

APPROVED  
28 June 2019 by the Rector of  
Mykolas Romeris University  
Order No. 1I-180

## **RULES OF PROCEDURE OF THE ACADEMIC ETHICS OVERSIGHT COMMISSION OF MYKOLAS ROMERIS UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The Rules of Procedure of the Academic Ethics Oversight Commission of Mykolas Romeris University (hereinafter – the University) (hereinafter – the Rules) shall establish the functions of the Commission for the Supervision of Academic Ethics of the University (hereinafter referred to as the Commission) and the procedure for the organisation of work.

2. In its activities, the Commission shall be guided by the Code of Academic Ethics of the University (hereinafter referred to as the Code of Academic Ethics), the Statute of the University, the Rules of Internal Procedure, the resolutions of the University Council and the Senate, the orders of the Rector and other legal acts in force.

### **II. COMPOSITION OF THE COMMISSION**

3. The Commission shall consist of seven permanent members, including one student delegated by the Students Representation of the University. The Chair of the Commission and the composition of the Commission shall be approved by the Rector.

4. The term of office of the Commission shall be five years.

5. When a member of the Commission leaves office or completes his studies at the University, a new member of the Commission shall be appointed by order of the Rector for the remainder of the term of office of the Commission.

### **III. FUNCTIONS AND ORGANISATION OF THE COMMISSION'S WORK**

6. The Commission shall supervise the Code of Academic Ethics and submit proposals for the improvement of the Code of Academic Ethics.

7. The Commission, upon the assignment of the Rector or Vice-Rector, shall examine the investigation material submitted by the Legal and Public Procurement Service regarding the violation of academic ethics of a student or listener, lecturer or other employee and shall submit recommendations to the Rector.

8. A report that a student or listener, lecturer, faculty or other employee ensuring the activities of the University has violated the norms of the Code of Academic Ethics may be submitted directly to the Commission. It is registered with the Document Service in the Document and Process Management System (eDVS) in the register of documents received by the University. The Vice-Rector and the Legal and Public Procurement Service are informed about the received notification (a copy of the received notification is transmitted via the eDVS). The commission may decide that there are no grounds for initiating an investigation, may refer the report for investigation to the dean of the relevant faculty (if the report is received regarding a faculty employee) or undertake the investigation itself. If the Commission decides to carry out the investigation itself or if the notification has been received regarding another employee ensuring the activities of the University, it may apply to the Vice-Rector of the University requesting to instruct the Legal and Public Procurement Service to assist in the investigation. On receipt of the material of this investigation, the Commission shall examine it in the normal manner.

9. Meetings of the Commission shall be convened and chaired by the Chair of the Commission. If a notification has been received concerning the Chair of the Commission or the Chair is unable to attend the meeting for justified reasons, the meeting shall be convened and chaired by the oldest member of the Commission. Meetings of the Commission shall be recorded in minutes.

10. The person in respect of whom the investigation is being conducted shall be invited to the meetings of the Commission where the investigation material submitted by the Legal and Public Procurement Service regarding the possible violation of academic ethics committed by a student or listener, lecturer or other employee ensuring the activities of the University shall be invited. A notification on the date and place of the meeting of the Commission, the issue under consideration, as well as a copy of the conclusion of the investigation conducted by the Legal and Public Procurement Service, shall be sent to the person by e-mail provided by the University not later than 5 calendar days prior to the meeting of the Commission. The absence of a student, listener, lecturer or other employee at the meeting of the Commission without important justifiable reasons shall not constitute an obstacle to the examination of the matter.

11. The Commission shall have the right to invite other persons to the meetings.

12. After adopting a decision, the Commission shall inform the Rector or Vice-Rector and other interested persons thereof.

13. The members of the Commission must observe confidentiality and not disseminate information about the material being investigated or examined.

#### **IV. COMMISSION DECISIONS**

14. Decisions of the Commission shall be taken by a simple majority. If the votes of the Members present at the meeting are tied, the vote of the President of the Commission shall be decisive.

15. Having decided that a student, listener, lecturer or other employee has violated the Code of Academic Ethics, the Commission, taking into account the nature and degree of the violation, has the right to propose to the Rector of the University to apply the following disciplinary measures:

15.1. to a student or listener – a remark, reprimand, strict reprimand, expulsion from the University (without the right to enrol in the University under the general procedure for up to five years);

15.2. to a lecturer or other employee – a remark, a reprimand, non-payment of the variable part of the salary, a warning about possible dismissal from work for a second of the same violation, termination of the employment contract without notice and a severance payment.

*Item amended:*

*By Order No. 11-311 of the Rector of Mykolas Romeris University on 21.12.2019*

16. The Commission has the right to publish information about its decision on the website of the University.

#### **V. FINAL PROVISIONS**

17. These Rules of Procedure of the Commission shall enter into force upon their adoption.

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