

Annex 1.1

APPROVED

by the Government of the Republic of Lithuania,
Resolution No. 421, 14th April, 2010

(recast version of Resolution No. 858 of 11 July 2012
of the Government of the Republic of Lithuania)

STATUTE OF ŠIAULIAI STATE UNIVERSITY OF APPLIED SCIENCES

I. GENERAL PROVISIONS

1. Šiauliai State College (hereinafter – "College") is a higher education institution of Lithuanian Republic. Address of the registered office of the College: Šiauliai, Aušros al. 40.

2. College is a public legal person, acting as a public establishment, has a seal with the Lithuanian State Emblem and College name and bank account.

3. The College has its own flag, emblem, and other paraphernalia, and their use shall be approved by the College Academic Council (hereinafter - Academic Council).

4. Founder of the College is the Government of the Republic of Lithuania.

5. College enjoys autonomy combined with accountability to the public which covers academic, administrative, economic and financial management activities, and is based on the principle of self-governance, academic freedom and respect for human rights.

6. College creates conditions for Lithuanian residents to acquire a higher college education, professional bachelor degree or professional bachelor degree and qualification.

7. While implementing its objectives College shall adhere to the principles of democracy, sustainable development and comprehensive personality development.

8. College Statute (hereinafter - the "Statute") lays down the College's place in Lithuanian higher education system, its name, address of the registered office, legal form, activity aims and objectives, scope and types of activities, the main provisions of the organization of higher education and research, bodies of the College and their competence, the procedure of their elections (appointment, convening) and their annulment, rights, duties and responsibility of students and employees, the procedure of enrolment and elimination of students, the procedure for setting up commissions for consideration of disputes between students and the administration and other employees, for considering disputes and implementing decisions, the procedure for setting up branches and representative offices and for terminating activities thereof, the procedure for amending the Statute and other College activities.

9. College is a charity beneficiary under the Law on Charity and Sponsorship (Official Gazette, 1993, No. 21-506; 2000, No. 61-1818).

10. College teaching staff, students, research, administration and other employees have freedom of speech, study and research. This freedom is practiced without violating the rights of others, the laws of the Republic of Lithuania, other legal acts and the Statute.

**II. COLLEGE' MISSION, ACTIVITY OBJECTIVES, GOALS AND ACTIVITY
FIELDS AND TYPES**

11. College mission is confirmed by the College Council after evaluation of the College Academic Council proposals.

12. Objectives of the College:

12.1. to carry out studies which provide a person with college higher education and a higher education qualification and which satisfy the needs of the State, society and the economy of Lithuania, and conform to the level of science and latest technologies;

12.2. to develop applied research necessary for the region, to provide consultation to the government and economic entities;

12.3. to create conditions for persons to improve their acquired knowledge and skills;

12.4. to develop a society receptive to education and culture, which is able to work under the conditions of rapid technology change.

13. Objectives of the College:

13.1. to create appropriate environment for acquiring study and applied research skills.

13.2. to ensure the scientific, methodological, professional and educational potential of the teaching staff and researchers;

13.3. to ensure that the level of education and the quality of studies complies with Lithuanian and the European Union standards;

13.4. to develop and implement study, training and other programmes that are in demand, perspective and meet the needs of the labour market and the community;

13.5. to ensure continual base renewal for studies and applied research as well as modern technology implementation;

13.6. to develop a partnership network in Lithuania and abroad, create conditions for teaching staff and students academic mobility, dissemination of innovation and expertise;

13.7. to participate in project activities by ensuring the development of competencies, infrastructure and public academic environment;

13.8. to conduct educational and consultancy activities aimed at improving competitiveness of Lithuania;

13.9. to provide equal study conditions for individuals seeking higher college education and professional bachelor degree, regardless of gender, age, ethnicity, religion, political views, disability and social status;

14. Main scope of the College activity – education. Main type of College activities – College higher education.

15. Other activity types which may be undertaken by the College (according Classification of Economic Activities List):

15.1. printing and reproduction of recorded media, code - 18;

15.2. maintenance and repair of motor vehicles, code - 45.20;

15.3. retailing of books in specialized stores, code - 47.61;

15.4. retailing of newspapers and stationery in specialized stores, code - 47.62;

15.5. accommodation, code - 55;

15.6. other food services, code - 56.29;

15.7. publishing activities, code - 58;

15.8. computer programming, consultancy and related activities, code - 62;

15.9. real estate activities, code - 68;

15.10. accounting and auditing activities, tax consultancy, code - 69.20;

15.11. business consultancy and other management activities, code - 70.22;

15.12. research and development activities, code - 72;

15.13. market research and public opinion polling, code - 73.2;

15.14. other professional, research and technical activities, code - 74;

15.15. translation and interpretation activities, code - 74.30;

15.16. renting and leasing activities, code - 77;

15.17. tour operator' activities, code - 79.12;

15.18. technical and vocational secondary education, code - 85.32;

15.19. other training, code - 85.5;

15.20. medical and dental practice activities, code - 86.2;

15.21. social work activities unrelated to accommodation, code - 88;

15.22. library and archives activities, code - 91.01;

- 15.23. sports activities and amusement and recreation organization activities, code - 93;
- 15.24. membership organizations activities, code - 94;
- 15.25. hairdressing and other beauty salon activities, code - 96.02.

