

APPROVED  
by Resolution No. S-2017-12-4 of 19 December  
2017  
of the Senate of Vilnius University

**(Model regulations of a branch academic unit of a core academic unit of Vilnius University)**

**REGULATIONS OF [INDICATE THE NAME OF A BRANCH ACADEMIC UNIT]  
OF [INDICATE THE NAME OF A CORE ACADEMIC UNIT] OF VILNIUS  
UNIVERSITY**

**CHAPTER I  
GENERAL PROVISIONS**

1. [*the name of a particular branch academic unit*] (hereinafter the ‘[*abbreviation for BAU*]’ of [*the name of a particular core academic unit*] (hereinafter the ‘[*abbreviation for CAU*]’) of Vilnius University (hereinafter the ‘University’) shall be a structural unit of the CAU with the status of a branch academic unit, which shall carry out scientific and study activity of the CAU. The BAU shall exercise internal autonomy, the limits and scope of which shall be determined by the Regulations of the CAU and these Regulations of the BAU.

2. The BAU shall be established and liquidated in accordance with the procedure provided for in the Regulations of the CAU. The BAU shall be established and liquidated, and its Regulations approved, by the Council of the CAU (hereinafter the ‘Council’) based on a proposal from the Head of the CAU.

3. The BAU shall carry out its activity in accordance with the laws of the Republic of Lithuania and the consequent implementing legislation, the Statute of Vilnius University (hereinafter the ‘Statute’), the Regulations for Research, Artistic Activity and Studies, the Regulations of the CAU, the Regulations of the BAU, other legal acts passed by the Senate, the Council of the University, the Rector, and the governing bodies of the CAU in accordance with their competence.

4. The BAU shall be headed by and the responsibility for its activity shall be undertaken by the Head of the BAU, who shall be elected or appointed under the procedure established by these Regulations and approved by the Council based on a proposal from the Head of the CAU.

5. The structure of the BAU shall comprise the Head of the BAU and the internal organisational academic structures (hereinafter the ‘Academic Structures’) which do not enjoy the rights of an administrative unit.

**CHAPTER II  
OBJECTIVES OF ACTIVITY AND TASKS OF THE BAU**

6. The BAU shall be the CAU structural unit, the principal activity of which shall be scientific research and ensuring the implementation of studies.

7. The activity of the BAU shall be based on the mission, objectives and principles of activity of the University set out in the Statute, and the priorities provided for in the Action Plan of the CAU.

8. The objectives of the BAU activity shall be the following: [*indicate specific objectives of the BAU, e.g. to develop science and research of high international level; to ensure the unity of science and studies, and the quality of scientific research and studies, to assist in training highly qualified specialists and researchers; to participate in innovative activity and high-tech business development; to raise active and responsible citizens and society leaders.*]

9. The tasks of the BAU shall be the following:

9.1. to organise and conduct scientific research in the [...] fields of the [...] area of science as well as interdisciplinary one of international level, to pursue dissemination of scientific achievements in the national and international arena;

9.2. to participate in the implementation of the studies corresponding to the fields of scientific research and to ensure the potential and qualification of the lecturers (members of the teaching staff) required for the studies;

9.3. to join international scientific research networks and institutions, to implement advanced practices of other universities' activity in the field of scientific research and study organisation;

9.4. to participate in national and international scientific programmes and projects, taking into regard their relevance to the fields of activity developed by the BAU;

9.5. to build state-of-the-art infrastructure for scientific research, experimental, social, cultural and technological development, artistic creation and innovative activity, based on the principles of open access; to promote and develop cooperation among science, business, and public sectors, to cooperate with Lithuanian and foreign study, science, and business institutions, social partners and alumni, to represent the University in the country and worldwide;

9.6. to carry out and develop service provision, consultative, and expert activity;

9.7. to nurture the values and long-standing traditions of the University, to encourage participation of members of the BAU community in co-university activity, as well as their socially responsible behaviour and volunteering.

