

Annex 1. Statute of Klaipėda State College (Klaipėda State University of Applied Sciences)

History of the Statutes: Resolution No 1000 24 August 2011 of the Government of the Republic of Lithuania, then Resolution No 949 of 18 July 2012 of the Government of the Republic of Lithuania

GOVERNMENT OF THE REPUBLIC OF LITHUANIA

**ON THE AMENDMENT OF THE RESOLUTION NO 1000 OF 24 AUGUST 2011 OF
THE GOVERNMENT OF THE REPUBLIC OF LITHUANIA ON THE
RESTRUCTURING OF KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES**

12 June 2019 No 584
Vilnius

The Government of the Republic of Lithuania decides:
to amend Resolution No 1000 of 24 August 2011 of the Government of the Republic of Lithuania on the Restructuring of Klaipėda State University of Applied Sciences and to recast it as follows:

GOVERNMENT OF THE REPUBLIC OF LITHUANIA

RESOLUTION

**APPROVING THE STATUTE OF KLAIPĖDA STATE UNIVERSITY OF
APPLIED SCIENCES, ON THE EXERCISE OF THE RIGHTS AND
OBLIGATIONS OF THE OWNER AND DETERMINING THE ADDRESS OF
THE REGISTERED OFFICE**

Pursuant to Article 35(4) of the Law on Higher Education and Research of the Republic of Lithuania and implementing paragraph 2.2 of Resolution No 1025 of 26 September 2007 of the Government of the Republic of Lithuania on the implementation of state and municipal property rights in public institutions; as well as Article 23(1) of the Law on the Management, Use and Disposal of State and Municipal Assets of the Republic of Lithuania, the Government of the Republic of Lithuania decides:

1. Approve the Statute of Klaipėda State University of Applied Sciences (attached).
2. Instruct the Ministry of Education, Science and Sport of the Republic of Lithuania to implement property and non-property rights and obligations of the State as the owner of Klaipėda State University of Applied Sciences.
3. Establish that the address of Klaipėda State University of Applied Sciences is Klaipėda m. sav., Klaipėdos m., Jaunystės g. 1.
4. Authorise the Director of the public institution Klaipėda State University of Applied Sciences to sign the Statute of Klaipėda State University of Applied Sciences and within thirty days of the entry into force of this Resolution to submit it and other amended data to the Register of Legal Entities.

Prime Minister

Saulius Skvernelis

Minister of Education, Science and Sport

Algirdas Monkevičius

STATUTE OF KLAIPĖDA STATE UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PROVISIONS

1. Public Institution Klaipėda State University of Applied Sciences (hereinafter referred to as KVK) is a state higher education institution of the Republic of Lithuania. The name of the college is Klaipėda State University of Applied Sciences.
2. KVK is a public legal entity. Its legal form - public institution. The institution bears a stamp with the coat of arms of the State of Lithuania, its name and has its bank settlement account.
3. The Republic of Lithuania is the owner of the KVK. The property and non-property rights and obligations of the owner of the KVK are implemented by the Ministry of Education, Science and Sport of the Republic of Lithuania (to the extent that this does not fall within the exclusive competence of the Government of the Republic of Lithuania).
4. KVK conducts college studies based on professional practice and applied research, experimental development, provides higher college education, and creates conditions for lifelong learning.
5. KVK's social responsibility is linked to the sustainable development of the region by cooperating with local community, business and government groups and developing individual and community capacity to think and act independently and creatively.
6. KVK has autonomy covering academic, administrative, economic, and financial management activities based on the principle of autonomy and self-governance and academic freedom. In accordance with the procedure laid down in the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania and other laws, KVK shall balance the autonomy with accountability to the public, founders and participants of the legal entity.
7. KVK shall publish documents and other information on the KVK's activities and any notices to be made publicly available on the KVK's website.
8. KVK shall be a beneficiary in accordance with the Law on Charity and Sponsorship of the Republic of Lithuania.

CHAPTER II GOALS AND OBJECTIVES, AREAS AND TYPES OF ACTIVITIES

9. The goals of the KVK:
 - 9.1. to carry out studies which provide a person with college higher education and a higher education qualification, and which satisfy the needs of the State, society and the economy of Lithuania, and conform to the level of science and latest technologies;
 - 9.2. to ensure participation of teaching staff and students in applied research and experimental development works commissioned by business, industrial and other organisations, regional development projects, consulting activities;
 - 9.3. to create conditions for persons to improve their acquired knowledge and skills;
 - 9.4. to develop a society receptive to education and culture, which is able to work under the conditions of rapid technology change.

