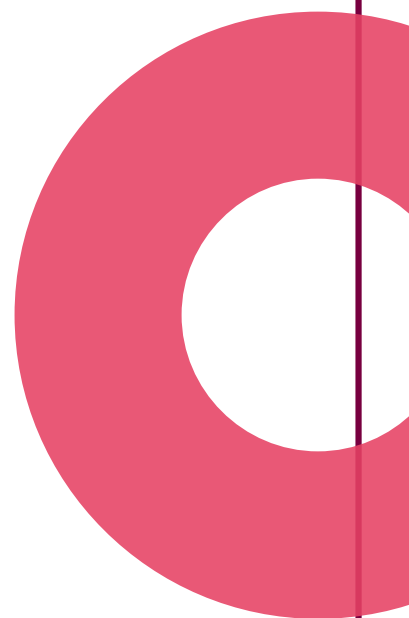




**Vilnius
University**

WELCOME GUIDE



www.vu.lt/en/

Dear Colleague,

**Congratulations on becoming a member
of the Vilnius University community!**

We are delighted to welcome you to Vilnius University, where your knowledge, experience, insights, and creativity will be truly appreciated. Let's grow and improve together, embracing our responsibility and openness to the state, culture, and environment, as well as to society and each individual. We kindly invite you to join our ranks and get to know the University better.

To help new community members get up to speed, we have prepared the Welcome Guide that provides all the essential information.



I. Basic information

About VU

Vilnius University (VU) is a leading Lithuanian higher education institution with branches located in Vilnius, Kaunas, Šiauliai, Palanga, Pervalka, and Puvočiai. Ranking among the world's top 400 universities, VU not only cooperates with Lithuanian and foreign research centres and businesses but is also a member of the Arqus European University Alliance.

The University provides over 5,000 jobs for teaching staff, researchers, and professionals in a wide range of disciplines who appreciate a challenging and motivating working environment that encourages continuous professional development and learning. We are an open and innovative international community fostering mutual respect, diversity of opinion, and tolerance.

Vision

We are a University of a living tradition, committed to truth and society. We work together to be a globally recognised centre of scientific knowledge and critical thinking, as well as a force for positive change in Lithuania.

Mission

Arising from the past, motivated by present challenges, and passed on to future generations, the undeniable duty and the inalienable right of the University is to strengthen the cognitive and creative powers of Lithuania and the world in general, to promote academic and other spiritual and social values, as well as to educate active, responsible Lithuanian and global citizens and society leaders.

Values



OPENNESS to the diversity of ideas and views as well as to the distinctiveness of people and identities.



INTEGRITY of the University's goals, activities, and resources, based on personal dignity and respectful collaboration.

