

APPROVED

On the 27 October, 2011 by the decision No. 1297  
of the Government of the Republic of Lithuania  
(Law revision of the decision No 951, 18 July, 2012)

## **STATUTE OF KAUNAS UNIVERSITY OF APPLIED ENGINEERING SCIENCES**

### **I. GENERAL PROVISIONS**

1. The statute of Kaunas University of Applied Engineering Sciences (hereinafter – the Statute) establishes the following provisions of Kaunas University of Applied Engineering Sciences (hereinafter – the University): name, address of the registered office, legal form, objectives and tasks of the activities, scope and type of activities, main provisions of organisation of higher education and research, bodies of the University and their competence, procedure of their elections (appointment, convening) and removal from office of their members, rights, duties and responsibility of students and employees, procedure of enrolment and elimination of students, procedure for setting up commissions for consideration of disputes between students and the administration and other employees, for considering disputes and implementing decisions, funding sources, procedure for using assets and funds, procedure of quality assurance in higher education and research, procedure for setting up branches and representative offices and for terminating their activities, procedure for amending the Statute and other issues of activities of the University.
2. The university was founded in 1920, when the first school for engineering training was founded in the independent Lithuania – Kaunas technical college. In 1945 the school was renamed into Kaunas polytechnic, and in 1990 the initial (original) name was restored.
3. The university is a state higher education institution of the republic of Lithuania.
4. The address of the university is Tvirtovės av. 35, Kaunas. The title of the university is Kaunas University of Applied Engineering Sciences, abbreviation – KTK.
5. The founder of the university is the government of the republic of Lithuania.
6. The university is a public legal entity. Its legal form is a public institution / establishment. The university has a seal with the Coat of Arms of the Republic of Lithuania and its title and settlement account in bank.
7. The owner of the university is the republic of Lithuania.
8. Property and non-property rights and duties of the University owner are implemented by the Government of the republic of Lithuania or its authorised institution.

9. The university owns a flag, an emblem and other University insignia; their application order is confirmed by the University Academic Council (hereinafter – the Academic Council).
10. Based on the principles of self-governance and academic freedom, the university has autonomy for its academic, administrative, economic and financial activities. As granted by the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania (Official Gazette, 2009, No 54-2140) (hereinafter – the Law on Higher Education and Research) and other Laws, the autonomy of the University is coordinated with the accountability to the public, the Government of the Republic of Lithuania and the Ministry of Education and Science.
11. The University provides people with the possibility to acquire higher education college studies, professional bachelor degree or professional bachelor degree and qualification.
12. Implementing its aims the university follows the principles of science and studies in accordance with the Law on Higher Education and Research Chapter 3.
13. The University is a recipient of support according to the Law on Charity and Sponsorship of the Republic of Lithuania (Official Gazette, 1993, No 21-506; 2000, No 61-1818).

## **II. AIMS, OBJECTIVE AND RIGHTS, SCOPE AND TYPE OF ACTIVITIES**

14. The University mission is confirmed by the University Council upon listening to the opinion of the Academic council.
15. The objectives of the University are:
  - 15.1. to carry out studies which provide to a person the college higher education and a higher education qualification and which satisfy the needs of the State, society and economy of Lithuania, and conform to the level of science and latest technologies;
  - 15.2. to develop applied research necessary for the region, to provide consultation to local government and economic entities;
  - 15.3. to create conditions for persons to improve their acquired knowledge and skills;
  - 15.4. to develop society receptive to education and culture, which is able to work under the conditions of rapid technology change.
16. The tasks of the University are:
  - 16.1. to create beneficial conditions for persons to acquire study and applied research skills;
  - 16.2. to ensure the scientific, methodical, professional, educational potential of teaching staff and scientists;
  - 16.3. to ensure that the provided education level and study quality corresponds to the Lithuanian and European Union standards;
  - 16.4. to develop and implement marketable, perspective study, training and other programmes that correspond to labour market and society needs;
  - 16.5. to ensure continuous update of facilities and installation of modern technologies to perform studies and applied researches;

- 16.6. to build partner network in Lithuania and abroad, to develop possibilities for teachers and students academic mobility, innovation and experience dissemination;
- 16.7. to participate in project activity, ensuring the development of competence, infrastructure and academic public space development;
- 16.8. to perform educational, consultative activity;
- 16.9. to provide equal opportunities for each person seeking college higher education and professional bachelor degree regardless of sex, age, ethnic origin, religion, political convictions, disability, or social status;
- 17. The main field of the University activity is education, the main type of activity is providing the college higher education studies.
- 18. Other activities (according to the Classification of Economic activities) that can be performed by the University:
  - 18.1. scientific research and development, code – 72;
  - 18.2. Post-secondary non-tertiary education, code – 85.41;
  - 18.3. architectural and engineering activities; technical testing and analysis, code – 71;
  - 18.4. other professional, scientific and technical activities (not elsewhere classified), code – 74.90;
  - 18.5. other education, code – 85.5;
  - 18.6. technical and vocational secondary education, code – 85.32;
  - 18.7. driving school activities, code – 85.53;
  - 18.8. other education (not elsewhere classified), code – 85.59;
  - 18.9. educational support activities, code – 85.60;
  - 18.10. sports and recreation education, code – 85.51;
  - 18.11. cultural education, code – 85.52;
  - 18.12. publishing of books, periodicals and other publishing activities, code – 58.1;
  - 18.13. computer programming, consultancy and related activities, code – 62;
  - 18.14. information service activities, code – 63;
  - 18.15. buying and selling of own real estate, code – 68.10;
  - 18.16. renting and operating of own or leased real estate, code – 68.20;
  - 18.17. other accommodation, code – 55.90;
  - 18.18. management consultancy activities, code – 70.2;
  - 18.19. market research and public opinion polling, code – 73.20;
  - 18.20. renting and leasing of sports goods, code – 77.21;
  - 18.21. library and archives activities, code – 91.01;
  - 18.22. activities of business, employers and professional membership organisations, code – 94.1;
  - 18.23. activities of trade unions, code – 94.2;
  - 18.24. activities of other membership organisations (not elsewhere classified), code – 94.99;
  - 18.25. other personal service activities (not elsewhere classified), code – 96.09;
  - 18.26. sports activities, code – 93.1;
  - 18.27. machining, code – 25.62;
  - 18.28. maintenance and repair of motor vehicles, code – 45.20.