10. The objectives and tasks of the BAU shall be implemented by the BAU community.

11. The BAU shall prepare and implement an action plan, which shall identify the priorities, measures for their implementation, deadlines, indicators, resources, and persons responsible for the execution of measures. The action plan of the BAU shall be drawn up for a period of three years in accordance with the Strategic Plan of the University, the action plan of the CAU, and the objectives of activity and tasks of the CAU. Control over the implementation of the action plan of the BAU shall be executed by the Head of the CAU.

### **CHAPTER III SCIENCE AND STUDIES**

12. At the BAU, scientific research in the [...] fields of [...] area of science as well as interdisciplinary ones and experimental development works of high international level in accordance with the approved fields of scientific research shall be carried out, and dissemination of achievements in scientific [*and technological*] works at the national and international level shall be pursued.

13. The BAU shall participate in the implementation of full-time, integrated, [*part-time and informal*]<sup>1</sup> [*three*]<sup>2</sup>-cycle – the first (bachelor), the second (master, integrated, and professional) and(or) the third (doctoral) – studies organised by the University.

14. Students of all study cycles shall be given the opportunity to familiarise themselves with the topics of the works carried out by the BAU and with the equipment available.

15. In order to organise and carry out doctoral studies in accordance with the procedure established by the legal acts, the employees of the BAU may be included in the composition of doctoral committees and doctoral schools to be approved by the Rector.<sup>3</sup>

### **CHAPTER IV STRUCTURE AND ORGANISATION OF ACTIVITY OF THE BAU**

16. The activity of the BAU shall be led by the Head of the BAU. The Head of the BAU shall have to be a person with a degree in science and managerial experience, who has not reached the statutory retirement age by the first day of the term of office. The Head of the BAU may, by a decision of the Council, have a deputy, provided that the total number of both posts of the head and deputy does not exceed one post.

17. The Head of the BAU shall be responsible and accountable to the Council and the Head of the CAU.

18. The Head of the BAU shall be approved by the Council by a simple majority based on a proposal from the Head of the CAU. In the event where the Council declines to approve the candidate, employment contract with the proposed Head of the BAU shall not be concluded.

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<sup>1</sup> Specify the studies carried out by a particular BAU.

<sup>2</sup> Specify the study cycles that the BAU will actually conduct.

<sup>3</sup> This Item is to be retained provided the BAU carries out doctoral studies.

19. If the Head of the BAU is elected<sup>4</sup>, the term of office of the Head of the BAU shall be [...] <sup>5</sup> years. If the Head of the BAU is appointed, the duration of their powers shall be tied to the duration of powers of the Head of the CAU. The same person may not serve in the position of the Head of the BAU for longer than two consecutive terms. This provision shall also apply in the instances where a person did not hold the position of the Head of the BAU for a full term (any of the two).

20. In the case of leave, secondment or illness of the Head of the BAU, based on a proposal from the Head of the BAU and in accordance with the procedure established by the legal acts of the University, their functions shall be performed by one of the employees authorised by the Head of the BAU.

21. The procedure for the elections of the Head of the BAU<sup>6</sup>:

21.1. The elections of the Head of the BAU shall be organised no later than three months before the end of the term of office. The provisions of this Item shall not apply in cases where, due to other circumstances, the powers of the Head of the BAU are terminated before their term of office expires.

21.2. Elections of the Head of the BAU shall be organised by the Electoral Commission of the CAU. Members of the Electoral Commission may not stand as candidates to the position of the Head of the BAU.

21.3. Under the procedure established in the Regulations of the CAU and those of the BAU, from the candidates standing for the position, the Head of the BAU shall be elected by researchers and lecturers (hereinafter the 'voters') of the CAU voting by secret ballot, who conform to the requirements specified in Article 12(4) of the Statute. The Head of the BAU shall be considered elected if they receive more than half of the votes cast by the employees of the BAU entitled to vote.

21.4. If none of the candidates receives more than half of the votes cast by all electors of the BAU, a repeated secret ballot shall be held with the participation of one candidate who received the highest number of votes and one candidate who received the second highest number of votes or several candidates who received an equal number of votes or two or more candidates who received the highest and equal number of votes during the first round. If, during the repeated voting, the Head of the CAU is not elected, the Council shall announce new elections of the Head of the BAU.