10. The objectives of the KVK:
 - 10.1. to ensure high-quality studies that meet Lithuanian and European Union standards;
 - 10.2. to carry out research applied and consultative activities to meet the needs of the region;
 - 10.3. to develop and implement study and non-formal education programmes that meet the needs of the labour market and the community, as well as other programmes;
 - 10.4. to ensure the continuous updating of the study base and the introduction of modern technologies;
 - 10.5. to participate in project activities and ensure the development of competence, infrastructure and academic area;
 - 10.6. to ensure the scientific, methodological, professional, and educational potential of teaching staff;
 - 10.7. to develop a network of cooperation partners in Lithuania and abroad.
11. KVK's main area of activity is education. The main activity of the KVK is the execution of college studies.
12. KVK's other activities (according to the classification of economic activities):
 - 12.1. growing of non-perennial crops, code – 01.1;
 - 12.2. growing of perennial crops, code – 01.2;
 - 12.3. support activities to agriculture and post-harvest crop activities, code – 01.6;
 - 12.4. processing and preserving of fruit and vegetables, code – 10.3;
 - 12.5. printing and reproduction of recorded media, code – 18;
 - 12.6. building completion and finishing, code – 43.3;
 - 12.7. maintenance and repair of motor vehicles, code – 45.20;
 - 12.8. retail sale in non-specialised stores, code – 47.1;
 - 12.9. other passenger land transport n.e.c., code – 49.39;
 - 12.10. service activities incidental to land transportation, code – 52.21;
 - 12.11. other accommodation, code – 55.90;
 - 12.12. other food service activities, code – 56.29;
 - 12.13. publishing of books, periodicals and other publishing activities, code – 58.1;
 - 12.14. software publishing, code – 58.2;
 - 12.15. computer programming, consultancy and related activities, code – 62.0;
 - 12.16. renting and operating of own or leased real estate, code – 68.2;
 - 12.17. accounting, bookkeeping and auditing activities; tax consultancy – 69.20;
 - 12.18. business and other management consultancy activities, code – 70.22;
 - 12.19. engineering activities and related technical consultancy, code – 71.12;
 - 12.20. technical testing and analysis, code – 71.20;
 - 12.21. scientific research and development, code – 72;
 - 12.22. advertising and market research, code – 73;
 - 12.23. other professional, scientific and technical activities, code – 74;
 - 12.24. renting and leasing of other machinery, equipment and tangible goods, code – 77.3;
 - 12.25. travel agency and tour operator activities, code – 79.1;
 - 12.26. landscape service activities, code – 81.3;
 - 12.27. photocopying, document preparation and other specialised office support activities, code – 82.19;
 - 12.28. organisation of conventions and trade shows, code – 82.3;
 - 12.29. business support service activities n.e.c., code – 82.9;

- 12.30. technical and vocational secondary training, code – 85.32;
- 12.31. post-secondary non-tertiary education, code – 85.41;
- 12.32. other education, code – 85.5;
- 12.33. educational support activities, code – 85.6;
- 12.34. human health activities, code – 86;
- 12.35. other human health activities, code – 86.9;
- 12.36. social work activities without accommodation for the elderly and disabled, code – 88.10;
- 12.37. other social work activities without accommodation, code – 88.9;
- 12.38. other social work activities without accommodation n.e.c., code – 88.99;
- 12.39. creative, arts and entertainment activities, code – 90.0;
- 12.40. libraries, archives, museums and other cultural activities, code – 91.0;
- 12.41. library and archives activities, code – 91.01;
- 12.42. sports activities and amusement and recreation activities, code – 93;
- 12.43. activities of professional membership organisations, code – 94.12;
- 12.44. activities of other membership organisations n.e.c., code – 94.99;
- 12.45. other personal service activities, code – 96.0.

CHAPTER III

MAIN PROVISIONS OF ORGANISATION OF HIGHER EDUCATION AND RESEARCH

13. The unity of research activities and studies at the KVK shall be ensured through a close contact with the practice – participation of teaching staff and students in applied research and experimental (social, cultural) development works commissioned by business, industrial and other organisations, regional development projects, consulting activities. The college studies shall be oriented towards the preparation for professional activities.

14. The Academic Council (hereinafter referred to as the Academic Council) shall establish the procedure of studies at the KVK.

15. Studies at the KVK are conducted within the framework of college study programmes. The KVK conducts degree-awarding and professional study programmes, as well as non-formal education programmes or individual course units (groups thereof) in accordance with the procedure established by the Academic Council.

16. The study year is divided into semesters and vacation periods. The Academic Council shall determine the beginning and end of the academic year, semesters and vacation periods. In summer, students must be provided with continuous vacations of at least one month.

17. The studies at the KVK may be financed from the State Budget of the Republic of Lithuania or at the expense of applicants.

18. The results of partial studies in other higher education institutions shall be recognised at the KVK in accordance with the procedure stipulated by the Minister of Education and Science and Sport.

19. Persons who have completed college studies programmes are awarded a professional bachelor's degree or a professional bachelor's degree and qualification.

20. Persons who have completed college studies programme are awarded a professional bachelor's diploma and diploma supplement.

21. The diploma supplement is an integral part of the professional bachelor's diploma, a supplement to the diploma, indicating the title of the study programme and information on the results achieved.

22. In accordance with the Law on Higher Education and Research and the legislation implementing it, KVK may carry out short-cycle studies. For persons who have completed short-cycle studies,

KVK shall issue a certificate of study giving the right to engage into professional activity and/or to continue their studies in higher education institution.

23. The language of instruction at the KVK shall be Lithuanian. In the cases provided for by the Law on Higher Education and Research, certain study programmes or their parts may also be instructed in other languages.

CHAPTER IV KVK' MANAGEMENT BODIES AND THEIR COMPETENCES

24. The bodies of the KVK shall be set up and their competences shall be determined in accordance with 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 collegiate management bodies of the KVK are the KVK Council (hereinafter referred to as the Council) and the Academic Council, and the Director of the KVK (hereinafter referred to as the Director) is the sole governing body.

25. The Council is the KVK management body of strategic affairs, ensuring its accountability to the public, taking social responsibility, as well as giving rapid and effective response to the environmental changes.

