

APPROVED BY

Resolution No. S-2014-6-1 as of 9 September 2014  
of the Senate of Vilnius University

## **THE RULES OF PROCEDURE OF THE SENATE OF VILNIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Rules of Procedure of the Senate of Vilnius University (hereinafter referred to as the Rules) shall determine the procedure for the exercise of the powers of the Senate of Vilnius University (hereinafter referred to as the Senate), the frequency of meetings and the procedure for convening meetings, as well as the procedure for discussing issues at the meetings of the Senate and the procedure for adopting and enacting the resolutions of the Senate.

2. The Regulations are adopted by the following legal acts:

2.1. the Law Higher Education and Research of the Republic of Lithuania (hereinafter referred to as the Law on Higher Education and Research);

2.2. the Statute of Vilnius University (hereinafter referred to as the Statute);

2.3. the Law on Public Institutions of the Republic of Lithuania;

2.4. the Civil Code of the Republic of Lithuania.

3. The Senate shall ensure the freedom of culture, science, research and teaching at the University, the collegial discussion of the University's general academic affairs and other matters directly related to the academic activities of the University as a whole, and the adoption of the legal acts necessary to implement them, and shall supervise the activities of the University Council (hereinafter referred to as the Council) and the Rector, as well as the community's proposals to the Council, the Rector, and the University's internal organisational structures, and other initiatives, following the University's mission, the goals, objectives, and principles of its activities, and the common academic interests. In the exercise of its powers, the Senate shall adopt resolutions which shall be binding on all employees, students' and unclassified students of the University.

4. The work of the members of the Senate shall be based on the principles of collegiality, impartiality, objectivity, legality, publicity and academic freedom.

5. For these Rules:

5.1. **Regulations** – Regulations for Research, Artistic Activity and Studies of Vilnius University.

5.2. **Committee** – a permanent or temporary committee coordinating and supervising the University's science, arts or studies, established by a resolution of the Senate on the recommendation of the President of the Senate, the establishment of which is assigned by the Senate in the Regulation.

5.3. **Senate College** – the college responsible for organising the activities of the Senate, consisting of the Chairperson of the Senate, the Vice-Chairperson(s) of the Senate, the Chairpersons of the Senate Committees, and the students' representative of the Senate.

### **CHAPTER II ELECTION OF THE CHAIRPERSON AND VICE-CHAIRPERSON(S) OF THE SENATE, RIGHTS AND DUTIES OF THE MEMBERS OF THE SENATE AND THE CHAIRPERSON OF THE SENATE, TERMINATION OF THE TERM OF OFFICE OF MEMBERS OF THE SENATE**

6. The date of the first meeting of the new Senate shall be set by the Chairperson of the outgoing Senate at least two weeks before the end of the term of the outgoing Senate.

7. The first meeting of the new Senate shall be chaired by the oldest member of the Senate present at the meeting, introduced by the Chairperson of the Central Electoral Commission of the University.

8. The Chairperson of the Senate shall be elected from among the members of the Senate by secret ballot by a majority of more than half of the members of the Senate present at the first meeting of the Senate of the new term of office for the full term of office of the Senate, by the following procedure:

8.1. The nomination must be seconded by at least one other member of the Senate. The Rector of the University and a student member of the Senate shall not be eligible to be nominated as a candidate for the office of Chairperson of the Senate.

8.2. All nominated candidates shall declare their acceptance to stand before the vote.

8.3. Each candidate, in alphabetical order of their surname, shall be allowed up to 15 minutes to speak and the same time to answer questions. Debate shall then commence if the members of the Senate so wish.

8.4. If necessary, an adjournment may be declared for the preparation of the ballot papers at the discretion of the person presiding over the Senate meeting.

8.5. All persons nominated and who have agreed to stand for election shall be placed on the ballot paper in alphabetical order by name.

8.6. The voter shall mark on the ballot paper the name of the candidate for whom he/she is voting. Ballot papers with more than one candidate marked shall be invalid.

9. If several candidates for the office of Chairperson of the Senate receive the same number of votes, a second ballot shall be held. The candidate with the highest number of votes shall be elected.

