

MYKOLAS ROMERIS UNIVERSITY COUNCIL

DECISION CONCERNING THE APPROVAL OF MYKOLAS ROMERIS UNIVERSITY INTERNAL RULES OF PROCEDURE

In accordance with Article 19.11 of the Statute of Mykolas Romeris University, the Council of Mykolas Romeris University hereby d e c i d e s:

1. to approve the Internal Rules of Procedure of Mykolas Romeris University (attached).
2. to establish that the approved Internal Rules of Procedure of Mykolas Romeris University comes into effect from 1 September, 2015.

Council Chairman

Roma Žakaitienė

Distribution

1 – Original

1 – Vice-Rector for Education

1 – Vice-Rector for Research and International Relations

1 – Vice-Rector for Infrastructure

1 – Chancellor

1 – Students' Representative Body

All structural units

1 – to announce

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APPROVED
by Decision No. 1UT-15
adopted by the Council
of Mykolas Romeris University
on 16 June 2015

MYKOLAS ROMERIS UNIVERSITY INTERNAL RULES OF PROCEDURE

I. GENERAL PROVISIONS

1. The Internal Rules of Procedure (hereinafter referred to as the Rules) of Mykolas Romeris University (hereinafter referred to as the University) regulate the internal procedure, the implementation of the provisions of the University Statute and legal acts of the Republic of Lithuania regarding general issues of work regulations at the University.

2. The Rules are mandatory for all persons who work at the University under an Employment Contract. The Rules, in cases as outlined, are mandatory for students, associate students, as well as for individuals seeking employment at the University and the University visitors.

3. The University community, in its activities, adheres to the Code of Academic Ethics and fundamental values of responsibility, honesty, justice, respect and courage pursued by members of the *International Center for Academic Integrity (ICAI)*.

4. Each member of the University community must strive for and assure that high standards of work and behaviour ethics are fostered, attention and due respect to students, associate students, employees and visitors is paid, and that tangible assets and intellectual property of the University are safeguarded and taken care of.

5. Members of the community, persons applying for employment positions at the University and the University visitors have to maintain the atmosphere ascribed to an academic institution, adhere to generally recognized norms of ethics and, while being on the University premises, abide by the established rules.

II. EMPLOYMENT AND DISMISSAL PROCEDURE

6. Teaching staff and researchers are appointed to their positions in accordance with the procedure set out in the laws and other legal acts of the Republic of Lithuania. The candidates have

to meet the requirements outlined in the Law on Higher Education and Research of the Republic of Lithuania, the University Statute and other legal acts.

7. The Administration and other employees assuring the functioning of the University are appointed by way of a competition or selection procedure after an objective assessment of their professional qualifications, skills and the compliance with the requirements for a position described in the staff regulations.

8. Employment is formalised by the Rector's order to employ a candidate, which forms the basis for the Human Resources Office to prepare an Employment Contract and to sign it.

9. Before beginning to work, each newly employed employee has to get acquainted in writing with the Rules, the regulations of the Unit in which he will work, as well as with the staff regulations, the requirements of the Employee Occupational Safety and Health, Fire Safety, and other legal acts which employees must adhere to while undertaking their activities.

10. An employee, willing to terminate the Employment Contract, submits a written request signed by the Unit Head to the Human Resources Office in accordance with the terms and conditions set out in the Labour Code of the Republic of Lithuania and other legal acts. The termination of employment of a University employee is formalised by the Rector's order. An employee, whose Employment Contract is being terminated, must return on-the-job equipment, tools and the University property not later than the day of termination, and hand over all the documents.

II. WORKING AND REST TIME

11. The Administration and other University employees, except for the University teaching staff, have a 40-hour working week of 5 work days with 2 rest days.

12. Working time is 8 hours and 15 minutes Monday to Thursday. Work begins at 8.00 and finishes at 16.45. On Friday the length of the working day is 7 hours; work begins at 8.00 and finishes at 15.30. A break to rest and to eat is 30 minutes in length. Lunch break is from 12.30 until 13.00.

13. The teaching staff has a 36-hour working week of 6 work days and one rest day.

14. The University teaching staff works in accordance with the approved workload plans, which include lecturing, research and organisational work, as well as in line with the approved timetables for lectures, seminars, and consultations.

15. In the event of a necessity and having considered the opinion of employee representatives, summary recording of working time can be applied. It is applied in accordance with the procedure established in the legal acts.

