

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

MYKOLAS ROMERIS UNIVERSITY INTERNAL RULES OF PROCEDURE

I. GENERAL PROVISIONS

1. The Rules of Internal Procedure of Mykolas Romeris University (hereinafter referred to as the Rules) shall regulate the internal procedure of Mykolas Romeris University (hereinafter referred to as the University), the implementation at the University of the provisions of the Statute of the University and the provisions of the legal acts of the Republic of Lithuania related to the issues of the general working procedure.
2. These Rules shall be binding on all persons working under an employment contract concluded with the University. The Rules shall also be binding on students and listeners, applicants for positions at the University and other visitors to the University in the cases provided for therein.
3. The University community shall be guided in its activities by the University's Code of Academic Ethics and by the fundamental values of responsibility, integrity, fairness, respect and courage, as recognized by the members of the *ICAI-International Center for Academic Integrity*.
4. Every member of the University community has a responsibility to strive for and ensure that the University fosters a high culture of work and conduct, consideration and respect for students, listeners, employees and visitors, and the protection and preservation of the University's physical and intellectual assets.
5. Members of the community, applicants for positions at the University, and other visitors shall maintain a professional and respectful working atmosphere characteristic of an academic institution, shall abide by generally accepted ethical standards, and shall observe orderly conduct on the University's premises.

II. RECRUITMENT AND DISMISSAL PROCEDURES

6. Appointment to teaching and research staff positions shall be in accordance with the procedure established by the laws of the Republic of Lithuania and other legal acts. Applicants must meet the requirements laid down in the Law on Science and Studies of the Republic of Lithuania, the Statutes of the University and other legal acts.
7. Administrative and other staff members ensuring the activities of the University shall be appointed to their posts by means of a competition or selection process, after an objective assessment of their

professional training, skills, strengths and compliance with the requirements set out in the post's Statute.

8. Recruitment shall be formalised by the Rector's appointment order, which shall serve as the basis for the preparation and signature of the contract of employment by the Personnel Section.

9. Before commencement of employment at the University, each person newly recruited to the University shall be acquainted with the Rules, the regulations of the unit where he/she will be working, his/her job description, occupational health and safety requirements, fire safety requirements and other legal acts, which the employee shall be obliged to comply with in the course of his/her work.

10. A staff member wishing to terminate his/her employment contract shall submit a written request to the Personnel Section with the approval of the Head of Unit within the time limits laid down in the Labour Code of the Republic of Lithuania and other legal acts. Dismissal shall be formalised by an order of the Rector. The dismissed employee shall be obliged to settle in full with the University no later than on the day of dismissal, to return the tools and property of the University that have been handed over to him/her, and to hand over documentation.

II. WORKING AND REST PERIODS

11. A 40-hour, 5-day week with two rest days shall be established for the University administration and other staff, except lecturers.

12. The working time from Monday to Thursday shall be eight hours and fifteen minutes, commencing at 8 a.m. and ending at 4.45 p.m. On Friday, the working time shall be seven hours, starting at 8 a.m. and ending at 3.30 p.m. The rest and meal break is 30 minutes. The lunch break shall be from 12 hours 30 minutes to 13 hours.

13. University lecturers shall have a 36-hour week of 6 working days with one rest day.

14. Lecturers shall work according to approved workload plans consisting of teaching, research and organisational work, as well as according to approved schedules of lectures, seminars and consultations.

15. If necessary, and after having regard to the opinion of the staff representatives, the University may implement full-time attendance. It shall be applied in accordance with the procedures laid down by law.

16. The University shall operate in accordance with the procedures laid down by internal legislation. The Rector of the University may establish different daily starting and ending times and the length of the working day week for individual units or employees. If necessary, staff members may work under a teleworking contract.

17. Employees shall immediately report their temporary incapacity for work (extension of the period of incapacity), an accident at work, on the way to or from work, or an incident¹ to the head of their unit or an authorised person.

