

**APPROVED**

by the Resolution of the Government of the  
Republic of Lithuania No 947 of 21 June 2010  
(recast of the Resolution of the Government of the  
Republic of Lithuania No 322 of 1 April 2020)

**THE STATUTE OF UTENOS KOLEGIJA, VŠĮ / UTENA UNIVERSITY OF APPLIED  
SCIENCES**

**CHAPTER ONE  
GENERAL PROVISIONS**

1. A public institution Utenos Kolegija (hereinafter - Kolegija) is a state higher education institution of the Republic of Lithuania. The name of the institution in the Lithuanian language shall be *Utenos Kolegija*, in English – Utena University of Applied Sciences (hereinafter – Utena UAS).

2. Utena UAS is a public legal entity with a seal with the State's coat of arms and its name and a bank account. The legal form shall be a public institution.

3. The owner of Utena UAS shall be the State of Lithuania. The property and non-property rights and obligations of the owner of Utena UAS shall be implemented by the Ministry of Education, Science and Sports of the Republic of Lithuania (insofar as this does not fall within the exclusive competence of the Government of the Republic of Lithuania).

4. The autonomy of Utena UAS shall embrace the freedom in managing the academic, administrative, economic and financial matters, based on the principle of self-government and academic freedom. The autonomy of Utena UAS guaranteed by the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania and other laws shall be harmonised with its accountability to society, its founders and the parties of the legal entity.

5. The social responsibility of Utena UAS shall be associated with the harmonious development of the country and the Aukštaitija region by cooperating with groups of the local community, business and authority representatives, and developing the individual's and community's ability to think and act independently and creatively.

6. Utena UAS shall conduct college studies based on professional practice and applied research and experimental development, provide higher college education, and create lifelong learning conditions.

7. Utena UAS and its academic units may have a flag, insignia and other attributes. The Academic Board of Utena UAS shall determine the attributes and the procedure for their use (hereinafter - the Academic Board).

8. In its activity, Utena UAS follows the principles of science and studies regulated by Law on Higher Education and Research of the Republic of Lithuania.

9. Utena UAS is a beneficiary under Law on Charity and Sponsorship of the Republic of Lithuania.

10. Utena UAS documents, public announcements and other information to the public are published on Utena UAS website.

**CHAPTER TWO  
AIMS, OBJECTIVES, AREAS AND TYPES OF UTENA UAS ACTIVITY**

11. The aims of Utena UAS activity shall be the following:

11.1. to carry out studies providing a person with higher college education based on professional practice and applied research and experimental development, which meet the needs of the Lithuanian state, society and economy and correspond to the level of science and the modern technologies;

11.2. to develop applied research and experimental development relevant to the State and the Aukštaitija region;

11.3. to participate in the harmonious development of the Lithuanian state and the Aukštaitija region in cooperation with the groups of the local community, business and authority representatives;

11.4. to create conditions for individuals to learn throughout their lives, to improve the acquired knowledge and skills.

12. The objectives of Utena UAS shall be the following:

12.1. to ensure high-quality studies that guarantee the forming of a competent, critical, responsible and continuously developing personality;

12.2. to create modern study and learning facilities and resources based on new technologies;

12.3. to conduct applied research and experimental development;

12.4. to participate in international, national and Aukštaitija region programs for economic, social, educational and cultural development;

12.5. to promote and implement the principles of lifelong learning, to create conditions for continuous learning, improvement of professional qualification and retraining;

12.6. to ensure the rational use of material and financial resources.

13. The principal area of Utena UAS activity is education. The principal type of activity is the performance of college studies.

14. Other types of activity (according to the Classification of Economic Activity) that may be undertaken by Utena UAS shall include the following:

14.1. manufacture of other clothes and their accessories, code – 14.19;

14.2. printing and reproduction of recorded media, code – 18;

14.3. manufacture of medical and dental appliances, instruments and supplies, code – 32.50;

14.4. retail sale executed not in stores, stalls or markets, code – 47.9;

14.5. other, not attributed anywhere else, passenger land transport, code – 49.39;

14.6. accommodation activity, code – 55;

14.7. catering and beverage service activity, code – 56;

14.8. publishing, code – 58;

14.9. computer programming, consultancy and related activity, code – 62;

14.10. real estate operations, code – 68;

14.11. consultancy activity of business and other management, code – 70.22;

14.12. research and applied activity, code – 72;

14.13. market research and public opinion survey, code – 73.20;

14.14. written translation and interpretation activity, code – 74.30;

14.15. renting and leasing activity, code – 77;

14.16. the activity of tour operators, code – 79.12;

14.17. technical and professional secondary education, code – 85.32;

14.18. post-secondary non-tertiary education, code – 85.41;

14.19. other training, code – 85.5;

14.20. educational service activity, code – 85.6;

14.21. medical and dental practice activity, code – 86.2;

14.22. other human health care activity, code – 86.90;

14.23. social work activity without accommodation, code – 88;

14.24. library and archive activity, code – 91.01;

14.25. hairdressing and other beauty treatment activity, code – 96.02.

### **CHAPTER THREE PRINCIPAL PROVISIONS OF STUDIES AND SCIENCE ORGANIZATION**

15. Utena UAS conducts studies under the college and short cycle study programmes. Utena UAS also implements non-formal education programmes and individual study subjects (modules) under the procedure established by the Academic Board.

16. Utena UAS students are individuals studying under college and short cycle study programmes.

17. A person who has completed a college study programme shall be granted a professional bachelor's degree or a professional bachelor's degree and a qualification entitling them to engage in professional activity and/or continue their master's studies. The qualification shall be awarded by Utena UAS with the approval of the competent authority. Utena UAS issues a professional bachelor's diploma and a diploma supplement.