16. Working at the University is carried out in accordance with the procedures specified in the internal legal acts. The University Rector can establish different daily time to start work, to finish work and the length of a working week for separate structural units or individual employees. In the event of a need, employees can work under a Distance Employment Contract.

17. An employee must immediately inform the Unit Head or an authorised person about one's temporary incapacity for work (or the extension of temporary incapacity for work), about an incident¹ which occurs at the work place or on the way to work, or one's way back home from work.

18. Annual leave is granted according to a schedule approved by the Rector each year. Annual leave may be granted at another time than the schedule if an employee so requests in writing, upon a mutual agreement of the parties.

III. REMUNERATION FOR WORK

19. The wage is paid in accordance with the procedure specified in legal acts two times per month, but not later than the 5th and 20th day of the month. If these days are not days of work or public holidays, the wage is paid not later than the first work day following this day. If an employee so requests in writing, the wage can be paid once a month.

V. GENERAL RIGHTS AND DUTIES OF EMPLOYEES

20. An employee has the right to:

20.1. receive a wage for the work completed;

20.2. train, acquire new knowledge and practical skills;

20.3. use the University library and infrastructure created for recreation and sports;

20.4. become a member of a trade union, participate in the employee representatives activities;

20.5. refuse to work if there is a danger to an employee's safety and health, refuse to do the works which an employee has not been prepared to carry out safely, if collective safety measures have not been implemented or if the person himself has not been equipped with proper personal means of safety;

20.6. exercise all other employee rights specified in the legislation of the Republic of Lithuania.

21. An Employee must:

21.1. adhere to work and rest period regimes, abide by work discipline;

¹ In accordance with the Employees Occupational Safety and Health Law of the Republic of Lithuania, an incident is a work-related event, for which an employee does not suffer health damage or for damaged health, does not lose the ability to work.

21.2. carry out one's duties properly, implement legitimate orders of the Head in a timely manner and properly, and abide by the legal requirements;

21.3. strictly adhere to workers' occupational safety and health as well as fire safety requirements and instructions, and have regular health check-ups as prescribed by the legal acts;

21.4. be loyal to the values of the University, safeguard confidential information which one learns of while carrying out one's duties, not to provide internal documents of the University or their copies to the third parties, except for those cases specified in the legal acts and the University agreements;

21.5. having lost or misplaced a work permit card (which serves as an entrance key to offices), immediately inform the Human Resources Office in writing about it;

21.6. inform the Human Resources Office about the changes regarding the place of residence, telephone number, passport, ID card, state social insurance card, marital status, birth of children, and other legal facts having an influence on an employee's job, duties, and status.

21.7. in cases and in accordance with the procedure laid down in the laws and agreements, to compensate the University for the damage caused; positions and jobs related to liability are specified in internal legal acts;

21.8. avoid activities which are incompatible with the goals of the University, with generally accepted norms of ethics and which contradict the law of the Republic of Lithuania.

22. before leaving a classroom, an office room or any other room, an employee must turn off the lights, close the windows and lock the doors. Every day after the work time, the alarm system is turned on in University premises where safety and fire-safety alarms have been installed, the doors are locked, and the administrator-guard is informed. In case when the Cash Box alarm is turned on or turned off, a signed entry to the Cash Box transfer security is made in the Registration Book.

23. other employee rights and duties are laid down in the law of the Republic of Lithuania and other legal acts, the University Statute, these Rules, Unit regulations, employee staff regulations, the Employment Contract, the University Code of Academic Ethics and other University legal acts.

24. an employee may be subject to disciplinary action for the violations of rules of discipline. The following penalties may be imposed:

24.1. caution;

24.2. reprimand;

24.3. dismissal from work.

25. For impeccable performance of one's duties and good results, an employee can be awarded incentives in accordance with the provisions of legal acts.