21.5. The outcomes of the elections of the Head of the BAU shall be announced by the Electoral Commission of the CAU on the website of the CAU no later than the following working day after the election. The outcomes of the elections of the Head of the BAU may be appealed against to the Council no later than within two working days from their announcement, which may, no later than within five working days after having examined the appeal, leave the election outcomes unchanged or declare the elections void. Once the elections are declared void, new elections shall be announced.

21.6. The Electoral Commission of the CAU shall notify the Head of the CAU in writing on the outcomes of the valid election of the Head of the BAU no later than the following working day. If the Head of the CAU, by a reasoned decision, does not submit the candidacy of the elected Head of the BAU to the Council for its approval or the Council does not approve the candidate by a simple majority vote, no employment contract is concluded with the elected Head of the BAU and the Council shall call for repeated elections of the Head of the BAU. Until the Head of the BAU is elected, the Head of the CAU shall appoint a temporary head from the BAU employees to head the BAU. New elections shall have to be held no later than within three months. In the repeatedly held elections, the Head shall be elected by a simple majority vote of the BAU.

22. The Head of the BAU shall:

22.1. submit proposals to the Council on the amendments to the Regulations of the BAU;

22.2. submit proposals to the Head of the CAU on the rules governing scientific work at the BAU or CAU;

22.3. submit proposals to the Head of the CAU on the submission of the issues on the establishment and(or) liquidation of the Academic Structures of the BAU to the Council for its consideration;

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<sup>4</sup> In Item 19, select the appropriate option depending on whether the Head of the BAU is subject to being elected or appointed.

<sup>5</sup> If the Head of the BAU is subject to being elected, indicate the term of office (e.g. 3, 5 years).

<sup>6</sup> This Item is to be retained if the Head of the BAU is subject to being elected.

- 22.4. submit proposals to the Head of the CAU on competitions for scientific and pedagogical positions and proposals on employment and(or) discharge of the employees of the BAU;
- 22.5. submit proposals to the Head of the CAU on the provision of incentives and(or) imposition of penalties for violations of employment obligations to the employees of the BAU;
- 22.6. initiate the conclusion of contracts necessary for the scientific activity carried out by the BAU and ensure the execution of contracts concluded under the initiative of the BAU;
- 22.7. be responsible for the heading of the BAU and for the preparation and implementation of the BAU action plan in accordance with the CAU action plan;
- 22.8. be responsible for ensuring the conformity of the activity of the BAU to the requirements set forth in the Statute, the Regulations of the CAU and those of the BAU, and in other legal acts;
- 22.9. be responsible for the quality and results of the scientific activity carried out by the BAU and for the connections with studies in the respective fields;
- 22.10. be responsible for the effective use of the BAU funds designated for scientific research;
- 22.11. be responsible for the educational competences of the lecturers of the BAU, the competences (including the general academic) of the researchers and the attraction of new lecturers and researchers;
- 22.12. in cooperation with the doctoral studies committees (schools), be responsible for ensuring the conditions for the doctoral studies carried out by the BAU as well as results;
- 22.13. in cooperation with the CAU study programme committees, be responsible for ensuring the conditions for the study programmes (including post-graduate) implemented by the BAU;
- 22.14. be responsible for the dissemination of information on scientific research programmes, effective participation in competitive scientific programmes, and provision of conditions for the implementation of competitive projects;
- 22.15. be responsible for the internationality of scientific activity carried out by the BAU;
- 22.16. be responsible for the observance of academic ethics in scientific activity;
- 22.17. be responsible for the commercialisation of intellectual property and the cooperation between science and business;
- 22.18. be responsible for the organisation of scientific achievement record-keeping, the implementation of the system of incentives for scientific achievements;
- 22.19. be responsible for the efficient use of scientific and study equipment and infrastructure allocated to the BAU, and for ensuring open access;
- 22.20. be responsible for the organisation of student scientific work and the involvement of students in scientific research;
- 22.21. be responsible for the organisation of scientific seminars at the BAU;
- 22.22. be responsible for the dissemination of scientific results, including the organisation of conferences in the field of science and popularisation of science;
- 22.23. be responsible for the evaluation of the quality of scientific and pedagogical activity of the heads of the Academic Structures operating within the BAU, including the organisation of activity management interviews;
- 22.24. be responsible for the BAU's communication with the Academic Structures operating within the CAU;
- 22.25. be responsible for attracting support for the activities of the BAU;
- 22.26. perform other functions conferred on the Head of the BAU by the legal acts of the University and carry out other duties assigned to the Head of the BAU.
23. The powers of the Head of the BAU shall be terminated at the end of the term of their office or upon their resignation. The Head of the BAU shall have to resign immediately if the Council approves by a two-thirds majority a no-confidence expressed by the Head of the CAU. If a no-confidence against the Head of the BAU is expressed by more than two-thirds of all employees of the BAU entitled to vote, the Head of the CAU shall propose the Council to discuss the issue of no-confidence in the Head of the BAU. In the event the Head of the BAU, in whom the employees of the BAU or the Head of the CAU had expressed a no-confidence, does not resign immediately following the adoption of the relevant decision by the Council, their contract of employment shall be terminated due to an infringement of this Item and Article 24(4) of the Statute which is equivalent to