18. Utena UAS conducts short-cycle studies to acquire qualifications that meet the requirements of the fifth level of the Lithuanian Qualifications Framework. Utena UAS issues a study certificate to the graduates of these studies.

19. The study programmes implemented at Utena UAS may be interdisciplinary - intended to achieve the combined learning outcomes of two or more study fields. In this case, the study programme must meet the requirements established in the descriptions of both study fields, approved by the Minister of Education, Science and Sports.

20. Utena UAS may implement joint study programmes together with other Lithuanian or foreign higher education institutions. Upon completing these programmes, a qualification (qualifications) or a joint qualification degree (degrees) is granted.

21. Studies at Utena UAS shall be full-time and part-time forms of study.

22. Persons can apply to Utena UAS for the assessment and recognition of their competencies related to higher education and gained by formal and non-formal education, and self-learning.

23. Recognition of competencies acquired through formal education as a part of the study programme for the persons wishing to continue their studies at Utena UAS shall be performed following the procedure established by the Minister of Education, Science and Sports.

24. Utena UAS assesses and recognizes competencies gained through non-formal and informal learning under the procedure established by the Academic Board.

25. Unclassified students can study individual study subjects (modules) or study under non-formal adult education programmes at Utena UAS. The relationship between an unclassified student and Utena UAS is formalized by an agreement concluded with an unclassified student following the procedure established by the Academic Board.

26. The language of teaching at Utena UAS shall be Lithuanian. Teaching in other languages may be conducted in the cases established by the Law on Higher Education and Research of the Republic of Lithuania.

27. The unity of science and studies at Utena UAS is guaranteed through a close connection with practise – through the participation of teachers and students in applied research and experimental development following the orders from business, industry and other organizations, development projects of the Aukštaitija region, consulting activity.

28. General principles, directions, topics of applied research development are determined, and the results, quality and level of conducted applied research and experimental development are evaluated by the Academic Board regarding Utena UAS research opportunities, study needs, Lithuanian and international research priorities, the importance of research for public education, culture and economy, international scientific cooperation

programs, regional development priorities, qualifications of Utena UAS teachers, scientists and other researchers, and available financial resources.

29. Utena UAS promotes applied research (including interdisciplinary), partnership and collaboration in conducting applied research and experimental development through research networks, and conducts applied research commissioned by private and public sector bodies.

30. The results of applied research shall be made public (on the Internet, in scientific journals and otherwise) in so far as this is not contrary to the laws governing the protection of intellectual property and commercial or state and official secrets.

31. Research activity at Utena UAS is organized by faculties, departments and research groups. The results of their research shall be used in the study process and shall be the basis for studies and scientific activity, studies, research and experimental development, and the enhancement of scientific competence.

32. Utena UAS promotes students' scientific activity; student research societies can operate, student scientific-practical conferences, seminars, and research competitions can be organized.

33. Utena UAS publishes scientific publications, scientific methodological, teaching, study and other literature, organizes scientific and practical conferences, seminars, other scientific and methodological events.

#### **CHAPTER FOUR UTENA UAS GOVERNING BODIES, THEIR COMPETENCE, PROCEDURE FOR FORMATION AND REVOCATION**

34. The governing bodies of Utena UAS are formed, and their competence is determined following the Constitution of the Republic of Lithuania, the Civil Code of the Republic of Lithuania, the Law on Public Institutions of the Republic of Lithuania and the Law on Higher Education and Research. The following collegial governing bodies operate at Utena UAS: the Board of Utena UAS (hereinafter - the Board) and the Academic Board. The sole governing body is the Rector of Utena UAS (hereinafter referred to as the Rector).

35. The Board is the governing body of Utena UAS strategic affairs, which guarantees its accountability to the public, its social responsibility and its rapid and effective response to external changes.

36. The Board shall perform the following functions:

36.1. in coordination with the Academic Board, shall submit to the Government for approval amendments to the Statute of Utena UAS (hereinafter - the Statute);

36.2. after having evaluated the opinion of the Academic Board, shall approve the strategic activity plan of Utena UAS submitted by the Rector, which defines its mission and vision, provides the property, financial and human resources for the implementation of the strategic plan;

36.3. after having evaluated the opinion of the Academic Board, shall approve the restructuring plans of Utena UAS submitted by the Rector, necessary for the implementation of the Strategic Action Plan;

36.4. after having evaluated the proposals of the Academic Board, shall establish the procedure for the management, use and disposal of Utena UAS funds (as well as the funds allocated for the salaries of the administration staff and other employees) and property managed based on ownership and other legal grounds;

36.5. after having evaluated the proposals of the Academic Board, shall approve the description of the procedure for organizing the election of the Rector by public competition;

36.6. shall elect, appoint to the position and dismiss Rector;

36.7. shall discuss and approve the annual estimate of income and expenditure of Utena UAS submitted by the Rector and approve the report on the implementation of this estimate;

36.8. shall approve the annual activity report of Utena UAS submitted by the Rector, which also discusses the implementation of the strategic plan;

36.9. in coordination with the Academic Board, shall approve the reorganization or liquidation plans of Utena UAS and shall submit them to the Government;

36.10. shall prepare an annual report on its activity and shall publish it on Utena UAS website, as well as shall present it to Utena UAS community by 1 April each year;

36.11. shall perform other functions established by the Statute and other legal acts.

37. The Board shall consist of 9 members in the following order:

37.1. one member shall be delegated and revoked by the Students' Representation under the established procedure, and if there is no Students' Representation – by the general assembly of students (conference);

37.2. four members of the Board shall be elected at the meeting of the academic community of Utena UAS from the candidates belonging to the staff of Utena UAS under the procedure established by the Academic Board;

37.3. Under the procedure established by the Academic Board, four members of the Board who are not members of Utena UAS staff and students shall be elected and revoked, one of them – by the Students' Representation under the procedure established by the Students' Representation. The other three members shall be selected by open competition.

