

APPROVED  
by Order No. 561  
of 6 December 2022  
of the Rector of Vytautas Magnus University

## **DESCRIPTION OF PROCEDURE FOR CAREER MONITORING OF STUDENTS AND GRADUATES OF VYTAUTAS MAGNUS UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The Description of Procedure for Career Monitoring of Students and Graduates of Vytautas Magnus University (hereinafter referred to as the “Description”) shall regulate the system and procedures of career monitoring of students and graduates of Vytautas Magnus University (hereinafter referred to as the “University”), which include the organisation and execution of data collection, data analysis, and the summarisation, evaluation, publication, and use of the results in student and graduate career management and improvement of studies.

2. Career monitoring of students and graduates shall be carried out in accordance with the principles of anonymity, transparency, and publicity of results.

### **II. DATA COLLECTION PROCEDURE**

3. Data for student and graduate career monitoring shall be collected in the following ways:

3.1. organising and conducting surveys and discussions (e.g., *focus* groups) at the university level and the academic unit level, and applying other quantitative and qualitative data collection methods;

3.2. obtaining information provided by research conducted at national level;

3.3. obtaining data through targeted queries from institutions that collect data on university students and graduates.

4. In order to collect information on the career monitoring of students and graduates, the University shall organise the following university-level targeted surveys (a list of the target respondent groups, the time of survey completion, and the units coordinating the surveys, responsible for conducting surveys, processing, monitoring, and analysing the results, making decisions, providing feedback, and disseminating the results is provided in Annex 1):

4.1. a survey of the first cycle first-year students in order to assess their expectations and preparedness for the labour market and to identify those already employed, carried out at the beginning of studies;

4.2. a survey of graduating first cycle, second cycle, integrated, and vocational study students (hereinafter referred to as the “EXIT Survey”) on their preparedness for the labour market, conducted at the end of studies;

4.3. a survey of alumni (hereinafter referred to as the “Alumni Survey”) on their career situation, conducted one year (12 months) after graduation.

5. Organisation of university-level surveys and related responsibilities:

5.1. University-level surveys shall be conducted online in the university’s information survey system. The IT Centre (Maintenance and Investment Department) shall be responsible for the implementation and ongoing supervision of the technical solutions for these surveys;

5.2. the survey questionnaires shall be updated as needed, while ensuring the possibility of comparability and compatibility of the results, the change of which shall be initiated by the Career Centre (Student Affairs Department) in consultation with the Study Quality Unit (Study Department);

5.3. surveys shall be organised by the unit responsible for their conduction and collection of information. Academic units where graduates have completed their studies shall help collect data for the Alumni survey;

5.4. the responsible unit shall process the results of the survey no later than 6 months after the survey has been conducted and provide them to the persons or units monitoring and analysing the survey results.

6. Academic-level surveys of students, graduates, and social partners shall be carried out at the initiative of academic units, at a periodicity of their choice, in order to identify students’ and graduates’ preparedness for work, adaptation in the labour market, etc.

7. Data on student and graduate career monitoring are obtained from the following institutions and external sources:

7.1. data on the employability of graduates 12 months after graduation are obtained through a targeted query from the Employment Service under the Ministry of Social Security and Labour of the Republic of Lithuania (hereinafter referred to as the “Employment Service”);

7.2. data on graduate employability are provided by the Government Strategic Analysis Centre of the Republic of Lithuania (hereinafter referred to as “STRATA”);

7.3. data on student and graduate employability are provided by the National Agency for Education (hereinafter referred to as “NAE”);

7.4. data are obtained from commissioned research;

7.5. other objective and reliable publicly available data are obtained.

### **III. DATA ANALYSIS, SUMMARISATION AND DISSEMINATION OF RESULTS**

8. Systematic data collection, feedback, and its application ensure purposeful assessment of student and graduate career monitoring and quality improvement based on its results.

9. Data analysis of surveys conducted at university level and the presentation and dissemination of their results shall be carried out no later than 6 months after the survey is closed.

10. The units that organise the surveys shall provide the structured results of their analysis to the University units that perform tasks related to these results and to student representatives. If required, the results of the data analysis shall be presented to the Rector's Council.