VI. STUDENTS AND ASSOCIATE STUDENTS' GENERAL RIGHTS AND DUTIES

26. Students and associate students have the right to:
- 26.1. study according to a chosen study programme;
 - 26.2. study according to an individual plan of studies;
 - 26.3. study according to more than one study programme or other study subjects at the University or another higher education institution;
 - 26.4. assess the quality of lecturing and material resources of studies;
 - 26.5. choose a teacher when registering for studies if the same subject is taught by several teachers;
 - 26.6. propose a topic for their graduate paper or choose from among several proposed topics;
 - 26.7. account for works by applying alternative ways of accounting if they have a disability because of which they are unable to account for the works according to the established procedure on condition that the alternative way of accounting ensures that the prescribed learning outcomes will be achieved;
 - 26.8. address the University administration so that the results of the studies at the University or at another institution of higher education in Lithuania or abroad are validated;
 - 26.9. address the administration of the University, the Commission for the Settlement of Disputes among Students, the Administration and Other Employees (hereinafter referred to as the Dispute Settlement Commission), regarding the violation of rights and lawful interests;
 - 26.10. terminate and renew studies in accordance with the procedure established by the Senate;
 - 26.11. take an academic leave without losing the status of a student and the right to continue studies after the academic leave in a state-funded study place if they had a state-funded study place before the academic leave;
 - 26.12. express their thoughts and views freely;
 - 26.13. participate in the management bodies of the University;
 - 26.14. elect the Students' Representative body and be elected to it, freely join other associations;
 - 26.15. exercise other rights established in the laws, the Statute and other legal acts.
27. Students have the right to be granted scholarships in cases and in accordance with the procedure laid down in the Law on Higher Education and Research and other legal acts.
28. Students and associate students must:

28.1. study diligently and complete the tasks set in the study programme;

28.2. adhere to the Statute, the Code of Academic Ethics, other legal acts and these Rules;

28.3. carry out the decisions of University institutions, orders of the Rector, Faculty Deans, and the Director of Business and Media School (BMS), and instructions of Institute Directors and Department Heads;

28.4. be loyal to the values of the University, safeguard the property and resources of the University and compensate the University for the damage incurred in accordance with the procedure laid down in the laws;

28.5. turn off the lights, close the windows and lock the doors if one is the last person leaving a room or a classroom.

29. A student or an associate student who believes that his rights or lawful interests have been violated may address the Rector or his authorised persons. The Rector or his authorised persons must, upon receipt of students' or associate students' written applications or complaints examine them and reply in writing within a period of 15 calendar days. A student or an associate student dissatisfied with the Rector's or his authorised person's response to the application or complaint or not having received a response within 15 calendar days has the right to address the Dispute Settlement Commission.

30. The Dispute Settlement Commission is set up by the Rector's order. This Commission is a permanent institution comprising six authorised persons. The administration of the University and the Students' Representative body each appoint an equal number of authorised persons to the Dispute Settlement Commission. The Commission, upon receipt of a student's or an associate student's complaint, examines it not later than within one month. The meetings of the Dispute Settlement Commission are lawful if attended by at least two-thirds of its members and decisions are adopted by a majority vote of more than half of all its members. A student or an associate student is informed of the decision of the Dispute Settlement Commission in writing. The decision of the Dispute Settlement Commission is final at the University.

31. Students and associate students can be awarded incentives in accordance with the procedure laid down in legal acts.

32. The following disciplinary penalties can be imposed on students and associated students for a failure to properly fulfil student duties:

1. caution;
2. reprimand;
3. strict reprimand;
4. expulsion from the University without the right to enter it by way of a general admissions procedure for a period of up to five years.

33. Disciplinary penalties are imposed by the Rector's order. The Rector may also authorise other persons to impose penalties (with the exception of the penalty specified in subparagraph 4 of paragraph 32 of the Rules) and award incentives.

34. If a disciplinary penalty is imposed on a member of the Students' Representative body, the consent of the Students' Representative body is mandatory, exception for the cases when a disciplinary penalty is imposed for non-compliance with the requirements of a study programme. If there is no consent of the Students' Representative Body, the penalty can be imposed upon the approval of the Senate.

35. A student or an associate student can be expelled from the University if they:

35.1. grossly violate the Statute, legal acts regulating studies and the Rules.

35.2. fail to fulfil the requirements outlined in the study programme.

36. A gross violation of the provisions of the Statute, the University Code of Academic Ethics, and of the legal acts regulating studies and the internal rules of procedure is essential non-compliance with the established principles of community ethics, the provisions of the University procedures, and failure to fulfil student duties.

VI. FINAL PROVISIONS

37. The rules are announced in the University Legal Acts information system and on the University web page: www.mruni.eu.

38. The Rules are available on the University web page: www.mruni.eu.

38.1. Persons being employed confirm in writing that they have been introduced to the Rules in their application.

38.2. Students indicate in writing that they have been introduced to the Rules when they sign the Study Agreement.

In coordination with
Chairman of the trade union
of Mykolas Romeris University

Prof. dr. Eglė Bilevičiūtė
26/05/2015