### **III. RIGHTS OF THE UNIVERSITY**

19. The university has a right:
- 19.1. to choose fields and forms of study and personality fostering as well as scientific research and experimental (social, cultural) development, and cultural and knowledge communication;
  - 19.2. to set study regulations;
  - 19.3. to set tuition fees according to the order established by the Law on Higher Education and Research;
  - 19.4. to develop and approve study programmes that meet the requirements established by legislative acts;
  - 19.5. to provide other educational, professional development, expert services;
  - 19.6. to publish educational, scientific and other literature;
  - 19.7. in compliance with laws and other legal acts, to determine its own structure, establish subdivisions (institutes, faculties, departments, laboratories and other structural units) required for operation and end up their activity, determine internal working arrangements, staff number, their rights, duties and conditions of payment for work, job requirements, the procedure for organising competitions to fill a position and the performance evaluation procedure
  - 19.8. to own classrooms, laboratories, library, scientific or artistic creative activities, educational and information tools required for the implementation of particular study programmes; these tools have to correspond to the qualifications provided by the University;
  - 19.9. to admit and exclude students and unclassified students according the Statute regulations;
  - 19.10. to award student scholarship from own or sponsored funds;
  - 19.11. to set forms of cooperation with natural and legal persons of the Republic of Lithuania and other countries;
  - 19.12. to manage, use and dispose of assets in accordance with the procedure of the Law on Higher Education and Research and other legal acts;
  - 19.13. to engage in legal economic and commercial activities that are related to the aims of the University activities;
  - 19.14. under contracts with natural and legal persons of the Republic of Lithuania and foreign countries, to perform applied research, as well as to participate in international and foreign countries research programmes;
  - 19.15. to exercise other rights established by legislative acts.
20. The University can sign cooperation, study, science and other contracts with research and higher education as well as other kinds of institutions and individuals of the Republic of Lithuania and other countries; join national and international associations.

### **IV. MAIN PROVISIONS OF ORGANISATION OF HIGHER EDUCATION AND RESEARCH**

21. The unity of higher education and research in the University is ensured through a close contact with the practice – participation of teaching staff and students in applied research and experimental (social, cultural) development works commissioned by business, industrial and other organisations, regional development projects, consulting activities.
22. The main units of the applied scientific research and studies in the University are faculties, departments and other subdivisions of academic activity. The research activity they perform is the basis for the artistic activity and study integration, as well as for the development of education and scientific qualification.
23. Fields and scope as well as topics and duration of applied research are defined by the Academic council on the basis of the University conditions for scientific research, higher education needs, significance of scientific research for Lithuania and international education, culture and economy, international scientific collaboration programmes, qualification of the University research staff members and available financial resources. The Academic council also promotes subject-specific and interdisciplinary applied research, development of thematic projects, partnership and cooperation in global and European scientific research networks, carries out applied researches according to the private and public sector institution request.
24. The results of applied research are used in the study process.
25. The results of research are announced publicly (on the Internet or any other way) to the extent this is in compliance with the legal acts regulating the protection of intellectual property, commercial or state secrets.
26. In the university the students' applied research activities are stimulated, students' scientific societies are functioning, students' scientific conferences, seminars and scientific work contests are organised.
27. The University has a publishing centre; it publishes periodic scientific journals and other scientific research publications, scientific, methodological, and educational and other literature, organises scientific conferences, seminars, other scientific and methodological activities.
28. Studies at the University are carried out according to study programmes which award a degree and study programmes which do not award a degree, that are transformed to the Register of Study Programmes and Qualifications.
29. At the University the study programmes which award a degree are the first cycle professional bachelor's studies.
30. A person who completed the first cycle study programme is awarded a Professional Bachelor's degree of an appropriate subject area and a Diploma.
31. A person who studied in the University according to a part of a study programme, which provides knowledge and skills that are assessed in accordance with the procedure laid down by the Academic council, a certificate attesting the completed studies is issued.
32. A qualification degree that is awarded for a completion of particular studies is indicated in the study programme.
33. A medium of instruction in the University is Lithuanian language. Other languages may be used in teaching if:
  - 33.1. the content of a study programme is linked to another language;

33.2. lectures are delivered or other academic events are headed by teaching staff members from foreign states;

33.3. studies are carried out according to joint study programmes or study programmes on completion of which a double qualification degree is awarded and a part of these programmes is carried out in other countries, non-state higher education institutions in which a medium of instruction is a language other than the Lithuanian language; or conform to the cases set out in paragraph 33.1 or 33.2 of the Statute;

33.4. studies are carried out according to the study programmes intended for studies of foreign nationals or in the case of study exchange.

