

*APPROVED by  
Resolution No. S-2018-4-4  
of the Senate of Vilnius University  
of 17 April 2018*

**REGULATIONS  
OF THE CENTRAL ACADEMIC ETHICS COMMISSION  
OF VILNIUS UNIVERSITY**

**CHAPTER I  
GENERAL PROVISIONS**

1. Regulations (hereinafter – Regulations) of the Central Academic Ethics Commission (hereinafter – Commission) of Vilnius University (hereinafter – University) shall regulate the formation, competence and organization of work of the Commission.

2. In its activities, the Commission shall adhere to the Statute of Vilnius University (hereinafter – Statute), other laws of the Republic of Lithuania, the Code of Academic Ethics of Vilnius University (hereinafter – Code of Academic Ethics), and these Regulations.

**CHAPTER II  
FORMATION AND COMPOSITION OF THE COMMISSION**

3. The Commission shall consist of eight members: 5 University lecturers and science (art) employees, as well as 3 student representatives.

4. The Senate of the University (hereinafter – Senate) shall form the Commission and appoint the Commission chairman and his deputy 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 shall appoint and remove student representatives to (from) the Commission according to its established procedures.

5. Members of the Academic Ethics Commission of a Core Academic Unit (hereinafter – Unit) of the University cannot be appointed to be members of the Commission.

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

7. Members of the Commission, excluding student representatives, shall be appointed for a three-year term of office. Members of the Commission, excluding student representatives, may be appointed to the same position for no more than 2 consecutive terms.

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 whose forms are established by the Rector of the University 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. A decision concerning removal of a member of the Commission, excluding student representatives, shall be passed by the Senate. 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 Unit or Institution 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 organizational conditions necessary for the activities of the Commission. The Rector shall also appoint a Secretary of the Commission under a separate order. The Secretary of the Commission shall not be a member of the Commission. The Secretary of the Commission must participate in the meetings of the Commission. If the Secretary of the Commission is not able to participate in a meeting, another person who is able to assume the functions of the Secretary shall participate in the meeting. The Secretary of the Commission shall be subject to the requirements set out in paragraphs 8 and 9 of the Regulations.

### **CHAPTER III AREA OF ACTIVITY OF THE COMMISSION**

13. The Commission shall examine:

13.1. Complaints concerning the legality and / or validity of the decisions of the academic ethics commissions of Units, or concerning the lack of actions of the academic ethics commissions of Units;

13.2. Applications concerning actions of members of the academic community working or studying in different Units of the University, which violate the academic ethics;

13.3. Applications concerning gross violations of the Code of Academic Ethics which would justify the revocation of a person's qualification degree (by also taking away his/her diploma) or certification of completion of non-degree studies and (or) certification of the acquired qualification (together with the relevant certificate), or a person's academic title;

13.4. Information on the actions of members of the University community which violate the academic ethics and caused social repercussions;

13.5. Applications concerning the actions of members of the governing bodies of the University and employees of the Central Administration of the University, which violate the academic ethics;

13.6. Applications submitted according to part 5 of Article 5 of the Statute;

13.7. Information in the applications or complaints which do not comply with the requirements of paragraphs 22 and 23 of the Regulations, which the Commission considers to be justified grounds to begin an investigation regarding possible violation of academic ethics;

13.8. Other motivated applications submitted directly to the Commission regarding possible violations of academic ethics that took place in the Unit. The Commission shall have the right to start an investigation or reasonably refuse to examine the applications specified in this subparagraph, and transfer them to be examined by the Academic Ethics Commission of the Unit.

14. The Commission shall consider proposals concerning improvement of the Code of Academic Ethics or initiate supplementation or amendments to the Code of Academic Ethics and present them to the Chairman of the Senate.

15. The Commission shall provide its annual activity report to the Senate and publish it according to the procedures established by the Senate once a year but not later than until the 31st of January of each year.

16. The Commission shall provide recommendations and suggestions to the governing bodies of the University regarding upholding of academic ethics.

### **CHAPTER IV ORGANISATION OF THE WORK OF THE COMMISSION**

17. The form of work of the Commission – meetings organized upon receiving a complaint or application provided in paragraph 13 of these Regulations.

18. 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 19 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.

19. A member of the Commission shall have the right to withdraw from the discussion of issues during the meeting under at least one of the following circumstances:

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

19.2. The discussed issue is related to persons who are close family members of the member of the Commission;

19.3. The discussed issue is related to persons who are spouses, partners or carers of the member of the Commission;

19.4. 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;

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

20. An application may be lodged to the Commission no later than within one month from the date when the possible violation of academic ethics 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 application 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 14 calendar days from the date the decision of the academic ethics commission of the Unit is delivered. 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 application of the applicant, provided that no more than 30 calendar days have passed since the date of delivery of the decision.

