

RULES OF PROCEDURE OF THE PERMANENT DISPUTE RESOLUTION COMMISSION OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Rules of Procedure (hereinafter – the Rules) of the Permanent Dispute Resolution Commission of Mykolas Romeris University (hereinafter – the Commission) establish the Commission's competence, its composition, and the procedures for organising its work.

2. In its activities, the Commission shall be guided by the Statute of Mykolas Romeris University, the Internal Rules, resolutions of the Mykolas Romeris University (hereinafter – the University) Council and Senate, orders of the Rector, and other applicable legal acts.

II. COMPOSITION OF THE COMMISSION

3. The Commission is a permanent body composed of six members. The Commission shall include an equal number of authorised representatives from the University administration and the Student Representation. The Chair of the Commission and the composition of the Commission shall be approved by order of the Rector.

4. If a Commission member leaves employment or completes studies at the University, a new member shall be appointed by order of the Rector.

5. All Commission members have equal rights, except where these Rules provide that the Chair's vote is decisive.

6. A Commission Secretary shall be appointed by order of the Rector to provide administrative support to the Commission. The Secretary is not a member of the Commission. If the Secretary is unable to attend a meeting, another person performing the Secretary's duties shall participate.

III. COMPETENCE OF THE COMMISSION AND ORGANISATION OF WORK

7. The Commission examines applications concerning disputes related to study and scientific activities arising between the University administration and applicants, students, or listeners, as well as complaints challenging decisions of University units regarding violations of exam (credit) procedures or the procedures of defending final theses. The Commission does not examine disputes related to employment relations or the assessment of study achievements.

8. An applicant, student, or listener may apply to the Commission if he or she is dissatisfied with the Rector's or their authorised person's response to a request, or if no response is received within fifteen calendar days. An application or complaint may be submitted to the Commission no later than one month from the date on which the response was received or from the expiry of the response deadline. The one-month period may be renewed by the Commission, upon a reasoned request by the applicant and for important reasons, provided that no more than six months have passed since the violation occurred.

or was discovered. If legal acts governing admission to studies do not establish a specific appeal procedure or deadlines, the provisions of this paragraph shall also apply to applicants.

9. Applications and complaints shall be submitted through the University unit where the applicant studies or intends to study. The application or complaint must be immediately registered in the Document Management System (DVS) in the University's register of received documents and forwarded to the addressee.

10. Meetings of the Commission are organised upon receipt of an application or complaint. Meetings shall be convened and chaired by the Chair of the Commission. If the application concerns the Chair or if the Chair is unable to attend for justified reasons, the meeting shall be convened and chaired by the oldest Commission member by age.

11. Commission meetings are closed, except where the Commission members and the parties to the dispute agree to conduct the hearing publicly.

12. Applications and complaints are examined in writing, except in cases where the Commission decides that an oral hearing is appropriate.

13. The Commission must provide the parties with an opportunity to be heard. This right may be exercised in writing or orally (during an oral hearing), as determined by the Commission. Upon receiving an application or complaint, the Commission shall forward it by email to the other party and set a deadline of no fewer than 5 calendar days to provide explanations, and shall inform the parties of the time and place of the hearing if an oral hearing is held. During an oral hearing, the parties have the right to participate in the meeting. Failure of the parties to appear without valid reasons does not preclude examination of the matter.

14. The Commission may invite other persons to its meetings.

15. Upon receiving an application or complaint, the Commission must examine it within one month. This deadline may be extended by a reasoned decision of the Commission for important reasons.

16. After adopting a decision, the Commission shall inform the Legal and Public Procurement Division of the Chancellery and other relevant persons. The parties to the dispute shall be notified of the decision in writing.

17. Commission meetings shall be recorded in minutes. The minutes shall be signed by the Chair (or, in their absence, the acting Chair).

18. Commission members must maintain confidentiality and shall not disclose information about materials under examination to persons who are not authorised to receive such information.

IV. DECISIONS OF THE COMMISSION

19. The Commission adopts decisions and recommendations on the matters under consideration.

20. A meeting of the Commission is valid if at least 2/3 of its members are present.

21. Decisions are adopted by a majority of all Commission members. If the votes of the members present are equally divided, the Chair's vote is decisive.

22. After examining an application, the Commission shall adopt a decision establishing whether a violation has occurred or not. In its recommendations, the Commission may

provide suggestions to the University or its units regarding the implementation of the decision and the organisation of study and scientific activities.

23. After examining a complaint, the Commission may adopt a decision to uphold the complaint and adopt a new decision; to uphold the complaint in part and amend the decision of the University representative or unit; or to dismiss the complaint.

24. The Commission's decision is final within the University.

V. FINAL PROVISIONS

25. These Rules of Procedure enter into force upon their adoption.