III. COLLEGE' RIGHTS

16. College shall have the right to:

- 16.1. choose fields and forms of study and the development of a personality, research and experimental (social, cultural) development, professional artistic activity, communication of cultural and scientific knowledge to the public;
 - 16.2. define a procedure of studies;
 - 16.3. set tuition in accordance with the procedure laid down by the Law on Higher Education and Research of Lithuanian Republic (Official Gazette, 2009, No. 54-2140);
 - 16.4. prepare and approve study programmes which meet the requirements laid down by legal acts;
 - 16.5. provide educational, qualification improvement and expert services;
 - 16.6. publish study, scientific and other literature;
 - 16.7. determine its structure, to establish its activities necessary subdivisions (branches, faculties, libraries, departments, laboratories, and other structural units), and terminate their activities, establish internal procedures, number of employees, their rights, duties and remuneration, job requirements, competitions filling vacancies, and performance evaluation of employees, in accordance with laws and Statute;
 - 16.8. admit and exclude students and unclassified students in accordance with the procedure laid down by the Statute;
 - 16.9. award students scholarships from its own or sponsors' funds;
 - 16.10. set forms of cooperation with physical and juridical persons of the Republic of Lithuania and foreign countries;
 - 16.11. manage, use and dispose of assets in the manner prescribed by the procedure laid down by Law on Higher Education and Research and other legal acts;
 - 16.12. pursue economic and commercial activities which are not prohibited by laws and which are inseparably connected with the objectives of activities thereof;
 - 16.13. execute applied research;
 - 16.14. exercise other rights laid down by legal acts.
17. conclude cooperation and other agreements with science and study institutions, other institutions and persons of the Republic of Lithuania and foreign countries, also unite with associations and international associations.

IV. BASIC PROVISIONS OF THE EDUCATION AND RESEARCH ORGANIZATION

18. The unity of higher education and research at colleges shall be 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 organizations, regional development projects, consulting activities.

19. The main organizational unit in College research activities are faculties, departments and other academic subdivisions. Research executed by these units is the basis for creative activities and study integration as well as study and science qualification improvement.

20. Research areas are determined by the Academic Council, which considers College research possibilities, study needs, importance of research for the education, culture and economy of Lithuanian and international society, international scientific cooperation programmes as well as qualification of College research workers and available financial resources. Academic Council also promotes subject and interdisciplinary research, development of thematic projects as well as partnership and collaboration through world and European interdisciplinary research networks.

21. Applied research results are being used in study process.
22. Applied research results are published (on internet and by other means), if they do not conflict with intellectual property, commercial, state or official secret protection legislation.
23. Student research activities are being promoted in the College, student scientific societies are functioning, student conferences, seminars, competitions and other events are being organized.
24. College has publishing rights and publishes periodic research review journals as well as other study selections, scientific, methodological, teaching and other literature, organizes research conferences, seminars as well as other scientific and methodological events.
25. College studies are carried out in accordance with the degree awarding and not awarding study programs, that are included in the Register of Study and Training Programmes.
26. Degree awarding study programmes at the College are first cycle professional bachelor studies.
27. When a person completes the first cycle study programme, the College issues a formal diploma and an addendum, confirming the completion of the study programme.
28. A person, who has not completed the study programme, is issued, upon his/her request, an academic transcript of passed examinations and credits.
29. Qualification, which is awarded upon the completion of the appropriate College studies, is specified in the study programme.
30. The medium of instruction in the College is the Lithuanian language. The medium of instruction in the College shall be in other languages, when:
 - 30.1. programme content is related to another language;
 - 30.2. lectures or other academic training is conducted by foreign teachers;
 - 30.3. studies are carried out in accordance with the joint study programmes or study programmes, upon which completion dual qualification degree is awarded and part of which is implemented in other countries, independent higher education institutions, in which medium of instruction is not Lithuanian language, or corresponds with cases determined in paragraph 30.1 or 30.2 of the Statute;
 - 30.4. studies are carried out in accordance with the foreigners' study programs or in case of academic exchange.
31. Studies shall be of full-time and part-time forms. Specific forms of study fields, subjects and their interrelation is determined by the respective study field profile.
32. Studies procedure shall be approved by Academic Council.
33. A list of competition-based subjects based on study fields, a principle of the competition-based score constitution, the lowest admission score and other criteria are determined, upon Students' Representative Council evaluation, by the College and published not later than two years before the beginning of the respective academic year.
34. First cycle study programmes are aimed at the development of general expertise, conveyance of theoretical basics of the study field as well as building professional skills necessary for independent work. College study programs are more oriented to obtaining professional work qualification. Persons who complete first cycle college study programmes shall be awarded a Professional Bachelor's degree of an appropriate study field(s) or a Professional Bachelor's degree and qualification.
35. Only accredited study programmes are implemented, which scope is determined in credits by the Law on Higher Education and Research of the Republic of Lithuania and other legal acts.
36. Partial studies is studying in accordance with a part of the study programme, providing knowledge and skills (competences), that are evaluated and proved by certificate.
37. Non-degree study programmes are aimed at obtaining qualification or preparing for independent practical work in cases and order determined by the Government of the Republic of Lithuania or their authorized institutions.
38. The scope of non-degree study programmes is determined in credits by the Law on Higher Education and Research of the Republic of Lithuania and other legal acts.
39. The College recognizes:

39.1. student results, obtained in foreign state higher education institution, if this institution is recognized by the order set out in the legislation of that country;

39.2. partial study results, obtained by College students in another Lithuanian higher education institution of the same or different type;

39.3. partial study results, obtained by College students in another study programme.

