

Activity improvement plan of the Faculty of Economic and Informatics of Bialystok University in Vilnius  
 Based on recommendations of experts who made an assessment of activities of the Faculty of Economic and Informatics of Bialystok University in Vilnius (SKVC, 2015)

LP	Experts' recommendations	Implemented improved actions and envisaged actions and measures	Responsible person	Implementation terms
<b>Strategic management</b>				
1.	Develop a coherent and elaborated strategy comprehensive strategy, with concrete goals, performance indicators and implementation monitoring in order to systematically assess its progress or lack of it	Development strategy of the Faculty of Economics and Informatics in Vilnius for 2015-2024 <a href="http://www.uwb.lt/strategia/">http://www.uwb.lt/strategia/</a>	Faculty Management, Faculty Council	Implemented. Resolution of the Faculty Council's 20.11.2015
2	Develop risk assessment strategy for finances and new infrastructure  Increase transparency of decision making and finance	Development of a concept of boundary conditions for ensuring the Faculty's cash flow and external financing role for developing a new infrastructure. Development of concepts for the improvement of budget procedures. Preparation of efficiency monitoring rules for the functioning of the Faculty's finance system. Pursuant to Article 7, Paragraph 34 of the Statute of the Bialystok University the Dean submits the Faculty's annual activity, including financial activity, reports for approval by the Faculty Council.	Dean, Pro-Dean for General Affairs, accountant	On a regular basis
3	Articulate an integrated quality assurance strategy widely in relation to formative and summative processes across all	The Faculty Strategy Development Group was formed consisting of a representative for promotion and development affairs, heads of	Faculty Strategy Development Group	On a regular basis

	functions of the Faculty	departments, head of the dean's office and a representative of student self-governance. The Faculty's Strategy Development Group will draw up the rules for organization and operation of the monitoring system, implementation of the strategy.		
4-5	<p>Develop a comprehensive internal quality assurance system that would integrate all of the existing quality assurance instruments</p> <p>The quality strategy to have concrete goals and indicators</p>	University's education quality assurance system at Bialystok University has a comprehensive internal quality assurance system.	Faculty Management	<p>Implemented. Resolution No. 1748 of the Senate of Bialystok University on the education quality assurance system at Bialystok University of 27.05.2015. The resolution replaced the previously valid resolution No. 792 on the development of an education quality assurance and improvement system at Bialystok University with subsequent amendments. Decree No. 40 of the Rector of Bialystok University on the action plan in the field of education quality at Bialystok University for the academic years 2015/2016 and 2016/2017 of 16 November 2015</p>
6	Include students in the whole of	Students are included into:	Dean, student self-	<ul style="list-style-type: none"> <li>Implemented.</li> </ul>

	<p>quality system (when developing instruments, strategy, analysing results of instruments and writing the SER )</p>	<ul style="list-style-type: none"> <li>• The Faculty's education quality affairs group</li> <li>• Study-field education group</li> <li>Faculty's consultative council</li> </ul>	<p>governance</p>	<p>Resolution No. 1748 of the Senate of Bialystok University on the education quality assurance system at Bialystok University of 27 May 2015 and the Dean's reports on the formation of the Faculty's group for education quality affairs, study-field education group, and the Faculty's consultative council</p>
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7,  19	<p>Articulate the internationalisation strategy in far more detail</p> <p>Find measures to increase internationalisation of the Faculty</p>	<p>Formation of the international cooperation group</p> <p>Programme Erasmus+: to develop cooperation seeking to increase the number of students and staff members using this programme. A member of the European Parliament allocated to scholarships for undergoing one-month practice at the European Parliament.</p> <p>International conferences</p> <p>Submission of projects to Visegrad fund.</p> <p>An offer for additional subjects (not included into the curriculum) in the English language has been submitted. The fact of hearing out these subjects will be recorded in the Diploma Supplement.</p>	<p>Pro-Dean for Education Affairs, Faculty's coordinator Erasmus programme</p>	<p>2017 m.</p> <p>On a regular basis</p> <p>Students will be able to participate in classes of these additional subjects from the summer semester of the 2016/2017 academic year.</p>
8,	<p>When thinking about which study programmes to offer not to look solely at the student interest (surveying potential students what they would be interested to study), but also the needs of the environment (labour market projections and societal challenges) and Faculty's capacities. In other words, not to look just at future</p>	<p>The Faculty's Consultative Council was formed on the basis of Resolution No. 1748 on education quality assurance system at the university of the Senate of Bialystok University of 27.05.2015. The main tasks of the Faculty's Consultative Council:</p> <ul style="list-style-type: none"> <li>Evaluation of the degree of implementing the results assigned to this study field</li> </ul>	<p>Dean</p>	<p>November 2016</p> <p>On a regular basis</p>