10. In the event of the resignation of the Chairperson of the Senate or his / her removal by a simple majority of the members of the Senate present at a meeting of the Senate, the election of a new Chairperson of the Senate shall be held at the next meeting of the Senate by the procedure laid down in Paragraph 8 of these Rules.

11. After the election of the Chairperson of the Senate, the Senate, on the proposal of the Chairperson of the Senate, shall decide on the number of Vice-Chairperson(s) of the Senate.

12. The Vice-Chairperson(s) of the Senate shall be elected by secret ballot by a majority of more than half of the members of the Senate present at a meeting of the Senate, on the nomination of the Chairperson of the Senate, for the duration of the Senate's mandate. Elections for the office of Vice-Chairperson(s) of the Senate shall be held by the following procedure:

12.1. The Rector of the University may not be a candidate for the office of Vice-Chairperson of the Senate.

12.2. All nominated candidates shall declare their acceptance to stand before the vote.

12.3. If necessary, an adjournment may be declared for the preparation of the ballot papers by a decision of the person presiding over the Senate meeting.

12.4. All persons nominated and who have agreed to stand shall be entered on the ballot paper in alphabetical order by surname.

12.5. The voter shall mark on the ballot paper the number of names of candidates equal to the number of Vice-Chairpersons of the Senate to be elected by decision of the Senate. Ballot papers which do not contain the required number of candidates shall be invalid.

13. In the event of several candidates for the office of Vice-Chairperson(s) of the Senate receiving the same number of votes, a second ballot shall be held. The candidate with the highest number of votes shall be deemed to be elected or, in the case of more than one Vice-Chairperson of the Senate, the candidates with the highest number of consecutive votes shall be deemed elected. In the event of the resignation or removal of the Vice-Chairperson(s) of the Senate by a simple majority of the members of the Senate present at a meeting of the Senate, an election for the office of Vice-Chairperson of the Senate shall be held at the next Senate meeting by the procedure laid down in Paragraph 12 of these Rules.

14. The term of office of a member of the Senate shall terminate on the grounds provided for in Part 13, Article 34 in the Statute.

15. When the term of office of a member of the Senate expires on the grounds provided for in Paragraphs 2–9, Part 13, Article 34 in the Statute, new elections shall be held to fill the vacancies for the remainder of the term of office of the Senate.

16. The term of office of the Chairperson of the Senate and the Vice-Chairperson(s) of the Senate shall terminate on the grounds provided for in Part 5, Article 36 in the Statute.

17. The members of the Senate shall have the right to:

17.1. to attend meetings of the Senate, to speak, to ask questions and to vote on all matters discussed at meetings of the Senate;

17.2. to make reasoned proposals in writing or orally at a meeting of the Senate on one or other item on the agenda of a meeting of the Senate;

17.3. to propose that experts and other specialists be invited to attend Senate meetings;

17.4. to express opinions on the activities of the Senate, both in public and at Senate meetings, without prejudice to the duty of loyalty;

17.5. to prepare and submit for consideration by the Senate documents regulating the activities of the University, the approval of which, by the Statute, is within the competence of the Senate, and to submit and propose comments on the documents prepared by the Senate;

17.6. to receive the necessary information and materials related to the matters discussed at the meetings of the Senate;

17.7. to have access to all documents of the University and, if necessary, to use them in their work, without prejudice to the confidentiality required by law;

17.8. to propose, in writing or orally at a meeting of the Senate, amendments to the agenda of the meeting and queries to be included in the next agenda;

17.9. require that their reasoned proposals be put to the vote;

17.10. to vote in favour of the proposed decisions in writing (including by e-mail and fax), after having read the agenda of the Senate meeting and the draft decisions of the Senate, indicating whether they are in favour of or opposed to such decision of the Senate on a particular item on the agenda of the meeting;

17.11. have access to the minutes of the Senate meeting;

17.12. to express a dissenting written opinion if the majority of the members of the Senate vote and take a final decision. The dissenting opinion of a member of the Senate shall be written down and submitted to the person acting as the Senate Secretary no later than the minutes of the meeting. The dissenting opinion of a member of the Senate shall form an integral part of the minutes of the Senate;

17.13. resign from the Senate at any time by giving written notice to the Senate and the Chairperson of the Senate;

17.14. use the material resources of the University to the extent necessary for the performance of the functions of the Senate;

17.15. to exercise other rights provided for in the Law on Higher Education and Research, the Statute, these Rules and the resolutions of the Senate.