40. The results of partial studies in higher education institutions shall be accredited recognized in accordance with the procedure laid down by the Ministry of Education and Science. The scope and duration of studies is determined by the Law on Higher Education and Research of the Republic of Lithuania, other legal acts and College Statute.

41. College may implement joint study programmes in accordance with the procedure laid down by the Law on Higher Education and Research of Lithuanian Republic and other legal acts.

V. GOVERNING BODIES OF COLLEGE AND THEIR COMPETENCE, THE PROCEDURE OF THEIR ELECTIONS (APPOINTMENT, CONVENING) AND THEIR ANNULMENT

42. Collegiate College management bodies are College Council and Academic Council, a single-person management body – College Director (hereinafter - “Director”).

43. The governance of the College is based on the principle of democracy, competence, self-governance and efficiency.

44. While implementing its aims and objects College shall adopt organisational and management structure.

45. College Council shall perform the following functions:

45.1. upon considering the proposals of the Academic Council approves the College' vision and mission;

45.2. upon considering the proposals of the Academic Council submits amendments of the College Statute to the Government for approval;

45.3. upon considering the proposals of the Academic Council approves a strategic action plan proposed by the College Director;

45.4. consider and approve plans for reorganization of the structure of the College presented by the Director;

45.5. upon hearing the opinion of the Academic Council set the procedure of management, use and disposal of funds of the higher education institution (as well as funds designated for remuneration of the leadership and other employees of the institution) and the assets, consider and approve key decisions related thereto;

45.6. upon hearing the opinion of the Academic Council set the procedure for organizing the election of the Director through open competition;

45.7. elect, appoint to the office and dismiss from it the Director;

45.8. set principles for selection and assessment of employees of the higher education institution;

45.9. approve College internal procedures rules;

45.10. on the recommendation of the Director set a tuition fee and the rates of fees which are not directly related to the implementation of a study programme;

45.11. upon hearing the opinion of the Academic Council set the general number of student places, taking into account the possibilities of quality assurance in studies, research and art activities;

45.12. approve an annual statement of revenue and expenditure of the College and a report on the execution of this statement presented by the Director;

45.13. approve an annual report on the activities of the College presented by the Director;

45.14. upon considering the opinion of the Academic Council approve plans for reorganization or liquidation of the College and submit them to the Government of the Republic of Lithuania for approval;

45.15. prepares annual report on its activities and publishes it on the College Internet site annually till April 1;

45.16. perform other functions prescribed in the Statute and other legal acts.

46. College Council shall consist of 9 members in the following order:

46.1. one member of the College Council shall be appointed by the Students' Representative Council in accordance with the procedure laid down by the Students' Representative Council, and in the absence of such – by a general meeting (conference) of students;

46.2. other academic community members (excluding students) in accordance with the procedure laid down by the Academic Council shall appoint 4 members;

46.3. four members, who do not belong to the staff and students of the College, shall be selected, appointed and recalled in accordance with the procedure laid down by the Academic Council, one of them – in accordance with the procedure laid down by the Students' Representative Council, and in the absence of such – by a general meeting (conference) of students. These four members will be selected through open competition and appointed on the recommendation of the Council of Higher Education.

47. The Chairman of Academic Council shall publicly announce the composition of the Council.

48. Only person corresponding to requirements of the Law of Higher Education and Research of Lithuanian Republic may become a member of the College Council.

49. The term of office of a member of the Council shall be five years. Not later than a month before the expiry of the term of office of a Council member, Chairman of Academic Council shall announce the composition of a newly-formed Council.

50. When commencing the duties of his office, a member of the Council shall, at a meeting of the Council sign a commitment to abide by the interests of the higher education institution and the public and in good faith to fulfil the functions set out by the Law of Higher Education and Research.

51. The Council shall elect the Chairman of the Council from among its members and recall him from office by the majority of votes cast by all members of the Council. A person belonging to the staff of the higher education institution or a student may not be Chairman of the Council.

52. The College Council shall approve its rules of procedure. The Council shall take decisions by a majority of open votes cast by the Council members attending the meeting. A meeting of the Council shall be valid if it is attended by at least two thirds of the members of the Council. Decisions of the Council shall be publicly announced in the College internet site.

53. The Director may attend meetings of Council in an advisory capacity.

54. If a member of the Council fails to properly perform the duties set out by the Law of Higher Education and Research, the Statute, the rules of procedure of the Council or the commitment referred to in paragraph 7 of the article 20 of the Law of Higher Education and Research or fails to sign the commitment, the Chairman of the Council shall have the right to address the person who has appointed the said member with a request to recall the appointed member of the Council.

55. If the powers of the member of the Council have terminated before the expiry of his term of office, a new member of the Council shall be appointed in accordance with the procedure laid down in paragraph 3 of the Law of Higher Education and Research by the person who appointed the member of the Council whose powers have terminated. A new member of the Council shall commence his duties after the Chairman of the Academic Council announces his appointment and the member of the Council signs a commitment specified in paragraph 7 of the article 20 of the Law of Higher Education and Research.

56. Members of the Council may be remunerated for the activities during the tenure with the funds of the higher education institution following written agreements describing fulfilment of certain functions.