17	<p>input (students), but also needs of the output (labour market and needs of society) and context (capacity of the Faculty)</p> <p>Increase efforts to anticipate future labour market and societal needs when deciding about which study programmes to offer in future</p>	<ul style="list-style-type: none"> <li>• Assessment of initiatives by creating new study fields and specialities</li> <li>• Proposal to change the study programmes which goal is their improvement, including their adaptation to the labour market needs.</li> </ul> <p>The Council consists of independent university lecturers who represent the minimum number of staff members of particular study fields, external (employers) and internal (one student representative indicated by student self-governance, and one representative of postgraduate students indicated by the postgraduate students' self-governance) interested parties.</p>		
9	Re-energise efforts towards securing new premises	The Pro-Dean for General Affairs was appointed whose duties are laid down in clauses 9, 10.	Pro-Dean for General Affairs	Report No. 1 regarding duties of the Pro-Dean for General Affairs of the Dean of the Faculty of Economics and Informatics of 01.09.216
10	Try to find any interim measures to alleviate student services problems until the new premises are acquired (facilities, infrastructure, common room and so on)	<p>The Pro-Dean for General Affairs will prepare a concept of solutions for the Faculty's facilities</p> <p>In 2015, the Faculty participated in the competition regarding the provision of financing to the Faculty's infrastructure announced by the Ministry of Foreign</p>		On a regular basis

		Affairs. The Faculty will again participate in such competitions.		
11	Better develop a reflexive analysis and SER for various audiences in future	<p>The Faculty's website is updated on a regular basis.</p> <p>Meetings with staff members and students took place during which time conclusions on the assessment of the Faculty's activity were discussed.</p>	Dean, Pro-Dean for Education Affairs, representative of promotion and development office	On a regular basis
12	Dean to consider delegating managerial competence among staff and committees	<p>The structure of the Dean's chamber was expanded, including the Pro-Dean for General Affairs and the Pro-Dean for Education Affairs</p> <p>The following representatives were appointed:</p> <ul style="list-style-type: none"> <li>• For promotion and development affairs</li> <li>• Intellectual property protection affairs</li> <li>• Affairs of an art and science festival</li> </ul> <p>Elected:</p> <ul style="list-style-type: none"> <li>• Faculty's quality assurance group</li> <li>• Faculty's Consultative Council</li> <li>• Study-field education group</li> </ul>	Dean	September-November 2016

		<ul style="list-style-type: none"> <li>• Harmonization group</li> <li>• Faculty's Strategy Development Group</li> </ul>		
13	Increase transparency of decision making and finance	Pursuant to Article 7, Paragraph 34 of the Statute of the Bialystok University, the Dean submits the Faculty's activity, including financial activity, reports for approval by the Faculty Council. Besides, pursuant to Article 1 of Paragraph 7, the Faculty's Council approves the Faculty's material and financial plan.	Dean, accountant, Faculty Council	On a regular basis
14	Develop a strong and thorough risk strategy/policy	To create a risk strategy/ policy.	Faculty Management	2016/2017
15	Ensure that there is full cooperation with Lithuanian quality requirements (SKVC) and engage more fully with the <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area</i>	Faculty's Education Quality Assurance Group will make a specific analysis where it will indicate what requirements will have to be fulfilled and what standards will have to be assured.	Faculty's Education Quality Assurance Group	2016/2017
16	Engage in an informal study of comparative systems in Polish, Lithuanian and European HE universities more generally	Faculty's Education Quality Assurance Group will prepare a non-formal comparative analysis of these systems.	Faculty's Education Quality Assurance Group	2016/2017
<b>Studies and life-long learning</b>				
17	Increase efforts to anticipate future labour market and societal needs when deciding about which study programmes to offer in future	The Faculty's Consultative Council was elected (Clause 8). Pursuant to Resolution No. 1748 on the education quality assurance system of the Senate of Bialystok University of 27.05.2015, the main tasks of the Faculty's Consultative Council are:	Faculty's Consultative Council	On a regular basis

