APPROVED
by Order No. R-48 of 1 March 2006
of the Rector of Vilnius University
(wording of Order No. R-597 of 21 October 2025
of the Rector of Vilnius University)

DESCRIPTION OF THE PROCEDURE FOR THE CONCLUSION AND EXECUTION OF COPYRIGHT AGREEMENTS OF VILNIUS UNIVERSITY

CHAPTER I
GENERAL PROVISIONS

1. The Description of the Procedure for the Conclusion and Execution of Copyright Agreements of Vilnius University (hereinafter the 'Description of the Procedure') regulates the preparation, coordination, assessment, and approval of applications for the copyright agreement and the execution of the concluded copyright agreements at the units of Vilnius University (hereinafter the 'University' or the 'employer').

2. The copyright agreements shall be initiated, concluded, amended, and executed in accordance with the Description of the Procedure for Initiating, Concluding, and Executing Agreements of Vilnius University, approved by Order of the Rector of Vilnius University No. R-240 of 23 May 2024 "On the Approval of the Description of the Procedure for Initiating, Concluding, and Executing Agreements of Vilnius University" (hereinafter the 'Description of the Procedure for Initiating, Concluding, and Executing Agreements'), to the extent this Description of the Procedure does not provide otherwise, as well as other legal acts.

3. Copyright agreements with University employees shall be concluded only in cases where the subject matter of a copyright agreement is completely unrelated (and there is no doubt about it) with the regular nature of the employee's job, as defined in employment contracts, job descriptions, regulations of units, other internal legal acts, and/or execution of lawful orders by the employer.

CHAPTER II
APPLICATION FOR THE CONCLUSION OF A COPYRIGHT AGREEMENT

4. An employee of the core unit of the University or the branch unit of the Central Administration (hereinafter the 'unit') initiating a copyright agreement shall, by means of the University document management system, prepare an application for the conclusion of a copyright agreement (hereinafter the 'application') (it shall contain information on the work (the work's name, type, expression form, and a short description; the purpose for acquiring the work; a certification that no prior copyright agreement for a commissioned analogous work has been concluded; if the copyright agreement for commissioned work is concluded with an employee, a confirmation that the creative work to be carried out by the author and the result thereof do not fall within the scope of the employee's job functions as provided for in the employment contract, the job description or any other internal regulations of the University; other information (the start and end dates of the work, the advance payment sum, the source of funds for paying author's remuneration, the place of storage of the work)), sign it and submit it for approval to:

4.1. the head of the unit initiating the copyright agreement, or the person substituting them, or, correspondingly, a project manager, if the copyright agreement is concluded in the course of implementation of project activities;

4.2. the head of the Legal Division of the Central Administration of the University or an employee of the unit delegated by them;

4.3. the director of the Department for Research and Innovation of the Central Administration of the University or an employee of the Department delegated by them.

5. Persons referred to in Items 4(1) to 4(3) of the Description of the Procedure shall evaluate, according to their competency and capabilities, before approving the application, and confirm when approving the application, that:

5.1. the author's work specified in the application may be considered the subject matter of a copyright agreement in accordance with the Republic of Lithuania Law on Copyright and Related Rights;

5.2. the conditions and requirements for the author's work are established in such a way that the object can be identified as the author's work;

5.3. a previous copyright agreement contract for the creation of the same work has not been concluded.

6. Persons referred to in Items 4(1) to 4(3) of the Description of Procedure, when not approving the application, must indicate the reasons thereof.

7. Only after the approval of the application by all the persons specified in Items 4(1) to 4(3) of the Description of the Procedure, the public procurement procedures for commissioning the author's work specified in the application may be initiated in accordance with the procedure established by legal acts.

CHAPTER III
CONCLUSION AND EXECUTION OF THE COPYRIGHT AGREEMENT

8. After performing the public procurement procedures, a copyright agreement shall be concluded with the person who won following the requirements set out in this Description of the Procedure and the Description of the Procedure for Initiating, Concluding, and Executing Agreements.

9. The draft copyright agreement shall be coordinated using the University document management system. In addition to the persons specified in Items 4(1) to 4(3) of the Description of the Procedure who approve the draft copyright agreement according to their competency, it shall also be approved by the head of the Human Resources Division of the Central Administration or an employee of this Division delegated by them who, when approving, shall confirm that the copyright agreement is concluded with a person who is not an employee of the University or, if the copyright agreement for commissioned work is concluded with an employee, that the creative work performed by the author and the creation of the author's work do not fall within the scope of the employee's job functions provided for in the employment contract, job description, or other internal legal acts of the University.

10. After the expiry of the copyright agreement concluded in accordance with the procedure established by the legal acts, the work created by the author shall be transferred to the Commission for Evaluation of Performance of Copyright Agreements and Acceptance of Works which is formed by the head of the unit from the funds of which the author's remuneration is paid and which evaluates whether the work meets the conditions and requirements set out in the copyright agreement, whether the work is of a lasting value, and by means of the University document management system fills in and signs the Act of Evaluation and Transfer-Acceptance of a Work.

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