57. The Director shall ensure organisational conditions necessary for the activities of the Council.

58. The Academic Council of the College shall be the management body of academic issues.

59. The Academic Council shall perform the following functions:

59.1. approve study programmes and present proposals to the Director regarding the funding of these programmes and reorganization of the College structure which is necessary for implementation of those programmes, evaluate the results of conducted research as well as the quality and level of applied and artistic activities of the College;

59.2. define the procedure of studies;

59.3. approve the internal system of quality assurance in studies and control its implementation;

59.4. the Academic Ethics Code is prepared and approved according to the Academic Ethics and procedure auditor' recommendations.

59.5. approve qualification requirements for positions of teaching and research staff members, lay down the procedure of performance evaluation of research and teaching staff members as well as the procedure of organization of competitions to fill a position;

59.6. request to convene meetings (conferences) of the academic community of the College to discuss important issues concerning activities of the College; informs the College community about the decision to call such meeting (conference) not later than 7 days on the College Internet site;

59.7. bestow honorary and other types of degrees under the proposal of the Faculty Council, considering personal results in scientific or pedagogical activities and/or other activity results, that are important to the society;

59.8. considers and presents proposals to the Council on the College vision and mission and a strategic action plan;

59.9. considers and presents proposals to the Council on Statute amendments;

59.10. considers and presents proposals on candidate for directors office compliance;

59.11. considers and presents plans to the Council for reorganization of the structure of the College or its liquidation;

59.12. considers and presents proposals to the Council on management, use and disposal of funds of the College (as well as funds designated for remuneration of the leadership and other employees of the institution) and the assets;

59.13. considers and presents proposals to the Council on general number of student places, taking into account the possibilities of quality assurance in studies and research and artistic activities;

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

60. The Academic Council shall consist of 16 members elected for 5 years term.

61. Members of the Academic Council may be: College academic community members, College administration employees, that are admitted to the Academic Council as ex officio members, also research workers and teachers from other science and study institutions. Members appointed the Students' Representative Council shall make of not less than 20 percent of all the Academic Council members. Members representing students shall be appointed by the Students' Representative Council and in the absence of such – by a general meeting (conference) of students; Members holding positions of an associate professor and (or) senior research staff member shall make of no less than 20 percent of all the Academic Council members. Members according to positions held shall make no more than 10 percent of all the Academic Council members. The Director shall also be an ex officio member of the Academic Council.

62. Academic Council members, except for student representatives, shall be elected by the College academic community meeting. The Director or the Chairman of Academic Council shall convene the meeting. Academic community meeting shall be valid if attended by more than half of all the academic community members. Academic Council member shall be considered to be elected if more than half of the meeting participants vote for his/her candidacy.

63. The Academic Council activities are regulated by the rules of procedure approved by the Academic Council. First meeting of the newly elected Academic Council shall be convened by the Director not later than one month after the election of the Academic Council members.

64. The Academic Council shall elect the Chairman and deputy of the Chairman of the Council from among its members by the majority of votes cast by all members of the Council. The Academic

Council shall recall them from office by the two-thirds of votes cast by the majority members of the Council. College Director shall not be the Chairman of the Academic Council.

65. Academic Council publicly announces its decisions. College academic community shall be informed of the Academic Council's decisions on the College website and by other means, determined by the Academic Council, not later than within 3 workdays.

66. Once a year, Academic Council accounts for its activities to the College academic community at the academic community meeting.

67. The Director shall be a single-person management body of the College, shall act in the name of the College and represent it.

68. The Director shall execute the following functions:

68.1. head the College, organize its activities, ensuring the implementation of a strategic action plan;

68.2. issue orders;

68.3. recruit and dismiss College employees;

68.4. admit and exclude students in accordance with the procedure laid down by the Statute;

68.5 submit to the Council for approval the tuition fee and the rates of fees which are not directly related to the implementation of a study programme;

68.6. be responsible for financial activities of the College, proper management, use and disposal of funds and assets;

68.7 submit to the Council for approval an annual report on the activities of the College;

68.8. publicly announce the annual report on the activities of the College approved by the Council;

68.9. submit to the Academic Council for consideration and the Council for approval strategic plans for activities of the College and for reorganization of the College' structure;

68.10. considers and makes decisions on management, use and disposal of funds of the College (as well as funds designated for remuneration of the leadership and other employees of the institution) and the assets;

68.11. submit to the Academic Council for approval the deans of faculties and the heads of subdivisions for 5 year term of Office;

68.12. by the deans' proposals, approve vice-deans of the faculties;

68.13. determine functions and powers of director deputies, deans and heads of subdivisions;

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

69. The Director of the College shall be selected, appointed and dismissed through an open competition by the procedure laid down by the Council.

70. The Council shall announce an open competition to occupy a position of the Director. The Director shall be considered to be elected if at least three-fifths of all the Council members vote for him/her.

71. The director may be a person who has the experience in pedagogy and management.

72. The Chairman of the Council or any other person authorised by the Council shall sign on behalf of the College' name an employment contract with the elected Director for the duration of his/her term of office.

73. The term of office of the Director shall be five years. The same person may be elected director of the same higher education institution for not more than two terms of office in succession and not earlier than after an interval of five years since the end of the last term of office, if the last term of office was the second consecutive term.

74. If an annual report on activities of the College presented by the Director of the College is not approved by a majority of the Council members, the Director may be dismissed from office in accordance with the procedure laid down by legal acts in the majority of the not less than 6 Council member votes.