38. The composition of the Board is to be made public on the Utena UAS website by the Chairman of the Academic Board.

39. A member of the Board may be a person of impeccable reputation, who has knowledge and skills that contribute to the achievement of the strategic goals of Utena UAS and the implementation of the mission of Utena UAS. The same person may be a member of the Board for not more than two consecutive terms of the Board.

40. The members of the Board may not be the President of the Republic, members of the European Parliament, members of the Seimas and the Government, mayors and municipal councils members, civil servants of political (personal) trust, employees of Utena UAS directly subordinate to the Rector, managers and their deputies of institutions, enterprises or organisations where Utena UAS at has not less than 50 per cent of all votes of the participants of the legal entity at their meeting. A member of the Academic Board may not be a member of the Board.

41. The term of office of the Board is five years. No later than one month before the end of the term of office of the Board, the Chairman of the Academic Board shall announce the composition of the newly formed Board.

42. Upon taking office, a member of the Board, at the first meeting of the Board to which representatives of the Academic Board and other members of Utena UAS academic community are invited, shall sign a commitment established by the Academic Board to follow the interests of Utena UAS and society and perform honestly the functions specified by the Law on Higher Education and Research. The commitment of a member of the Board to Utena UAS is accepted by the Chairman of the Academic Board.

43. The Board shall, by a majority of its members' votes, elect and revoke the Chairman and the Deputy Chairman from its members. The Chairman of the Board may not be a person or student belonging to the staff of Utena UAS. The Chairman of the Board shall lead the Board and represent it. In the temporary absence of the Chairman of the Board, these functions shall be performed by the Deputy Chairman of the Board, and in their temporary absence by another member of the Board authorized by the Board.

44. The Board shall approve its Regulations. Meetings of the Board shall be valid if attended by at least two-thirds of the members of the Board. The Board shall take decisions by a simple majority of votes of the members of the Board present at the meeting unless a

different quorum is established by the Law on Higher Education and Research and (or) the Statute. The Board shall make its decisions public on the website of Utena UAS.

45. The Rector may participate in the meetings of the Board in an advisory capacity.

46. If a member of the Board fails to perform the duties established in the Statute, the Regulations of the Board or the Law on Higher Education and Research or fails to sign the commitment specified by the Statute, the Chairman of the Board shall have the right to request the revocation of the appointed member.

47. If the term of office of a member of the Board terminates before the end of the term of office, a new member of the Board shall be appointed for the remaining term of office by the person who nominated the member whose term of office has terminated under the procedure established by the Law on Higher Education and Research. A new member of the Board shall take office after their appointment has been announced by the Chairman of the Academic Board and the member of the Board has signed the commitment specified in the Statute.

48. Members of the Board may be remunerated for their diligent work as a member of the Board from the resources of Utena UAS. The decision on benefits shall be made by the members of the Board at a Board meeting. The number of benefits shall depend on the performance of Utena UAS and the intensity of activity of each member of the Board. Benefits shall be paid under the Benefit Payment Procedure approved by the Board.

49. The Rector shall provide the necessary organizational facilities for the functioning of the Board.

50. The Academic Board is the governing body of Utena UAS academic affairs.

51. The Academic Board shall perform the following functions:

51.1. shall establish the study procedure;

51.2. shall approve study programmes and shall submit proposals to the Rector regarding the financing of these programmes and the restructuring of Utena UAS when necessary for the implementation of those programmes;

51.3. shall evaluate the results, quality and level of conducted applied research and experimental development;

51.4. shall approve the internal study quality assurance system, shall control its implementation, shall approve the guidebook of Utena UAS internal study quality assurance system;

51.5. shall establish the qualification requirements for the positions of teachers and researchers, the procedure for the organization of attestation and competition for positions;

51.6. shall convene meetings of Utena UAS academic community to discuss important issues of Utena UAS activity; shall notify the academic community of the decision to call such a meeting no later than seven calendar days in advance on Utena UAS website;

51.7. on the proposal of the faculty boards of Utena UAS, after having taken into account the results of a person's scientific or pedagogical and (or) other activities significant for the society, under the procedure established by it, shall award honorary and other titles;

51.8. shall consider and coordinate with the Board proposals for amendments to the Statute;

51.9. shall discuss the Strategic Action Plan of Utena UAS submitted by the Rector, which also defines the mission and vision of Utena UAS, and deliver their opinion to the Board;

51.10. shall consider the plans for the restructuring of Utena UAS submitted by the Rector which are necessary for the implementation of the Strategic Action Plan and deliver their opinion to the Board;

51.11. shall consider and submit proposals to the Board on the suitability of candidates for the position of the Rector;

51.12. shall consider and submit proposals to the Board regarding the reorganization or liquidation plans of Utena UAS;

51.13. shall consider and submit proposals to the Board regarding the procedure for the management, use and disposal of Utena UAS funds (as well as the funds intended for the salaries of the administration staff and other employees) and property managed based on ownership and other legal grounds;

51.14. shall approve study fees and determine the total number of study places, taking into account the possibilities to ensure the quality of studies and research;

51.15. shall approve the nominations of Deputy Rectors and Deans of the faculties on the proposal of the Rector;

51.16. upon the proposal of the Faculty Board, shall approve the Regulations of the Faculty and the Regulations of the Faculty Board;

51.17. shall perform other functions established by legal acts and the Statute.

