

APPROVED BY
Resolution No. S-2014-10-2 as of 2 December 2014
of the Senate of Vilnius University
(version of Resolution No. SPN-27 as of 16 April 2019
of the Senate of Vilnius University)

REGULATIONS OF THE CENTRAL DISPUTE RESOLUTION COMMISSION OF VILNIUS UNIVERSITY

SECTION I GENERAL PROVISIONS

1. The Regulations of the Central Dispute Resolution Commission of Vilnius University (hereinafter referred to as the Regulations) shall regulate the formation, competence and organisation of the activities of the Central Dispute Resolution Commission (hereinafter referred to as the Commission) of Vilnius University (hereinafter referred to as the University).

2. In its activity, the Commission shall adhere to the Statute of Vilnius University (hereinafter referred to as the Statute), other laws of the Republic of Lithuania, this Regulation, and other legal acts of the University.

CHAPTER II FORMATION OF THE COMMISSION

3. The Commission shall consist of 6 members: 3 University lecturers and science (art) employees, as well as 3 student representatives.

4. The Senate of the University (hereinafter referred to as the Senate) shall form the Commission and appoint the Commission chairman from its members, i.e. lecturers and science (art) employees of the University, with consideration to proposals of the chairman of the Senate. Vilnius University Students' Representation (hereinafter referred to as the Students' Representation) shall appoint and remove student representatives to (from) the Commission according to its established procedures. The chairperson of the Commission shall appoint the deputy chairperson from members of the Commission.

5. Members of the core academic units of the University (hereinafter referred to as the Units) may not be appointed members of the Dispute Resolution Commission.

6. Members of the Commission shall have equal rights, except in cases where, pursuant to these Regulations, the Commission chairman's vote is the decisive vote.

7. Members of the Commission, excluding delegated members of the Students' Representation, shall be appointed for a two-year term of office. The number of terms of office served by a member of the Commission shall be unlimited.

8. Only persons of impeccable repute may be appointed to be members of the Commission.

9. Persons who were appointed to be members of the Commission must sign a pledge of confidentiality and a declaration of impartiality, the forms of which are established by the Rector of the University (hereinafter referred to as the Rector) or his authorized person.

10. A member of the Commission may be removed from this position prior to expiry of his/her term of office, if he/she commits a violation of academic ethics or another violation of legal or moral norms, which is incompatible with the position of a member of the Commission. The decision concerning removal of a member of the Commission shall be passed by the Senate or the Students' Representation that appointed the member. Additional grounds and procedures for the removal of students from the Commission may be established by the Students' Representation.

11. Should a member of the Commission resign from his/her job or complete his/her studies at the University or present to the Senate or the Students' Representation that appointed him/her an application to resign from the Commission, or is removed according to Paragraph 10 of the

Regulations, according to the procedures established by these Regulations, a new member of the Commission shall be appointed for the remaining part of the term of office.

12. The Rector shall ensure the material and organisational conditions necessary for the activities of the Commission. The Rector shall also appoint the secretary of the Commission by an order. The secretary of the Commission shall not be a member of the Commission. The secretary of the Commission shall attend the meetings of the Commission. If the secretary of the Commission is not able to participate in a meeting, another person appointed by the Rector who is able to assume the functions of the Secretary shall participate in the meeting. The Secretary of the Commission or another person performing his/her functions shall be subject to the requirements set out in Paragraphs 8 and 9 of the Regulations.

CHAPTER III AREAS OF ACTIVITY OF THE COMMISSION

13. The Commission shall examine:

13.1. complaints regarding the legality and validity of the decisions of the Dispute Resolution Commissions of the Units, omission of the Dispute Resolution Commission of the Units and non-execution of the decisions of the Dispute Resolution Commissions of the Units, except for complaints regarding the appeal regarding the final assessment of study achievements;

13.2. appeals regarding disputes related to research and study activities between University students and employees of the Central Administration, except for disputes regarding academic ethics and disputes regarding labour relations;

13.3. other complaints related to research and study activities, which are not examined by the Dispute Resolution Commissions of the Units or other entities operating at the University in accordance with their competence.

CHAPTER IV ORGANISATION OF THE WORK OF THE COMMISSION

14. The form of activity of the Commission shall be meetings organised upon receipt of a complaint or appeal provided for in Paragraph 13 of the Regulations. By decision of the chairman of the meeting, the meetings of the Commission may also be held by electronic means without the objections of the members of the Commission.

15. Meetings of the Commission shall be convened and chaired by the chairman of the Commission. If the chairman of the Commission withdraws due to circumstances provided in Paragraph 16 of these Regulations or is not able to participate in the meeting, the meeting shall be convened and chaired by a deputy chairman of the Commission or another member appointed by the chairman of the Commission if the Commission does not have a deputy chairman.

16. A member of the Commission shall be obliged to withdraw from the discussion of issues during the meeting under at least one of the following circumstances:

16.1. The discussed issue is directly related to the member of the Commission himself;

16.2. The discussed issue is related to persons who are close relatives, family members, spouses, partners or carers of the member of the Commission;

16.3. A member of the Commission, his/her spouse (cohabitant) or his/her close relatives are directly or indirectly interested in the outcome of the decision regarding the discussed issue;

16.4. There are also other circumstances which raise doubts about the impartiality of the member of the Commission.

17. The appeals and complaints may be submitted to the Commission by any member of the University's academic community who considers that his or her rights have been violated. Appeals may be lodged no later than within one month from the date when the possible violation was committed or established. This deadline may, by the decision of the Commission, be extended in the presence of valid reasons due to which the deadline was not met and in the presence of a motivated

request of the applicant, provided that no more than six months have passed since the date on which the violation was committed or established. Complaints may be submitted to the Commission not later than within 7 calendar days from the date the decision of the Dispute Resolution Commission of the Unit is delivered.