		<ul style="list-style-type: none"> <li>• Evaluation of the degree of implementing the results assigned to this study field</li> <li>• Assessment of initiatives by creating new study fields and specialities</li> <li>• Proposal to change the study programmes which goal is their improvement, including their adaption to the labour market needs.</li> </ul> <p>The Council consists of independent university lecturers who represent the minimum number of staff members of a particular study fields, external (employers) and internal (one student representative indicated by student self-governance, and one representative of postgraduate students indicated by the postgraduate students' self-governance) interested parties.</p>		
18	Increase efforts to find internship opportunities for all students	<p>The Dean appoints heads of practical training for a period of one year. According to BU Rector's decree No. 30 of 30.09.2016:</p> <ul style="list-style-type: none"> <li>• Heads of vocational training carry out comprehensive supervision of vocational training according to the education programme;</li> <li>• The Dean establishes specific duties;</li> </ul>	Head of vocational practices, coordinator of Erasmus programme, promotion and career office	On a regular basis.



		<ul style="list-style-type: none"> <li>• Head of vocational training will join in finding places for vocational training.</li> </ul> <p>After finishing vocational practice, heads must get student feedback on practices they underwent by completing an anonymous questionnaire. The results of completed questionnaires are transferred to the Faculty's Education Quality Assurance Group, and they are taken into consideration in the annual activity report on the Faculty's Education Quality Assurance Systems.</p> <p>The Faculty's Consultative Council was elected according to the BU Senate's resolution No. 1748 of 27.05.2015. The Council consists of external interested parties (employers) and internal (one student representative who will support the Faculty in finding places for vocational practice. All tasks are described in Clause 8. Pursuant to the BU Rector's decree No. 31 of 30.09.2016, students may undergo vocational training not according to the programme.</p> <p>A member of the European Parliament allocated to scholarships for undergoing one-month practice at the European Parliament.</p> <p>Besides, there is a possibility to undergo</p>		
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		practice abroad according to Erasmus + programme.		
20	Employ sufficient of own academic staff to avoid as much as possible dependence on commuting staff from the University of Bialystok	The Faculty supports professional advancement of its staff members while participating in postgraduate studies and grants a paid academic leave.	Dean	On a regular basis
21	Improve learning, support, and staffing in the library	Volunteer activities are carried out in the library.  Renewal and development of library resources.	Library employee	Annual summer vacations  On a regular basis
<b>Science and (or) art activity</b>				
22	Create strategy for research and goals	Preparation of the strategy	Pro-Dean for General Affairs	2016/2017
23	Dean to delegate research coordination to another individual or committee	Coordination of research transferred to the pro-dean of general affairs	Pro-Dean for General Affairs	2016-09-01
24	Organise English language training for staff to allow better research cooperation and staff mobility; and when employing new staff to pay particular attention to the mastery of English or other foreign languages	English language courses for researchers, technical and administrative staff was organized	Dean	Summer 2016
25	University of Bialystok to better help in increasing research capacity of the Faculty (e.g. including academic staff from the Faculty in research projects of other faculties of the university or joint	Agreements on cooperation in the publishing field with the Law Faculty of the BU and Temida2 publishing house, and on scientific cooperation with the Faculty of Economics and Management were signed. The Faculty joined the	Dean	2016

	publications)	project that is implemented through cooperation between the Bialystok University and Kronenberg Institute on the development of sustainable strategy.		
<b>Impact for the development of the region and whole country</b>				
26	Develop more proactivity towards finding sufficient internships places for all students	The Dean appoints heads of vocational training for a period of one year. Tasks for the heads of vocational training are described in Clause 18.  The Faculty's Consultative Council was elected. All tasks of the Council are described in Clauses 8 and 18.		On a regular basis
27	Further develop offer of lifelong learning opportunities serving needs for graduates and the needs of public at large	To prepare an offer for informatics courses and/or postgraduate studies. The Faculty offers post-graduate studies in International Business .	Pro-Dean for Education Affairs	2016/17 academic year
28	Track socio-economic status of its potential students and enrolled students; develop ways to specially support most underprivileged part of the Polish minority most underprivileged groups	Informing of candidates and existing students on the possibility to get different type scholarships (including social, rector's)	Dean	Analysis of statistics data on a regular basis