26. The Council shall carry out the following functions:

26.1. in agreement with the Academic Council, submit for approval to the Government of the Republic of Lithuania amendments to the Statute of the KVK (hereinafter referred to as the Statute);

26.2. after assessing the opinion of the Academic Council, approve the KVK's Strategic Action Plan, which defines its mission and vision, and provide for the physical, financial and human resources for the implementation of the Strategic Action Plan;

26.3. after taking into account the opinion of the Academic Council, approve the plans proposed by the Director for the restructuring of the structure of the KVK, which are necessary for the implementation of the Strategic Action Plan;

26.4. after assessing the proposals of the Academic Council, establish the procedure for the management, use and disposal of the KVK's funds (including funds allocated to the salaries of administration staff and other employees) and property managed by the right of ownership;

26.5. after assessing the proposals of the Academic Council, approve the description of the procedure for organising the election of the Director of the KVK by public competition;

26.6. elect, appoint, and dismiss the Director;

26.7. consider and approve the KVK's annual estimates of revenue and expenditure, as submitted by the Director, and approve the report on the implementation of that estimate;

26.8. approve the KVK's Annual Activity Report, submitted by the Director, which shall also cover the implementation of the Strategic Action Plan;

26.9. in agreement with the Academic Council, approve the plans for reorganisation or liquidation of the KVK and submit them to the Government of the Republic of Lithuania;

26.10. prepare an annual report on its activities and make it publicly available on the KVK's website and present it to the KVK community by 1 April each year;

26.11. perform other functions laid down in the Statute and other legal acts.

27. The Council shall be set up of 11 members in the following procedure:

27.1. one member of the Council shall be appointed by the Student Union in its established procedure;

27.2. other members of the Academic Community (except students) shall, in accordance with the procedure approved by the Academic Council, elect and withdraw 5 members of the Council belonging to the staff of the KVK;

27.3. 5 members shall be selected, appointed, and removed from office from among the persons who do not belong to the staff and students of the KVK in the procedure set forth by the Academic Council; of them one member shall be elected by the Student Union following its established procedure. These 4 members are selected by public competition;

28. The composition of the Council shall be publicly announced by the Chairperson of the Academic Council.

29. The term of office of the Council shall be 5 years. No later than one month before the end of the term of office of a member of the Council, the chairperson of the Academic Council shall announce the composition of the new Council to be formed.

30. A member of the Council may be a person of good repute, meeting the criteria laid down in the Law on Higher Education and Research, possessing knowledge and abilities that contribute to the achievement of the KVK's strategic objectives and the implementation of the KVK's mission.

31. The same person may be a member of the Council for a maximum of two consecutive terms of office of the Council.

32. Members of the Council shall not be the President of the Republic of Lithuania, members of the Seimas and Government and civil servants of political (personal) confidence, as well as employees of the KVK who are directly subordinate to the Director, and managers and deputies of institutions, companies or organisations in which the KVK at the general meeting of participants has at least 50 percent of the votes of all participants of the legal entity. A member of the Council shall not be a member of the Academic Council.

33. When taking up office, a member of the Council shall sign a commitment to the interests of the KVK and the public and to perform the functions laid down in the Law on Higher Education and Research in good faith.

34. The commitment of the member of the Council shall be signed in the following procedure:

34.1. A member of the Council shall read out the commitment in public;

34.2. The text of the commitment of a member of the Council shall be as follows: "I, (name, surname), hereby undertake to follow the interests of the KVK and the public and fulfil the functions stipulated by the Law on Higher Education and Research in good faith";

34.3. after reading the commitment text, a member of the Council shall sign a commitment sheet issued in his name;

34.4. the commitment sheet issued in the name of a Council member shall be given to the Chairperson of the Academic Council.

35. The Council, acting by a majority of votes of its members, elects the candidate from among its members and revokes the Chairperson of the Council. A person belonging to the staff of the KVK or a student shall not be the Chairperson of the Council.

36. The Council shall approve its rules of procedure. The Council shall take its decisions by a majority of the members of the Council present at the meeting, except where the Law of Higher Education and Research and/or the Statute provide for a different quorum. Meetings of the Council shall be valid if at least two thirds of the members of the Council are present. The Council shall make its decisions publicly available on the KVK's website.

37. The Director may attend Council meetings in an advisory capacity.

38. If a member of the Council does not properly fulfil the duties laid down in the Statute, the Rules of Procedure of the Council or Article 27(7) of the Law on Higher Education and Research, or does not sign the commitment referred to in Article 27(7) of the Law on Higher Education and Research, the chairperson of the Council shall be entitled to ask the person appointing that member to cancel the appointed member of the Council.

39. If the term of office of a member of the Council ceases before the end of his/her term of office, a new member of the Council shall be appointed for the remainder of the Council's term of office by the person who has appointed the member of the Council whose term of office has been terminated, in accordance with the procedure laid down in Article 27(3) of the Law on Higher Education and Research. A new member

of the Council shall take up his duties after the announcement of his appointment by the chairperson of the KVK's Academic Council and the signature by a member of the Council of the commitment referred to in Article 27(7) of the Law on Higher Education and Research.

40. By decision of the Director, members of the Council may be remunerated for activities in the performance of their duties as members of the Council from the KVK's funds under contracts signed for the performance of their respective activities.