52. The Academic Board shall publish its decisions on Utena UAS website.

53. The Academic Board is formed for five years.

54. Members of the Academic Board may include members of Utena UAS academic community, members of Utena UAS administration who hold office in the Academic Board by their position, and researchers, lecturers and recognized artists of other research and study institutions. The Academic Board consists of 9 members: 6 teachers, of which two shall be researchers holding the position of an associate professor and not less, two student representatives, one member by post – the Rector. Teachers shall be elected to the Academic Board at a meeting of the academic community. Student representatives are appointed to the Academic Board by the Students' Representation under its established procedure, and if there is no Students' Representation, by the general student assembly (conference). The composition of the Academic Board shall be approved by order of the Rector.

55. A member of the Academic Board, other than the Chairman and Deputy Chairman, may be revoked on the following grounds:

55.1. in person upon request;

55.2. if a member of the Academic Board improperly performs the duties established in the Rules of Procedure of the Academic Board, the Chairman of the Academic Board shall have the right to apply to the entity that delegated (elected) the member of the Academic Board with a request to revoke the delegated member and delegate (elect) another member instead of them;

55.3. By a decision of the entity that has delegated (elected) a member of the Academic Board issued regarding a violation of the laws and other legal acts of the Republic of Lithuania by a member of the Academic Board, a severe infringement of the Statute or Code of Academic Ethics or other violation of law or moral norms. The corresponding decision of the entity that has delegated (elected) a member of the Academic Board shall state the reasons for termination of the mandate.

56. Upon the death of a member of the Academic Board, their membership in the Academic Board shall terminate. The Chairman of the Academic Board must apply to the entity that has delegated (elected) this member of the Academic Board with a request to delegate (elect) another person instead.

57. The activity of the Academic Board shall be regulated by the Rules of Procedure approved by the Academic Board. The first meeting of the new Academic Board shall be convened by the Rector no later than one month after the approval of the composition of the Academic Board.

58. The Academic Board shall elect the Chairman and a Deputy Chairman from among its members by a simple majority of its members' votes. The Chairman of the Academic Board leads and represents the Academic Board. In the temporary absence of the Chairman of the Academic Board, these functions shall be performed by the Deputy Chairman of the Academic Board, and in their temporary absence – by another member of the Academic Board authorized by the Academic Board. The Chairman and a Deputy Chairman of the Academic Board may be revoked at their request or if they fail to perform their duties –

by a majority of at least two-thirds of all the members of the Academic Board. The Rector may not be the Chairman of the Academic Board.

59. Meetings of the Academic Board shall be convened by the Chairman of the Academic Board at least once a semester. An extraordinary meeting of the Academic Board shall be called at the request of at least one-third of the members of the Academic Board or on the proposal of the Rector. An extraordinary meeting of the Academic Board must be convened no later than within ten days from submitting the request to the Chairman of the Academic Board.

60. A meeting of the Academic Board shall be valid if at least half of its members are present. Decisions of the Academic Board shall be taken by a simple majority of its members present at the meeting unless a different quorum is established in the Law on Higher Education and Research and (or) the Statute. Decisions taken by the Academic Board shall be announced publicly. Decisions of the Academic Board shall enter into force on the day following their publication unless the Academic Board sets a later date for their entry into force. Decisions of the Academic Board are binding on all members of the Utena UAS academic community.

61. The decisions of the Academic Board shall be notified to Utena UAS community no later than three working days from the day of deciding by accounting them on Utena UAS website and in other ways specified in the Rules of Procedure of the Academic Board.

62. Once a year, the Academic Board reports to Utena UAS community on its activity by submitting a report on the activities of the previous calendar year at Utena UAS community meeting or by publishing it on Utena UAS website.

63. The Rector shall be the sole governing body and shall act on behalf of and represent Utena UAS.

64. The Rector shall perform these functions:

64.1. shall manage Utena UAS, organize the activities of Utena UAS, by ensuring the implementation of the Strategic Action Plan;

64.2. shall employ and dismiss the employees of Utena UAS;

64.3. shall admit and expel students under the procedure established by the Statute;

64.4. shall submit proposals to the Academic Board regarding the tuition fee;

64.5. shall approve the amounts of fees not related directly to the implementation of the study programme;

64.6. shall be responsible for the financial activity of Utena UAS, proper management, use and disposal of funds and assets;

64.7. shall submit to the Board for approval Utena UAS's annual estimate of revenue and expenditure and the report on the implementation of that estimate;

64.8. shall submit to the Board for approval and shall announce on Utena UAS website its annual activity report approved by the Board, which also discusses the implementation of the Strategic Action Plan;

64.9. shall submit to the Academic Board for discussion and approval by the Board the Strategic Action Plan and the Restructuring Plan of Utena UAS;

64.10. shall consider and make decisions related to the management, use and disposal of Utena UAS funds (as well as the funds intended for salaries of the administration and other employees) and assets;

64.11. shall approve the Rules of Procedure of Utena UAS;

64.12. shall submit to the Academic Board for approval the candidacies of Deputy Rectors and Deans of Faculties;

64.13. shall determine the functions of the Deputy Rectors, Deans of Faculties and other Utena UAS employees;

64.14. shall perform other functions established by legal acts and the Statute.

65. The Rector shall be elected by the Board by open competition under its procedures.



66. The Board shall announce a public competition for the position of the Rector. The Rector shall be considered elected if at least three-fifths of the members of the Board vote in favour.

67. The Chairman of the Board or another person authorized by the Board shall sign the employment contract with the elected Rector for the term of office on behalf of Utena UAS.

68. The Rector must have an impeccable reputation, a master's degree or an equivalent higher education qualification, and at least five years of pedagogical and managerial experience.

