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(wording of Resolution of the Senate of Vilnius University No. S-2018-5-8 of 22 May 2018)

APPROVED

by Resolution No. S-2016-9-2 of 18 October 2016
of the Senate of Vilnius University

REGULATIONS OF KAUNAS FACULTY OF VILNIUS UNIVERSITY

I. GENERAL PROVISIONS

1. Kaunas Faculty (hereinafter the 'KnF') of Vilnius University (hereinafter the 'University') shall be the internal organisational structure of the University with the status of a core academic unit, within which all types of the principal activities of the University shall be carried out. The KnF shall exercise internal autonomy, the limits of which shall be determined by these Regulations.

2. The KnF shall be established and liquidated, and its Regulations approved, by the Senate of the University (hereinafter the 'Senate') upon proposal from the Rector of the University (hereinafter the 'Rector').

3. The KnF shall carry out its activity in accordance with the Statute of the University (hereinafter the 'Statute'); the Regulatory Framework for Research, Artistic Activity and Studies (hereinafter the 'Reguliaminas'); these Regulations; other legal acts passed by the Senate, the Council of the University, the Rector, and the governing bodies of the KnF based on their competency; and the laws and implementing legislation of the Republic of Lithuania.

4. The activity of the KnF shall be financed from the appropriations from the State budget, the own funds of the University, and other lawfully acquired funds.

5. The KnF shall possess a Senate-approved KnF flag, template, logo and seal that correspond to the traditions and style of the University. The template and seal of the KnF shall be used in the KnF operational documents attributed to the KnF competency.

6. The self-governance of the KnF shall be implemented by the Council of the KnF (hereinafter the 'Council') established under the procedure laid down by the Statute, the Senate, and these Regulations.

7. The KnF shall be headed by and the responsibility for its activity shall be undertaken by the Head of the KnF – the Dean (hereinafter the 'Dean'), who shall be elected and appointed under the procedure laid down by the Statute, the Senate, and these Regulations.

8. The structure of the KnF shall comprise the governing bodies (the Council and the Dean) and internal organisational structures – branch academic units, branch non-academic units and internal organisational structures without the rights of an administrative unit detailed in the Regulations of the KnF and established following the procedure laid down in these Regulations. The list of branch non-academic units of the KnF shall be approved and amended by Order of the Rector.

9. In accordance with the procedure laid down by the law and the legal acts of the University, the KnF may have a right to independently take decisions on public procurement and independently carry out procurement, have a separate budget line for procurement, independently conclude procurement contracts, and use its budget for making payments pursuant to those contracts.

II. THE PURPOSE AND OBJECTIVES OF THE ACTIVITIES

10. The activities of the KnF shall be based on the mission, objectives, and principles of activity of the University set out in the Statute, and the priorities provided for in the Action Plan of the KnF. The purpose of the KnF activities shall be the following: training highly qualified specialists and researchers; developing scientific and artistic research of a high international level; ensuring the unity of science and studies; ensuring the quality of scientific and artistic research and studies; participating in innovative activities and high-tech business development; educating active and responsible citizens and leaders of society.

11. The objectives of the KnF shall be the following:

11.1. to initiate, organise and conduct international-level scientific and artistic research in the fields of philology, economics, management, informatics and informatics engineering of the humanities, social, physical and technological areas of science as well as interdisciplinary scientific research, to disseminate the achievements in science, arts and technologies locally and internationally;

11.2. to initiate, organise, and conduct studies of all cycles, non-formal studies, postdoctoral traineeships, participate in training teachers, and carry out other educational or teaching (lecturing) activities;

11.3. to join international scientific and artistic research networks and institutions, implement advanced best practices of other universities in the field of scientific research and studies organisation;

11.4. to participate in national and international scientific, studies, and educational programmes and projects, taking into account their relevance to the fields of activity developed by the KnF;

11.5. to build state-of-the-art infrastructure for scientific and artistic research, experimental, social, cultural, and technological development, artistic creation, and innovative activity, based on the principles of open access;

11.6. to promote and develop cooperation among science, business, and public sectors, to cooperate with Lithuanian and foreign study, science, and business institutions, social partners and alumni, to represent the University in the country and worldwide;

11.7. to carry out and develop service provision, consulting, and expert activities;

11.8. to nurture the values and long-standing traditions of the University, to encourage the participation of members of the KnF community in general University activities, as well as their socially responsible behaviour and volunteering.