a gross violation of employment obligations.

24. Structural units of the BAU shall be the Academic Structures (departments, centres, groups, laboratories, clinics) which do not enjoy the rights of an administrative unit. Decisions on the establishment and liquidation of the Academic Structures shall be passed by the Council based on a recommendation from the Head of the BAU and a proposal from the Head of the CAU.

25. The principal activity of the Academic Structures<sup>7</sup> shall be scientific research and participation in the implementation of studies.

26. The Academic Structure shall be headed by an employee approved by the Head of the CAU based on a proposal from the Head of the BAU. The head of the Academic Structure shall be appointed and approved for a period of [...] years<sup>8</sup>. The number of terms of office of the head shall be unlimited. The position of the head shall not be regarded as a job title. For the performance in this position, an allowance may be paid in accordance with the procedure established by the legal acts of the University.

27. The head of the Academic Structure shall have to be a researcher whose qualification allows them to supervise doctoral students and who has pedagogical experience.

28. The head of the Academic Structure shall:

28.1. recommend the Head of the BAU the fields and topics of scientific research;

28.2. submit proposals to the Head of the BAU regarding the adoption or improvement of the rules governing scientific work and studies at the CAU subject to be approved by the Council;

28.3. provide the Head of the BAU with information on the results of scientific research;

28.4. be responsible for the planning and implementation of scientific work, the development of the scientific topics of the unit;

28.5. be responsible for communication with the employees of the Academic Structure and the Head of the BAU;

28.6. be responsible for the evaluation of the quality of scientific and pedagogical activity of the employees of the Academic Structure, including the participation in activity management interviews;

28.7. be responsible for ensuring the conditions for participation of the employees of the Academic Structure in studies, including postgraduate ones.

29. Collectively with the Head of the BAU, be responsible for the efficient use of scientific and study equipment assigned to the Academic Structure, its proper accounting and protection, and the occupational safety of the employees.

## **CHAPTER V FUNDS AND ASSETS OF THE BAU<sup>9</sup>**

30. The independently managed and used by the BAU funds shall consist of:

31.1. funds for science: state budget appropriations for science, funds for doctoral studies and own funds as well as those received via transfers for the ongoing scientific and innovative activity and technological development;

31.2. funds received as a support to the BAU as well as other funds lawfully acquired by the BAU;

31.3. a part of the funds allocated by the Council for studies and other needs.

32. The BAU shall, in accordance with the procedure established by the legal acts of the University, independently use the funds listed in Subitems to Item 31 of these Regulations.

33. The assets of the BAU shall consist of a part of the University assets, allocated in accordance with the procedure established by the legal acts of the University to ensure the activity set out in these Regulations of the BAU. The assets of the BAU shall be registered and its funds shall be accounted pursuant to the procedure established by the University.

<sup>7</sup> Specify in accordance with the activity provided for the Academic Structure.

<sup>8</sup> Indicate the term of office of the head of the Academic Structure.

<sup>9</sup> Items 31 to 32 shall be deleted in the cases where the Regulations of the BAU do not provide for the funds independently managed by the BAU.

**CHAPTER VI  
FINAL PROVISIONS**

34. The Regulations of the BAU shall be amended by a resolution of the Council by means of a recast.
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