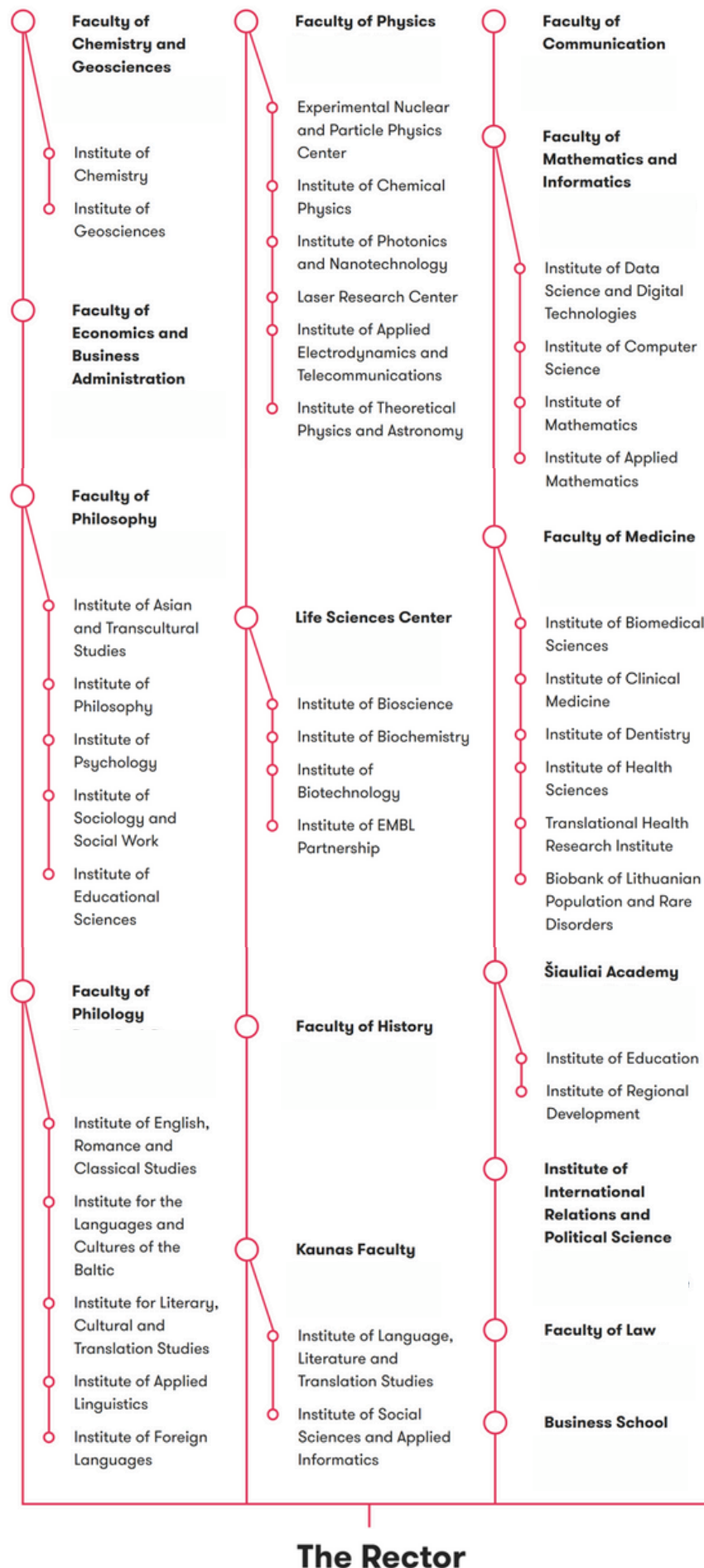


IMPROVEMENT by creating an enabling environment with a commitment to excellence, growth, and acceptance of those willing to improve, as well as to achieve exceptional value.



LONG-TERM PURPOSE stemming from a prospective foresight as a responsibility to the state and society, culture, and environment.

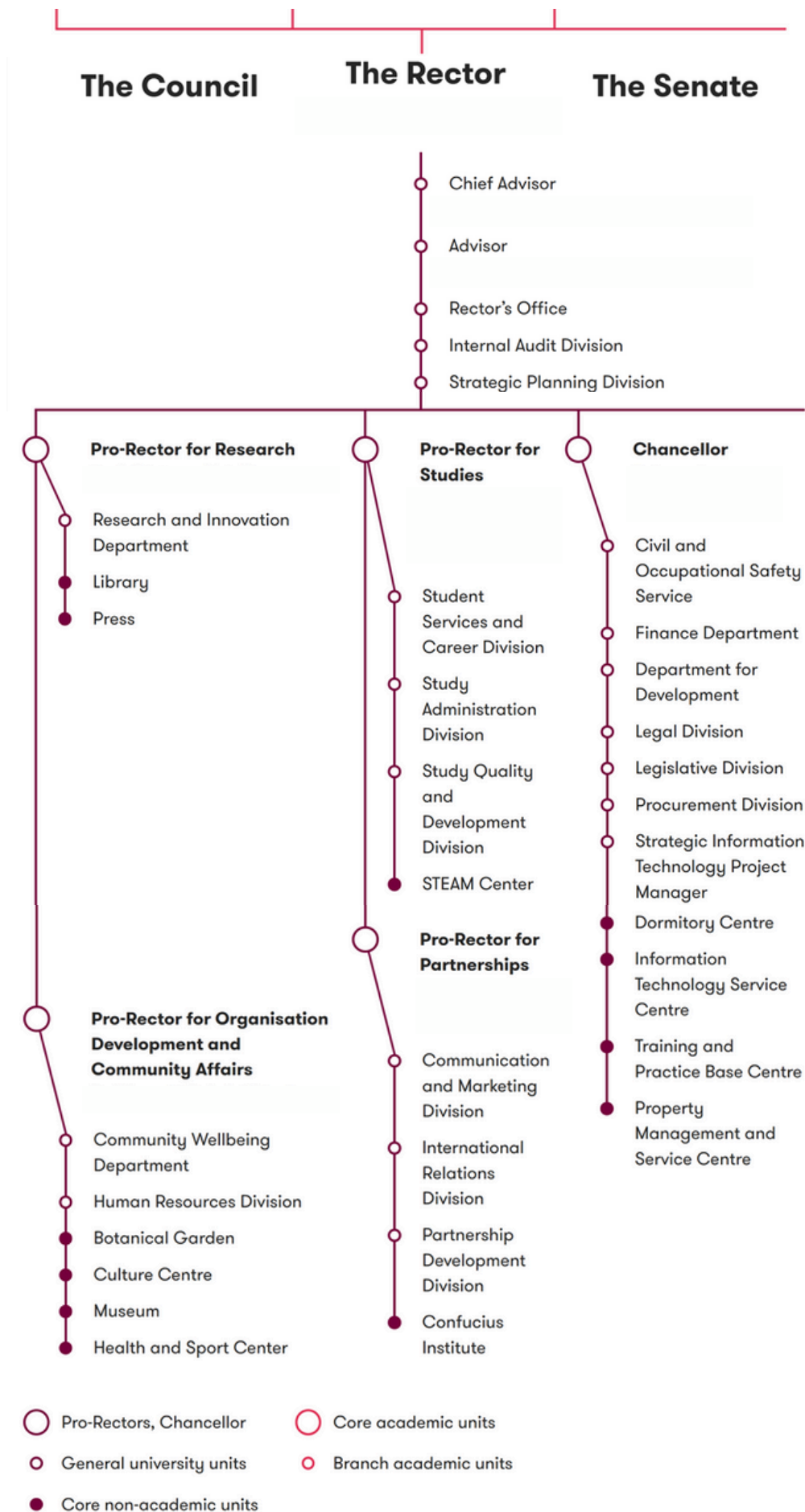
Organisational structure of Vilnius University (1)