34. Studies are of full-time or part-time forms. The description of full-time and part-time form of studies is approved by the Minister of Education and Science. Having completed study programmes of different study forms, the acquired education is equivalent. The Ministry of Education and Science approves general and special requirements (descriptions of a study field, a set of study fields or an area of study) for a study programme of the first cycle.

35. Study order is approved by the Academic council.

36. A list of competitive subjects according to study fields and principles of composition of a competitive grade, a lowest passing entrance grade and other criteria are, upon the evaluation by a students' representative body, set by the University and announced not later than two years prior to the beginning of an appropriate academic year.

37. Study programmes of the first cycle are designed to foster general erudition, to provide the theoretical basis of a study field and to form professional skills necessary for independent work. College study programmes are more oriented towards preparation for professional activities. Persons who completed the first cycle college study programmes are awarded a Professional Bachelor's degree of an appropriate subject area or a Professional Bachelor's degree and qualification.

38. Accredited only study programmes are implemented; the volume of study programme by credits is set out by the Law of Higher Education and Research.

39. Part studies is studying of a student according to a part of a study programme, which provides knowledge and skills that are assessed and attested by a certificate.

40. Study programmes which do not award a degree are designed for acquisition of a qualification or preparation for an independent practical activity in the cases and manner prescribed by the Government of the Republic of Lithuania or an institution authorised by it.

41. The volume by credits of study programmes which do not award a degree is set out by the Law of Higher Education and Research and other legal acts.

42. The following is recognised in the University in accordance with the procedure laid down by the Ministry on Education and Science:

42.1. results of student's part studies in a foreign state higher education institution, if this institution is recognised in accordance with the procedure laid down by laws of that state;

42.2. results of part studies by students of a Lithuanian higher education institution of the same or different type;

42.3. results of part studies by students according to any other study programme of the University.

43. The volume and duration of studies is fixed by the Law of Higher Education and Research, other legal acts and documents of the University.

44. The University may implement joint study programmes in accordance with the procedure laid down by the Law of Higher Education and Research and other legal acts.

#### **V. BODIES OF THE UNIVERSITY AND THEIR COMPETENCE, PROCEDURE OF THEIR ELECTIONS (APPOINTMENT, CONVENING) AND REMOVAL FROM OFFICE OF THEIR MEMBERS**

45. The university management bodies are formed and their competence is set in accordance with the Civil Code of the Republic of Lithuania (Official Gazette, 2000, No 74-2262) (hereinafter – the Civil Code), Law on Public Organisations of the republic of Lithuania (Official Gazette, 1995, No 68-1633; 2004, No 25-751) and Law on Higher Education and Research. The management bodies of the University are the University council (hereinafter – the Council), the Academic council and the University director (hereinafter – the Director).

46. The Council is a collegial management body of the University.

47. The Council performs the following functions:

47.1. approves the University's vision and mission upon listening to the opinion of the Academic council;

47.2. submits amendments of the University Statute to the Government of the Republic of Lithuania for approval upon listening to the opinion of the Academic council;

47.3. approves the University's strategic action plan presented by the Director upon listening to the opinion of the Academic council;

47.4. considers and approves plans for reorganisation of the University structure presented by the Director;

47.5. sets the procedure for managing, using and disposing of the University funds (including funds allocated for wages and salaries of administration and other employees) and the assets upon listening to the opinion of the Academic council;

47.6. sets the procedure for organising elections of the University director through open competition upon listening to the opinion of the Academic council;

47.7. elects, appoints and dismisses the Director;

47.8. sets principles for selection and assessment of administration and other employees of the University;

47.9. approves the internal rules of procedure of the University;

47.10. on the recommendation of the Director sets tuition fees and the rates of fees which are not directly related to the implementation of the study programme;

47.11. sets the overall number of student places, taking into account the possibilities of quality assurance in studies and research activities upon listening to the opinion of the Academic council;

47.12. considers an annual statement of revenue and expenditure estimate of the University and approves the report on estimate implementation presented by the Director;

47.13. approves an annual report on the activities of the University presented by the Director;

47.14. approves plans for reorganisation or liquidation of the University and submits them to the Government of the Republic of Lithuania upon listening to the opinion of the Academic council;

47.15. no later than 1 April of each year, prepares an annual report on its activities and publishes it on the University's website;

47.16. performs the functions prescribed in the Statute and other legal acts.

48. The Council consists of 9 members:

48.1. one member is appointed by the students' representative body; if there is no students' representative body – a general meeting (conference) of students;

48.2. four members are appointed by the academic staff of the University (except students) in accordance with the procedure laid down by the Academic council;

48.3. one member who does not belong to the academic staff and students is appointed and recalled by the students' representative body; if there is no students' representative body – a general meeting (conference) of students; other three members who do not belong to the academic staff and students of the University are proposed, appointed and recalled in accordance with the procedure laid down by the Academic council; these four members are selected through an open competition and are appointed evaluating the candidate assessment performed by the Council of Higher Education.