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

42. The Academic Council shall be the management body of academic affairs of the KVK.

43. The Academic Council shall carry out the following functions:

43.1. define the procedure of studies;

43.2. approve study programmes and present proposals to the Director regarding the funding of these programmes and reorganisation of the structure of the KVK which is necessary for the implementation of those programmes, evaluate the results of applied research and experimental development carried out and assess the quality and level of applied research and experimental development of the KVK;

43.3. approve the internal quality assurance system for studies and monitor its implementation;

43.4. lay down the qualification requirements for teaching staff and other positions, lay down the procedure for the training and certification of teaching staff and the organisation of competitions for the performance of their duties;

43.5. at the initiative of the Director, or when more than half of all members of the Academic Council so request, organise meetings (conferences) of the KVK's academic community to discuss relevant issues of the KVK's activities. The place, time and agenda of the meeting (conference) shall be notified in writing to the members of the KVK's Academic Community no later than 10 days before the meeting (conference);

43.6. award honorary degrees and other titles in accordance with well-founded recommendations of the Director: honorary employee of the KVK, honorary student of the KVK for merits in the fields of culture and arts, sport, and science;

43.7. award honorary degrees and other titles in accordance with the procedure laid down by the Council itself.

43.8. consider the KVK's Strategic Action Plan submitted by the Director, which also defines the mission and vision of the KVK, and submits its opinion on it to the Council;

43.9. consider and provide proposals to the Council on the amendments to the Statute of the KVK;

43.10. consider and provide proposals to the Council on the suitability of candidates to serve in the Director's position;

43.11. consider and provide proposals to the Council on the plans of reorganisation or liquidation of the KVK;

43.12. consider and provide proposals to the Council on the procedure for the management, use and disposal of the KVK's funds (including funds allocated to the salaries of administration staff and other employees) and property managed by the right of ownership;

43.13. approve cost of tuition and determine the total number of student places, taking into account the possibilities to ensure the quality of studies and science;

43.14. consider and give an opinion to the Council on the Director's plans for the restructuring of the KVK's structure, which are necessary for the implementation of the Strategic Action Plan;

43.15. perform other functions laid down in the legislation and in the Statute.

44. Members of the Academic Council may be members of the KVK's Academic Community, members of the KVK's administration, those who enter the Academic Council by acquired position, as well as researchers and teachers of other scientific and educational institutions. The Academic Council consists of 21 members: 9 teachers, 5 representatives appointed by the Student Union, 5 researchers occupying the position of associate professor, 2 employees of the KVK administration by acquired position. Director and Deputy Director for Studies and Science shall be the members of the Academic Council.

45. The election of the Academic Council shall be announced by the Director or by a person authorised by the Director in other cases laid down by law 2 months before the end of the term of office or in the event of termination of the term of office.

46. Members of the Academic Council shall be elected at the General Meeting of the academic community. The person authorised by the Director shall notify the teaching staff in writing (by e-mail) of the general meeting no later than 10 days in advance. The General Meeting shall be deemed to have taken place if at least half of the KVK's teaching staff are present. Elections shall be held by a secret ballot.

47. The activities of the Academic Council are governed by the Rules of Procedure approved by the Academic Council. The composition of the Academic Council and its amendments shall be approved by order of the Director. The first meeting of the newly elected Academic Council is convened by the Director.

48. The Academic Council shall inform the community of its decisions to the public on the notice board and on the KVK's website no later than 5 working days after the adoption of the decision. Each year, no later than 3 months after the end of the calendar year, the Academic Council shall submit an annual report on its activities on the KVK's website.

49. The Academic Council is headed by the Chairperson. The Chairperson shall be elected by an open ballot by a majority of votes cast by the members of the Academic Council. In the absence of the Chairperson, the Vice-Chairperson shall preside over the Academic Council. The Vice-Chairperson shall be elected by an open ballot by a majority of votes cast by the members of the Academic Council.

50. The Chairperson of the Academic Council shall be elected from among the members of the Academic Council.

51. The Director shall not be the Chairperson of the Academic Council.

52. Members of the Academic Council may be removed from office upon the following cases:

52.1. the termination of the contract of employment of a member of the Academic Council on the basis of which the person was elected to the Academic Council (for students, upon termination or completion of their studies at the KVK);

52.2. voluntarily, upon written request.

53. A written request for a recall must be submitted to the Chairperson of the Academic Council at least 10 days in advance. If a member of the Academic Council is unable to perform his/her duties for serious reasons, he/she may, at his/her own written request, be recalled from the date specified in the request. A member of the Academic Council may be recalled from office if he/she does not perform his/her duties properly and receives votes for his/her recall from office by at least 2/3 of the members of the Academic Council attending the meeting.

54. The Director shall be a single-person management body who acts in the name of the KVK and represents it.

55. The Director shall carry out the following functions:

55.1. head the KVK, organise its activities by ensuring the implementation of the Strategic Action Plan of the KVK;

55.2. issue orders;

55.3. hire and dismiss employees of the KVK;

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

55.5. present proposals to the Council on the setting of cost of tuition;

55.6. approve rates of fees which are not directly related to the implementation of a study programme;

55.7. submit the KVK's Annual Activity Report, which covers the implementation of the Strategic Action Plan, to the Council;

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

55.9. submit the KVK's annual estimates of revenue and expenditure and the report on the implementation of that estimate to the Council;

