

MYKOLAS ROMERIS UNIVERSITY RULES FOR GROUP COORDINATORS

1. GENERAL PROVISIONS

1. Mykolas Romeris University (from hereon – University) group coordinator rules (from hereon – Rules) outline first, second studies cycles and professional studies group coordinators' election order, their rights and responsibilities, and incidents relating to termination of office.

2. The Rules are prepared seeking a higher participation of students as full participants of the studies process and their inclusion in improving studies' quality, paying more attention to students' opinions and encouraging cooperation and student independence.

3. The Group coordinator is the group leader, whose main tasks is to represent the group's interests, participating in studies quality improvement processes and resolving studies problems, which arise.

4. Basic Concepts:

4.1. **Academic unit** – Faculty or an Institute that is not part of a Faculty, School, Academy;

4.2. **Academic Affairs Centre** – a University administrative unit, undertaking studies process coordination and studies quality assurance functions;

4.3. **Dean or Director (Dean)** – the head of an academic unit;

4.4. **Vice-Dean or Deputy Director (Vice-Dean)**- Deputy Head of an academic unit;

4.5. **Group** – students, which study in a set studies programme in one academic group;

4.6. **Group Mentor** – a senior class student who has been appointed by the University student representative office, which helps freshmen students integrate into the studies process;

4.7. **Studies Programme Head** – a University lecturer, appointed by the Rector, heading a studies programme committee, coordinating implementation of a studies programme and undertaking other functions ordered by the University studies programme committee regulations;

4.8. **University Student Representative Body (from hereon MRUSA)** – a non-governmental, non-profit organization, representing and defending students' interests and undertaking other MRUSA functions outlined in their Rules and Regulations;

4.9. **MRUSA Academic and Social Affairs Committee** – a MRUSA structural unit, which participates in improvement of studies programmes, improvement of studies quality and other activities associated with studies.

5. Seeking flexible and efficient teamwork with group coordinators, the Academic Affairs Centre creates a cooperation network of group coordinators, using *Microsoft Teams* or other teamwork platforms. Representatives of MRUSA and heads of studies programmes are invited to participate and connect to the platforms.

6. Group coordinators must be acquainted with these Rules and act accordingly.

7. Rules, except for 18.4. graph and the V part, apply to Police Activity, Law and Police Activity and Law and State Border Guard studies programme students, who undertake responsibilities as Head of the Group.

8. Students of Police Activity, Law and Police Activity and Law and State Border Guard studies programmes, who undertake duties of division head, are included in the cooperation network of group coordinators outlined in the 5th graph of the Rules.

II. ELECTION OF GROUP COORDINATORS AND INFORMING ABOUT ELECTION RESULTS

9. The group coordinator is elected by the student group for the entire studies period in the first year of studies, but not later than a month from the beginning of the semester.

10. Election of the group coordinator takes place in a group meeting, when at least half of the group's students participate. Group coordinator elections are initiated by group mentors or student groups. The elections are chaired by group mentors or election secretary, who is elected in the beginning of a group meeting when a majority of the group's members participate.

11. Any student of the group can stand for election and offer their candidacy. Candidates have the right to express their opinion about work of the future group coordinator and participants of the meeting have the right to ask them questions.

12. A group coordinator is considered elected, if more than half of the participants of the student group voted for the candidate.

13. Election results are written in the group meeting protocol, where it is written down how many students of the group participated in the meeting, how many voted „for“ „against“ and how many „abstained“ from voting. The Meeting Protocol is written and signed by the group mentor or Election Secretary.

14. The Elected Group Coordinator informs the Academic Affairs Centre about his successful election by e-mail: arc@mruni.eu. A copy of the group's Meeting Protocol is sent along with the letter. A copy of the letter is sent to the academic unit, where the group coordinator is a student, to the administration (studies administrator) and the MRUSA Academic and Social Affairs Committee (akademikai@mrusa.lt) The letter should include the following information:

14.1. name of the Academic Unit, where the group coordinator studies;

14.2. name of the studies programme, studies cycle (Bachelor's, Master's, professional);

14.3. Group number;

14.4. first and last name of the group coordinator and the e-mail address. If the group coordinator agrees, the phone number is also listed.

14.5. Confirmation that they are acquainted with Rules of the University Group coordinator.

15. Extraordinary elections of group coordinators are organized when the duties of the group coordinator expire as outlined in the Rules 23rd point. The extraordinary group coordinator elections are organized only in the event, that at least half of the group's students require it and also for improper undertaking of duties by the group coordinator or simply not executing duties aforementioned. The newly-elected group coordinator informs about his/her election as outlined in the Rules 14th point.