12. The purpose and objectives of the KnF shall be implemented by the KnF community.

13. The KnF shall prepare and implement the Action Plan, which shall identify the priorities, measures for their implementation, terms, indicators, resources, and persons responsible for the implementation of measures. The Action Plan of the KnF shall be drawn up for a period of three years in accordance with the Strategic Plan of the University, and the purpose and objectives of the KnF.

III. THE COUNCIL

14. The Council shall be a collegial self-governance body of the KnF formed for a period of four years.

15. Members of the Council, with the exception of the *ex officio* member of the Council and

student representatives of all study cycles at the KnF, who are delegated under the procedure laid down by the Students' Representation of the University, shall be elected in a direct election by researchers and teaching staff of the KnF (hereinafter the 'electors') following the requirements specified in Article 12(4) of the Statute.

16. The Council shall comprise 15 members:

16.1. three professors or research professors working at the KnF and conforming to the requirements set out in Article 12(4) of the Statute;

16.2. three associate professors or senior researchers working at the KnF and conforming to the requirements set out in Article 12(4) of the Statute;

16.3. three other members of the academic community working at the KnF and conforming to the requirements set out in Article 12(4) of the Statute;

16.4. one member of the non-academic community working at the KnF for an uninterrupted period of at least three years;

16.5. three student representatives of the KnF in accordance with the requirements of Article 21(11) of the Statute;

16.6. one representative of the social partners of the KnF;

16.7. the Dean is the *ex officio* member of the Council.

17. The general requirements for the procedure for electing and recalling the members of the Council shall be set out in the Description of the Procedure for the Election of Members of the Councils of Core Academic Units approved by the Senate. A KnF Council member may be recalled by the entity that has elected or appointed the said KnF member due to a crime, misdemeanour, violation of administrative law, disciplinary or official misconduct, gross violation of the Statute or the Code of Academic Ethics, or any other breach of legal or moral norms that is inconsistent with the duties of a Council member. Additional grounds and procedures for recalling students' representatives from the Commission may be set out in the Students' Representation of the University.

18. Each branch academic unit of the CAU shall be represented by no less than one representative of each of the categories indicated in Items 16(1)–16(3).

19. The Council election (including the registration of candidates) shall be organised and its results established by the electoral commission of the KnF. The composition of the electoral commission of the KnF, upon Proposal from the Dean, shall be approved and its Chairperson shall be appointed by the Central Electoral Commission. Members of the electoral commission may not stand as candidates to members of the Council. Members of the Council – students' representatives – shall be appointed (elected) following the procedure laid down by the Students' Representation of the University in accordance with the requirements laid down in Article 21(11) of the Statute.

20. The Council shall elect its Chairperson from Council members. Upon Proposal from its Chairperson, the Council shall approve the Deputy Chair. The Dean, deputy to the Dean (hereinafter the 'Vice-Dean'), members of the non-academic community, representatives of social partners and students' representatives shall not be elected the Chairperson of the Council or the Deputy Chair. The Chairperson of the Council and the Deputy Chair shall not work at the same branch unit. In the event that the Chairperson of the Council is unable to perform their duties due to illness or other important reasons, their functions shall be performed by the Deputy Chair of the Council.

21. The activity of the Council shall take the form of meetings. A meeting of the Council shall be deemed lawful if it is attended by at least two-thirds of the members of the Council. In the

exercise of its powers, the Council shall adopt resolutions. Resolutions of the Council shall be adopted by a simple majority of the present members of the Council, except in cases when these Regulations or the Rules of Procedure of the Council call for a qualified majority.

