

APPROVED
Mykolas Romeris University
Rector 16 August 2022
by Order No. 1I-224

MYKOLAS ROMERIS UNIVERSITY GROUP COORDINATOR'S REGULATIONS

I. GENERAL PROVISIONS

1. The Regulations (hereinafter referred to as the Regulations) of the Coordinator of the Group of Mykolas Romeris University (hereinafter referred to as the University) determine the procedure of the coordinator of the first, second cycle of studies and professional studies group for the election, their functions, rights and duties, and cases of termination of powers.

2. The regulations are designed in order to increase the involvement of students as participants of the full-fledged study process in improving the quality of studies, to listen greater to students' opinions, promoting cooperation and student autonomy.

3. The regulations use the following basic terms:

3.1. **group** - means students who are studying a particular study programme or specialisation in a single academic group;

3.2. **group mentor** – a student at least of the second-year appointed by the University's student representation, who helps first-year students to integrate into their studies;

3.3. **group coordinator** – the leader of the group, whose main task is to represent the interests of the group by engaging in the processes of improving the quality of studies, solving emerging problematic study issues;

3.4. **The University's Representative Office (hereinafter referred to as "MRUSA")** - is a non-governmental, non-profit organization that represents and defends the interests of students, performs other functions provided in the statutes of the MRUSA;

3.5. **MRUSA student representative coordinator** – the person responsible for coordinating the activities of elected MRUSA student representatives;

3.6. **MRUSA students' representative training (hereinafter referred to as "Training")** - is a meeting of newly elected group coordinators and training organizers, during which the organizers introduce the group coordinators to social and academic information;

3.7. **the group coordinators' accreditation test (hereinafter referred to as the "Accreditation Test")** is a test to determine the group coordinators' ability to search for as well as properly and clearly present the University's social and academic information to students.

4. Other terms in these Regulations are used as defined in the University Statute, the University's Study Order and other legal acts of the University.

5. If there are contradictions between these Regulations and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

6. The provisions, with the exception of point 19(4) and Chapter IV, shall apply to students of the first cycle study programmes *Police Activities, Law and Police Activities and Law and State Border Guards* who perform the duties of a group commander.

II. ELECTION OF THE GROUP COORDINATOR AND INFORMATION ON THE ELECTION

7. The group coordinator is selected by the group for the entire study period at the beginning of the first year of study no later than one month after the beginning of the semester.

8. The election of the group coordinator shall take place at a group meeting or remotely in the presence of at least half of the group members.

9. If the election of the group coordinator is conducted remotely, online tools or platforms are used for voting, which allow the coordinator of the MRUSA student representatives to verify the authenticity of the e-mails of the voters.

10. The election of the group coordinator is initiated by the group mentor or group members. These elections shall be chaired by the group's mentor or election secretary, who shall be elected by a majority vote of the group members present at the beginning of the group meeting.

11. Any member of the group may nominate their candidacy. Candidates speak out about the future work of the group coordinator, the participants of the meeting have the right to ask them questions.

12. A group coordinator shall be deemed to have been elected if more than half of the group members present at the meeting voted in favour of them.

13. After the election of the group coordinator, the results of the elections are recorded in the meeting protocol (Annexure No. 1). The meeting protocol is drawn up and signed by the group's mentor or election secretary.

14. At the end of the election, no later than three working days after the end of the election, the elected group coordinator shall inform the MRUSA student representative coordinator of their election by e-mail atstovai@mrusa.lt. A copy of this e-mail is sent to the administration (study manager) of the academic department where the group coordinator is studying. The following information is provided in the e-mail:

- 14.1. final election protocol of the meeting (Annex 1);
- 14.2. if the elections were held remotely, a link to the scoreboard of the results of the platform that was used for voting is attached to the e-mail in order to make it possible to verify the authenticity of the vote;
- 14.3. the name of the academic department where the group coordinator is studying;
- 14.4. name of the study programme (specialization), cycle of study (first (bachelor), second (master), professional);
- 14.5. group number;
- 14.6. name, surname and e-mail address of the group coordinator. With the consent of the group coordinator, their telephone number shall also be indicated;
- 14.7. signed confirmation (Annex 2) that they are familiar with the Regulations and agrees that personal data will be processed in accordance with the requirements for the protection of personal data.

15. MRUSA shares with the Centre for Academic Affairs an up-to-date list containing the names, surnames, e-mail addresses and telephone numbers of the group coordinators, if consent has been given.

III. FUNCTIONS, DUTIES AND RIGHTS OF THE GROUP COORDINATOR

16. The group coordinator performs the following functions:
- 16.1. discusses with the group the issues of the quality of the studies and the organization of studies and provides feedback reports on behalf of the group at www.mrusa.lt platform;
 - 16.2. represents the interests of a group of students at the University;
 - 16.3. promotes informal group communication and cooperation;
 - 16.4. encourages the members of the represented group to fill in a questionnaire on the quality of teaching the subject of study and other questionnaires about studies;
 - 16.5. administers the communication of the represented group of students in the virtual (online) space;
 - 16.6. performs other functions necessary for the implementation of the main activities of the group coordinator.
17. The group coordinator must:
- 17.1. to participate in the Training organized by MRUSA, the organization and execution of which is described in Chapter VI of these Regulations;

17.2. participate in meetings organized by MRUSA with MRUSA and (or) representatives of students of the academic department. The coordinator, who is unable to attend the meeting, ensures that he is replaced by another student from the same group;

17.3. twice during the study year until January 1 and by June 1, fill in the feedback report of the group coordinator at www.mrusa.lt platform;

17.4. pass the Accreditation Test, the organization and execution of which is described in Chapter VI of these Regulations;

17.5. ensure confidentiality in cooperation with students, administration, etc.