16. When the group coordinator goes abroad for studies in a foreign university, a temporary group coordinator is elected for the time he/she is away. The temporary group coordinator informs about his/her election as outlined in the Rules 14th point and in addition notes the beginning date of his duties and the end of the period.

III. DUTIES OF THE GROUP COORDINATOR

17. The group coordinator performs the following duties:

17.1. represents the interests of the group's students at the University;

17.2. discusses with the group issues relating to studies quality and studies organization and identifying certain problems, and as head of the group informs the Head of the studies programme, Faculty Dean or Institute Director (Dean) or Faculty Vice-Dean or Deputy Director of the Institute

(Vice-Dean) about this. If there are serious studies problems or it is not possible to resolve the issue in the academic unit, then it is necessary to contact the Academic Affairs Centre:

17.3. if there is a need, offer proposals regarding improvement of the studies' quality or studies organization in the name of the group, to the Academic Affairs Center and MRUSA's Academic and Social Affairs Committee;

17.4. if asked by the academic unit, the Academic Affairs Centre or MRUSA, to submit necessary information about studies in the event that it does not break data protection requirements outlined in the April 27th, 2016 European Parliament and Commission Regulations (EU) 2016/679 regarding protection of physical persons' private data and free movement of such data and which is deleted Directive 94/46/EB;

17.5. if requested by the academic unit, the Academic Affairs Centre or by MRUSA, to undertake an anonymous student survey and inform about its results to the unit that requested the survey;

17.6. to participate in meetings of the group coordinator organized by the Academic Affairs Centre, other University units or MRUSA;

17.7. if requested by the studies programme head, the lecturer, the academic unit or other unit or MRUSA, to hand over information to the group;

17.8. to encourage nonformal academic group meetings and cooperation.

IV. RIGHTS OF THE GROUP COORDINATOR

18. The group coordinator has the right:

18.1. to receive information relating to studies from University academic or other units, MRUSA, if that does not violate data protection requirements as outlined in the April 27th, 2016 European Parliament and Commission Regulations (EU) 2016/679 regarding protection of physical persons' private data and free movement of such data and which is deleted Directive 94/46/EB;

18.2. representing interests of the group to express the group's and his/her personal opinion;

18.3. offer proposals regarding quality of studies and improvement of studies' organization at the University on behalf of the group;

18.4. for work performed well and responsibly as a group coordinator once a semester to receive a group coordinator's scholarship as outlined in the University's scholarship and Aid for Studies Rules.

V. THE GROUP COORDINATOR'S SCHOLARSHIP

19. In accordance with the Rules of the University's Scholarship and Aid for Studies, approved by the Council on Dec. 23rd, 2019, No. IUT-24, "Regarding Mykolas Romeris University Scholarships and Aid for Studies Rules Approval," once a semester the group coordinator, for work performed well and responsibly can receive a group coordinator's scholarship.

20. The request by a group coordinator for a group coordinator's scholarship awarding is submitted to the academic unit, where the student studies, to the Dean or the Director (Dean). The requests for the fall semester are submitted the first week of January. Requests for the spring semester are submitted the first week of June.

21. In the request, the group coordinator must indicate that he has responsibly performed his duties. The request must include the number of the recipient's bank account.

22. The request is stamped and approved by the Head of the studies programme, noting that he/she approves the awarding of the scholarship.

VI. TERMINATION OF DUTIES OF THE GROUP COORDINATOR

23. Duties of the Group Coordinator are terminated:

23.1. when the student is no longer a student;

23.2. when taking an academic holiday leave;

23.3. when changing a studies programme, form or transferring to another group in the same studies programme;

23.4. when repeating the same course

23.5. when having elected a new group coordinator in extraordinary elections regarding unsatisfactory performance of duties of the group coordinator;

23.6. when the coordinator resigns.

24. The group coordinator informs the Academic Affairs Center by e-mail (arc@mruni.eu) about termination of his duties as outlined in the Rules 23.2-23.4 and 23.6 points. A copy of this letter is sent to the academic unit, where the group coordinator is a student, the administration (studies manager) and to the MRUSA Academic and Social Affairs Committee (akademikai@mrusa.lt).

VII. CONCLUDING PROVISIONS

25. The Group's Coordinators activities are coordinated by the Academic Affairs Center with help from MRUSA.

26. Any changes in the Rules are performed in consultation with MRUSA.

27. MRUSA can initiate changes in the Rules.