The organisational structure can be found [here](#). Information on all structural units is provided [here](#).

www.vu.lt/en/

Organisational structure of Vilnius University (2)



The organisational structure can be found [here](#). Information on all structural units is provided [here](#).

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RECTOR'S TEAM



Prof. Rimvydas Petrauskas,
Rector of Vilnius University
since 1 April 2020.



Prof. Gintaras Valušis,
Pro-Rector for Research
since 1 April 2025.



Assoc. Prof. Dr. Valdas Jaskūnas,
Pro-Rector for Studies
since 1 September 2016.



Dr. Artūras Vasiliauskas,
Pro-Rector for Partnerships
since 18 May 2020.



Prof. Vilmantė Pakalniškienė,
**Pro-Rector for Organisational
Development and Community Affairs**
since 1 December 2022.



Raimundas Balčiūnaitis,
Chancellor
since 16 September 2021.

More information can be found [here](#), and the availability and replacement of managers can be checked on the VU intranet [here](#).

www.vu.lt/en/

On your first day of work...

Have you already:

- **signed your employment contract?**
- **declared private interests (only for management position)?**
- **read your job description?**
- requested your employee ID card?
- met your new colleagues?
- settled into the new workplace?
- got acquainted with the working environment and equipment?



The main VU legal acts for your reference:

[The Statute of Vilnius University.](#)

[General regulations and documents of Vilnius University.](#)

[Vilnius University Strategic Plan for 2021–2025](#)

[Vilnius University Privacy Policy.](#)

[Prevention of Corruption at Vilnius University](#) (available in Lithuanian)

[The Code of Academic Ethics of Vilnius University.](#)

[Policy on the Prevention of Discrimination, Harassment, Sexual Harassment
Violence and Persecution at Vilnius University.](#)

Some other key documents to know about:

[Vilnius University Rules of Procedure](#)

[Description of the Remuneration Procedure for Employees of Vilnius University.](#)

[Description of the Remote Work Procedure for the Employees of Vilnius
University.](#)

[Description of the Procedure for the Management of the Performance of the
Employees of Vilnius University.](#)

[Description of the Procedure for Secondments of Vilnius University Employees](#)

[Description of the Procedure for Granting Leave to the Employees of Vilnius
University.](#)

[Description of the Procedure for Investigating Violations of the Work Duties of
Vilnius University Employees](#)

[Safety and Health Instructions](#) (available in Lithuanian)

On your first week of work...

Get to know your colleagues and the services offered by VU:

[Employee contacts](#)

[University events](#)

[University news](#)

[Information about psychological services and prevention](#)

[VU Library](#)

[VU Botanical Garden](#)

[Šiauliai Academy Botanical Garden](#)

[VU Museum](#)

[Health and Sport Center](#)

[Join VU Alumni activities \(for former VU students\)](#)

Follow news about events and other benefits by email in the weekly newsletter and find out about other additional benefits for VU employees [here](#).

Links to make your work life easier:

[FileSender for large file transfers](#)

[VU Styleguide and templates](#)

[Updating training](#) (available in Lithuanian)

[Email instructions](#)

[E-document management](#)

[Document templates](#)

[Training on the use of the document management system Avilys](#)

[Information on equal opportunities](#)

[Training on the recognition and prevention of sexual harassment](#)

[Reservation of University facilities](#)

[Series of lectures for the VU community](#)

[TVPC Service Desk](#)

[ITSC Service Desk](#)

[Useful contacts \(e.g. for issuing certificates\)](#)

Don't forget to familiarise yourself with documentation related to your unit:

1.Regulations

2.Structure

3.Organization of work



**Vilnius
University**

We hope that this Welcome Guide will contribute to your successful and smooth integration into the University community and will provide the necessary support during your first days of work.

If you still have any questions, uncertainties, or recommendations, please feel free to contact us at personalas@cr.vu.lt

**WISHING
YOU**

**EVERY
SUCCESS!**

Human Resources Division

www.vu.lt/en/