

**REGULATION
OF THE ACADEMIC ETHICS COMMISSION OF CORE ACADEMIC UNITS OF
VILNIUS UNIVERSITY**

I. GENERAL PROVISIONS

1. The Regulation (hereinafter the Regulation) of the Academic Ethics Commission (hereinafter the Commission) of Core Academic Units (hereinafter the Unit) of Vilnius University (hereinafter the University) shall regulate the formation and competences of the Commission and the organisation of work of the Commission.

2. In its activity, the Commission shall adhere to the Statute of Vilnius University (hereinafter the Statute), other laws of the Republic of Lithuania, the Code of Academic Ethics of Vilnius University, and this Regulation.

II. FORMATION AND COMPOSITION OF THE COMMISSION

3. The Commission shall consist of six members: four members of the Commission shall be appointed from lecturers and research (art) fellows of the Unit and the remaining two members shall be appointed from parties authorised by the Students' Representation.

4. The council of the Unit shall form the Commission and appoint the Commission chairperson from its members, i.e. lecturers and research (art) fellows of the Unit, with consideration to proposals of the chairperson. The chairperson of the Commission shall appoint the deputy chairperson from members of the Commission.

5. Members of the Commission shall enjoy equal rights, except in case where, pursuant to this Regulation, the Commission chairperson's vote is the decisive vote.

6. Members of the Commission shall be appointed for a two-year term of office. The number of terms of office served by a member of the Commission shall be unlimited.

7. A member of the Commission may be removed from this position prior to expiry of his/her term of office, if he/she commits a violation of academic ethics or another violation of legal or moral norms, which is incompatible with the position of a member of the Commission. Members of the Commission appointed by the Students' Representation may also be removed in cases set by the Students' Representation. A decision concerning removal of a member of the Commission shall be passed by the council of the Unit.

8. Should a member of the Commission resign from his/her job or complete his/her studies at the University or present to the council of the Unit an application to resign from the Commission, or is removed according to clause 7 of the Regulation, the council of the Unit shall, according to the procedure prescribed by this Regulation, appoint a new member to the Commission for the remaining part of the term of office.

III. AREA OF ACTIVITY OF THE COMMISSION

9. The Commission shall examine applications concerning actions of members of the academia working or studying in the Unit or of the administrative staff of the Unit, which violate the academic ethics.

10. The Commission shall consider proposals concerning improvement of the Code of Academic Ethics or initiate supplementations or amendments to the Code of Academic Ethics and present them to the Central Academic Ethics Commission for consideration.

IV. ORGANISATION OF THE WORK OF THE COMMISSION

11. Meetings of the Commission shall be organised on receipt of an application or with a view to initiating supplements or amendments to the Code of Academic Ethics. Should the actions of a member of the community working or studying at the Unit, which violate academic ethics, gain resonance among the public, meetings may also be organised on the initiative of the Commission.

12. Meetings of the Commission shall be convened and chaired by the chairperson of the Commission. If a received application concerns the chairperson of the Commission, the meeting shall be convened and chaired by the deputy chairperson of the Commission.

13. Applications to the Commission may be presented by any member of the University community. The Commission of the Unit shall only consider applications concerning members of the University community who work or study at the Unit. Any disputes concerning staff and students of units of the University that do not have their separate dispute resolution commissions shall be settled by bodies appointed by resolution of the Senate.

14. An application may be lodged within one month from the date when the respective violation of academic ethics was committed or established. This deadline may, by decision of the Commission be extended in the presence of valid reasons due to which the deadline was not met and in the presence of a motivated application of the applicant, provided that no more than six months have passed since the date on which the violation was committed or established.

15. Applications shall be presented to the administration of the Unit. Applications may also be lodged electronically according to the procedure prescribed by the council of the Unit.

16. An application must contain the following information:

1.1. The given name, surname, position or main study programme of the applicant, the email address assigned to the applicant by the University and the applicant's telephone number;

1.2. A description of the violation of academic ethics and specification and attachment of the available information or circumstances confirming that the violation was actually committed;

1.3. A specific request of the applicant; and

1.4. The applicant's signature.

17. The Commission must consider the received application and pass a decision within 30 calendar days from the date the application is registered with the Unit. The deadline specified herein shall not include the summer holiday period granted to students according to legal acts of the University.

18. Meetings of the Commission shall be closed, except in cases where members of the Commission and parties to the respective dispute agree on a public consideration of the application.

19. Parties to the dispute shall be informed about the contents of the application and may attend the meeting of the Commission, in which the application is considered. At the applicant's justified request, the Commission may pass a decision by informing about the contents of the application without disclosing the applicant's identity to the other party to the dispute.

20. A decision signed by members of the Commission shall, within five business days from the date it is passed, be sent to the parties to the dispute to the email addresses assigned by the University and to the head of the Unit and shall be deemed delivered to them on the day following the day of sending.

21. The Commission shall consider applications according to the principles outlined in Article 25(5) of the Statute. The Commission must provide the parties to the dispute with an opportunity to be heard. This right, by decision of the Commission, may be implemented either in writing or orally.

22. Minutes of meetings of the Commission shall be drafted, and the chairperson of the Commission (if the chairperson is absent – the deputy chairperson) shall sign the minutes. Minutes of meetings of the Commission shall be stored according to the procedure prescribed by legal acts of the University.

V. DECISIONS OF THE COMMISSION

23. The Commission shall adopt decisions, conclusions and recommendations on issues it considers.

24. A meeting of the Commission shall be deemed lawful, if it is attended by at least two thirds of the members of the Commission.

25. Decisions of the Commission shall be passed by a simple majority of votes of members of the Commission attending the meeting. In the case of an equal distribution of votes, the vote of the chairperson of the meeting shall be decisive.

26. Having considered an application, the Commission shall pass a decision acknowledging whether a violation of academic ethics was committed or not. In its decisions and recommendations, the Commission may provide the administration of the Unit with proposals concerning the improvement of the organisation of research and study activities in terms of the application of the Code of Academic Ethics.

27. Should the Commission decide that the behaviour of the respective members of the University community violates the Code of Academic Ethics, the decision of the Commission, with consideration to the nature and degree of the violation, may contain a recommendation for the head of the Unit to propose to the Rector that the employment agreement with the staff member who committed the violation be terminated or that other disciplinary measures provided for in the Labour Code of the Republic of Lithuania be imposed on the staff member, or to expel the student who committed the violation of academic ethics from the University.

28. A decision of the Commission may be appealed to the Central Academic Ethics Commission within 14 calendar days from the date of its presentation. If the deadline is not met, it may not be extended.

VI. FINAL PROVISIONS

29. This Regulation shall be approved by the Senate and become effective from 1 December 2014.