22. The Council shall:

22.1. approve its Rules of Procedure;

22.2. elect the Dean and submit the candidature to the Rector for appointment;

22.3. express no-confidence in respect to the Dean if it is voted for by at least two-thirds of all members of the Council, or by a simple majority decide on no-confidence expressed by the Rector in respect to the Dean;

22.4. in the event that the Rector, by a reasoned decision, does not appoint the Dean elected by the Council, organise a repeated election for the position of the Dean;

22.5. upon proposal from the Dean, approve the Action Plan of the KnF;

22.6. consider and approve annual performance reports of the KnF submitted by the Dean, and submit its conclusion on the implementation of the Action Plan of the KnF to the Rector;

22.7. in the event that the Council does not approve the annual performance report of the KnF, the period of one month shall be provided within which the Dean is to correct and/or revise the report and present it to the Council for reconsideration; if the Council repeatedly refuses to approve the annual performance report of the KnF, the Council shall issue a vote of expressing no-confidence in respect to the Dean and shall immediately inform the Rector thereof; in this case, the Rector may also express no-confidence in respect to the Dean;

22.8. upon proposal from the Dean, establish the number of the Vice-Deans, approve their candidatures and functions;

22.9. upon proposal from the Dean, consider and approve the regulations of branch academic units.

22.10. upon proposal from the Dean, establish and liquidate branch academic units and propose the Rector to submit related amendments to the Regulations of the KnF to the Senate for approval;

22.11. upon proposal from the Dean, establish and liquidate internal organisational structures without the rights of an administrative unit of the KnF (laboratories, centres, departments, divisions, scientific groups);

22.12. upon proposal from the Dean, approve and dismiss heads of branch academic units (directors of institutes);

22.13. upon proposal from the Dean, consider and propose the Rector to submit amendments to the Regulations of the KnF to the Senate for approval;

22.14. upon proposal from the Dean, consider proposals to the Rector on the establishment and liquidation of branch non-academic units;

22.15. upon proposal from the Dean, establish proportionate distribution of the funds for the scientific research purposes of the branch academic units;

22.16. upon proposal from the Dean, approve annual revenue and expenditure estimates of the KnF and their implementation reports;

22.17. upon proposal from the Dean, approve the fields of scientific and artistic research as well as the programmes of scientific and artistic research and experimental, social, cultural, and technological development, artistic creation, and innovative activities of the KnF;

22.18. propose to the Rector for approval the representatives of the KnF to the doctoral

studies committees of the relevant science fields and their chairpersons, make proposals for the doctoral regulations of the relevant science fields;

22.19. consider study programmes and submit them to the Senate for approval following the procedure established at the University;

22.20. upon suggestion from branch academic units and proposal from the Dean, consider and approve the committees for study programmes implemented at the KnF and submit the candidatures of their Chairpersons to the Senate for approval;

22.21. consider proposals from the Dean regarding student places at the KnF and the requirements for admission;

22.22. upon proposal from the Dean, approve rules governing research and studies at the KnF;

22.23. assess the results of performed scientific and artistic research, experimental, social, cultural, and technological development, artistic creation, and innovative activities, studies, and the quality and level of the activities of the KnF as a whole;

22.24. consider submissions from the Dean to the Rector to announce competitions for the positions of professor and research professor;

22.25. consider and submit to the Rector the candidates for the titles (status) laid down in the Regulations on Emeritus, Affiliation and Honours of the University;

22.26. upon submission of the Chairperson of the Council, establish the Academic Ethics Commission of the KnF and appoint its Chairperson;

22.27. upon submission of the Chairperson of the Council, establish the Dispute Resolutions Commission of the KnF and appoint its Chairperson;

22.28. perform other functions established in the legal acts of the University, as well as exercise power not directly specified in the legal acts that relates to the purpose of the Council laid down by Article 28(3) of the Statute and Item 6 of these Regulations.

IV. THE DEAN

23. A person who conforms to the requirements for a head of a core academic unit specified in the Statute shall be eligible to be appointed the Dean.

24. The Dean shall be responsible and accountable to the Council and the Rector. The Dean shall be an *ex officio* member of the Rectorate and shall participate in the strategic governance of the University. On the issues of economy and asset management and the organisation of other non-academic activities of the KnF, the Dean shall also be accountable to the Chancellor of the University (hereinafter the 'Chancellor').