49. The chairman of the Academic council publicly announces the composition of the Council.

50. A person may be a member of the Council if he/she satisfies the requirements foreseen in the Law on Higher Education and Research, but no longer than two consecutive terms of the Council.

51. The term of the Council is five years. Not later than a month before the expiry of the term of the Council member the chairman of the Academic council announces a composition of a newly formed council.

52. From the date of taking up the duties in the first meeting of the Council a member of the Council signs a commitment to follow the interests of the University and the public and to fulfil in good faith the functions set out by the Law on Higher Education and Research. The members of the Academic council and the academic staff are invited to the meeting.

53. By the majority of votes, the Council appoints and dismisses the chairman of the Council from among its members. A person belonging to the staff or a student of the University may not be the chairman of the Council.

54. The Council approves its rules of procedure. The Council takes decisions by a majority of votes of attending Council members. A meeting of the Council is valid if it is attended by at least two thirds of the members of the Council.

55. The Director of the University may attend the meetings of the Council in an advisory capacity.

56. If a member of the Council fails to properly perform the duties set out by the Statute, the rules of procedure of the Council, or fails to sign and properly perform the commitment referred to in paragraph 52 of the Statute, the chairman of the Council has the right to address the person who appointed the said member with a request to recall the appointed member of the Council.

57. If the powers of the member of the Council are terminated before the expiry of the term of office, a new member of the Council is appointed in accordance with the



procedure laid down in Article 20 paragraph 3 by a person who appointed the member of the Council whose powers are terminated. A new member of the Council commences his/her duties after the chairman of the Academic council announces his/her appointment and the member of the Council signs a commitment specified in paragraph 52 of the Statute.

58. During their term office the members of the Council may be remunerated for their activities from the funds of the University in accordance with the signed agreements to perform particular functions.

59. The Director ensures organisational conditions necessary for the activities of the Council.

60. The Academic council is the management body of academic affairs of the University.

61. The Academic council performs the following functions:

61.1. defines the study regulations;

61.2. approves study programmes and provides the Director with proposals regarding the funding of the study programmes and reorganisation of the University structure necessary for implementation of the programmes, evaluates research results as well as the quality and level of applied research and artistic activities of the University;

61.3. approves an internal system of quality assurance for studies and controls its implementation;

61.4. approves qualification requirements for positions of teaching staff members and research staff members, lays down the procedure for the performance evaluation and organisation of competition to fill a position;

61.5. convenes meetings (conferences) of the academic community of the University to discuss important issues concerning activities of the University; the academic community is informed about the decision to convene the meeting (conference) not later than seven calendar days in advance on the University's website and by other means approved by the Academic council;

61.6. upon proposal of the academic community or employees, taking into account the results of person's scientific or pedagogical and/or other significant to the society activities, awards honorary and other degrees;

61.7. considers and provides the Council proposals for vision and mission, strategic action plan of the University;

61.8. considers and provides the Council proposals for the amendments to the Statute;

61.9. considers and provides the Council proposals for the suitability of candidates to directors position;

61.10. considers and provides the Council proposals for the reorganisation or liquidation plans of the University;

61.11. considers and provides the Council proposals for managing, using and disposing of the University funds (including funds allocated for wages and salaries of administration and other employees) and the assets;

61.12. considers and provides the Council proposals for the overall number of student places, taking into account the possibilities of quality assurance in studies and research activities;

61.13. perform other functions prescribed by legal acts and the Statute.

62. The Academic council is elected for the period of five years.

63. The Academic council consists of 17 members. Members of the academic community of the University, members of the administration of the University who are admitted to the Academic council according their position, as well as scientists, teaching staff members and recognised artists of other higher education and research institutions may be the members of the Academic council. Representatives appointed by students must comprise not less than 20 per cent of the Academic council members. Representatives of students are appointed by the students' representative body; if there is no students' representative body – by a general meeting (conference) of students. Persons holding the position of professor and/or chief research staff member must comprise not less than 20 per cent of the Academic council members. The Director of the University is a member of the Academic council according to his/her position.

64. The members of the Academic council, except the representatives of the students, are elected by the academic community of the University meeting in accordance with the requirements of paragraph 63 of the Statute. For the first time the meeting is convened by the Director of the University, later – by the chairman of the Academic council. The meeting of the academic community of the University is valid if more than half members of the academic community of the University attend the meeting. The member of the Academic council is elected if more than half members of the meeting vote for his/her candidature.

65. Activities of the Academic council are regulated by the rules of procedure approved by the Academic council. The first meeting of the newly elected Academic council is convened by the Director of the University not later than one month after the election of the Academic council members.

66. The Academic council elects a chairman and a vice-chairman by a majority of votes of the Academic council members. The chairman and vice-chairman may be recalled by the majority of votes of not less than two thirds of the Academic council members. The Director of the University may not be the chairman of the Academic council.

67. The academic community of the University is informed about the decisions made by the Academic council not later than in 3 work days on the University's website and by other means approved by the Academic council.

68. The Academic council accounts for its activities to the academic community of the University not later than 4 months from the end of a calendar year.

69. The Director of the University is a single-person management body of the University, who acts in the name of the University and represents it.