18. Members of the Senate shall have the following duties:

18.1. to comply with the laws and other legal acts of the Republic of Lithuania, the Statute, these Rules, and the resolutions adopted by the Senate for the fulfilment of the functions of the Senate;

18.2. to attend meetings of the Senate in person or, if unable to attend, to inform the Chairperson of the Senate in writing or by e-mail at least three days in advance of the Senate meeting;

18.3. participate in the work of the Committees;

18.4. notify the Senate of any potential conflict of interest that may arise from the consideration of an item on the agenda of a meeting and withdraw from the consideration of that item. A member of the Senate shall have a duty to withdraw from the Senate in any of the following circumstances:

18.4.1. the matter is directly related to the member of the Senate;

18.4.2. the matter relates to persons with whom the member of the Senate has a close relationship of consanguinity, affinity, marriage, partnership or guardianship;

18.4.3. the member of the Senate, his/her spouse (cohabitant) or his / her close relatives have a direct or indirect interest in the outcome of the question;

18.4.4. other circumstances call into question the impartiality of a member of the Senate.

19. The Chairperson of the Senate shall, in addition to the duties set out in Paragraph 18 of the Rules, have the following duties:

19.1. to direct the work of the Senate and to represent the Senate within and outside the University;

19.2. plan, initiate and chair meetings of the Senate;

19.3. submit draft agendas for Senate meetings to the person acting as Senate Secretary;

19.4. submit to the Senate for approval the nomination of the Vice-Chairperson(s) of the Senate;

19.5. submit to the Senate for approval the nominations and composition of the Chairpersons of Committees;

19.6. to propose to the Senate the establishment of the Central Disputes Commission, the Central Commission for Academic Ethics, the Central Electoral Commission, and other commissions necessary for the general activities of the University;

19.7. to announce the results of the voting at the Senate meeting;

19.8. sign the resolutions of the Senate, sign the minutes of the meetings of the Senate, together with the person acting as the Senate secretary, ensuring that they correctly reflect the decisions taken at the meeting, except in cases where the Vice-Chairperson of the Senate chairs the meeting of the Senate, in the absence of the Chairperson of the Senate;

19.9. prepare a draft estimate of the Senate's operating expenses for the current year and, subject to the approval of the Senate, propose to the Rector that the draft be included in the University's estimates of income and expenditure for the current year;

19.10. to inform the members of the Senate of the proposals made by the Rector of the University and (or) the members of the Council concerning the activities of the University;

19.11. to regularly inform the Senate on the implementation of the resolutions of the Senate following the procedure laid down in the Rules;

19.12. to publish once a year, not later than 30 January of each year, in the University press a report to the University community on the annual activities of the Senate;

19.13. cooperate with the Chairperson of the Council and other members of the Council on matters relating to the governance of the University, including coordination of items on the agendas of meetings, coordination of dates of meetings and other matters, to ensure the most effective governance of the University;

19.14. attend meetings of the Council in an advisory capacity.

20. Vice-Chairperson of the Senate:

20.1. performs the functions of the Chairperson of the Senate when instructed to do so;

20.2. deputise for the Chairperson of the Senate who is temporarily unable to perform his/her duties.

### **CHAPTER III PROCEDURES FOR ORGANISING THE WORK OF THE SENATE**

#### **SECTION ONE ORGANISATION OF THE SENATE**

21. The Senate shall be organised by the Senate College consisting of the Chairperson of the Senate, the Vice-Chairperson(s) of the Senate and the Chairpersons of the Committees.

22. Meetings of the Senate College shall be convened and chaired by the Chairperson of the Senate.

23. At meetings of the Senate College, the Chairpersons of the Committees shall present the items discussed by the Committees and scheduled for submission to the Senate.

## **SECTION TWO ENSURING THE WORKING CONDITIONS OF THE SENATE**

24. The Rector of the University shall provide the material and organisational conditions necessary for the functioning of the Senate.