21. Applications and complaints to the Commission shall be submitted to the Secretary of the Commission, in the University's information system or by sending an e-mail to [etika@cr.vu.lt](mailto:etika@cr.vu.lt).

22. The application must include:

22.1. Applicant's name, surname, position or unit where the applicant studies, e-mail address provided by the University and a telephone number;

22.2. A description of the possible violation of academic ethics and specification and attachment of the available information or circumstances confirming that the violation was actually committed;

22.3. A specific request of the applicant;

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

23. A complaint must include:

22.1. Complainant's name, surname, position or unit where the person studies, e-mail address provided by the University and a telephone number;

23.2. A copy of the decision of the academic ethics commission of the Unit to which the complaint was addressed, and specification of the grounds for disagreement with such a decision;

23.3. A specific request;

23.4. Complainant's signature, excluding cases when the complaint is submitted in the University's information system.

24. Anonymous applications and complaints or applications and complaints that do not comply with other requirements specified in paragraph 22 and 23 of the Regulations shall not be examined, however, after considering the information provided in them, the Commission may start an investigation regarding the violation of academic ethics or transfer the application or complaint to be examined by the academic ethics commission of the Unit.

25. The Commission must examine the received application or complaint and make a decision no later than within 40 calendar days after its registration according to the procedures established at the University, in the University's information system or receipt via e-mail specified in paragraph 21 of the Regulations. The deadline specified in this paragraph does not include the summer holiday period provided for students in the legal acts of the University.

26. Meetings of the Commission shall be closed, except in cases where members of the Commission and parties to the respective dispute agree on a public consideration of the application or complaint.

27. Members of the University's community to whom the application or complaint was addressed shall be informed about the contents of the complaint and, at the invitation of the Commission, shall have the right to attend the meeting of the Commission, in which the application or complaint is considered. At the applicant's justified request, the Commission may pass a decision by informing about the contents of the application without disclosing the applicant's identity to the other party to the dispute.

28. A decision signed by the chairman of the Commission shall, no later than within five working days from the date it is passed, be sent to the parties to the dispute to the email addresses assigned by the University and shall be deemed delivered to them on the day following the day of sending.

29. The Commission shall consider applications and complaints according to the principles specified in Article 25(5) of the Statute. The Commission must provide the parties to the dispute with an opportunity to be heard. This right, by the decision of the Commission, may be implemented either in writing or orally.

30. Minutes of meetings of the Commission shall be drafted, and the Chairman of the Commission (or chairman of the meeting, if the Chairman of the Commission is absent) and Secretary of the Commission shall sign the minutes. Minutes of meetings of the Commission shall be stored according to the procedures prescribed by legal acts of the University. An audio recording shall be made during the meeting of the Commission.

## **CHAPTER V DECISIONS OF THE COMMISSION**

31. After examining an application or complaint, the Commission shall:

31.1. Pass a decision acknowledging whether a violation of academic ethics (including gross violation) was committed or not;

31.2. Satisfy the complaint and pass a new decision, partially satisfy the complaint and change the decision passed by the academic ethics commission of the Unit, or not satisfy the complaint;

31.3. Return the appeal or complaint to the academic ethics commission of the Unit to be re-examined;

31.4. Recommend the University's Rector to expel a student or unclassified student from the University or apply other penalties to students and unclassified students provided in the legal acts of the University;

31.5. After establishing that a gross violation of academic ethics was committed, the Commission shall provide recommendations to the Rector of the University to initiate procedures for the termination of powers of the member of the governing body of the University according to the procedures established in the Statute, dismiss a member of the community from his/her position at the University or warn him/her about a violation of work obligations according to the procedures established in the legal acts of the University;

31.6. Appeal to the Rector of the University regarding the initiation of procedures for the annulment of the qualification or pedagogical degree and related diplomas granted to the person who committed a violation;

31.7. Initiate procedures for the revocation of authorship of scientific work;

31.8. Provide recommendations to a member of the academic community to withdraw from the implementation of a research and experimental (social, cultural) development project;

31.9. Provide suggestions concerning the improvement of the Code of Academic Ethics and its application process.

31.10. Inform the public about the decision of the Commission, if a decision is passed regarding violation of academic ethics that gained resonance among the public.

32. Decisions of the Commission shall be deemed lawful, if they were passed during a meeting attended by at least two thirds of the members of the Commission.

33. Decisions of the Commission shall be passed by a simple majority of votes of members of the Commission attending the meeting. In the case of an equal distribution of votes, the vote of the Chairman of the Commission shall be decisive.

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

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