

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

## **REGULATIONS OF THE ACADEMIC ETHICS COMMISSION OF CORE ACADEMIC UNITS OF VILNIUS UNIVERSITY**

### **CHAPTER I GENERAL PROVISIONS**

1. The Regulations (hereinafter – Regulations) of the Academic Ethics Commission (hereinafter – Commission) of Core Academic Units (hereinafter – Unit) of Vilnius University (hereinafter – University) shall regulate the formation and competences of the Commission and the organisation of work of the Commission.

2. In its activities, the Commission shall adhere to the Statute of Vilnius University (hereinafter – Statute), the 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 6 members: 4 members of the Commission shall be appointed, under the resolution of the council of the Unit, from lecturers and science (art) employees of the Unit, and 2 members shall be appointed and recalled according to the procedures established by the Students' Representation.

4. Only persons of impeccable repute may be appointed to be members of the Commission.

5. 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 (hereinafter – Rector) or his authorized representative.

6. The council of the Unit shall appoint the chairman and deputy chairman of the Commission from its members, i.e. lecturers and science (art) employees of the University, with the proposal of the chairman of the council of the Unit.

7. 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.

8. Members of the Commission, excluding delegated members of the Students' Representation of the University, shall be appointed for a two-year term of office. The number of terms of office of a member of the Commission shall be unlimited.

9. 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 shall be passed by the unit or institution that appointed or delegated the member. Additional grounds and procedures for the removal of student representatives from the Commission may be established by the Students' Representation.

10. 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 9 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.

11. The head of the Unit shall ensure the material and organizational conditions necessary for the activities of the Commission, and shall also appoint a Secretary of the Commission (hereinafter – Secretary) under a separate order. If the Secretary is not able to participate in a meeting of the

Commission, another person who is able to assume the functions of the Secretary shall participate in the meeting. The Secretary shall be subject to the requirements set out in paragraphs 4 and 5 of the Regulations.

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

12. The Commission shall examine applications concerning actions of members of the academia working or studying in the Unit, which possibly violate the academic ethics.

13. The form of work of the Commission – meetings organized in the following cases:

13.1. Upon receiving an application from a member of the University community;

13.2. In order to provide proposals to the governing bodies of the Unit regarding fostering of academic ethics;

13.3. In order to initiate supplements and amendments to the Code of Academic Ethics;

13.4. If a violation of academic ethics carried out by a member of the community working or studying in that Unit gained resonance among the public;

13.5. In other cases provided in these Regulations.

14. 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 15 of these Regulations 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.

15. 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:

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

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

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

15.4. 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;

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

16. Applications to the Commission may be presented by any member of the University community.

17. The Commission of the Unit shall only consider applications concerning members of the University community who work or study at the Unit.

18. An application may be lodged no later than within 1 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 6 months have passed since the date on which the violation was committed or established.

19. Applications shall be presented to the Secretary of the Commission. Applications may also be lodged via the University's Information System or in another electronic form according to the procedure prescribed by the council of the Unit.

20. The application must include:

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

20.2. 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;

20.3. A specific request of the applicant;

20.4. The applicant's signature, excluding cases when the application is submitted via the University's Information System.

21. Anonymous applications or applications that do not comply with other requirements specified in paragraph 20 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 information about a possible violation of academic ethics to be examined by the Central Academic Ethics Commission.

22. The Commission must consider the received application and pass a decision within 30 calendar days from the date the application is registered with the Unit. The deadline specified in this paragraph does not include the summer holiday period provided for students in the legal acts of the University.

23. A meeting of the Commission shall be deemed lawful if it is attended by at least two thirds of the members of the Commission. 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.

24. Parties to the dispute shall be informed about the contents of the application and may attend the meeting of the Commission, in which the application 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.

25. 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 and the head of the Unit to the email addresses assigned by the University and shall be deemed delivered to them on the day following the day of sending.

26. The Commission shall consider applications 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.

27. 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 IV DECISIONS OF THE COMMISSION**

28. After examining an application, the Commission shall:

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

28.2. Appeal to the Unit's Dispute Resolution Commission regarding the course unit assessment revision;

28.3. 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;

28.4. After establishing that a gross violation of academic ethics was committed, the Commission shall provide recommendations to the head of unit to appeal to the Rector of the University in order to terminate the employment agreement signed with the employee who committed the violation or to warn him/her about his/her violation of work obligations according to the procedures established in the legal acts of the University;

28.5. 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;

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

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

28.8. Provide suggestions to the administration or other parts of the Unit concerning the improvement of the organisation of research and study activities in terms of the application of the Code of Academic Ethics;

28.9. Provide suggestions to the University's Central Academic Ethics Commission concerning the improvement of the Code of Academic Ethics and its application process;

28.10. 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.

29. 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 meeting shall be decisive.

30. A decision of the Commission may be appealed to the University's Central Academic Ethics Commission within 14 calendar days from the date of its presentation. This deadline may, by the decision of the University's Central Academic Ethics 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.

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