69. The Rector must be of impeccable reputation, have at least five years of pedagogical and managerial experience, and have a doctorate in science or art, or shall be a recognized artist.

70. The term of office of the Rector shall be five years. The same person might be elected Rector for a maximum of two consecutive terms and not earlier than five years after the end of the last term if the previous term was the second.

71. If the annual activity report of Utena UAS submitted by the Rector is not approved by a majority of all members of the Board, the Rector may be dismissed by a majority of at least two-thirds of the members of the Board.

## **CHAPTER FIVE RIGHTS, OBLIGATIONS AND RESPONSIBILITIES OF MEMBERS OF THE ACADEMIC COMMUNITY AND OTHER EMPLOYEES**

72. Academic community of Utena UAS consists of students, teaching staff, researchers, professors emeriti, and other employees directly involved in the study and research activities.

73. Academic community shall enjoy academic freedom and follows the Code of Academic Ethics, which shall be prepared and approved by the Academic Board under the recommendations of the Ombudsperson for Academic Ethics and Procedures.

74. Academic freedom guaranteed to the members of the academic community shall include:

74.1. freedom of thought and expression;

74.2. freedom of choice of methods and access to scientific and pedagogical activities following recognized ethical principles;

74.3. protection from restrictions and sanctions for the publication of the results and beliefs of its research and experimental development, except in cases where the published information is a state or official secret and (or) a violation of the laws of the Republic of Lithuania.

75. Academic community shall also be guaranteed:

75.1. the copyright of creative and intellectual work established in the Law on Copyright and Related Rights of the Republic of Lithuania;

75.2. equal rights to participate in competitions;

75.3. impartial and public review of research papers.

76. Students shall have the right to:

76.1. study under the chosen study programme;

76.2. study following the individual study plan under the procedure established by the Study Regulations of Utena UAS;

76.3. study under more than one study programme or other study subjects at Utena UAS or another higher school;

76.4. evaluate the quality of teaching of the subjects studied and provision of studies;

76.5. choose teaching staff if the same subject is taught by several teaching staff members;

76.6. suggest a topic for their final thesis or choose from several suggested topics;

76.7. account for assignments in alternative ways if s/he has a disability due to which s/he cannot account under the established procedure, and the alternative method of accounting ensures that the intended learning outcomes shall be achieved;

76.8. apply to the administration of Utena UAS to have the results of studies attained at Utena UAS or another Lithuanian or foreign higher education institution acknowledged;

76.9. apply to the administration of Utena UAS, the Dispute Resolution Committee regarding the violation of their interests;

76.10. terminate and resume studies;

76.11. take academic leave due to illness, on the recommendation of a doctor or doctors' advisory commission, or due to pregnancy and childbirth, childcare, as well as once during the study period for personal reasons, but not longer than one study year, without losing the status of a student and the right to continue studies after academic leave at a state-funded place of study, if they studied there before taking academic leave;

76.12. at a written request of a student and by order of the Rector receive an academic certificate on the passed examinations and credits;

76.13. express their thoughts and views freely;

76.14. participate in the governance and other bodies of Utena UAS to which student representatives are to be delegated under the procedure established by Law on Higher Education and Research, the Statute and other legal acts;

76.15. elect Students' Representation and be elected to it, to form freely in other associations;

76.16. perform a voluntary practice placement or internship, which is not a part of the study programme;

76.17. receive scholarships under the procedure established by Law on Higher Education and Research and the Academic Board;

76.18. receive academic and social assistance, consultations on employment opportunities;

76.19. a student who has not passed an examination or other final assessment shall have the right to retake this assessment once free of charge under the procedure established by the Academic Board. This procedure is to be found after discussing the proposals of the Students' Representation;

76.20. exercise other rights established by laws, the Statute and other legal acts.

77. Students' obligations shall be to:

77.1. achieve learning outcomes provided in the study programme descriptions;

77.2. comply with the provisions of the Statute, the Code of Academic Ethics, the Law on Higher Education and Research, the Rules of Procedure of Utena UAS;

77.3. implement the decisions of the governing bodies of Utena UAS, the orders of the Dean of the Faculty, the instructions of the Heads of departments, the legitimate requirements of the teaching staff.

78. The procedure for imposing incentives and penalties on students and unclassified students shall be established by the Academic Board in coordination with the Students' Representation. Students may be subject to disciplinary sanctions for improper performance of students' duties as specified by Utena UAS Study Regulations.

79. Utena UAS staff includes teaching staff, researchers, administration and other employees.

80. Labour relations, social guarantees, rights, duties and responsibilities of employees at Utena UAS are established by the Labor Code of the Republic of Lithuania, the Law on Higher Education and Research, the Statute and legal acts implementing them.

81. Utena UAS employees shall have the right to:

81.1. according to their competence, participate in competitions for the implementation of research programs, receive support from research and study funds, dispose of the funds allocated;

81.2. participate in competitions for internships in the Republic of Lithuania and abroad;

81.3. receive from state institutions the information necessary for scientific work; if such information is a state or official secret, it shall be provided and used under the procedure established by legal acts;

81.4. participate in the discussion of the Statute, its amendments and activity trends;

81.5. participate in various trade unions and associations, including those operating abroad;

81.6. work independently or join into creative groups;

81.7. independently publish their scientific (artistic) works;

81.8. have other rights established in the Labor Code, the Law on Higher Education and Research, and the legal acts implementing them.

82. Utena UAS employees must:

82.1. observe the Code of Academic Ethics;

82.2. perform the duties specified in the Statute and their employment contracts.

83. Utena UAS employees shall be liable for violations of academic ethics under the procedure established by the Code of Academic Ethics and other legal acts regulating the Rules of Procedure of Utena UAS.