18. Annual leave shall be granted in accordance with a schedule approved annually by the Rector. Leave may be granted at times other than those specified in the schedule by agreement between the parties, at the written request of the employee.

III. REMUNERATION

19. Salaries shall be paid twice a month in accordance with the procedure laid down by law, no later than the 5th and 20th day of the month, and if these days are not working days or public holidays, no later than the first working day following that day. At the written request of the staff member, wages may be paid once a month.

IV. GENERAL RIGHTS AND OBLIGATIONS OF STAFF MEMBERS

20. A staff member shall have the right to:

20.1. to be paid for the work he/she has done;

20.2. to improve his/her skills and acquire new theoretical knowledge and practical skills;

20.3. to use the University's library and facilities for recreational and sports purposes;

20.4. to be a member of a trade union and to participate in the activities of employee representatives;

20.5. Refuse to work if there is a risk to the safety and health of the employee, as well as to work in jobs for which the employee has not been trained to perform safely, if he/she has not been provided with collective protective equipment or if he/she has not provided himself/herself with the necessary personal protective equipment;

20.6. enjoy all other rights of workers provided for in the legislation of the Republic of Lithuania.

21. A worker must:

21.1;

21.2;

21.3. strictly comply with the requirements and instructions of occupational safety and health and fire safety and undergo health checks in accordance with the procedures laid down by law;

21.4. maintain loyalty to the values of the University, protect confidential information which has come to his/her knowledge in the course of his/her duties, and not disclose to third parties the internal documents of the University or copies thereof, except as provided for by law and the agreements and contracts of the University;

21.5. immediately inform the Personnel Department in writing if he/she loses or otherwise misplaces his/her work card (access key to work premises);

21.6. inform the Personnel Section of changes in residence, telephone number, passport, identity card, national social security card, marital status, birth of children and other legal facts affecting the employee's work, position or status.

21.7. compensate the University for damage caused to the University in the cases and according to the procedures laid down by law and by contract; the duties and tasks related to full material responsibility shall be laid down in internal regulations;

21.8. avoid activities that are incompatible with the objectives of the University, with generally accepted ethical standards and contrary to the legislation of the Republic of Lithuania.

22. When leaving a lecture room, classroom or any other room, a staff member shall turn off the lights, close the windows and lock the door. In the premises of the University where security and fire safety alarms are installed, the alarms shall be activated every day after work, locked and handed over to the administrator by the security guard. The cash register shall be signed on and off when the cash alarm is activated and deactivated.

23. Other rights and obligations of employees shall be determined by the laws of the Republic of Lithuania, other legal acts, the Statute of the University, these Rules, regulations of departments, job regulations, employment contract, the University's Code of Academic Ethics and other legal acts of the University.

24. The following disciplinary penalties may be imposed on employees for breach of labour discipline:

24.1. Note;

24.2. A reprimand;

24.3. Dismissal.

25. The staff member may be rewarded for impeccable performance of his/her duties and good performance in accordance with the procedure established by law.

VI. GENERAL RIGHTS AND OBLIGATIONS OF STUDENTS AND LISTENERS

26. Students and listeners have the right to:

26.1. to study according to the study programme of their choice;

26.2. to study according to an individual study plan;

26.3. to study more than one study programme or other study subjects at the University or another higher education institution;

26.4. to evaluate the quality of teaching and study facilities of the subjects studied;

26.5. to choose lecturers when registering for studies if several lecturers teach the same subject;

26.6. to propose a topic for their thesis or to choose from a number of proposed topics;

26.7. to settle their theses by alternative means if they have a disability which prevents them from settling their theses in the prescribed manner and the alternative method of settlement ensures that the intended objectives are achieved;

26.8. apply to the University administration for credit for the results of their studies at the University or at another higher education institution in Lithuania or abroad;

26.9. apply to the University administration, the Dispute Resolution Commission for Disputes between Students and the Administration and Other Employees (hereinafter referred to as the Dispute Resolution Commission) for violation of rights and legitimate interests;

26.10. to discontinue and resume studies in accordance with the procedure established by the Senate;

26.11. to take an academic leave of absence without losing their status as a student and the right to resume their studies at a state-funded place of study after the academic leave, if they were studying at such a place of study when they took the academic leave of absence;

26.12. to express their thoughts and opinions freely;

26.13. to participate in the governing bodies of the University;

26.14. to elect and be elected to the Students' Representative Body and to freely join other associations;

26.15. to exercise other rights provided for by law, the University Statute and other legal acts.