25. The Rector of the University shall ensure the appointment of a person to act as the Senate secretary who shall:

25.1. take care of the proper technical preparation of meetings;

25.2. be responsible for ensuring that the material required for the meeting is made available to the members of the Senate and the Committees on time;

25.3. register the members of the Senate and the Committees attending the meeting;

25.4. receive written proposals and requests from the members of the Senate and the Committees and inform the Chairperson of the Senate thereof;

25.5. prepare the minutes of the meetings of the Senate and the Committees;

25.6. ensure that the procedures for the preparation of documents and drafts submitted to the Senate and the Committees are followed;

25.7. assist the Chairpersons of the Senate and the Committees in the preparation of draft agendas for the meetings of the Senate and of the Committees;

25.8. provide the members of the Senate and the Committees with information about the meeting of the Senate and the Committees, the meeting materials and draft resolutions;

25.9. provide summary information on the attendance of members of the Senate and the Committees at meetings of the Senate and the Committees, based on the registration and, in the case of a secret ballot, the counting of votes;

25.10. inform the Senate and the Committees of documents addressed to the Senate or the Committee and received from the Council, the Government of the Republic of Lithuania, the Research Council of Lithuania, etc;

25.11. together with the Chairpersons of the Senate and the Committees (or the Chairpersons of a meeting of the Senate or the Committees), sign the minutes of the Senate and the Committee, extracts from the minutes and other documents of the Senate, except for resolutions;

25.12. after the Chairperson of the Senate has signed a resolution of the Senate, shall forward the signed resolution for publication following the procedure set out in the Regulations for the Provision of Information on the Activities of the University.

## **SECTION THREE AGENDA OF THE SENATE MEETING**

26. The draft agendas for meetings of the Senate (other than the first meeting) shall be drawn up by the Chairperson of the Senate in conjunction with the person acting as Senate secretary. The agenda shall include items proposed by the Rector of the University or the Council, as well as items proposed by members of the Senate for which draft resolutions have been prepared.

27. The Senate shall normally consider and decide only on those matters which are on the agenda of the Senate meeting and on which draft resolutions have been prepared. When the Rector, in the exercise of the powers conferred on him by the Statute, submits for consideration draft normative legal acts for adoption to the Senate, a conclusion summarising the opinion of the Rector shall be submitted together with the draft normative legal act.

28. A rapporteur (presenter) shall be indicated for each item on the agenda.

29. If there is a clear need for immediate adoption of decisions of the Senate, and for objective reasons, the draft resolutions to which they refer have not been prepared or agreed, the Chairperson of the Senate shall have the right to submit an item to the Senate for consideration at a meeting and to propose that it be included on the agenda of the meeting.

30. At the beginning of each meeting of the Senate, a decision shall be taken on the adoption of the agenda for the meeting of the Senate.

31. The agenda drawn up by the Chairperson of the Senate may be amended or supplemented by a simple majority of the members of the Senate present at a meeting on the proposal of any member of the Senate.

#### **SECTION FOUR MEETINGS OF THE SENATE**

32. Meetings shall be the form of business of the Senate. Meetings of the Senate, other than the first meeting of the newly elected Senate, shall be convened by the Chairperson of the Senate or by at least one-quarter of the members of the Senate, as necessary to deal with matters within the competence of the Senate, but at least once every two months.

33. The time and place of the meeting of the Senate to be convened and the items on the agenda of the meeting shall be notified in writing (by post or e-mail) to all members of the Senate and to persons entitled to participate in the meetings of the Senate in an advisory capacity, at least three working days before the date of the meeting, and the agenda of the meeting and the materials relating to the items to be discussed at the meeting shall be sent to them. A meeting shall be valid if at least two-thirds of the members of the Senate are present. Meetings of the Senate shall be open to the public. The Senate may decide that individual items may be discussed in private. In that case, the secretary shall be a person elected from among the members of the Senate. The minutes of the proceedings shall be marked "confidential". Unless the Senate decides otherwise, persons attending the meeting in an advisory capacity may also take part in the closed debate. At the request of at least one-fifth of the total number of members of the Senate, a secret ballot may be called.