84. The teaching staff of Utena UAS are as follows: a professor, associated professor, lecturer, assistant. Qualification requirements for teaching positions, not lower than those established in the Law on Higher Education and Research, the procedure for organizing competitions for these positions, the order of teacher attestation shall be verified by the Description of Utena UAS Teacher Attestation and Competition Organization Procedure approved by the Academic Board.

85. Persons shall be admitted to the positions of lecturers and researchers at Utena UAS by way of open competition for a term of five years, except for the persons specified in Article 68 and Paragraphs 1 and 4 of Article 72 of the Law on Higher Education and Research. The competition is announced by the Rector. Competitions for these positions are organized, teaching staff members are attested under the procedure established by the Academic Board.

86. Candidates for positions of teaching staff are evaluated by the Competition Committee, formed under the procedure established by the Academic Board. At least one-third of the members of the Competition Committee are persons not working at Utena UAS and at least one students' representative delegated by the Students' Representation. When preparing a competition for the position of a professor, the Competition Committee must have at least one international expert in its structure.

87. A person who has won a competition for the second time in a row for the same position as a teaching staff member or researcher shall have an employment contract for an indefinite period. This person is attested every five years under the procedure established by the Academic Board. The period during which a person was granted maternity leave, paternity leave or parental leave by Utena UAS is not included in the five years' period. A non-attested person shall be dismissed under the procedure established by laws and other legal acts. An extraordinary attestation of Utena UAS teaching staff or researchers may be held under the procedure set by the Academic Board. Admission to higher positions of teaching staff or a researcher shall be performed by open competition.

88. All employees of Utena UAS must continuously improve their professional qualification. The requirements and procedure for professional development shall be established under the procedure set by Utena UAS.

89. Members of the teaching staff may be exempted from pedagogical work for research, development of scientific and pedagogical qualification for a maximum of one year during a 5-year term of office or every five years. During this period, the teaching staff member shall be paid their average salary.

90. Members of teaching staff and other researchers may be granted state support for scientific internships and support for participation in scientific conferences abroad, teaching in foreign research and study institutions under the procedure established by the Law on Higher Education and Research.

91. Utena UAS may invite teaching staff and researchers to work under a fixed-term employment contract for a period not exceeding two years. The procedure for appointment of visiting teaching staff and researchers established in the Law on Higher Education and Research shall not be applied.

92. Under the procedure established by the Academic Board, the status of an associate lecturer or researcher may be granted to a lecturer or researcher who has worked at Utena UAS and maintains scientific relations with the institution – prepares joint scientific publications with Utena UAS employees, conducts joint research, experimental development projects, advises them on scientific or pedagogical issues or similar, but temporarily (not later than until the end of the term of office at Utena UAS, and for the persons specified in Article 87 of the Statute – not longer than five years) working elsewhere.

93. Under the procedure established by the Academic Board, employees of Utena UAS shall be provided with opportunities to improve their qualifications and prepare for doctoral studies. Professors who have actively conducted a scientific and pedagogical activity for at least five years at Utena UAS may be granted the title of Professor Emeriti by the Academic Board for their special merits in science.

94. Professor Emeritus shall have the right to participate in the scientific and other activities of Utena UAS in the same manner as other teaching staff members working at Utena UAS. Under the procedure established by the Academic Board, Professor Emeritus shall be paid a monthly allowance of Professor Emeritus from the funds of Utena UAS in the amount set by the Board.

95. Utena UAS shall have the administration necessary for the performance of the administrative functions of Utena UAS and its subdivisions, as well as administration and other staff required to implement the objectives of studies, research and experimental development activity, and economic activity.

96. The administration consists of Utena UAS employees, except for the heads of the academic units of Utena UAS, which are part of other academic departments, who shall have the right, within their competence, to issue binding instructions to their subordinate employees. In addition to administrative duties, they may carry out pedagogical and (or) scientific work. The academic unit of Utena UAS is a unit whose main activity is the conduct of studies and (or) research and experimental development.

97. The number of the administration and other staff of Utena UAS, their duties and functions shall be determined by the Rector.

98. The employees of Utena UAS shall be employed and dismissed by order of the Rector under the procedure established by the laws of the Republic of Lithuania.

99. Deputy Rectors and Deans of Faculties shall be employed and dismissed by order of the Rector with the approval of the Academic Board.

100. Employees of Utena UAS shall be liable for non-performance or improper performance of duties established in the Law on Higher Education and Research, the Statute and other legal acts under the procedure set by the Labor Code and legal acts regulating the internal procedures of Utena UAS.

## **CHAPTER SIX**

### **STUDENT ADMISSION AND EXPULSION, TERMINATION AND RENEWAL OF STUDIES**

101. Persons who have passed at least one state maturity examination and have at least a secondary education, taking into account their learning outcomes, entrance examinations or other criteria established by the Academic Board, are admitted to the first cycle studies of Utena UAS. Admission of these persons to Utena UAS may be carried out before the beginning of studies under the relevant study programme. The list of competitive subjects by study fields, distinguishing the main subject, is determined annually by the Academic Board and, in coordination with the Ministry of Education, Science and Sports, shall be published no later than two years before 1 September of the respective study year. The principles and other criteria for compiling the competitive score shall be issued by Utena UAS before 1 December of each year, at least six months before the beginning of admission to higher education institutions. The minimum entrance competition score shall be announced by Utena UAS not later than 1 June of each year. The requirement specified in this clause for a person to have passed at least one state maturity examination does not apply to persons specified in Paragraph 1 of Article 59 of the Law on Higher Education and Research.