25. The Dean shall be elected for a period of five years in accordance with the Statute and these Regulations.

26. The competition for the position of the Dean shall be announced by the Council no less than four months before the end of the term of office of the outgoing Dean. The provisions of this Item shall not apply when the mandate of the Dean is terminated before the end of the term on other grounds.

27. The competition for the position of the Dean (including the registration of candidates) shall be organised and its results shall be established by the electoral commission of the KnF. Members of the electoral commission may not stand as candidates to the position of the Dean.

28. Under the procedure laid down by the Statute and these Regulations, the Dean shall be

elected from the candidates to the position by secret ballot by the Council which then shall submit it to the Rector for appointment. The Dean shall be considered elected if the candidate receives more than half of the votes of all members of the Council, excluding those members of the Council who nominated themselves to the position of the Dean.

Amendments to the Item:

by Resolution of the Senate of Vilnius University No. S-2018-5-8 of 22 May 2018.

29. If none of the candidates receive more than half of the votes of all members of the Council, repeated secret ballots shall be organised, in which the two candidates who were not elected during the first round of voting and got the highest unequal number of votes or all candidates who received the highest and equal number of votes shall participate. If the Dean is not elected in the repeated voting, the Council shall announce a new competition for the position of the Dean.

30. The results of the election for the position of the Dean shall be published by the electoral commission of the KnF on the website of the KnF no later than the next working day after the election. The results of the election for the position of the Dean no later than within two working days after they were made public may be appealed by submitting a complaint to the Central Electoral Commission which, no later than within five working days, shall examine the complaint and leave the results of the election unchanged or declare the election invalid. Having declared the election invalid, a repeated secret ballot shall be organised with the participation of all candidates.

31. The electoral commission of the KnF shall inform the Rector in writing of the results of the successful election for the position of the Dean no later than on the next working day. If an employment contract is not concluded with the elected Dean under a reasoned decision of the Rector, the Council shall announce a repeated election for the position of the Dean. Until the Dean is elected, the Rector shall appoint one of the Vice-Deans to the outgoing Dean to act as a temporary Dean.

32. The same person shall not serve as the Dean for longer than two consecutive terms. This provision shall also apply when the person did not hold the position of the Dean for a full term (during either of the terms).

33. The Dean shall have deputies – Vice-Deans, one of whom shall be responsible for the organisation of studies at the KnF. All Vice-Deans shall be subordinate and accountable to the Dean. The candidatures and functions of the Vice-Deans, upon Proposal from the Dean, shall be approved by and the decisions on the dismissal of the Vice-Deans shall be taken by the Council.

34. The term of office of the Vice-Deans shall correspond to that of the Dean: after the election and appointment of the Dean, the terms of office of the Vice-Deans of the outgoing Dean shall expire. The newly elected and appointed Dean may submit a proposal to the Council to temporarily extend the term of office of the Vice-Deans of the outgoing Dean until new Vice-Deans are appointed following the procedure established in these Regulations.

35. The Dean shall:

35.1. be responsible for the management of the KnF and the implementation of the Action Plan of the KnF in accordance with the Strategic Plan of the University;

35.2. be responsible for the compliance of the activities of the KnF with the Statute, other laws, their implementing legislation, and the legal acts of the University;

35.3. be responsible for the overall efficiency of study programmes, scientific and artistic research as well as the quality of development in the principle area of activity of the KnF; ensure coherence between study programmes and scientific and artistic research, and experimental, social,

cultural, and technological development, artistic creation, and innovative activities and the interdisciplinary links between these programmes;

35.4. draft the Action Plan of the KnF and its yearly amendments and submit them to the Council for approval; organise measures, accumulate resource, and create incentives necessary for the implementation of the Action Plan of the KnF; monitor, control, and regulate the implementation progress of the Action Plan as well as take responsibility for the Action Plan's implementation quality;

35.5. draft and submit to the Council for consideration the annual performance report of the KnF;

35.6. submit the number of Vice-Deans, their candidatures, and functions to the Council for approval;

35.7. submit proposals to the Council on the establishment and liquidation of branch academic units and, upon the approval of the Council, propose the Rector to submit to the Senate the relevant amendments to the Regulations of the KnF for approval;

35.8. submit proposals to the Council on the amendments to the Regulations of the KnF;