34. An extraordinary meeting of the Senate shall be convened by the Chairperson of the Senate on the proposal of not less than one-quarter of the members of the Senate. The motion, together with the questions to be discussed and the draft decisions thereon shall be submitted in writing to the Chairperson of the Senate. An extraordinary meeting of the Senate shall be convened not later than one week from the date on which the motion is submitted to the Chairperson of the Senate. Notice of the extraordinary meeting shall be given by telephone or e-mail to all members of the Senate at least two working days before the meeting. Only items submitted by the initiators of the extraordinary meeting shall be considered at the extraordinary meeting. If the Chairperson of the Senate fails to convene the meeting within the time limit, it may be convened by at least one-quarter of the members of the Senate. In this case, the Vice-Chairperson of the Senate shall chair the meeting (if there is more than one, the most senior Vice-Chairperson of the Senate shall chair the meeting). If the Vice-Chairperson(s) is/are absent, the meeting shall be chaired by the oldest member of the Senate present at the meeting.

35. Meetings of the Senate may be convened outside the time limits set out in Paragraphs 33 and 34 of these Rules, provided that there are valid reasons for doing so and that all the members of the Senate agree to it.

36. Meetings of the Senate shall be chaired by the Chairperson of the Senate or, in his absence at a meeting of the Senate, or when a meeting of the Senate is convened by at least one-quarter of the members of the Senate, by his deputy (or, if there is more than one deputy, by the most senior Deputy Chairperson of the Senate), and, in the event of their absence or absence or in the event of their withdrawal, as provided for in Paragraph 18.4 of these Rules, by the most senior member of the Senate present at the meeting.

37. The Chairperson of the meeting:

37.1. announces the beginning and the end of the meeting and, if necessary, may declare a recess not provided for in the agenda;

37.2. ensures the order of business of the meetings of the Senate, gives the floor to the members of the Senate and other persons after hearing the members of the Senate; presides over the deliberations and discussions;

37.3. based on the results of the deliberations, formulates the questions to be put to the vote, determines the order of the vote, announces the beginning of the vote and the results of the vote;

37.4. controls the length of speeches made by participants in the Senate; if it is exceeded or if a speaker deviates from the substance of the matter under discussion, warns the speaker that he or she may be terminated after a second warning;

37.5. together with the person acting as the Senate's secretary, signs the minutes of the Senate meeting, extracts from the minutes, the official notice of the meeting, the resolutions adopted at the meeting and other documents.

38. One keynote address shall be heard for each item on the agenda. The length of the presentation shall be determined by the Chairperson of the meeting in agreement with the speaker. It shall not exceed 10 minutes. The presentation shall be followed by time for questions and answers. A question shall not exceed three minutes per question and a question itself shall not exceed one minute. A member of the Senate shall be allowed up to five minutes to speak in a debate or to make a supplementary statement on behalf of the Committee or himself, and up to one minute to express the views of other participants in the meeting. Answers to questions and the debate shall be interrupted when the Senate so decides. A motion to close a debate shall be put to the vote if it is seconded by at least one other member of the Senate.

39. The Chairperson of the Senate shall, at each meeting of the Senate, provide information to the members of the Senate on the implementation of decisions taken at previous meetings of the Senate, and each person responsible for the implementation of a decision shall inform the Senate of his or her actions concerning the implementation of a particular decision of the Senate. The Senate shall take the necessary decisions, as and when required, for the proper and effective follow-up of the decisions of the Senate.

40. The Senate shall adopt decisions by a simple majority of the members of the Senate present at the meeting by open vote on a show of hands, except for the exceptions set out in the Statutes of the University. Each member of the Senate shall have one vote. A simple majority of the members of the Senate present at a meeting shall normally be determined by asking the Chairperson of the meeting: "Are there any objections?". If there are no objections, the President shall declare "Approved". If there is at least one objector, the members of the Senate shall raise their hands to determine the majority. When the question is put to the vote, the President shall put the question to the vote "for", "against" and ask "who abstained". If a majority is counted, the President shall declare "Passed"; if there is no majority, "Not approved".