11. The summarised results of the surveys shall be included in the University's and Career Centre's annual reports and provided to the organisers of study self-evaluations and student internships, external evaluators, and organisers of international and national rankings.

### **IV. ACTIVITY IMPROVEMENT**

12. The results of the student and graduate career monitoring are the basis for a wide range of activities carried out by the University's Career Centre (Student Affairs Department) and the University's academic and non-academic units.

13. Activities carried out by the Career Centre (Student Affairs Department) shall be as follows:

13.1. collecting, updating and disseminating the employers' contact database to the University units;

13.2. publicly announcing job, volunteering, and internship opportunities offered by the University and/or employers;

13.3. disseminating information related to career and employability in Lithuania and at the University;

13.4. career counselling for students and graduates;

13.5. organising and conducting educational-cognitive and informative events and fairs related to student and graduate career;

13.6. organising additional lectures and classes in certain study programmes which, according to various sources, require strengthening students' career planning skills;

13.7. making decisions based on data analysis regarding the improvement of students' and graduates' career management as well as the need for changes to the university-level study process, and submitting proposals to the Rector's Council;

13.8. making proposals to study programme committees and internship coordinators after identifying areas for improvement, thereby initiating solutions to improve study programmes or internships, which are

integrated into the preparation of annual plans for the improvement of study programmes and monitoring of their implementation;

13.9. developing policy guidelines for studies and other university practice based on student and graduate career monitoring data;

13.10. monitoring quantitative and qualitative indicators covering career management of students and graduates at university level from a several-year perspective and making university-level recommendations for improvement.

14. Having evaluated the results of student and graduate career data, the Study Quality Unit shall initiate changes to improve the quality of studies at university level, consult academic units on study programme improvement plans, and cooperate with the Career Centre, responsible for the conformance of all student and graduate surveys.

15. Activities carried out by academic units shall be as follows:

15.1. analysing data from surveys carried out at university level as well as the proposed recommendations;

15.2. conducting unit-level surveys, discussions as well as other data collection, analysis, evaluation, and dissemination, covering career monitoring of students and graduates;

15.3. organising activities with alumni and involving them in the study process in order to improve students' career planning and labour market integration skills;

15.4. involving the representatives of the labour market in the study process by organising practical study sessions, commissioned work, as well as internships and traineeships;

15.5. preparing and implementing annual study programme improvement plans based on the results of the data obtained.

## **V. FINAL PROVISIONS**

16. This Description and its amendments shall be approved by the order of the Rector. The Description shall be reviewed at least every 2 years and updated if necessary.

## LIST OF SURVEYS CARRIED OUT CENTRALLY BY THE UNIVERSITY AND FUNCTIONS OF RESPONSIBLE UNITS

<b>Title and purpose of survey</b>	<b>Target respondent group</b>	<b>Time of survey completion</b>	<b>Unit coordinating the survey</b>	<b>Unit responsible for conducting the survey</b>	<b>Unit responsible for processing the results</b>	<b>Unit responsible for analysing survey results and making decisions</b>	<b>Units responsible for feedback assurance and dissemination of results</b>
<i>Survey of first-year students</i>	First-year students of first cycle and integrated studies	September	Study Quality Unit of the Study Department	Study Quality Unit	Study Quality Unit shall be responsible for the study assessment part of the survey; Career Centre shall be responsible for the career situation assessment part of the survey	Study Quality Unit, Career Centre, Marketing and Communication Department	The Career Centre shall provide and disseminate summarised university-level survey results on student and graduate careers. The Study Quality Unit, academic units, and study programme committees shall analyse the survey data and use them to improve the quality of studies at the University
<i>Survey of graduating students (EXIT)</i>	final-year students of first cycle, second cycle, integrated, and vocational studies	January and June	Study Quality Unit of the Study Department	Study Quality Unit		Study Quality Unit, Career Centre, academic units, study programme committees	
<i>Alumni survey 1 year after graduation</i>	alumni	one year (12 months) after graduation · The survey is conducted in June	Career Centre of the Student Affairs Department	Academic units	The Career Centre shall be responsible for data processing at university level; academic units – at study programme level	Study Quality Unit, Career Centre, academic units, study programme committees	