70. The Director performs the following functions:

70.1. heads the University, organises its activities, ensuring the implementation of a strategic action plan;

70.2. issues orders;

70.3. recruits and dismisses the employees of the University;

70.4. admits and excludes students in accordance with the procedure laid down by the Statute;

70.5. provides the Council proposals for tuition fees and the rates of fees which are not directly related to the implementation of the study programme;

70.6. is responsible for financial activities of the University, proper management, use and disposal of funds and assets;

70.7. submits to the Council for approval an annual report on the activities of the University;

70.8. publicly announces an annual report on activities of the University approved by the Council;

70.9. submits to the Academic council for considering and for the Council for approval strategic reorganisation plans of the University activities and structure;

70.10. considers and makes decisions concerning the management, use and dispose of the University funds (including funds allocated for wages and salaries of administration and other employees) and the assets;

70.11. submits for approval of the Council candidatures of the deans of faculties and heads of other departments;

70.12. approves vice-deans of faculties upon a proposal from a dean of faculty;

70.13. defines the functions and powers of the vice-directors, deans, heads of the departments;

70.14. performs other functions prescribed in legal acts and the Statute.

71. The Director is elected by an open competition, appointed and dismissed by the Council.

72. The Council announces an open competition to fill a position of the director. The director is considered to be elected if at least three-fifths of all the Council members vote for him/her.

73. A person who has pedagogical and management experience may be a director.

74. The chairman of the Council or any other person authorised by the Council signs in the name of the University an employment contract with the elected director for the duration of his/her term of office.

75. The term of office of the director is five years. The same person may be elected director for not more than two terms of office in succession and not earlier than after the interval of five years since the end of the last term of office, if the last term of office was consecutively second.

76. If an annual report on activities of the University presented by the Director is not approved by the majority of the Council members, the Director may be dismissed from office by the majority of votes of at least six members of the Council.

77. The Director may delegate part of his/her functions to the vice-directors (except the functions that the Director must perform in correspondence to the laws and other legal acts).

78. The Director's Office is the collegial advisory body headed by the Director. The Director's Office consists of the Director, vice-directors, heads of the departments and the member of the students' representative body (if there is no students' representative body – by a general meeting (conference) of students). The Director may ask other members of the academic community to participate in the meetings of the Director's Office.

79. The structure of the Director's Office is approved by the Director's order. The Director's Office considers various organisational, study and research, financial and economic issues, the operation of the subdivisions, assists the Director in implementation of decisions taken by the Council and Academic council.

80. A faculty is the main subdivision for the studies and applied researches of the University. The faculty consists of the departments, centres, laboratories and other subdivisions.

81. The faculty is headed by the Dean.

82. The faculty dean acts in the name of the faculty, represents it and is responsible for the faculty assets in accordance with the procedure of the Statute. The candidature of the dean is appointed by the Director and approved by the Academic council. The authority of the dean is terminated when the authority of the Academic council is terminated.

83. The dean performs the following functions:

83.1. coordinates and organises study process in the faculty, implements the decisions taken by the Academic council and the Director's orders;

83.2. issues orders and gives legal instructions, which are compulsory to the faculty subdivisions, employees, students and unauthorised students;

83.3. represents the faculty, provides the Director with proposals regarding the admission and exclusion of students and unauthorised students;

83.4. provides the Director with proposals regarding the faculty vice-deans; the authority of the vice-deans is terminated when the authority of the dean is terminated;

83.5. provides the Director with proposals regarding the appointment of the heads of the faculty structural subdivisions;

83.6. annually presents the operating report of the faculty activities to the Academic council.

84. The Dean's Office is a collegial advisory body headed by the dean. The Dean's Office consists of the dean, vice-deans and heads of the departments. The Dean's Office considers various organisational, study and research, financial and economic issues of the faculty, assists in implementation of decisions taken by the Council and Academic council and Director's orders. Other employees of the faculty may also be invited to the meeting of the Dean's Office.

## **VI. RIGHTS, DUTIES AND RESPONSIBILITY OF STUDENTS AND EMPLOYEES**

85. The academic community of the University consists of University students, teaching staff, research staff, other researchers and professors emeritus.

86. Members of the academic community are guaranteed the academic freedom which encompasses:

86.1. freedom of thought and expression;

86.2. freedom to choose methods of and access to research and pedagogical activities, which is in conformity with the accepted principles of ethics;

86.3. protection against restrictions and sanctions for making public the results of his or her research, and for the manifestation of his or her beliefs, with the exception of the cases when the declared information is a state or official secret and/or is in violation of laws of the Republic of Lithuania.

87. The academic community of the University is also guaranteed the following:

87.1. rights of creative and intellectual work as established in laws of the Republic of Lithuania and international agreements;

- 87.2. equal rights to take part in competitions;
- 87.3. objective and open reviewing of scientific works.

88. The academic community of the University makes use of the academic freedom and acts in compliance with the Code of Academic Ethics, which is prepared and approved by Academic council in accordance with the recommendations of the supervisor of academic ethics and procedures.

89. persons having at least secondary education are admitted by the way of competition to the University study programme of the first cycle, taking account of learning results, entrance examinations and other criteria laid down by Academic council.