75. By the order of the Director part of his functions (except those which he/she must perform himself/herself) may be assigned to deputy Directors, faculty deans or heads of subdivisions.

76. Directorate is Director's collegiate advisory institution. Directorate shall consist of the Director, his/her deputies, heads of subdivisions and a member appointed by the Students' Representative Council (in the absence of such - a general meeting of students or students' representation conference). The Director can also call other persons to the meetings of the Directorate.

77. The composition of Directorate is confirmed by the Director's order.

78. Directorate considers organisational, study, research, economic and other issues, activities of College subdivisions, helps the Director to implement decisions made by the College Council and the Academic Council.

79. Faculty activities shall be headed by Dean and Faculty Council

80. The Faculty Council shall be elected for 5 years term by academic community meeting. The Dean shall also be an ex officio member of the Faculty Council.

81. The Faculty Council shall be the management body of academic issues.

82. The Faculty Council shall perform the following functions:

82.1. shall prepare and submit the set of procedures of the faculty for approval by the Academic Council;

82.2. elect Chairman and Secretary of the Faculty Council;

82.3. shall consider and submit study programmes and amendments for approval by the Academic Council;

82.4. shall consider and approve self-evaluation reports of study programmes;

82.5. present proposals to the Director regarding establishing or closing departments, laboratories and other subdivisions;

82.6. forms commissions to analyse and solve important faculty activity issues;

82.7. hears and approves annual report on faculty activities, presented by the dean; if report is not approved, provides a proposal to the Academic Council on the resignation of the dean;

82.8. proposes to the Academic Council candidates for College honorary and other types of degrees, considering personal results in research or pedagogical activities and/or other activity results, that are important to the society;

82.9. considers and makes decisions on other important faculty issues.

83. The Faculty Council meetings shall be convened by the Chairman of Faculty Council at least twice per semester. An extraordinary Council meeting shall be convened by a proposal of 1/3 of the Faculty Council members or a dean, not later than 7 days from a presentation of a written proposal.

84. The Faculty Council resolutions are made by a simple majority of open or secret votes, with the participation of least two thirds of the Faculty Council members. The Dean shall announce the decisions of the Faculty Council.

85. The Faculty Council activities shall be headed by Faculty Council Chairman.

86. The Dean shall execute the following functions:

86.1. coordinates and organizes study process in the Faculty, implements the Academic Council and the Faculty Council decisions and Director's orders;

86.2. issues orders and gives directions that are binding to Faculty subdivisions, employees, students and unclassified students;

86.3. represents the Faculty, presents proposals to the Director regarding admission and elimination of students and unclassified students;

86.4. presents proposals to the Director regarding vice-deans and heads of the departments of the faculties; the powers of vice-deans terminate upon the termination of the Dean's powers;

86.5. accounts for faculty activity to the Faculty Council once a year.

87. Deanery is the Dean's collegiate advisory institution. Deanery shall consist of the Dean, Vice-deans and Heads of Departments. Deanery considers organisational, study, research, economic and other issues within the purview of the Faculty, helps to implement the College Council, the Academic Council and the Faculty Council decisions and the Director's orders; other faculty staff members may be called to meetings of the deanery.

88. The main division administering the study and research of the College is the Department, which is headed by the Head of the Department. Applied research subdivisions may be established at the departments.

89. The Department shall execute the following functions:

89.1. organize the process of studies and student education, applied research and methodological activities;

89.2. prepare and improve study and training programmes, textbooks, teaching means as well as other methodological materials necessary for studies;

89.3. implement in the study process the latest forms and methods of studies;

89.4. analyse and evaluate the quality of studies as well as the readiness of the graduates for practical work, prepare proposals regarding the improvement of professional training;

89.5. propose candidates to fill the positions of teachers and research workers who shall be admitted without competition;

89.6. may initiate cooperation agreements with research and study and other institutions.

90. The head of the department may be a person who has the experience in pedagogy and management.

91. By the proposal of the head of the department and one-third of department members, teachers and research workers meeting shall be convened. Students, research and other staff members may be called to the department meetings to participate in the consideration of specific issues in an advisory capacity. Meeting is legitimate, if at least two thirds of the Department members participate. Meeting resolutions are made by a majority vote and are binding to all members of the Department.

VI. RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS' AND STAFF

92. College academic community shall consist of students, the teaching staff, the research staff, other researchers, and professors emeritus.

93. Academic community members shall be guaranteed of academic freedom encompassing:

93.1. freedom of thought and freedom of expression;

93.2. freedom of choosing methods for and access to research or pedagogical activities, in conformity with the acknowledged principles of ethics;

93.3. protection from restrictions and sanctions for publishing own research results and beliefs, except when published information is state or official secret and/or infringement of the law of the Republic of Lithuania.

94. Academic community shall be guaranteed also:

94.1. creative and intellectual work copyright, determined in the legislation of the Republic of Lithuania and international agreements;

94.2. equal rights to participate in competitions

94.3. unbiased and public review of research work.

95. Members of the academic community shall be guaranteed academic freedom and follow the Academic Ethics Code which is prepared according to the Academic Ethics and procedure auditor recommendations prepares and approves the Academic Council.

96. Persons having at least the secondary education shall be admitted by way of competition to a study programme of the first cycle College studies, taking into account of persons' learning results, entrance examinations or other criteria laid down by the Academic Council.