- 55.10. announce the annual report on the activities of the KVK approved by the Council;
 - 55.11. present the KVK Strategic Action Plan and the plan for reorganising the structure of the KVK to the Academic Council for consideration and to the Council for approval;
 - 55.12. consider and take decisions regarding the management, use and disposal of the funds (as well as funds designated for remuneration of the administration and other employees) and assets of the KVK;
 - 55.13. approve the KVK's internal regulations;
 - 55.14. perform other functions laid down in the legislation and in the Statute.
56. The Director shall be elected by the Council in accordance with the procedure laid down by the Council. The Council launches a public call for competition for the position of Director. A Director shall be deemed elected if at least three-fifths of the total number of members of the Council vote in favour.
57. The Director shall be of impeccable repute, have a master's degree or an equivalent higher education qualification, and at least 5 years of experience in pedagogical work and managerial work.
58. The contract of employment with the elected Director for the duration of his term of office shall be signed on behalf of the KVK by the Chairperson of the Council or by another person authorised by the Council.
59. The term of office of the Director shall be 5 years. The same person may be elected the Director for no more than two terms of office in succession and not earlier than after the lapse of five years since the end of the last term of office, if the last term of office was consecutively the second.
60. If an annual report on activities of the KVK presented by the Director is not approved by a majority of the votes cast by all members of the Council, the Director may be dismissed from office by a majority of at least two thirds of the members of the KVK Council.

CHAPTER V

RIGHTS, DUTIES AND RESPONSIBILITIES OF STUDENTS AND EMPLOYEES

61. Students shall have the right to:
- 61.1. study pursuant to a chosen study programme;
 - 61.2. study pursuant to an individual plan of studies in compliance with the procedure laid down by the Academic Council;
 - 61.3. study according to more than one study programme or other course units in the same or another higher education institution;
 - 61.4. assess the quality of teaching of studied course units and material resources of studies;
 - 61.5. choose a teacher if the same course unit is taught by several teachers;
 - 61.6. propose a topic for their final thesis or choose from among several proposed topics;
 - 61.7. report for works by applying alternative ways if they have a disability because of which they are unable to report for the works according to the set procedure and the alternative way of reporting ensures the achievement of study results;
 - 61.8. address the Administration of the KVK for the recognition of study results in the same or any other Lithuanian or foreign higher education institution;
 - 61.9. address KVK administration, the dispute settlement commission regarding the violation of interests;
 - 61.10. terminate and renew studies in accordance with the procedure laid down by the Statute;
 - 61.11. take an academic leave due to illness, on the recommendation of a doctor or a medical advisory board, or due to pregnancy and childbirth, childcare, or once during the period of study for personal reasons, but for a maximum period of one year of study, without losing the status as a student and the right to continue the studies at a state-funded place of study after the period of academic leave, if the student was studying in such a place of study prior to the period of academic leave;
 - 61.12. express your thoughts and views freely;

- 61.13. participate in KVK management bodies;
 - 61.14. to elect and be elected to the Student Union, to freely form other associations;
 - 61.15. to do a voluntary internship or placement that is not part of the studied programme;
 - 61.16. exercise other rights under laws, the Statute, and other legal acts.
62. A student who fails an examination or another final assessment shall have the right to retake the examination or the final assessment once free of charge in accordance with the procedure laid down by the Academic Council. Such a procedure must be adopted after the analysis of proposals made by the Student Union.
63. Students must:
- 63.1. seek the results provided for in the description of the study programme;
 - 63.2. adhere to the Code of Academic Ethics adopted by the Academic Council;
 - 63.3. comply with the Law on Higher Education and Research, the Statute, and other legal acts, and KVK's internal rules of procedure.
64. The procedure for awarding incentives and imposing disciplinary measures to students shall be laid down by the Academic Council in agreement with the Student Union.
65. The interests of KVK students shall be represented by the Student Union. KVK students may be members of the Student Union. The members of the Student Union's governing bodies - students - are elected by the general meeting (conference) of the members of the Student Union on the basis of the principles of universality, transparency and openness. The Student Union's activities shall be governed by the Law on Associations of the Republic of Lithuania, unless otherwise provided by the mentioned law, as well as by the Statute and the articles of association approved by the general meeting (conference) of the members of the Student Union.
66. KVK's Student Union shall have the right to express its views in writing on all issues of concern to the students and to submit a written reasoned request to reconsider the decisions taken by the KVK management bodies. The request must be submitted to the KVK management body that took the decision within 20 calendar days of the adoption of the decision.
67. In accordance with the procedure laid down by the Council, KVK supports the Student Union and other student organisations, allocates premises and funds to finance their activities, as well as allocates funds for students' cultural, sporting and social activities. The Student Union and other student organisations account for the funds provided by the KVK.
68. The relationship between the student and the KVK is formalised by a learning agreement. The standard terms and conditions of the learning agreement shall be established by the Minister of Education, Science and Sport, having assessed the proposals of the Lithuanian University Rectors' Conference, Rectors' Conference of Lithuanian University Colleges, and unions of students' representations of higher education institutions of Lithuania. Learning agreements lay down the basic conditions of student studies at the KVK and the obligations of both parties.
69. The student is issued a student card. The form and procedure for issuing a student card shall be established by the Minister of Education, Science and Sport, and its production is organised by the unions of students' representations of higher education institutions of Lithuania.
70. The relations between the unclassified student and the KVK shall be formalised by the agreement in accordance with the procedure laid down by the Director. Unclassified student means a person studying at KVK within the non-formal adult education programme or individual course units (modules).
71. The KVK's teaching positions are as follows: professor, associate professor, lecturer, assistant.
72. A scientist may hold the position of a professor. A scientist who holds the position of a professor must teach students, conduct research and experimental development and advise them, announce research results. KVK's Academic Council may confer the title of a professor emeritus upon professors who have actively performed research and/or pedagogical work for the special merit to science. A professor emeritus shall be provided with the possibilities to participate in research and other activities of the KVK. A

professor emeritus shall be paid a monthly contribution of a professor emeritus fixed by the Council. The title of a professor emeritus shall be awarded in accordance with the procedure for the award of honorary degrees of the KVK.