90. Relations between a student and the University are executed in the form of a study agreement. Model terms and conditions of a study agreement are set by the Ministry of Education and Science, upon having evaluated proposals of the union(s) of students' representative bodies. Relations between an unclassified student and the University are executed in the form of agreement in accordance with the order set by Academic council.

91. A student is issued a student certificate. The form of a student certificate and the procedure of its issuance are laid down by the Ministry of Education and Science, and the production and issuance of a student certificate are organised by the union(s) of students' representative bodies of higher education institutions of Lithuania.

92. Students have the right to:

92.1. study according to a chosen study programme;

92.2. study according to an individual plan of studies in compliance with the procedure laid down by Academic council;

92.3. study according to more than one study programme or other study subjects in the University or another higher education institution;

92.4. assess the quality of teaching and material support of studies;

92.5. choose a teaching staff member if the same subject is taught by several teaching staff members;

92.6. propose a topic for the final thesis or choose from among several proposed topics;

92.7. account for works by applying alternative ways if they have a disability because of which they are unable to account for the works according to the set procedure and the alternative way of accounting ensures the achievement of the intended objectives;

92.8. address the administration of the University so that the results of the studies in the University or any other Lithuanian or foreign higher education institution are recognised;

92.9. address the administration of the University, the Dispute settlement commission regarding the violation of interests;

92.10. terminate and renew studies in accordance with the procedure laid down by the Statute:

92.10.1. to take an academic leave of absence without losing the status of a student and right to continue studies in a state-funded place as before the academic leave of absence;

92.10.2. to take an academic leave of absence because of poor health in accordance with the recommendation of doctor commission, to take care of a child in accordance with the child birth certificate; student can take an academic leave for a required period of time in accordance with the doctor commission, but no longer than one calendar year;

92.10.3. to interrupt the studies because of important personal causes; the interruption of the studies must not take more than one year, and during the course of the studies, studies should not be interrupted more than 2 times;

92.10.4. to renew studies presenting the application to the director, where the following information is presented: study programme, academic unit of the University, beginning of the study semester, study form and information about the terminated studies; the application acceptance possibilities should be analysed by the administration of the academic unit according the student's study programme in 15 workdays, a person is informed about the decision orally or in written form (according to a request); relations between a student who renews studies and the University are executed in the form of a study agreement and student's admission is formed under the Director's Order; a person can not renew studies according to the study programme that is deregistered of the Register of Studies, Training Programmes and Qualifications;

92.11. express their thoughts and views freely;

92.12. get an academic certificate about the passed examinations and credits in accordance with the student's written application and Directors order;

92.13. participate in the management bodies of the University;

92.14. elect and be elected to s students' representative body, freely join other associations;

92.15. exercise other rights laid down by laws, the Statute and other legal acts.

93. A student who fails an examination or a credit has a right to retake this examination or credit once free of charge in accordance with the procedure laid down by Academic council. The procedure must be adopted after the analysis of proposals made by a students' representative body (if there is no students' representative body – by a general meeting (conference) of students).

94. Interests of students of the University are represented by a students' representative body. A students' representative body acts in compliance with the Law on Higher Education and Research, the Law on Associations (Official Gazette, 2004, No 25-745), the Statute, other legal acts and the regulations of the students' representative body, approved by a general meeting (conference) of students. If there is no students' representative body, its functions are performed by the general meeting (conference) of students. Students of the faculties of the University delegate to a general students' meeting (conference) the representatives elected by a majority of the votes in the general meetings (conferences) of the students of the faculties.

95. A students' representative body (if there is no students' representative body – a general meeting (conference) of students) is entitled to receive information and explanations from the University and its academic units administration on all issues pertaining to studies, has the right to express its opinion on all issues which are of interest to students and to request to reconsider the decision adopted by the management bodies of the University by the majority of votes of students' representative body members (or general meeting (conference) members. The written application should be presented together with the students' representative body (general meeting (conference) meeting's minutes protocol.

96. The University in accordance with the procedure laid down by the Council supports a students' representative body and other student organisations, provide premises and funds to finance their activities, as well as provide funds for cultural, sports

and public activities of students. A students' representative body accounts for the funds appropriated by the University to the Council and general meeting (conference) of students according to the procedure laid down by the students' representative body by the use of funds statement.

97. Students have a right to get scholarships in accordance with the Law on Higher Education and Research and other legal acts.

98. Student who thinks that his or her rights or interests are violated can apply to the director or his/her authorised persons. Director or his/her authorised persons must analyse student's written application in 15 calendar days and give an answer in a written form.

99. Students must:

99.1. study diligently;

99.2. observe the Law on Higher Education and Research, the Statute, the Code of Academic Ethics adopted by the Academic council;

99.3. observe the Law on Higher Education and Research, the Statute, other legal acts and internal rules of procedure;

99.4. observe the study programme requirements and liability of the agreement with the University.

100. The procedure for awarding incentives and imposing disciplinary measures to students is set by the Academic council having analysed the proposals made by a students' representative body.

101. Student who does not observe the paragraph 99 of the Statute can be removed from the list of students and the study agreement can be terminated.

102. Study conditions, rights and duties of unclassified students are foreseen in their agreements with the University.

103. The academic staff of the University comprises teachers, research staff, other researchers, professors emeritus, administration and other employees.

