

## APPROVED

by Resolution No. T-2016-11-1 of 28 September 2016  
of the Council of Vilnius University

## REGULATIONS OF INFORMATION PROVISION ON VILNIUS UNIVERSITY ACTIVITIES

### CHAPTER I

#### GENERAL PROVISIONS

1. The Regulations of Information Provision on Vilnius University (hereinafter the 'University') Activities (hereinafter the 'Regulations') shall regulate the principles and means of providing information on the University activities. The Regulations shall not stipulate the rules of internal communication of the University, information provision for media, or information provision under individual requests – the aforementioned rules shall be provided for in the descriptions of the procedure or other equivalent documents approved by the Rector or their authorised person.

2. The Regulations are prepared in accordance with the Statute of the University, the Republic of Lithuania Law on Provision of Information to the Public, the Republic of Lithuania Law on the Right to Obtain Information from State and Municipal Institutions and Agencies, the Republic of Lithuania Law on Higher Education and Research (hereinafter the 'Law on Higher Education and Research'), the Republic of Lithuania Law on Public Institutions, and other legal acts regulating the provision of public information, also taking into account the University's principles of publicity and responsibility to the nation and the State of Lithuania, openness and accountability to society.

3. The core terms used in the Regulations:

3.1. **Information on the University activities (hereinafter the 'Information')** is information on the activities of the governing bodies of the University (the Senate of the University (hereinafter the 'Senate'), the Council of the University (hereinafter the 'Council'), and the Rector) and on scientific and artistic research conducted at the University, experimental, social, cultural and technological development, artistic creation, and studies.

3.2. **Information provision** is public disclosure of Information on the University activities.

3.3. Other terms used in the Regulations shall be understood as they are defined in the Statute of the University and other legal acts of the University.

### CHAPTER II

#### PRINCIPLES OF INFORMATION PROVISION

4. The Information provided must be consistent with the mission of the University as well as the objectives and principles of the University activities as defined in the Statute of the University.

5. The University shall not provide information that creates preconditions for violating personal privacy, intellectual property rights or other rights and legitimate interests protected by legal acts, as well as information that, according to the laws of the Republic of Lithuania and various agreements concluded with third parties, is State secret, official secret, professional secret, commercial secret, or bank secret or private information, pre-trial investigation data, information that may degrade the dignity and honour of a person, and other information not to be published as provided for by legal acts.

6. The University must ensure publicly disclosed Information's relevance and timely updating.

### **CHAPTER III**

#### **INFORMATION AND THE MEANS OF PROVIDING IT**

7. Information provided by the University:

7.1. General information about the University:

- 7.1.1. the history, mission, vision, and structure of the University;
- 7.1.2. information on the honorary doctors of the University;
- 7.1.3. information on distinguished alumni of the University.

7.2. Information on the governance of the University:

- 7.2.1. information on the composition and activities of the Council and the Senate;
- 7.2.2. annual performance reports of the University;
- 7.2.3. information on the strategic management of the University;
- 7.2.4. draft revenue and expenditure estimates of the University and reports on their implementation, annual financial statements;
- 7.2.5. information on the University's accreditation and external institutional reviews.

7.3. Information on studies:

- 7.3.1. information on the University's study programmes, compositions of study programme committees, programme descriptions, and lists of course units;
- 7.3.2. information on the determination of the competitive score and the criteria for admission to study programmes, the results of general and institutional admission to study programmes;
- 7.3.3. information on the options of studies flexibility for students, academic and career consulting;
- 7.3.4. information on support and services for students;
- 7.3.5. information on the results of the external evaluation of study programmes;
- 7.3.6. the University's action plans for the improvement of study quality activities;
- 7.3.7. information on the measures to address deficiencies identified during self-analysis and external evaluation and to improve the activities of the higher education institution;
- 7.3.8. information on lecturers, researchers, doctoral students: lists of their research activity results, specialisation, research interests, course units taught, admission hours, and contact information;
- 7.3.9. the topics of bachelor and master theses and doctoral dissertations, as well as the names of doctoral students, the composition of their dissertation defence committees, names of their supervisors, dates and places of the defence of their dissertations;
- 7.3.10. the career indicators of the graduates;
- 7.3.11. the opinions of students, graduates, and other interested parties on the quality of studies.