35.9. submit the regulations of branch academic units to the Council for consideration and approval;

35.10. submit the candidatures of the heads of branch academic units (directors of institutes) to the Council for approval;

35.11. submit proposals to the Council on the establishment and/or liquidation of organisational structures without the rights of an administrative unit of the KnF (laboratories, centres, departments, divisions, scientific groups);

35.12. submit proposals to the Council on the establishment and/or liquidation of branch academic units; upon the approval of the Council, propose the Rector to establish and/or liquidate the aforementioned units;

35.13. submit proposals to the Council to establish proportionate distribution of the funds for the scientific research purposes of the branch academic units;

35.14. submit the annual revenue and expenditure estimates of the KnF and their implementation reports to the Council for approval;

35.15. upon the approval of the Council, submit proposals to the Rector on the programmes of scientific and artistic research and experimental, social, cultural, and technological development, and innovative activities of the KnF;

35.16. upon the approval of the Council, submit proposals to the Rector on the student places and admission requirements at the KnF;

35.17. submit proposals to the Rector on the sizes of the cost of tuition of studies carried out by the KnF, fees not directly connected to the implementation of study programmes, and other services provided by the KnF;

35.18. submit the rules governing studies and research at the KnF to the Council for approval;

35.19. upon the approval of the Council, propose the Rector to announce competitions for the positions of professor and research professor;

35.20. propose the Rector to employ and dismiss employees of the KnF, award incentives and/or impose disciplinary penalties;

35.21. ensure the professional development of the employees of the KnF;

35.22. organise and ensure lawful and economical use of the KnF's funds and assigned assets;

35.23. take responsibility for the international relations of the KnF;

35.24. coordinate the conclusion of contracts necessary for research and studies activities carried out at the KnF and ensure the execution of contracts concluded at the initiative of the KnF;

35.25. perform other functions assigned to the Head of a core academic unit following the legal acts of the University and carry out other typical duties of the Head of a core academic unit.

36. In implementing the Action Plan of the KnF, and the functions and tasks assigned to them, the Dean shall, based on their competency, issue orders, decrees, and give binding instructions to the academic community and other employees of the KnF.

37. A permanent board – *the Dean's Office* – shall advise the Dean on the issues of the organisation of activities; it may be established following the procedure laid down in the Regulations of the KnF. The Dean's Office must comprise Vice-Deans, Heads of branch academic units and the Chairperson of the Students' Representation of the University at the KnF. The activity of the Dean's Office shall take the form of meetings and be convened upon the decision of the Dean no less than once a month. The meetings of the board shall be headed by the Dean or a Chairperson of the meeting appointed by them.

38. The Dean may establish activity planning, international advisor, trustee, and other structures to advise them on a temporary or permanent basis.

39. The mandate of the Dean shall be terminated at the end of their term or upon their resignation. The Dean shall immediately resign in the event that the Council expresses no-confidence in them by a majority of two-thirds of all Council members or that the Council, by a simple majority, approves the no-confidence expressed by the Rector. If the Dean, in whom the Council or the Rector had expressed no-confidence, does not resign immediately following the adoption of the relevant decision by the Council, their employment contract shall be terminated on the grounds of infringement of this Item and Article 28(4) of the Statute, which constitutes gross violation of professional duties.

V. STRUCTURAL UNITS

40. The structural units of the KnF shall be branch academic and non-academic units with the rights of an administrative unit, the number and purpose of which shall be determined following the efficient management priorities of the KnF. Internal organisational structures without the rights of an administrative unit may also be established within the KnF.

41. A branch academic unit shall be a structural unit of the KnF, the principal activities of which shall be scientific research and studies. The number and names of the branch academic units shall be established in the Regulations of the KnF. The name of the branch academic unit, alongside the name of the CAU and the University, shall be used in the affiliations of scientific publications and other documents related to scientific activity. No less than 10 per cent of the electors of the KnF shall work at the branch academic unit.

42. Branch academic units shall have their regulations. The regulations of a branch academic unit shall be approved by the Council of the KnF upon Proposal from the Dean. The regulations of a branch academic unit shall establish the term of office of the head of the branch academic unit which shall not exceed the term of office of the Dean, their responsibilities and accountability, their

obligation to organising and ensuring lawful and economical use of the branch academic unit's funds and assigned assets, the grounds for termination of powers and the procedure for expressing no-confidence in the head of the branch academic unit.