104. Labour relations, social guarantees, employee rights, duties and responsibilities in the University are laid down by the laws of the Republic of Lithuania, the Statute and other legal acts, as well as by the director's orders.

105. The staff of the University has a right:

105.1. within the limits of the competence to participate in competitions for implementation of research programmes and obtain support from higher education and research funds, to manage the allocated funds;

105.2. to participate in competitions for traineeships in the Republic of Lithuania and abroad;

105.3. to receive information required for scientific work from state institutions (if the information is a state or official secret, it may be supplied and used in accordance with the procedure laid down by legal acts);

105.4. to participate in deliberations of the Statute and other documents that regulate the University's activity and trends of activity;

105.5. to participate in various trade unions and associations, including those functioning abroad;

105.6. to work independently or join creative groups;

105.7. to publish their scientific works independently.

106. The staff of the University must:

106.1. work honestly;

106.2. comply with labour discipline, perform legal orders of the University administration in time and properly, follow work safety and health requirements, protect the University property.

107. The staff of the University related to the research and study activities must:

107.1. act in compliance with the Code of Academic Ethics;

107.2. perform other duties set in the Statute and their employment contracts.

108. Staff of the University is responsible for the compliance with the laws of the Republic of Lithuania, the Statute, other legal acts and the University's document regulations and properly performed duties.

109. Persons are accepted to the positions of teaching staff member and research staff member, with the exception of postdoctoral trainees and persons indicated in Article 61 and Article 65 paragraph 4 of the Law on Higher Education and Research, through an open competition for a five-year term. The procedure for organising a competition to fill the positions of teaching staff member and research staff member is laid down by the Academic council.

110. The candidates for the position of teaching staff member and research staff member, with the exception of postdoctoral trainees, are evaluated by the Recruitment commission for Teaching staff member and research staff member acceptance to the full time position (hereinafter – Recruitment commission), which is set up in accordance with the procedure laid down by the Academic council. Not less than one-third of the Recruitment commission members are persons who do not work in the University. When making arrangements for a competition to fill the position of the chief research staff member or professor, at least one international expert must be in the Recruitment commission.

111. Other employees of the University are admitted to and dismissed from the positions in accordance with the procedures by the laws and other legal acts.

112. With no less than three months remaining before the expiry of the term of a teaching staff member and/or research staff member of the University, an open competition is announced for the position. A person who already holds this position may take part in the competition as well. An announcement about the competition to fill a position must be published in the websites of the University, the Research Council of Lithuania, in the national mass media and where appropriate in the international mass media.

113. A successful candidate winning the second successive competition for the same position of a teaching staff member or research staff member is entitled to an open-end employment contract. The performance evaluation of this person is carried out every five years in accordance with the procedure laid down by the Academic council. A person who fails the performance evaluation is dismissed from the position. Extraordinary performance evaluation of the University teaching staff member and research staff member may be held in accordance with the procedure laid down by the Council. Persons are accepted to a higher position of teaching staff member or research staff member by an open competition.

114. Employees of the University are admitted to and dismissed from the positions in accordance with the Director's order.



115. The University may invite teaching staff member and research staff member to take the position for a period not longer than two years and fixed-term employment contract in accordance with the procedures laid down by the laws.

116. The procedure of the acceptance to the position laid down by the Law on Higher Education and Research is not applied to the invited teaching staff member and research staff member.

117. Every five years teaching staff member can be released from pedagogical work for a period no longer than one year in order to perform research or for professional or pedagogical development in accordance with the procedure laid down by the Academic council. During this period a teaching staff member is paid one's average salary.

118. The University academic staff is provided with favourable conditions to develop qualification, to prepare for a doctoral studies in accordance with the procedure laid down by the Academic council.

## **VII. SETTING UP OF DISPUTE CONSIDERATION COMMISSIONS, DISPUTE CONSIDERATION AND DECISIONS IMPLEMENTATION**

119. The following dispute settlement commissions function in the University:

119.1. dispute settlement commission that settles disputes of the University administration or other employees and students;

119.2. labour dispute settlement commission that settles disputes of the University administration and other employees.

120. The dispute settlement commission is formed in accordance with the Director's order. This commission is a constant institution made up of 6 authorised persons. The commission comprises equal number of authorised persons from the University administration and students' representative body.

121. The chairman of the dispute settlement commission is elected by simple voice majority.

122. The dispute settlement commission must analyse the student's complaint in 15 calendar days.

123. The meetings of the dispute settlement commission are convened by the chairman; the meetings are valid if two thirds of the commission members attend the meeting and decisions are implemented if more than half of the votes are obtained from the members attending the meeting.

124. Students are informed in written form about the decision of the dispute settlement commission.

125. In the University the decision of the dispute settlement commission is final.

126. Labour disputes of the University administration and other employees concerning the implementation of rights and duties foreseen in the employment laws, other legal acts and employment contract are analysed by the Labour dispute settlement commission in accordance with the procedures laid down by the Labour Code of the Republic of Lithuania (Official Gazette, 2002, No 64-2569) and other legal acts.

