, summaries etc.), informing the Department Head and the Chairman of the Committee about the amendments made. However, themes of a subject, the structure of academic hours, amount of credits, subject titles and codes may not be changed. If such changes are necessary, a subject has to be certified once again.
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