7.4. Information on scientific research:

- 7.4.1. information on the scientific publications of the University;
- 7.4.2. information on the scientific conferences and other scientific events of the University;
- 7.4.3. information on the research services provided by the University;
- 7.4.4. information on the patents obtained by the University and the establishment of start-up and spin-off companies;
- 7.4.5. information on measures for ensuring the quality of research activities;
- 7.4.6. information on the results of scientific research and experimental development carried out with funds from the State budget, insofar as is consistent with the limitations specified in Item 5 of the Regulations.

7.5. Information on projects carried out by the University that are financed by the State,

international institutions or organisations, or the European Union Structural Funds, by publishing the name, summary, implementation period, and contact person of the project or by providing Information in the form provided for in the project.

7.6. Information on the social partners of the University.

7.7. Information on career opportunities at the University and competitions to hold positions.

7.8. Information on the cultural and social activities of the University community.

7.9. Information on alumni societies and events, opportunities for involvement in the University activities.

7.10. Information on providing support to the University.

7.11. The Code of Academic Ethics of the University and information on the academic ethics situation at the University.

7.12. Other information provided for in the legal acts of the Republic of Lithuania.

8. Information can be provided:

8.1. on the websites of the University and units, as well as on specialised websites;

8.2. on social networks;

8.3. in information publications;

8.4. on bulletin boards.

9. Information may also be provided in other ways not specified in Item 8, insofar as is consistent with the legal acts of Lithuania and the University and it is approved of by the Information provider (the unit responsible for providing Information in accordance with the principles and means laid down in these Regulations) and the recipient.

10. Information specified in this chapter must be provided complying with the terms for its provision (if any) laid down in the Law on Higher Education and Research and/or other legal acts.

## **CHAPTER IV**

### **INFORMATION PROVISION ON THE ACTIVITIES OF THE GOVERNING BODIES OF THE UNIVERSITY**

9. The resolutions adopted by the Senate and the Council and the annexes to the resolutions approved by them, as well as other relevant information, insofar as is consistent with Article 11(4) of the Statute of the University or with the Information provision principles set out in these Regulations, shall be published in the University's newsletter and on the University's website.

10. The Senate and the Council shall publish their performance reports in the University's newsletter and on the University's website each calendar year, but no later than 30 January. The reports shall cover the most important decisions taken by the governing body concerned and other information relevant to their activities.

11. At the beginning of each academic year, but no later than 30 September, the Senate shall publish on the University's website its action plan for the current academic year, which shall include the planned dates of the meetings and the most important issues to be discussed during these meetings.

12. Information on the meetings of the Senate and the Council shall be made publicly available on the University's website within the terms and in accordance with the procedure laid down by the regulations of these governing bodies. Notifications of the next meeting shall usually indicate the time, place, preliminary agenda items, and whether the meeting is closed.

13. The Council-approved strategic plan of the University and its implementation results shall be published on the University's website.

14. Each year, by 31 March, the revenue and expenditure estimate of the University for a current year, a report on the implementation of the revenue and expenditure estimate of the University for the previous year, and an annual performance report of the University shall be published on the University's website. The annual performance report of the University must contain the data provided for in the Law on Higher Education and Research and its implementing legislation.

15. The governing bodies of the University may also publish other information related to the activities of the governing bodies on the University's website that is not specified in this chapter.

16. The preparation, coordination, and provision of the Information specified in this chapter shall be the responsibility of the unit of the Central Administration of the University to which such functions are assigned in accordance with its regulations. When necessary, other employees of the Central Administration of the University may also be appointed by a decree of the Rector or Chancellor for the performance of these functions.

## **CHAPTER V**

### **FINAL PROVISIONS**

17. The Regulations shall be amended, supplemented, or repealed by a resolution of the Council.

18. The documents implementing the Regulations may be approved, amended, and repealed by an order of the Rector or their authorised Pro-Rector.