102. Only persons whose study results are not lower than the minimum indicators approved by the Minister of Education, Science and Sports may apply for the state-funded study places of the first cycle at Utena UAS according to the chosen study programme. Persons shall be admitted to state-funded and non-funded study places.

103. The relationship between a student and Utena UAS is formalized by a study agreement. The standard terms and conditions of the study agreement are established by the Minister of Education, Science and Sports after evaluating the proposals of the Conference of Lithuanian University Rectors, the Conference of Lithuanian College Directors and the Union(s) of Students' Representations of Lithuanian Higher Education Institutions.

104. Studies shall be terminated at the request of a student (an unclassified student). The request shall be submitted to the Rector.

105. Terminated studies may be resumed if a person: has fully completed the study plan of the first semester of the study programme at Utena UAS and has no financial obligations to Utena UAS. Studies shall be resumed upon application to the Rector before the beginning of a semester.

106. If a person has been expelled from Utena UAS for violations of the provisions of the Code of Academic Ethics, the Statute and the legal acts regulating the internal procedures of Utena UAS, they may apply for renewal of studies not earlier than one year after the expulsion day.

107. A person may not resume studies under the study programme that has been deregistered from the Register of Studies, Training Programmes and Qualifications.

108. A student may be expelled from Utena UAS on the recommendation of the Faculty Dean, by order of the Rector, if they do not fulfil the requirements established in the study agreement and study programme, violates the provisions of the Code of Academic Ethics, the Statute and the legal acts regulating the internal procedures of Utena UAS.

## **CHAPTER SEVEN**

### **RESOLUTION OF DISPUTES BETWEEN STUDENTS, ADMINISTRATION AND OTHER EMPLOYEES**

109. A student or an unclassified student who considers that their rights or legitimate interests established in the Law on Higher Education and Research or the legal acts implementing it, maybe violated, may submit a request, complaint or notification to the Rector or their authorized persons. The Rector or their authorized persons must examine and

respond in writing within 15 calendar days from the date of submission of the student's or unclassified student's request, complaint or notification.

110. A student or an unclassified student shall have the right to apply to the Dispute Resolution Commission or the Academic Ethics Committee: within 15 calendar days after receiving the response, when s/he is dissatisfied with the response of the Rector or their authorized persons to the request, complaint or notification; within 30 calendar days from the date of the request, complaint or report, if no reply has been received from the Rector or their authorized persons.

111. The Dispute Resolution Commission of Utena UAS shall be formed, and its Chairman shall be appointed by order of the Rector for three years following the regulations of the Dispute Resolution Commission approved by the Rector. This commission resolves disputes between students and the administration or other employees related to study and research activities. The commission consists of 6 persons. The commission shall be composed of equal numbers of the employees of Utena UAS and Students' Representation (if they are not, persons authorized by the General Assembly (conference) of Students).

112. Labour disputes between Utena UAS administration and employees over the implementation of the rights and obligations established in labour laws, other legal acts and employment contracts shall be heard following the procedure set by the Labor Code and legal acts implementing it.

## **CHAPTER EIGHT SELF - GOVERNMENT OF STUDENTS**

113. The interests of Utena UAS students shall be represented by the Students' Representation. Students of Utena UAS may be members of the Students' Representation. The members of the government bodies of the Students' Representation – students – shall be elected by the general assembly (conference) of the members of the Students' Representation based on the principles of universality, transparency and openness. In its activity, the Students' Representation follows the Law on Associations of the Republic of Lithuania, unless it is provided otherwise by the Law on Higher Education and Research, as well as the Statute and the Statutes of the Students' Representation approved by the General Assembly (conference) of the Students' Representation.

114. Student representatives shall be delegated to the governing and other bodies of Utena UAS under the principles of universality, transparency, and openness, and the procedure established in the Statutes of the Students' Representation and other documents regulating the activity of the Students' Representation. Students' representatives participate in the activity of the governing bodies of Utena UAS with the right to vote.

115. The Students' Representation shall have the right to receive information and explanations from Utena UAS and its departments on all study issues and issues related to studies.

116. The Students' Representation shall have the right to express its opinion on all issues of concern to students and within seven calendar days from the announcement of the decision to apply in writing to the governing body of Utena UAS with a claim to reconsider the decision made by the governing body of Utena UAS.

117. Under the procedure established by the Board, Utena UAS supports the Students' Representation and other student organizations, allocates premises and funds for financing their activity, as well as funds for students' cultural, sports and social activities. The Students' Representation shall report on the funds allocated by Utena UAS and their use to the Board, the Academic Board and the Rector under the procedure established by the legal acts of Utena UAS and the Statutes of the Students' Representation.

## **CHAPTER NINE QUALITY ASSURANCE OF SCIENCE AND STUDIES**

118. Utena UAS shall be responsible for the quality of research and experimental development, studies and other activity, and fosters a culture of quality together with evaluation institutions.

119. Utena UAS publishes (on Utena UAS website and in other ways) quality indicators of its activity, information on study programmes, the higher education qualifications it grants, applied research and experimental development being conducted, students', graduates' and other stakeholders' opinion on the quality of studies, the results of the evaluation of Utena UAS activity and study programmes conducted by recognized institutions, career indicators of graduates, other data needed to inform the public about studies and research and experimental development.

120. The quality of studies and research and experimental development is ensured through Utena UAS Internal Study Quality Assurance System based on the regulations and guidelines of the European Higher Education Area quality assurance, the rules of the European Research Area, the procedures for the performance improvement approved by Utena UAS strategic documents, specific methods and tools by the principle of self-assessment. The Internal Study Quality Assurance System of Utena UAS, its monitoring and control shall be defined in the Manual of Utena UAS Internal Study Quality Assurance System.