41. Members of the Senate who are unable to attend a meeting of the Senate shall have the right to express their will in an early vote, which shall be organised by the person acting as Senate Rapporteur after the publication of the agenda of the meeting of the Senate and of the relevant item of the agenda on which a vote is to be taken. The ballot papers shall be issued and collected by the person acting as Senate secretary.

42. The votes of the members of the Senate who have voted in advance in writing shall be counted towards the quorum and the result of the vote, the minutes of the Senate meeting indicating that the ballot paper was received in advance or on the day of the Senate meeting. A ballot paper signed by a member of the Senate may be sent by fax or e-mail.

43. If the Chairperson of the Senate, taking into account the agenda drawn up, decides that it is not necessary to convene a meeting of the Senate for the adoption of the draft resolutions, he or she may send the draft resolutions to each member of the Senate by e-mail, giving them a deadline of no more than two working days to raise objections. If within the time limit, at least one member of the Senate objects to the adoption of the proposed resolutions without a meeting being convened, the Chairperson of the Senate shall inform the other members of the Senate, in which case no vote shall be taken on the proposed resolutions. If no member of the Senate objects within the time limit specified to the adoption of the proposed resolutions that a meeting need not be convened, the Chairperson of the Senate shall not inform each member of the Senate individually, and the meeting shall be deemed to have taken place. The members of the Senate shall, not later than five working days after receipt of the draft resolutions, submit to the Chairperson of the Senate their votes for or

against each proposed resolution. In such a case, the person acting as Senate secretary shall draw up minutes of the virtual meeting of the Senate, which shall include the items discussed, the results of the votes, the proposals and comments made by the members of the Senate and the resolutions adopted.

44. The Senate may also meet by videoconference or by other electronic means if the technical means are available. If the Senate meeting is organised by videoconference or other electronic means, it shall be open to all members of the Senate and, in the case of open meetings, also to the authors of agenda items, to persons participating in the Senate meetings in an advisory capacity, and to other members of the community, who shall inform the secretary of the Senate of their wish to participate in the meeting at least two hours before the start of the meeting. Members of the Senate who are present shall be deemed to be those members of the Senate who, at the time of the meeting, are logged on to the electronic means of communication used to organise the meeting, and the exact number of members of the Senate present shall be recorded by the secretary of the Senate in the Senate minutes. Votes (including secret ballots) shall be taken following the procedure laid down by the Chairperson of the Senate meeting, which shall be made known to the participants in the meeting before the vote. The provisions of Paragraph 40 of these Rules concerning voting by show of hands, Paragraph 42 concerning the obligation to sign the ballot paper, Paragraphs 47, 48 and 49 shall not apply to the organisation of a meeting by videoconferencing or electronic means.

**Paragraph Amendments:**

*Resolution No. SPN-65 as of 23 November 2021 of the Senate of Vilnius University*

45. If the Senate decides by a simple majority, the debate and voting may be held in a closed meeting of the Senate.

46. A specimen of a secret ballot paper is given in Annex 1 to these Rules.

47. A ballot box shall be provided at the voting place. In the case of a secret ballot, the minutes of the count shall be signed by the Chairperson and members of the Counting Committee. The results of a secret ballot shall be announced by the Chairperson of the Counting Committee.

48. The members of the Counting Committee shall be appointed by the Senate from among the members of the Senate, on a proposal from the Chairperson of the Senate, on a case-by-case basis in the event of a secret ballot. The Counting Committee shall elect a Chairperson from among its members, whose nomination shall be approved by the Senate.

## **SECTION FIVE RESOLUTIONS OF THE SENATE**

49. Resolutions of the Senate shall be adopted by a simple majority of the members of the Senate present at a meeting, except as otherwise provided in the Statute. In the event of an equality of votes, the vote of the member of the Senate presiding at a meeting of the Senate shall determine the result of the vote.

50. Draft resolutions of the Senate shall be drawn up by the Senate resolution form. Only those resolutions approving internal documents of the University shall be formalised according to the form of resolution provided, while decisions of an organisational nature may not be formalised in a separate form of resolution, but shall be recorded in the minutes and shall form an integral part of the minutes.