27. Students shall have the right to receive scholarships in the cases and according to the procedure established by the Law on Science and Studies of the Republic of Lithuania and other legal acts.

28. Students and listeners are obliged to:

28.1. study diligently and carry out the tasks provided for in the study programme;

28.2. comply with the Statutes of the University, the Code of Academic Ethics, other legal acts and these Rules;

28.3. comply with the decisions of the University authorities, the orders of the Rector, the Deans of the Faculties and the Director of the Business and Media School (BMS), the instructions of the Directors of the Institutes and the Heads of Departments;

28.4. to be loyal to the values of the University, to preserve the property and resources of the University, and to indemnify the University for any damage caused to the University in accordance with the law;

28.5. be obliged to turn off the lights, close the windows and lock the doors when leaving the premises.

29. A student or listener who believes that his/her rights or legitimate interests have been violated may apply to the Rector or his/her authorised persons. The Rector or his/her delegates, upon receipt of written statements or complaints from students or listeners, shall be obliged to examine them and reply in writing within 15 calendar days. If the student or listener is not satisfied with the response of the Rector or his/her delegate to the statement or complaint, or if he/she has not received a response within 15 calendar days, he/she shall have the right to refer the matter to the Dispute Resolution Board.

30. The Dispute Board shall be established by order of the Rector. It shall be a permanent body composed of 6 authorised persons. The Dispute Board shall be composed of equal numbers of persons authorised by the University administration and the student representation. Upon receipt of a complaint from a student or listener, the Commission shall examine it within one month at the latest. The meetings of the Board shall be valid if at least 2/3 of the members of the Board are present and decisions are taken by a majority of more than half of the members. The decision of the Disputes Committee shall be notified in writing to the student or listener. The decision of the Disputes Committee shall be final at the University.

31. Students and listeners may be promoted in accordance with the procedure laid down by law.

32. The following disciplinary penalties may be imposed on students and listeners for improper performance of their duties as students or listeners:

32.1;

32.2. reprimand;

32.3. a severe reprimand;

32.4. suspension from the University without the right of general admission for up to five years.

33. Disciplinary penalties shall be imposed by order of the Rector. The Rector may authorise other persons to impose penalties (except for the penalty referred to in point 32.4) and to provide incentives.

34. If a disciplinary penalty is imposed on a member of the Students' Representative Body, the consent of the Students' Representative Body must be obtained, except in cases where the disciplinary penalty is imposed for non-compliance with the requirements of the study programme. In the absence of the consent of the Students' Representative Body, a disciplinary penalty may be imposed on a member of the Student Representative Body with the consent of the Senate.

35. A student or listener may be expelled from the University if:

35.1.

35.2.

36. A serious violation of the Statute, the University's Code of Academic Ethics, and the provisions of the legal acts regulating studies and internal procedures shall be deemed to be a substantial failure

to comply with the principles of ethics of the academic community and the University's Regulations on the Activities of the University as well as a failure to fulfil the student's duties as a student as laid down in these legal acts.

VI. FINAL PROVISIONS

37. The Rules shall be published in the MRU legal acts information system and on the University's website www.mruni.eu.

38. These Rules are available on the University's website www.mruni.eu:

38.1. Persons to be recruited to the University shall confirm in their application for recruitment that they have read the Rules.

38.2. Students shall confirm that they have read the Rules by signing a study contract.

AGREED

Mykolas Romeris University Trade Union

Chairperson

Prof. Dr. Eglė Bilevičiūtė

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