18. If the group coordinator is unable to perform his duties for more than one semester, the MRUSA may initiate the election of a new group coordinator in accordance with the procedure provided in Chapter II of the Regulations.

19. The group coordinator shall have the right to:

19.1. to obtain from the University's academic and other departments, MRUSA information related to the study of the group, if this does not violate the data protection requirements, provided for in 27 April 2016 of the European Parliament and of the Council regulation (EU) 2016/679 on the protection of the natural person with regard to the processing of personal data and on the free movement of such data, and repealing Directive 94/46/EB;

19.2. representing the interests of the group, express the opinion of the group and their own personal opinion;

19.3. to submit proposals on behalf of the group to the coordinator of MRUSA student representatives and (or) to the University administration regarding the improvement of the quality of studies and the organization of studies at the University;

19.4. in accordance with the procedure established by the regulations on University scholarships and study support, for the proper and responsible performance of the duties of the group coordinator, once a semester, receive a group coordinator's scholarship.

IV. GROUP COORDINATOR'S SCHOLARSHIP

20. In accordance with the University's Regulations on Scholarships and Study Support, approved by The Council's Resolution No. 1UT-13 of 2 July 2022 "On the Approval of the Provisions on Scholarships and Study Support of Mykolas Romeris University", the group coordinator may be awarded a group coordinator's scholarship once a semester for properly and responsibly performed functions, who participated in the Training and passed the Accreditation Test.

21. The group coordinator submits an application for a group coordinator's scholarship to the dean of the academic department where they are studying. Applications are submitted in the first week of January for the fall semester and in the first week of June for the spring semester.

22. Together with the request, the group coordinator must submit a written recommendation from the MRUSA Student Representative Coordinator, substantiating that the group coordinator performs the functions of the group coordinator properly and responsibly, has participated in the Training and has passed the Accreditation Test. The application indicates the bank account number.

23. The application is made by the head of the study program (specialization), noting that they approve the award of the scholarship.

V. TERMINATION OF THE MANDATE OF THE GROUP COORDINATOR

24. The mandate of the group coordinator shall end when the delegation of power expires or ceases to exist on the following grounds:

24.1. in case of the loss of student status;

24.2. on academic leave;

24.3. changing the study programme (specialization), form of study or moving to another group of the same study programme (specialization);

24.4. repeating the course;

24.5. on the initiative of the students of the represented group, upon application to the coordinator of student representatives of the MRUSA (Appendix 3), which is signed by at least half of the students in that group;

24.6. in the event of his own resignation;

24.7. the selection of a new group coordinator if the group coordinator is unable to perform his duties for more than one semester.

25. The group coordinator shall inform the members of the represented group and the MRUSA student representative coordinator (atstovai@mrusa.lt) of the termination of the mandate in the cases provided for in paragraph 24(1) to (4) of the Regulations. A copy of the letter is sent to the administration (study manager) of the academic department where the group coordinator is studying.

26. In the case provided for in clause 24(6) of the Regulations, the group coordinator informs the members of the represented group and the MRUSA student representative coordinator (atstovai@mrusa.lt) by filling out a request for resignation from the position of group coordinator (Annex 4). A copy of the e-mail is sent to the administration (study manager) of the academic department where the group coordinator is studying.

VI. COORDINATION OF ACTIVITIES, TRAINING AND ACCREDITATION TEST

27. The activities of the group coordinators are coordinated by MRUSA in cooperation with the Center for Academic Affairs.

28. For flexible and effective teamwork with group coordinators, MRUSA creates a communication network for group coordinators using Facebook, www. mrusa.lt or other platforms for teamwork.

29. MRUSA informs the group coordinator about the organization and procedure for the implementation of the Training and Accreditation Test, the evaluation and publication of the results.

30. MRUSA organizes the Training until November.

31. MRUSA organizes the taking of the Accreditation Test no later than 30 Calendar Days after the end of the Training.

32. In order to help group coordinators, prepare properly to take the Accreditation Test, MRUSA prepares educational materials, which it distributes to applicants no later than 10 Calendar Days before the date of taking the Accreditation Test.

33. MRUSA publishes the results of the Accreditation Test no later than 10 calendar days from the date of taking the Accreditation Test.

34. The participation of the group coordinator in the Training, the taking of the Accreditation Test, as well as the performance of the duties as the group coordinator is gratuitous.

VII. FINAL PROVISIONS

35. The regulations and their amendments are coordinated with the MRUSA.

36. MRUSA may initiate changes to the Regulations.