97. A student shall be issued the student certificate. The form of the student certificate and the procedure of its issuance shall be laid down by the Ministry of Education and Science, and the production and issuance of the student certificate shall be organized by the Union(s) of Students' Representative Councils of higher education institutions of Lithuania.

98. Students shall have the right to:

98.1. study pursuant to a chosen study programme;

98.2. study pursuant to an individual plan of studies in compliance with the procedure laid down by the Academic Council study procedure regulation;

- 98.3. study according to more than one study programme or other study subjects in the College or another higher education institution;
- 98.4. assess the quality of lecturing and material resources of studies;
- 98.5. choose a teacher, if the same subject is taught by several teachers;
- 98.6. propose a topic for their graduate paper or choose from among several proposed topics;
- 98.7. account for assignments by applying alternative ways, if they have a disability because of which they are unable to account for the assignments according to the set procedure and the alternative way of accounting ensures the achievement of the set objectives;
- 98.8. apply to the administration of the College so that the results of the studies in the College or any other Lithuanian or foreign higher education institution be recognized;
- 98.9. apply to the administration of the College, the dispute settlement commission regarding the violation of interests;
- 98.10. terminate and renew studies in accordance with the procedure laid down by the statute;
- 98.10.1. take an academic leave of absence without losing the status of the student and right after the academic leave to continue studies in a state-funded place, if it was the place student was enrolled before the academic leave;
- 98.10.2. suspend studies for important personal reasons and in a case of an emergency for a period not longer than one year and not more than twice during the entire period of studies.
- 98.11. express their thoughts and views freely;
- 98.12. receive academic transcript of passed examinations and credits.
- 98.13. participate in the management bodies of the College;
- 98.14. elect the Students' Representative Council and be elected to it, freely join other associations;
- 98.15. to exercise other rights laid down by laws, the Statute and other legal acts.
99. a student who fails an examination or a credit test shall have the right to retake this examination or credit test once free of charge in accordance with the procedure laid down by the Academic Council; this procedure shall be approved after investigating proposals of the Students' Representative Council (in the absence of such – by a general meeting (conference) of students).
100. interests of the College students' shall be represented by Students' Representative Council acting according to approved statutes of general meeting (conference) of students; Students' Representative Council shall act in compliance with the Law on Higher Education and Research, Law on Associations of Lithuanian Republic (Official Gazette, 2004, No. 25-745) as well as with the Statute, other legal acts and the statutes approved by a general meeting (conference) of students. The president of the Students' Representative Council shall be elected by a general meeting (conference) of students. If Students' Representative Council is not established, its functions are performed by the general meeting (conference) of students.
101. Students' Representative Council (in the absence of such - a general meeting (conference) of students) has a right to receive information and explanation from College administration and its subdivisions on all study issues, express its opinion on all issues which are of interest to students and request, by a majority of votes cast by the its members, to reconsider the decisions adopted by the management bodies of the College. a written request shall be submitted together with extract of meeting minutes of the Students' Representative Council (in the absence of such - a general meeting (conference) of students).
102. The College shall, in accordance with the procedure laid down by the Council, support the Students' Representative Council and other organizations of students, provide premises and funds to finance their activities, as well as provide funds for cultural, sports and public activities of students. Students' Representative Council shall account for the funds appropriated by the College according to the procedure laid down by the College Council and the statutes of the Students' Representative Council.
103. Students shall have the right to get tuition in accordance with the procedure laid down by the Law on Higher Education and Research of Lithuanian Republic and other legal acts;

104. Student, who considers that his rights or lawful interests are infringed may apply to the Director or Director' appointed persons. The Director or persons authorised by him/her must, upon receipt of students' written applications, complaints or notifications concerning violations of their rights or lawful interests set out in the Law on Higher Education and Research or other legal acts, investigate them and reply in writing within a period of 15 calendar days.

105. Students must:

105.1. study diligently;

105.2. observe Law on Higher Education and Research of Lithuanian Republic, the Statute, Code of Academic Ethics and other legal acts and internal rules of the procedure.

105.3. execute management decisions of College institutions, the Director' and the Deans' orders and lawful requirements of other staff members.

106. A student is responsible for:

106.1. following study programme requirements and commitments set in the agreement with the College;

106.2. observing the Law on Higher Education and Research of Lithuanian Republic, the Statute, other legal acts and internal rules of the procedure.

107. The procedure for awarding incentives and imposing disciplinary measures to students shall be laid down by the Academic Council upon the evaluation of the proposals by the Students' Representative Council.

108. Disciplinary measures for students shall be imposed following the procedure laid down by Academic Council upon the Director's order.

109. Disciplinary measures for the members of the Students' Representative Council shall be imposed in accordance with the procedure laid down by the Academic Council.

110. Student may be expelled from the College if he/she:

110.1. violates requirements of the Statute, the procedure of study or internal rules of the College' procedures.

110.2. does not perform according to the requirements set in the study programme and (or) agreement;

111. Study contracts with the College and unclassified students shall set conditions for their study, rights and duties.

112. College staff shall consist of teaching, research staff, administration and other employees ensuring College activities.

113. Labour relations, social guarantees, staff rights, duties and responsibilities in the College shall be laid down by laws, the Statute and other legal acts as well as acts adopted by the management bodies of the College.