121. The quality of Utena UAS studies, research and experimental development shall be ensured through external evaluation of studies and external institutional evaluation and (or) accreditation of Utena UAS.

122. The quality of Utena UAS studies, research and experimental development shall be continuously improved by taking into account the results of regular self-analysis and external evaluation.

## **CHAPTER TEN ESTABLISHMENT OF BRANCHES AND REPRESENTATIVE OFFICES AND TERMINATION OF THEIR ACTIVITY**

123. Utena UAS may establish branches and representative offices to ensure its activity.

124. A branch and representative office of Utena UAS shall be a division which shall have its registered office and shall perform all or part of the functions of Utena UAS. The branch and the representative office shall operate under regulations approved by the Board. The branch and the representative office shall not be legal entities. Utena UAS shall be liable under the obligations of the branch, and the representative office, the branch and the representative office shall be responsible following the commitments of Utena UAS.

125. Branches and representative offices of Utena UAS shall be established, and their activity shall be terminated by a decision of the Board under the procedure set by the Civil Code and legal acts implementing it.

## **CHAPTER ELEVEN SOURCES OF FUNDING, DISPOSAL OF ASSETS AND FUNDS**

126. Utena UAS shall manage, use and dispose of its property following the principles of public benefit, efficiency, rationality, accountability to the public and autonomy of economic activity.

127. The funds of Utena UAS shall consist of the following:

- 127.1. resources of the basic funding of the state budget;
- 127.2. state budget funds allocated for studies following the procedure established by the Law on Higher Education and Research;
- 127.3. funds specified in Paragraph 6 of Article 9 of the Law on Higher Education and Research;
- 127.4. funds from state investment programs and state investment projects;
- 127.5. income received as payment for studies, as well as income from research, experimental development, artistic activity, economic activity and services provided;
- 127.6. funds received as programme and competition-based funding for research and experimental development;
- 127.7. funds of state funds;
- 127.8. funds provided by international and foreign funds and organizations;
- 127.9. funds received as a charity under the Law on Charity and Sponsorship;
- 127.10. other funds received in legal ways.
- 128. The funds of the basic funding of the state budget shall be allocated for:
  - 128.1. research, experimental development and artistic development;
  - 128.2. administration and economy;
  - 128.3. maintenance of complex infrastructure objects;
  - 128.4. other needs.
- 129. State budget funds for studies shall be allocated for the following:
  - 129.1. to pay the study fee of state-funded study places;
  - 129.2. to compensate the tuition fees paid by students who have achieved the best study results in non-state-funded study places under the procedure established in Article 79 of the Law on Higher Education and Research;
  - 129.3. scholarships and other support.
- 130. The assets managed by Utena UAS shall consist of:
  - 130.1. long-term tangible assets owned by the state and transferred to Utena UAS following the state property trust agreement;
  - 130.2. assets in the ownership of Utena UAS.
- 131. The assets possessed, used and disposed of by Utena UAS by the right of ownership shall consist of the following:
  - 131.1. assets invested by the State;
  - 131.2. income received from fees of studies, as well as the income from research activity and experimental development, economic activity, and other services supplied;
  - 131.3. funds and other assets received as a charity following the Law on Charity and Sponsorship of the Republic of Lithuania;
  - 131.4. other funds, except for state budget funds;
  - 131.5. assets acquired from the state budget and the funds specified in sub-paragraphs 131.2–131.4 of the Statute, except for real estate acquired for the support of the European Union, state budget and state funds;
  - 131.6. donated property;
  - 131.7. inherited property;
  - 131.8. property rights arising from results of intellectual activities (scientific or artistic works and objects of industrial property rights – patents for inventions, designs, trademarks and topographies of semiconductor products, and other intellectual property objects);
  - 131.9. income, property or other benefits received from the management, use and disposal of the funds or other property specified in sub-paragraphs 131.1–131.8 of the Statute, except for the cases specified in the Law on Higher Education and Research.
- 132. Utena UAS shall manage, use and dispose of the property owned following the Law on Higher Education and Research, the Statute, the legal acts implementing them and the Procedure for Management, Use and Disposal of the Property approved by the Board.



133. Utena UAS shall manage, use and dispose of the long-term tangible property owned by the state and transferred to Utena UAS following the State Property Trust Agreement under the procedures established by the Law on Higher Education and Research, the Law on Management, Use and Disposal of State and Municipal Property of the Republic of Lithuania and other legal acts implementing the laws.

134. Utena UAS enjoys the right to inviolability of land, buildings and other property dedicated to scientific and study purposes. Only the Government, after assessing the opinion of the Board, may change the boundaries of the state-owned land plots used by Utena UAS based on the lending right, and change the managers of buildings or other property dedicated for research and study purposes transferred to Utena UAS by the trust. Utena UAS staff, students and unclassified students shall use Utena UAS property under the procedure established by Utena UAS.

135. Utena UAS shall manage its revenue and expenditure following the annual statement of income and expenditure approved by the Board, which shall be made public on the Utena UAS website no later than April each year.

## **CHAPTER TWELVE FINAL PROVISIONS**

136. The Statute and its amendments shall be approved by the Government.

137. Amendments to the Statute may be initiated by the Government, the Ministry of Education, Science and Sports, the Board, the Academic Board and the Rector.

138. Amendments to the Statute shall be submitted to the Government for approval by the Board in agreement with the Academic Board.

139. Utena UAS shall be reorganized or liquidated under the procedure established by the Civil Code, the Law on Higher Education and Research and legal acts implementing them.

140. The issues of Utena UAS activity not discussed in the Statute shall be resolved under the procedure established by the Law on Higher Education and Research and the legal acts implementing it and regulated by documents approved by the Board, the Academic Board or the Rector.

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