

APPROVED BY
by Order No. R-271 of the Rector of Vilnius University
as of 22 June 2016

MODEL REGULATIONS OF THE INTERNATIONAL ADVISORY COUNCIL OF VILNIUS UNIVERSITY

I. GENERAL PROVISIONS

1. The International Advisory Council (hereinafter referred to as the Advisory Council) of [*name of faculty*] (hereinafter referred to as Faculty) of Vilnius University (hereinafter referred to as the University) is a group of persons who comply with the requirements set down to the leading scientists and (or) a partnership professor or a partnership associate professor which has been formed seeking to help Faculty of the University carry out world-class research and acquire a greater international recognition.

2. The main aim of the Advisory Council is to put forward recommendations to Faculty of the University concerning the issues of organising scientific research and assessment, contribute to formulating the research themes and help it in forecasting trends of scientific research.

II. FORMATION OF THE ADVISORY COUNCIL AND PRINCIPLES OF WORK

3. The Advisory Council consists of [*number*] persons who, following consultations with the scientists of Faculty of the University, the Vice-Rector for Research of the University and the Department for Research and Innovations, are approved by the Faculty Council for a five-year term.

4. Candidates for the members of the Advisory Council who comply with the requirements laid down in Article 1 can be put forward to the Faculty Council by the Faculty scientists, the Head (the Dean/Director) of the Faculty, members of the Dean's Office/Directorate of the Faculty, other members of the Faculty administration and the Faculty Council.

5. The approved members of the Advisory Council shall sign the Confidentiality Agreement (Annex 1).

6. The composition of the Advisory Council shall be publicised on the Internet website of the Faculty.

7. The functions of the Advisory Council shall be as follows:

7.1. to help the Faculty assess, analyse, forecast the international research trends, potential and prospective directions, needs of the society and business,

7.2. to identify the research potential of the Faculty,

7.3. to advise on how to promote international cooperation and dissemination,

7.4. to formulate the proposals to the Faculty concerning the research themes, their inclusion into the strategic planning documents,

7.5. to put forward recommendations to the Faculty regarding the issues of the assessment of scientific achievements.

8. Members of the Advisory Council shall have the right to receive information from the University, the Faculty and, without violating the Confidentiality Agreement, to exchange this and other information necessary to the implementation of the planned functions.

9. Meetings with a usual length of one working day shall be the form of the activity of the Advisory Council. The Chairperson of the meeting elected by the members of the Advisory Council shall preside over the meetings.

10. The meeting of the Advisory Council shall be convened on the decision of the Head of the Faculty (the Dean/Director) at least once within a calendar year. Additional meetings can be held by means of remote communications.

11. The Head (the Dean/Director) of the Faculty, members of the Faculty Council, members of the Faculty Dean's Office/Directorate, the Vice-Rector for research of the University, other persons

invited by the Advisory Council or the Head (the Dean/Director) of the Faculty can participate in a meeting of the Advisory Council.

12. The Advisory Council shall usually adopt their decisions by mutual agreement. If necessary, voting can be announced and decisions shall be made by a majority of votes of the participants in the meeting. In case the votes end in a tie, the decisive vote shall rest with the member of the Advisory Council who is presiding over the meeting.

13. The decisions of the Advisory Council are recommendatory in nature (hereinafter referred to as Recommendations).

14. The Head (the Dean/Director) of the Faculty shall forward without delay the Recommendations adopted to the Faculty Council, the Rector of the University and the Vice-Rector for Research. All scientists of the Faculty and members of the Dean's Office/Directorate shall have the right to become acquainted with the Recommendations.

15. Information about the activities of the Advisory Council and the Recommendations adopted shall be publicised on the Faculty Internet website. The Recommendations shall be publicised in so far as they do not violate the principles of confidentiality.

16. The Head (the Dean/Director) of the Faculty and (or) the Council, in urgent cases or seeking to make the provisions of the Recommendations presented by the Advisory Council more exact, shall have the right to address the Advisory Council at another time too, not only during the meetings.

17. A member of the Advisory Council shall have the right to resign from the Advisory Council having notified the Head (the Dean/Director) of the Faculty thereof in writing.

III. FINAL PROVISIONS

18. Having coordinated with the Senate Research Committee of the University, the Faculty Council shall approve the Regulations of the Advisory Council.

19. The Faculty shall inform the Vice-Rector for Research of the University about the formed Advisory Council and present him/her with the minutes of the meetings of the Advisory Council.

20. The Head (the Dean/Director) of the Faculty shall be responsible for organising the activities of the Advisory Council.

21. The Faculty of the University shall cover the expenses of the members of the Advisory Council incurred on them by their participation in the activities of the Advisory Council.

CONFIDENTIALITY AGREEMENT

Vilnius University

(Name and surname of a member of the Advisory Council)

No. ____ _ 20 ____

As a member of the International Advisory Council (hereinafter referred to as the Advisory Council) of the [*name of faculty*] (hereinafter referred to as Faculty) of Vilnius University, I **pledge the following:**

1. to preserve and to use confidential information which will become available to me while taking part in the activities of the Advisory Council exclusively for the purpose and in the procedure established by the laws and other legal acts of the Republic of Lithuania;
2. not to disclose information that I received while taking part in the activities of the Advisory Council to third parties;
3. to use the documents entrusted to me and the information obtained exclusively for the purpose of fulfilling the functions of a member of the Advisory Council.

It has been explained to me that confidential information means all information about the activities of Vilnius University and the Faculty of Vilnius University received, with the exception of the information, which is publicly available or concerning which written confirmation of the Faculty of Vilnius University was obtained stating that it is not confidential, or if it must be disclosed by order of law enforcement authorities or other institutions of competent jurisdiction that have the right to obtain confidential information.

I have been informed that violation of this Agreement might cause compensation for damages and losses incurred on Vilnius University.

(Signature of a member of the Advisory Council)

(Name, surname of a member of the Advisory Council)