114. The staff of the College shall, in accordance with the procedure laid down by legal acts, have the right:

114.1. within the limits of their competence to participate in competitions for implementation of research programmes and for securing support from higher education and research funds, as well as to utilize appropriated resources;

114.2. to participate in competitions for scholarships in the Republic of Lithuania and abroad;

114.3. to obtain from state institutions the information which is necessary for research work (if such information is a state or official secret, it shall be furnished and used in accordance with the procedure laid down by legal acts);

114.4. to participate in consideration of the Statute and other Statute of the College activities and trends of the institution;

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

114.6. to work independently or join creative groups;

114.7. independently publish their research works;

115. The Staff of the College must:

115.1. work honestly and in good faith

115.2. keep labour discipline, execute lawful orders of the administration in timely and accurate manner, observe occupational safety and health requirements and respect the property of the College;

116. The Staff of the College, which is involved in applied research and study activities, must observe the Code of Academic Ethics, carry out other responsibilities determined in the Statute and other internal documents as well as work agreements.

117. The Staff of the College is responsible for observing the Law of the Republic of Lithuania, the Statute, other legal acts and internal documents as well as carrying out the responsibilities in a proper manner.

118. A person, who wants to work in the College as a secondary workplace, shall indicate in his/her job application the position(s) in the primary and all secondary workplaces.

119. Teachers and research staff shall be admitted to the primary position(s) for each 5-year term of office through an open competition. Director shall announce a competition and College Council shall set principles for selection and assessment of employees. Competitions for these positions shall be organized, teachers and research staff evaluated in accordance with the order set out in the law, other legal acts and by the Academic Council. Recruitment Commission of Teachers and Research Workers to Primary Positions (hereinafter - Recruitment Commission) formed following the procedure laid down by the Academic Council evaluates candidates for the position of a teacher and a research worker, with the exception of post-doctoral fellowship holder. Not less than one third of the members of the Recruitment Commission must be persons who do not work in the College. When making arrangements for a competition to occupy the position of a chief research worker or a professor, at least one international expert must be in the Recruitment Commission.

120. Other College employees shall be recruited and dismissed according to the legal procedures of Lithuanian Law

121. With not less than three months remaining before the expiry of the term of tenure of a teacher and research worker of the College, an open competition shall be announced to occupy these positions. A person who already holds this position may participate in the said competition. An announcement about a competition to occupy a position must be published on the websites of the College and the Research Council of Lithuania, as well as in the Lithuanian mass media and, where appropriate, in the international mass media.

122. An employment contract of unlimited duration for holding this position shall be concluded with a person who has the second time in succession won the competition to hold the same position of a teacher or a research worker. Performance evaluation of this person shall be carried out every five years in accordance with the procedure laid down by the Academic Council. A person who fails the performance evaluation shall be dismissed from the position. An extraordinary performance evaluation may be conducted for teachers and research workers of the College in accordance with the procedure laid down by the Council of the College. Persons shall be accepted to a higher position of a teaching staff member or research staff member by the way of an open competition.

123. College employees shall be recruited and dismissed by the Director' order in accordance with the procedure laid down by legal acts.

124. College may invite teachers and research workers to work under the fixed-duration employment contract for a period not exceeding two years in accordance to the law .

125. The procedure of an appointment to a position as prescribed by Law on Higher Education and Research of Lithuanian Republic shall not apply to visiting teachers and research workers.

126. Under the procedure laid down by the Academic Council, every five years teaching staff members may be released for a period not longer than one year from their pedagogical work to conduct research and to improve their scientific and pedagogical qualification. The teacher shall be paid his average salary during this period.

127. Under the procedure laid down by the Academic Council the conditions are created for College staff to develop qualification and prepare for doctoral studies.

VII. SET OF DISPUTE BETWEEN STUDENTS AND ADMINISTRATION AND OTHER STAFF COMMISSIONS, DISPUTE SETTLEMENT AND DECISION IMPLEMENTATION

128. The following Dispute, Request and Complain Resolution Commission authorities operate within the College:

128.1. Dispute Resolution Commission shall settle disputes between the College administration and students;

128.2. The Labour Dispute Resolution Commission shall settle disputes between the College administration and other College employees;

129. The Dispute Resolution Commission shall be set by the Director's order. The Commission is a permanent institution consisting of six appointed persons. College administration and Students' Representative Council assignees shall be appointed to the Commission in equal parts.

130. The Dispute Resolution Commission shall elect the Chairman of the Commission from among its members by the simple majority of votes.

131. The Dispute Resolution Commission upon receipt of student' complain must examine it within a period of 15 calendar days.

132. Commission meetings on Dispute Resolution shall be convened by the Chairman of the Commission. Meetings shall be considered valid, if they are attended by at least two thirds of the members of the Commission and resolutions are made by more than a half of the majority votes.

133. The student shall be informed in written about Dispute Resolution Commission' decision.

134. The Dispute Resolution Commission' decision shall be final in the College.

135. Labour disputes between the College administration and other College employees on implementation of rights and duties prescribed in labour laws, work agreements and other legal acts are analysed at The Labour Dispute Resolution Commission following procedures set in the Labour Code of Lithuanian Republic (Official Gazette, 2002, No. 64-2569) and other legal acts.