73. A scientist may hold the position of an associate professor. With the consent of the Academic Council, a person who has considerable practical experience in the sphere of a specific course unit(s) of instruction and a master's qualification degree or a higher education qualification equivalent to it may be accepted to the position of an associate professor for a period of one year. A scientist who holds the position of an associate professor must teach students, conduct research and experimental development, announce results of this activity.

74. A scientist or a person holding a degree not lower than master's qualification degree or a higher education degree equivalent to it may be a candidate for the position of a lecturer. A lecturer must teach students, perform methodological work.

75. A person holding a degree not lower than master's qualification degree or a higher education degree equivalent to it may be a candidate for the position of an assistant. An assistant must direct practical training of students (practical works, practical trainings, internships, etc.), help in carrying out research and experimental development work. The practical activities of KVK students (practical works, practical trainings, internships, etc.) may be led by a person holding at least a bachelor's or professional bachelor's degree.

76. The qualification requirements for the positions of teachers, the procedure for organising competitions for filling in these positions and for the certification of teachers shall be laid down by the Academic Council.

77. The KVK shall have the administration necessary for the performance of the administrative functions of the KVK and the KVK units, as well as employees of the administrative staff and other employees necessary for the implementation of the objectives of KVK studies, research, and experimental development, as well as economic activities of the institution.

78. The Administration shall consist of the employees of the KVK, with the exception of the heads of the KVK's academic units, who are included in the composition of other academic units, who shall have the right to give orders within the limits of their competence to subordinate employees. Besides the administrative duties, they may carry out pedagogical and/or research work. An academic unit of the KVK shall be such a unit whose main activities are the carrying out of studies and/or research and experimental development.

79. The number of employees of KVK, their duties and functions shall be laid down by the KVK.

80. KVK may invite teachers to work under the fixed-term employment contract for a period not exceeding 2 years.

81. The procedure of appointment to a position as prescribed in Law on Higher Education and Research shall not apply to visiting teachers.

82. The status of associated scientist or teacher may be granted by decision of the Academic Council to a scientist or teacher who has worked at the KVK and maintains scientific relations with the KVK, i.e. prepares joint scientific publications with the KVK, carries out joint research, experimental development projects, advises on scientific or pedagogical issues or similar, but temporarily (no longer than the end of the term of office at the KVK, and persons referred to in Article 72(4) of the Law on Higher Education and Research) working elsewhere for a maximum period of 5 years.

83. With the consent of the Academic Council, an associate scientist may return to the previously held position without a competition and hold the said position until the expiry of the term of office. The term of office shall also include the periods during which the associate scientist worked elsewhere.

84. The KVK staff shall, in accordance with the procedure laid down by legal acts, have the right:

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

84.2. to participate in competitions for placements in the Republic of Lithuania and abroad;

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

84.4. to participate in consideration of the Statute and trends of activities;

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

84.6. to work independently or join creative groups;

84.7. to independently publish their scientific works.

85. During the 5-year term of office or every 5 years, teaching staff members may be released for a period not longer than one year from their pedagogical work to conduct research and to improve their scientific and/or pedagogical qualification. The teacher shall be paid his average salary during the indicated period.

86. The KVK staff must:

86.1. observe the Code of Academic Ethics of the KVK;

86.2. perform the duties laid down in the Statute, employment contracts and other documents of the KVK.

87. Students, teaching staff, other researchers and employees directly involved in scientific and/or study activities shall be liable for violations of academic ethics in accordance with the procedure laid down by legal acts.

88. Persons shall be admitted to the positions of teachers of the KVK, with the exception of the persons referred to in Articles 68 and 72(4) of the Law on Higher Education and Research, by means of an open competition for a term of 5 years.

89. No later than 3 months before the end of the term of office of the KVK teacher, an open competition for the performance of the position shall be opened, except in the cases referred to in Article 72(4) of the Law on Higher Education and Research, or when the KVK recalls the position. A person who already holds this position may participate in the said competition. An announcement about a competition to fill a position must be published in the websites of the KVK and the Research Council of Lithuania, as well as in the Lithuanian mass media and, where appropriate, in the international mass media.

90. A person who has won the competition to hold the same position second time in succession shall conclude an employment contract of fixed-term for holding this position. Performance evaluation of this person shall be carried out every five years in accordance with the procedure laid down by the Academic Council. A period during which KVK granted that person a maternity leave, paternity leave or childcare leave shall not be included in the said five-year period. A person who fails the performance evaluation shall be dismissed from the position. Persons shall be accepted to a higher position of a teaching staff member by way of an open competition.

91. A recruitment commission which evaluates candidates for the position of a teacher shall be set up in accordance with the procedure laid down by the Academic Council. Not less than one third of the members of the recruitment commission must be persons who do not work in the KVK and no less than one representative one student representative delegated by the Student Union. When making arrangements for a competition to fill the position of a professor, at least one international expert must be in the recruitment commission.

