

APPROVED  
by Order No II-224  
adopted by the Rector of  
Mykolas Romeris University on  
14 September 2020

## **OPERATING PROVISIONS OF MYKOLAS ROMERIS UNIVERSITY INTERNATIONAL AMBASSADORS NETWORK**

### **I. GENERAL PROVISIONS**

1. Operating Provisions of Mykolas Romeris University International Ambassadors Network (from hereon – Provisions) regulate organization of activities and coordination of Mykolas Romeris University (from hereon – University) International Ambassadors (from hereon – International Ambassadors), their rights, responsibilities and motivation.

2. International Ambassadors – students, who represent and spread positive information about the University, its cherished values, study programmes taught in foreign languages, admission and studies conditions for international students, migration requirements, life in Lithuania, students' extracurricular activities and career possibilities.

3. Network of International Ambassadors – a coordinating unit connecting students who participate in spreading information about the University abroad.

4. Coordinator of International Ambassadors Activities (from hereon – Activities Coordinator) – an employee of the University Communication and Marketing Centre appointed by the Rector of the University.

### **II. ACTIVITIES OF UNIVERSITY INTERNATIONAL AMBASSADORS**

5. International ambassadors represent the University abroad, at international events, in social networks, consult and inform potential students about higher education opportunities at the University.

6. Activities of International Ambassadors:

6.1. dissemination of representative information about the University that has been presented by the Activities Coordinator;

6.2. participation in representative University videos organized by the Communication and Marketing Centre;

6.3. representation of the University in the International Ambassador's home country;

6.4. other activities relating to the publicity of the University assigned by the Activities Coordinator.

7. Each International Ambassador coordinates an individual activity plan in advance with the Activities Coordinator.

8. Each semester, no later than January 10<sup>th</sup> in the autumn semester and no later than June 10<sup>th</sup> in the spring semester, International Ambassadors prepare an activity report to the Activities Coordinator regarding the achieved results.

9. International Ambassadors do not collect any fees or receive money from persons to whom they have provided information.

### **III. SELECTION AND TRAINING OF UNIVERSITY INTERNATIONAL AMBASSADORS**

10. An individual who would like to become an International Ambassador presents a request to the Activities Coordinator, who then considers the candidacy of the individual together with the University academic units' vice-deans for studies or the heads of the students' represented programme.

11. An individual who would like to become an International Ambassador cannot owe any financial debts to the University.

12. The Activities Coordinator announces the decision about granting of the International Ambassador's status to the candidate within a 14-day calendar period from the day the request was made.

13. International Ambassadors begin their activities only after signing the Declaration of Commitment presented in the Provisions 1<sup>st</sup> attachment and adhere to all Operating Provisions of the International Ambassadors Network as well as agree to adhere to the Senate-approved University Code of Ethics.

14. Training workshops and consultations on representing the University abroad, during exhibitions and other events are organised for International Ambassadors.

15. International Ambassadors training content and duration is determined by the Activities Coordinator together with the University Communication and Marketing Centre.

### **IV. MOTIVATING UNIVERSITY INTERNATIONAL AMBASSADORS**

16. For achieved activities' results International Ambassadors can be rewarded materially.

17. For proper and responsible performance of their duties International Ambassadors can be awarded with an International ambassador Scholarship as outlined in the Regulations for Granting Scholarships and Study Support at Mykolas Romeris University.

### **V. RESPONSIBILITIES OF UNIVERSITY INTERNATIONAL AMBASSADORS**

18. While representing the University International Ambassadors must adhere to the Senate-approved Code of Ethics, present factual and newest information about the University, its study programmes, life in Lithuania and studies' conditions.

19. An International Ambassador who has violated provisions of the University's Code of Ethics will have his membership in the International Ambassadors network suspended by the decision of the Activities Coordinator (depriving the right to apply for incentives for achieved results, until membership is reinstated), and for gross academic ethical violations – membership is terminated. In addition, other penalties outlined in the Code of Ethics or other legal acts may be applied.

### **VI. DUTIES AND RESPONSIBILITIES OF THE ACTIVITIES COORDINATOR AND ACADEMIC UNIT REPRESENTATIVES**

20. The Activities Coordinator performs the following duties:

20.1. prepares individual activity plan for each International Ambassador;

20.2. together with the University Communication and Marketing Centre prepares and provides International Ambassadors with representative materials regarding information on study

programmes in foreign languages, international students' admission to the University procedure, migration requirements and living conditions in Lithuania;

20.3. twice a year presents reports on the International Ambassadors network activity results to the Head of the University Communication and Marketing Centre;

20.4. initiates proposals to the University Rector regarding International Ambassadors motivation.

21. Academic unit representatives perform the following duties:

21.1. together with the Activities Coordinator participate when a candidacy is considered for the network of International Ambassadors;

21.2. presents information to the Activities Coordinator about individuals who have submitted requests to become International Ambassadors and their conformity to outlined requirements in provisions for International Ambassadors.

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**International Ambassador Declaration of Commitment**

Please sign to indicate that you have read and accepted the following statements.

I confirm that:

1. I have read and understood the regulations indicated in the Operating Provisions of Mykolas Romeris University International Ambassadors Network.
2. I undertake to respect the values of the University's community indicated in the Senate-approved University Code of Ethics.

**This submission is inadmissible without a written signature below.**

Name: .....

Signature: .....

Date: .....

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