## **VIII. FUNDING SOURCES, USING OF ASSETS AND FUNDS**

127. University funds comprise:

127.1. resources of the basic funding of the State budget of the Republic of Lithuania (hereinafter – the State budget);

127.2. State budget funds allocated for studies in accordance with the procedure by the Law on Higher Education and Research;

127.3. funds of state investment programmes and state investment projects;

127.4. income received as payment for studies, as well as income received from economic, research activities and rendered services;

127.5. funds received as competition-based programme funding of research;

127.6. funds of state funds;

127.7. funds appropriated by international and foreign funds and organisations;

127.8. funds received as charity under the Law on Charity and Sponsorship of the Republic of Lithuania;

127.9. other legally acquired funds.

128. The funds of the basic funding of the State budget are allocated to the University for:

128.1. administration and economy;

128.2. applied research, experimental (social, cultural) development and the expansion of artistic activities;

128.3. other needs.

129. State budget funds for studies are allocated for:

129.1. covering a tuition fee in state-financed student places;

129.2. target funding of studies;

130. The University manages, uses and disposes the assets in accordance with the principles of public benefit, efficiency, rationality, accountability to the public and autonomy of economic activities.

131. The University uses:

131.1. University assets by the right of ownership;

131.2. state assets that are transferred by the right of trust and under a property trust agreement to the University, and which are accounted separately from the University assets;

131.3. other legally acquired assets.

132. Assets managed, used and disposed by the University by the right of ownership comprise:

132.1. assets invested by the state;

132.2. income received as payment for studies, as well as income received from economic, research activities and rendered services;

132.3. funds received as charity under the Law on Charity and Sponsorship of the Republic of Lithuania;

132.4. other funds, with the exception of State budget funds;

132.5. assets purchased with the State budget funds and with the funds from the subparagraphs 132.2-132.4 of the Statute, with the exception of the immovable property acquired with the European Union aid, funds of the State budget and state foundations;

132.6. gift assets;

132.7. inherited assets;

132.8. property rights arising from the results of intellectual activities (scientific or artistic works and objects of industrial property rights – patents, design, trademarks and topographies of semiconductor products, other intellectual property objects);

132.9. income, assets or other benefit gained while managing, using or disposing of the funds or assets indicated in subparagraphs 132.1-132.8 of the Statute.

133. The University manages, uses and disposes the assets by the right of ownership on the basis of laws and other legal acts.

134. The University manages, uses and disposes the state assets that are transferred by the right of trust and under a property trust agreement to the University on the basis of laws and state property trust agreement.

135. The University makes use of the right to the inviolability of its territories and buildings. The boundaries of the University territory or the managers of the state buildings may only the Government of the Republic of Lithuania upon having evaluating the opinion of the Council.

136. University staff, students and unclassified students use the University assets in accordance with the internal regulations.

137. The University controls its income and expenditure in accordance with the annual income and expenditure estimate which is approved by the Council. The University publicises the annual income and expenditure estimate and its implementation reports each year (no later than March).

## **IX. QUALITY ASSURANCE IN HIGHER EDUCATION AND APPLIED RESEARCH**

138. The University is responsible for the quality of research activities, studies and other activities. The University publicly announces the quality of their activities and fosters the culture of the quality of the applied research and studies.

139. The quality of the applied research and studies is ensured through the internal systems of ensuring of the quality of the University, external assessments and accreditation of study programmes, external evaluation and / or accreditation of the University.

140. The University has an internal quality assurance system which is based on the European Higher Education Area quality assurance provisions and the strategy of the University activity quality improvement approved by the Council that outlines the means and ways of activity to ensure the quality of the higher education provided by the University.

141. The University performs regular assessment of the applied research and study quality.

142. The University regularly publicises on the internet site and other media accurate qualitative and quantitative information about study programmes, granted qualifications, applied research, self-evaluation results, assessments of the students, graduates and other interested parties, graduate career indicators and other data required to inform the society about the studies.

143. Activities of the University are constantly improved, taking into consideration the finding of self-assessment and external evaluation.

## **X. SETTING UP BRANCHES AND REPRESENTATIVE OFFICES AND TERMINATION OF THEIR ACTIVITIES**

144. The university may establish branches and representative offices to ensure its own activity.

145. The branch of the University is a structural subdivision with its own office that performs all the University functions or part of them. The branch operates under the regulations approved by the University. The branch is not a legal person. The University is liable for the obligations of the branch, and the branch is liable for the obligations of the University.

146. The regulations of the University branch are approved by the Council.

147. The University has a right to make a decision concerning the termination of the branch activity.

148. The representative office operates under the regulations approved by the University. The representative office is not a legal person. The University is liable for the obligations of the representative office, and the representative office is liable for the obligations of the University.

149. The procedure of the University branch and representative office establishment and termination is regulated by the Council decision in compliance with the Civil Code and other legal acts.

## **XI. FINAL PROVISIONS**

150. The Statute of the University is approved by the Government of the Republic of Lithuania.

151. Amendments to the Statute are supplied for approval of the Government of the Republic of Lithuania by the Council considering the suggestions of the Academic Council.

152. None of the provisions of the Statute may be interpreted in the way that would restrict the autonomy of higher education institution guaranteed by the Constitution of the Republic of Lithuania.

153. A decision to reorganise, liquidate or restructure the University must be approved by the Government of the Republic of Lithuania and upon the consideration of the suggestions of the Council or the Ministry of Science and Education.

154. The issues of the University activity that are not discussed in the Statute are dealt in compliance with laws and other legal acts of the Republic of Lithuania.