51. Resolutions of the Senate shall be signed by the Chairperson of the Senate meeting.

52. Resolutions of the Senate shall be registered and kept following the procedures established by the University.

53. Resolutions of the Senate shall enter into force on the day following their publication by the procedure laid down in the Regulations on Provision of Information on the Activities of the University unless the Senate determines a different date of their entry into force.

## **SECTION SIX MINUTES OF MEETINGS**



54. Minutes shall be kept of the meetings of the Senate. An audio and (or) video recording may be made of a meeting of the Senate by decision of the Chairperson of the Senate.

55. The minutes of the Senate meeting shall be drawn up within three working days of the Senate meeting.

56. The minutes of the Senate meeting shall be prepared and filed following the procedures laid down in the University's Rules of Procedure. The minutes shall include: the number of the minutes, the date, the place and time of the meeting, the members of the Senate and other persons present at the meeting, the presence of a quorum, the chairperson of the meeting and the person acting as rapporteur, the agenda items, the results of the voting, the decisions are taken. A list of attendees shall be annexed to the minutes. At the request of the members of the Senate present at the meeting, the information specified by them shall be entered in the minutes of the meeting.

57. The minutes of the Senate meeting shall be signed by the Chairperson of the Senate, together with the person acting as the Senate secretary.

58. The documents of the Senate shall be stored by the procedures for the storage of documents established by the University.

#### **CHAPTER IV COMMITTEES OF THE SENATE**

59. The Senate, on the proposal of the Chairperson of the Senate, forms standing committees, consisting of the members of the Senate (except for the Chairperson and Vice-Chairperson(s) of the Senate), and approves their chairperson and composition to address and analyse the most important issues of the University's activities related to science, art and studies.

60. Three Permanent Committees shall be established and approved: Research Affairs, Studies Affairs, and Quality and Development Affairs.

61. The Senate, on the proposal of the Chairperson of the Senate, shall set up temporary Committees from among the members of the Senate (other than the Chairperson of the Senate and the Vice-Chairperson(s) of the Senate) to deal with and analyse specific issues of the University's activities in the fields of science, arts and studies, and shall approve the Chairpersons and composition of the Committees. In this case, the Committees set up shall function for a period of time to be determined by the Senate or until they have achieved the objectives set for them.

62. The Chairperson of a Committee shall propose to the Committee for approval a Vice-Chairperson from among the members of the Committee.

63. The Committee shall deal with the matters assigned to it at meetings of the Committee. The meetings of the Committee shall be chaired by the Chairperson of the Committee or his / her deputy.

64. A meeting of the Committee shall be valid if at least two-thirds of its members are present. The procedures for convening, quorum, agenda, deliberation, minutes, adoption of decisions, their formalisation, publication and entry into force of a meeting of the Committee shall be, as far as appropriate, the same as for a meeting of the Senate.

65. Decisions of the Committee shall be taken by a simple majority of the members of the Committee present at the meeting.

66. Committees shall operate by the general provisions set out in this Chapter and shall not have individual regulations governing their activities, unless the Senate decides that a Committee shall operate by individual regulations adopted by the Senate governing its activities.

67. Permanent Committee for Research Affairs:

67.1. considers programmes and projects for scientific and artistic research, artistic, experimental, social, cultural and technological development, and makes proposals to the Senate on their funding and priorities;

67.2. considers proposals for the determination of the share of indirect costs of outsourced scientific and artistic research, experimental, social, cultural, social and technological development work carried out at the University and submits its opinion to the Senate;

67.3. considers the Regulations and the matters regulated therein relating to the organisation of scientific activities, the formation of directions, the funding of research, the promotion of research, the training of scientists (doctoral studies), the dissemination and promotion of the results of scientific activities, and shall submit its opinion to the Senate;

67.4. considers the Regulations on Emeritus, Affiliation and Honorary Degrees and give its opinion to the Senate;

67.5. shall consider applications for the conferment of the titles of professor, associate professor, professor emeritus (status), affiliated researcher of the University, affiliated professor, affiliated artist (status), and meritorious researcher of the University, the honorary titles (status) of the University, the honorary doctorate of the University, the honorary professor of the University, the honorary member of the University community, the honorary patron of the University, the honorary alumnus of the University, and other honorary titles (status) of the University, and shall submit its opinion to the Senate;

67.6. considers the Rector's proposal to revoke a qualifying, doctoral or doctor of arts degree (together with the relevant diploma) or a certificate of completion of non-degree studies and (or) qualifications (together with the relevant certificate) awarded to a person, if the degree has been obtained or the studies have been completed (the qualifications have been obtained) in serious breach of the legal acts of the Republic of Lithuania or the University, including the Academic Ethics Code of the University, and shall submit its opinion to the Senate.