VIII. SOURCES OF FUNDS, USE OF ASSETS AND FUNDS

136. College Funds shall comprise the following:

136.1. resources of the basic funding of the state budget for state higher education and research institutions;

136.2. state budgetary funds appropriated for studies to higher education and research institutions in accordance with the procedure laid down by the Law on Higher Education and Research;

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

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

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

136.6. funds of state funds;

136.7. funds appropriated by international and foreign funds and organizations;

136.8. funds received as charity under the Law on Charity and Sponsorship;

136.9. other funds received in legal ways.

137. Lithuanian Republic state funds of the basic funding of the state budget according to the procedures set by the Government of the Republic of Lithuania shall be allocated for:

137.1. administration and economy;

137.2. other needs.

138. Lithuanian Republic State budget funds according to the procedures set by the Government for studies shall be appropriated:

138.1. to cover the cost of studies in student places which are funded by the state;

138.2. to compensate, in the manner prescribed by Article 71 of the Law on Higher Education and Research, a tuition fee paid by the students who achieved the best results of studies in the student places which are not funded by the state;

138.3. for targeted funding of studies;

138.4. for student support.

139. While managing, using and disposing of assets, College shall adhere to the principles of public benefit, efficiency, rationality, accountability to the public and autonomy of economic activities principles.

140. College property is comprised of:

140.1. State fixed tangible assets transferred under the property trust agreement to the College;

140.2. College fixed tangible assets.

141. The following shall comprise the assets managed, used and disposed of by the College by the right of ownership:

141.1. assets invested by the State;

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

141.3. funds and other assets received as charity under the Law on Charity and Sponsorship;

141.4. other funds, with the exception of state budget funds;

141.5. assets purchased with the state budget funds and with the funds provided for in subparagraphs 141.2-141.4 of this Statute, with the exception of the immovable property acquired with the European Union assistance, funds of the state budget and state foundations;

141.6. donations;

141.7. inherited property;

141.8. property rights arising from intellectual activity results (research or artistic works and objects of industrial property rights - patents, design, trademarks and topographies of semiconductor products, other intellectual property objects);

141.9. income, assets or other benefit gained while managing, using and disposing of the funds or other assets indicated in subparagraphs 141.1-141.8 of this Statute.

142. The College right of ownership belonging is managed, used and disposed by the College according to the laws and College Council set of procedures.

143. State fixed tangible assets, transferred to the College under the property trust agreement, shall be managed, used and disposed by the College according to the laws and State property trust agreement, following the College Council set of procedures.

144. The College shall exercise the right to the inviolability of its territories and buildings. Only the Government may, upon having evaluated the opinion of the College Council, change the boundaries of the territory of the College or the managers of state buildings.

145. The College employees, students and unclassified students shall use College property according to the internal College rules.

146. Income and expenses shall be managed according to annual revenue and expenditure estimates and reports set by the Council. In the beginning of every year, not later than in March, the College shall publicly announce annual revenue and expenditure estimates and reports on their implementation.

IX. QUALITY ASSURANCE IN HIGHER EDUCATION AND RESEARCH

147. The College shall be responsible for the quality of research, studies and other activities. The College shall publicly announce the quality indicators of its activities and foster the culture of the quality of activities regarding higher education and research.

148. The quality of the College research activities and studies is also assured through internal system of quality assurance of the College, external study programmes evaluation and accreditation, external research and higher education institution evaluation and (or) accreditation.

149. The College has in place an internal system of quality assurance founded on the European higher education provisions and guidelines for internal quality assurance in higher education.

150. The College shall constantly carry out self-evaluation of research activities and study quality.

151. The College constantly announces on its website and in other ways accurate quantitative and qualitative information about study programmes, awarded higher education qualifications,

research activities, self-evaluation results, opinions of students, graduates and other interested parties assessments of activities of the College, career indicators of graduates; it may also announce other data necessary to inform the public about studies.

152. The College activity shall be constantly improved given the conclusions of self-evaluation and external evaluation.

X. THE PROCEDURE FOR SETTING UP BRANCHES AND REPRESENTATIVE OFFICES AND FOR TERMINATING ACTIVITIES THEREOF

153. The College shall be able to establish its branches or representatives for its activity implementation.

154. The College branch is a structural subdivision having its residence and performing all or partial College functions. The branch functions according to the set of procedures set by the College. Branch is not a legal person. The College is responsible for branch obligations and branch is responsible for College obligations.

155. The branch set of procedures are confirmed by the College Council.

156. The College shall have a right to take decision on branch activity termination.

157. Representative office functions according to the set of procedures set by the College. Representative office is not a legal person. The College is responsible for representative office obligations and representative office is responsible for College obligations.

158. The College branches and representatives are established and their activity is terminated by the decision of the Council by the procedures set in the Civil Code of Lithuanian Republic (Official Gazette, 2000, Nr. 74-2262) and other law acts.

XI. FINAL PROVISIONS

159. The Statute shall be approved by the Government of the Republic of Lithuania.

160. Statute amendments are presented to the Government by the Council upon considering opinion of the Academic Council.

161. None of the Statute provisions can be interpreted to narrow the autonomy of a higher education institution, guaranteed by the Constitution of the Republic of Lithuania.

162. Decision on reorganization, liquidation or reorganization of the College, upon the proposal of the College Council or the Ministry of Education and Science, shall be made by the Government of the Republic of Lithuania considering opinion of the College Council.

163. The College activity issues that are not covered in the Statute shall be resolved in the order determined by the Law of the Republic of Lithuania and other legal acts.