43. The branch academic units of the KnF shall be the *Institute of Languages, Literature and Translation Studies of Kaunas Faculty of Vilnius University* and the *Institute of Social Sciences and Applied Informatics of Kaunas Faculty of Vilnius University* (hereinafter the 'institutes').

Amendments to the Item:

by Resolution of the Senate of Vilnius University No. S-2018-5-8 of 22 May 2018.

44. The institute shall have its head – the director of the institute, approved by the Council upon Proposal from the Dean. The director of the institute shall be a person with a scientific degree and pedagogical experience.

45. Only organisational structures without the rights of an administrative unit may operate within an institute.

46. A branch non-academic unit shall be a structural unit of the KnF, which shall provide services ensuring the academic activities of the KnF and/or performing other non-academic functions of the KnF. Branch non-academic units shall be established and liquidated by the Rector upon Proposal from the Dean.

47. The Heads of branch non-academic units shall be appointed by the Rector upon Proposal from the Dean.

VI. RESEARCH AND STUDIES

48. The KnF shall carry out scientific and artistic research in the fields of philology, economics, management, informatics and informatics engineering of the humanities, social, physical and technological areas of science as well as interdisciplinary scientific research of high international level.

49. Organisational structures without the status of an administrative unit may be established at institutes for organising and carrying out scientific research.

50. The KnF shall organise full-time, part-time, and non-formal studies. In accordance with the procedure laid down by the law and the legal acts of the University, studies of three cycles – first (bachelor), second (master), and third (doctoral studies) – shall be carried out.

51. The studies of the first and second cycle shall be coordinated and administered by the Vice-Dean responsible for the organisation of studies at the KnF and the Studies Office. Study programme committees shall oversee the implementation of first and second cycle studies, identify issues and initiate the necessary decisions. Study programme committees shall operate following the procedure laid down in the legal acts of the University and be accountable to the Council of the KnF for their activities.

52. The Chairpersons of the study programme committees of the KnF and a delegated person of the Students' Representation of the University shall form a Study Board which shall advise the Vice-Dean responsible for the organisation of studies on the study process management issues.

53. The Studies Office may have an internal organisational public relations and communication structure without the rights of an administrative unit, which shall be responsible for the promotion of studies and work with pupils.

54. Following the procedure set out in the legal acts, for the purpose of organising and

implementing doctoral studies, Doctoral Studies Committee(s) for the relevant field(s) of science shall be formed, its/their Chairperson(s) elected, and the regulations of doctoral studies in the field(s) of science drawn up and subject to be approved by the Rector. A doctoral school(s) may also be established.

VII. FUNDS AND OTHER ASSETS OF THE KnF

55. The funds managed and used by the KnF shall comprise:

55.1. the share of appropriations from the State budget received by the University which, following the procedure established in the legal acts, is intended to finance first and second cycle studies at the KnF and the proportion of funds to finance doctoral studies established by the Council, after deductions for general University purposes established at the University;

55.2. own and endowment funds received by the KnF for studies and educational services; after deductions for general University purposes established at the University;

55.3. administration, infrastructure and economy funds allocated following the procedure established at the University;

55.4. funds received as support to the KnF, and other lawfully obtained funds, after deductions for general University purposes established at the University.

56. The assets of the KnF shall comprise the share of the University's assets assigned to it for the purpose of implementing the activities established in these Regulations following the procedure set out in the legal acts of the University. The assets of the KnF shall be registered and its funds accounted for following the procedure established at the University.

VIII. INTERNAL ADMINISTRATION CONTROL OF THE KnF

57. The control of the financial and economic activities of the KnF shall be exercised by the Chancellor or their authorised employees following the procedure established at the University.

58. The control of the implementation of the Action Plan of the KnF shall be exercised by the Rector based on the conclusions submitted to the Rector by the Council.

IX. FINAL PROVISIONS

59. The Regulations of the KnF shall be amended and recast under the procedure laid down by the Statute.