68. Permanent Committee for Studies Affairs:

68.1. considers study programmes' and makes proposals to the Senate on the funding of these programmes;

68.2. considers proposals on the total number of study places and submits its opinion to the Senate;

68.3. considers the Regulations, the provisions governing the development of study programmes, the management of their implementation and other provisions relating to studies at the University, and submit its opinion to the Senate;

68.4. considers the costs of studies at the University, the amounts of fees related to the implementation of study programmes and submit its opinion to the Senate.

69. Permanent Committee for Quality and Development Affairs:

69.1. considers draft legal acts concerning the delimitation of the University's territory, change of the managers of the University's state-owned buildings and cultural heritage objects, reorganisation, reorganisation, participation in a reorganisation, or liquidation of the University (termination of activities), and submits its opinion to the Senate;

69.2. considers the draft strategic action plan of the University and gives its opinion to the Senate;

69.3. considers the draft provisions on the University's social partnership and gives its opinion to the Senate;

69.4. considers the Regulations, the internal organisational structure of the University and the norms of the University's academic community, and gives its opinion to the Senate;

69.5. considers the Rector's proposal to revoke a qualifying, doctoral or doctor of arts degree (together with the corresponding diploma) or a certificate of completion of studies without a degree and (or) of qualifications (together with the corresponding certificate) awarded to a person if the degree was obtained or the studies were completed (the qualification was obtained) in serious breach of the legislation of the Republic of Lithuania or of the University, including the Academic Ethics Code of the University, and submits its conclusion' to the Senate;

69.6. considers the Rector's proposal on the draft estimates of the University's income and expenditure for the current year, the draft report on the implementation of the University's estimates of income and expenditure for the previous year, and the draft annual report on the University's activities, and the re-drafting of the draft estimates of the University's income and expenditure for the current year, the draft report on the implementation of the University's estimates of income and

expenditure for the previous year, and the draft annual report on the activities of the University; and gives its opinion to the Senate;

69.7. monitors the functioning of the quality assurance system for studies, evaluates the results of scientific and artistic research, experimental, social, cultural and technological development, the results of studies, and the quality and level of the University's activities as a whole, and submits its conclusions to the Senate;

69.8. considers the Code of Academic Ethics of the University and submits its opinion to the Senate;

69.9. considers the Protocol of Academic Ceremonies of the University and submits its opinion to the Senate;

69.10. considers the procedure for meetings (conferences) of the University community and (or) part of the University community and the procedure for the organisation of surveys to discuss important issues of the University's activities, and submits its opinion to the Senate;

69.11. considers proposals for the establishment and dissolution of the University's academic core academic units and branches, considers their Regulations and gives its' opinion to the Senate;

69.12. considers proposals for the restructuring of the structure of the University Library and the regulations of the University Library and submits its' conclusions to the Senate;

69.13. considers the amounts of fees not directly related to the implementation of study programmes and the prices of other services provided by the University and submits its opinion to the Senate.

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(A specimen of a secret voting ballot paper)



**SECRET VOTING BALLOT IN THE MEETING  
OF THE SENATE OF VILNIUS UNIVERSITY**

Meeting of the Senate of Vilnius University on \_\_\_\_\_ 20\_\_\_\_. Protocol No. \_\_\_\_\_

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(a question on which a secret ballot is being held)

<i>The Will of Member of the Senate</i>		
For	Against	Abstain

Note: Indicate your preference by placing a “+” in the appropriate column.

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<sup>1</sup> The number of questions to be included shall be as many as necessary for a secret ballot.