92. An extraordinary performance evaluation may be conducted for the KVK teaching staff in accordance with the procedure laid down by the Academic Council.

93. KVK employees shall be liable for non-performance or improper performance of the duties stipulated in the Law on Higher Education and Research, the Statute, and other legal acts in accordance with the procedure established by law.

CHAPTER VI

ADMISSION AND EXPULSION OF STUDENTS, TERMINATION AND RENEWAL OF STUDIES

94. Taking into account the learning outcomes, entrance examinations or other criteria for admission to the KVK established by the Academic Council, persons having passed at least one state level *matura* examination and having at least secondary education are admitted to the first cycle study programmes of the KVK. Admission of these persons to the KVK may be carried out before the beginning of studies in accordance with the relevant study programme. The list of competition course units by field of study, distinguishing the main course unit, shall be determined by the Academic Council each year and, in agreement with the Ministry of Education, Science and Sport, the Academic Council publishes it no later than 2 years before 1 September of the relevant year of study. The principles and other criteria for the award of the competition score, established by the Academic Council, shall be published by KVK each year by 1 December, at least 6 months before the start of admission to higher education institutions. The KVK shall publish the minimum entrance score by 1 June each year at the latest. The requirement for a person to have passed at least one state level *matura* examination referred to in this paragraph shall not apply to the persons referred to in Article 59 of the Law on Higher Education and Research.

95. The entrants shall be admitted according to the selected study programme(s). The KVK admits persons to places funded and not funded by the State. Only persons whose learning outcomes are not lower than the minimum indicators set by the Minister for Education, Science and Sport may apply for the first cycle studies.

96. Persons studying in the State funded places shall not pay any fees directly related to the implementation of the study programme, except for repeatedly studying individual course units of the study programme and studying individual course units or modules. Persons studying in the State funded study places shall pay the cost of tuition approved by the KVK Academic Council. The cost of tuition is specified in the Rules for Admission to the KVK.

97. The KVK shall undertake separate admission to full-time and part-time studies not funded by the State, provided that there are vacant places after additional general admission.

98. In the case when a person loses State funding for studies, must pay the cost of tuition set by the Academic Council, while the vacated study place funded by the State shall be occupied by a student whose learning outcomes in the same study field, same course and same form of study of the place funded by the State are the best in accordance with the procedure laid down by the Academic Council; the student who occupies the place funded by the State shall also meet the criteria for good academic results. If the number of vacant places is lower than the number of students meeting the criteria for good academic results laid down in Article 78 of the Law on Higher Education and Research, priority shall be given to students who have obtained more higher assessments at the level of excellence in course units (modules) during the evaluation period.

99. Studies may be terminated unilaterally or by agreement between the parties.

100. Terminated studies may be resumed in accordance with the description of the KVK's Study Achievement Recognition Procedure, approved by a decision of the Academic Council.

101. Studies are resumed from the beginning of the semester upon the student's request to the Director of the KVK.

102. A student may be expelled from the KVK if:

102.1. fails to achieve the results provided for in the description of the study programme;

102.2. fails to return after the academic leave without a valid reason;

102.3. is unable to continue studies as a result of the final court judgement;

102.4. fails to comply with the financial conditions of the learning agreement with the KVK;

102.5. the student has provided false or misleading data, information or documents, as a result of which the learning agreement could not be concluded, performed or executed;

102.6. does not comply with the requirements laid down in the KVK Study Regulations and the Code of Academic Ethics of the KVK.

103. Students shall be expelled from the KVK by order of the Director.

CHAPTER VII

PROCEDURE OF SETTING UP COMMISSIONS FOR CONSIDERATION OF DISPUTES BETWEEN STUDENTS AND THE ADMINISTRATION AND OTHER EMPLOYEES, CONSIDERATION OF DISPUTES AND IMPLEMENTATION OF DECISIONS

104. Disputes related to the activities of higher education and research between students, the administration of the KVK and other employees shall be solved by the Dispute Settlement Commission set up by the Director's order for a period of 2 years, in accordance with the Rules of Procedure of the KVK's Dispute Settlement Commission, approved by the order of the Director of the KVK.

105. The procedure for the settlement of disputes related to research and study activities between students, the KVK administration and other employees is laid down in the KVK Disputes Settlement Commission's Rules of Procedure approved by order of the Director, which are coordinated with the Student Union.

106. Disputes between the administration of the KVK and employees on the implementation of the rights and duties stipulated in labour laws, other legal acts and employment contracts shall be examined following the procedure laid down by the Labour Code of the Republic of Lithuania and other legal acts.

CHAPTER VIII

FUNDING SOURCES, USING OF ASSETS AND FUNDS

107. While managing, using and disposing of assets, the KVK shall adhere to the following principles: public benefit, efficiency, rationality, accountability to the public, autonomy of economic activities.

108. The KVK's assets consist of

108.1. assets invested by the State;

108.2. income received as payment for studies, as well as income from research, experimental development, economic, scientific activities and rendered services;

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

108.4. any other monetary funds except the State funds;

108.5. assets acquired from the State Budget and from the funds provided for in subparagraphs 107.2 to 107.4, with the exception of real estate acquired with the support of the European Union, State Budget and State funds;

108.6. donated assets;

108.7. inherited assets;

108.8. property rights arising from the results of intellectual activities (objects of scientific and industrial property rights, i.e., invention patents, designs, trademarks, other intellectual property objects);

108.9. income, assets, or other benefits gained while managing, using and disposing of the funds or other assets indicated in subparagraphs 107.1-107.8, except in the cases provided for in the Law on Higher Education and Research.