18. Appeals and complaints shall be submitted to the Commission in the following ways:

18.1. Printed and signed appeals and complaints are submitted to the secretary of the Commission;

18.2. in the University information system;

18.3. Appeals and complaints signed and scanned or signed with a qualified electronic signature and sent via e-mail etika@cr.vu.lt;

18.4. Appeals signed and scanned or signed with a qualified electronic signature via the system "E.pristatymas".

19. The appeal shall include:

19.1. the name, surname of the applicant, position held or the unit where the applicant is studying, the e-mail address provided by the University and the telephone number;

19.2. Description of the violation of the University's legal act and indication of the basis of the appeal, i.e. the circumstances justifying the fact of the violation;

19.3. the specific request of the applicant;

19.4. The applicant's signature, excluding cases when the complaint is submitted in the University's information system.

20. The complaint shall include:

20.1. the name, surname of complainant, the position held or the unit where the complainant is studying, the e-mail address provided by the University and the telephone number;

20.2. a copy of the disputed decision of the Dispute Resolution Commission and the reasons for disagreement with the decision or data on the inaction of the Dispute Resolution Commission of the Unit or non-execution of the decisions of the Dispute Resolution Commission of the Unit;

20.3. a specific request;

20.4. The complainant's signature, excluding cases when the complaint is submitted in the University's information system.

21. Anonymous, unjustified and/or groundless appeals and complaints or appeals and complaints that do not comply with other requirements specified in Paragraph 19 and 20 of the Regulations shall not be examined. The Commission shall have the right to return the appeal or complaint to the applicant to remedy the deficiencies within a reasonable period of time specified by the Commission, which shall not be less than 2 working days.

22. Upon receipt of the appeal or complaint, the Commission shall forward it to the other party to the dispute by e-mail and set a time limit of at least 10 calendar days for submitting explanations and, in line with the procedure established in these Regulations, inform the parties of the estimated time of the dispute resolution, and the place of the dispute resolution, if the dispute is examined by the non-written procedure. A depersonalised statement or appeal may be submitted to the other party to the dispute by decision of the Commission.

23. The Commission shall examine the received appeal and make a decision no later than within 30 calendar days after its registration in the University according to the procedures established at the University or as of the day of its receipt to the e-mail specified in Paragraph 18 of these Regulations. The Commission shall examine the complaint within 20 calendar days from its registration with the University or receipt in accordance with the procedure provided for in Paragraph 18 of these Regulations. The deadline specified in this paragraph does not include the holiday period provided for students in the legal acts of the University.

24. Appeals and complaints are dealt with by written procedure, unless the Commission deems it appropriate to hold an oral hearing (to invite the parties to the dispute to the meeting and to hear their oral explanations).

25. Commission meetings shall be closed. The parties to the dispute shall be entitled to attend the meeting of the Commission at the invitation of the Commission. The Commission shall have the

right to invite other persons to attend the meeting at the request of the parties to the dispute or on its own initiative.

26. The Commission shall deal with appeals and complaints in accordance with the principles of party autonomy, procedural equality, adversarial proceedings, advocacy, confidentiality, economy, cooperation and expediency. The Commission shall provide the parties to the dispute with an opportunity to be heard. This right shall be exercised in writing or orally.

27. Minutes of meetings of the Commission shall be drafted. The minutes shall be drafted by the Secretary of the Commission within 3 working days from the meeting of the Commission. The minutes shall be signed by the chairman of the meeting and by the Secretary of the Commission. The minutes of the meetings of the Commission shall be kept in accordance with the procedure established by the legal acts of the University. An audio recording of the meeting shall be made during the meeting of the Commission. The audio recordings of the Commission's meetings shall be stored in accordance with the procedure established by the legal acts of the University.

CHAPTER V COMMISSION DECISIONS

28. After examining the appeal, the Commission adopts a decision establishing the fact of violation or absence of violation of the University legal act.

29. After examining the complaint, the Commission may take a decision to satisfy the complaint and adopt a new decision, satisfy the complaint in part and change the decision made by the Dispute Resolution Commission of the Unit or not satisfy the complaint;

30. In its decisions, the Commission may submit proposals to the Central Administration of the University or the Administration of the Unit regarding the improvement of the organisation of research and study activities.

31. Decisions of the Commission shall be valid if they are taken at a meeting attended by at least two-thirds of the members of the Commission.

32. Decisions of the Commission shall be passed by a simple majority of votes of the members of the Commission attending the meeting. In the event of an equal distribution of votes, the vote of the chairman of the meeting shall be decisive.

33. The decision signed by the Chairman of the Commission shall be sent to the parties to the dispute by e-mail provided by the University no later than 5 working days after its adoption and shall be deemed to have been served on the day following the dispatch.

34. Until the Commission makes a decision, no decisions of the University Central Administration or Unit Administration related to the considered assessment of study achievements and examination or final thesis defence procedure shall be made with respect to the student who submitted the complaint, and enforcement of the decisions taken until then shall be suspended.

35. The decision of the Commission shall be final at the University.