109. The KVK shall exercise the right of inviolability of land, buildings and other assets intended for scientific and educational purposes. Having considered the opinion of the Council, the boundaries of state-owned land plots used by the KVK on a lease basis, or the managers of buildings or other assets for scientific and educational purposes transferred to the KVK for management under the right of entrustment may only be changed by the Government.

110. The KVK's funds shall comprise the following:

- 110.1. resources of the basic funding of the State budget of the Republic of Lithuania;
 - 110.2. resources of the funding of the State Budget of the Republic of Lithuania in accordance with the procedure laid down by the Law on Higher Education and Research;
 - 110.3. funds indicated in Article 9(6) of the Law on Higher Education and Research;
 - 110.4. funds of State investment programmes and State investment projects;
 - 110.5. income received as payment for studies, as well as income from research, experimental development, economic activities and rendered services;
 - 110.6. funds received as competition-based programme funding of research and experimental development;
 - 110.7. funds of State funds;
 - 110.8. funds appropriated by international and foreign funds and organisations;
 - 110.9. funds received as charity under the Law on Charity and Sponsorship;
 - 110.10. other funds received in legal ways.
111. The KVK organises and manages accounting and prepares financial and budget implementation reports in accordance with the laws of the Republic of Lithuania regulating accounting and the legal acts implementing them.
112. Each year (no later than March) the KVK shall publish and submit to the Ministry of Education, Science and Sport annual activity reports, as well as annual estimates of revenue and expenditure and reports on their implementation.
113. In accordance with the Law on Higher Education and Research and other legal acts, the KVK shall establish the payment procedure and amounts of cost of tuition, as well as fees not directly related to the implementation of the study programme.
114. The use of the State Budget of the Republic of Lithuania shall be accounted for in accordance with the Law on the Budget Structure of the Republic of Lithuania and the Rules on the Drawing up and Implementing the State Budget and Municipal Budgets of the Republic of Lithuania, approved by Resolution No 543 of 14 May 2001 of the Government of the Republic of Lithuania on the Approval of the Rules on the Drawing up and Implementing the State Budget and Municipal Budgets of the Republic of Lithuania.
115. The supervision of the financial activities of the KVK shall be carried out by authorised public authorities in accordance with the Law on Accounting of the Republic of Lithuania, the Law of the Republic of Lithuania on Public Sector Accountability, the standards of public sector accounting and financial reporting, and other legal acts regulating public sector entities' accounting.

CHAPTER IX

QUALITY ASSURANCE IN HIGHER EDUCATION AND RESEARCH

116. The KVK shall be responsible for the quality of research, study and other activities, publishes its quality indicators, and together with the evaluation institutions, fosters a culture of quality.
117. The quality of research activities and studies is ensured by applying the KVK's internal quality assurance system, external evaluation and accreditation of studies and external evaluation and/or accreditation of the KVK. The quality of the education and applied research activities provided by the KVK shall be ensured by using established modes and means of action.
118. Quality assurance of KVK studies is based on quality assurance provisions and guidelines for studies in the European Higher Education Area. Quality assurance of scientific activities is based on the provisions of the European Research Area.
119. The KVK's activities are continuously improved by periodic self-evaluation of activities and taking into account the results of the external evaluation.
120. The KVK shall present the Academic Community at least once a year and publish accurate quantitative and qualitative information on applied research activities and the results of the self-evaluation on its website. It also publishes accurate quantitative and qualitative information on study programmes, higher

education qualifications, students, graduates and other interested parties' views on the quality of studies, the results of the KVK's activities, evaluation of study programmes, graduate career indicators and other data needed to inform the public about studies.

CHAPTER X
ESTABLISHMENT OF BRANCHES AND REPRESENTATIVE OFFICES AND
TERMINATION OF ACTIVITIES THEREOF

121. For the purposes of ensuring its activities, the KVK may establish branches and representative offices.

122. A branch of the KVK shall be a structural unit having its registered office and performing all functions of the KVK or a part thereof. A branch shall act in pursuance of the regulations approved by the KVK. A branch shall not be a legal entity. The KVK shall be liable for its branch's obligations and the branch shall be liable for the KVK's obligations.

123. The regulations of the branch of the KVK shall be approved by the Council.

124. The KVK shall be entitled to take a decision on the termination of activities of its branch.

125. A representative office shall act in pursuance of the regulations approved by the KVK. A representative office shall not be a legal entity. The KVK shall be liable for its representative office's obligations and the representative office shall be liable for the KVK's obligations.

126. The branches and representative offices of the KVK shall be established by the decision of the Council in compliance with the provisions of the Civil Code.

127. The activities of branches and representative offices of the KVK shall be terminated in the procedure laid down by the Civil Code and other legal acts.

CHAPTER XI
AMENDMENT TO THE STATUTE

128. Amendments to the Statute may be initiated by the Government, Ministry of Education, Science and Sport, KVK Council, KVK Academic Council, and the Director.

129. Upon hearing the opinion of the KVK Academic Council, the KVK Council shall submit amendments to the Statute to the Government of the Republic of Lithuania for approval.
