

Document	Document confirmation	Case index by Documentation plan	Number of pages	Notes
Activities Regulations of the Academic Ethics Commission of SMK University of Applied Social Sciences	Approved by the director's order No. V-47 of 02/05/2013	1.35	2	Valid from 02/05/2013
Activities Regulations of the Academic Ethics Commission of SMK University of Applied Social Sciences, approved by the director's order of 2013-02-05 no. V-47, amendment	Approved by the director's order of 11/13/2018 no. V-41	1.35	2	
SMK Academic Ethics Commission's activity regulation, approved by the director's order of 2013-02-05 no. V-47, amendment	Approved by the director's order of 11/13/2018 no. V-41	1.35	4	
SMK Academic Ethics Commission's activity regulation, approved by the director's order of 2013-02-05 no. V-47, amendment	in 2021 December 29 by order no. V(21-0093)	1.35	4	Valid from 2021-12-30

THE REGULATION OF THE ACTIVITIES OF THE ACADEMIC ETHICS OF SMK

COMMISSION

I. GENERAL PROVISIONS

1. The regulation of the activities of the Academic Ethics Commission (hereinafter - the Commission) of the SMK (hereinafter - the SMK) (hereinafter - the Regulation) establishes the working procedure of the SMK Academic Ethics Commission.
2. In its activities, the Commission is guided by the Statute of SMK, the Academic Ethics Code of the SMK, the Study Regulations, the Regulations of the Academic Ethics Commission of the SMK and other legal acts. The regulation is approved by the director of SMK.
3. The commission consists of seven members: the director of SMK or an administrative employee responsible for the implementation and supervision of academic activities, three teachers and 2 students, a social partner. The members of the commission and the chairman are appointed by the Academic Council. Commission members (students) can hold position for only 1 term.
4. The members of the commission must meet the following requirements: impeccable reputation, experience in the field of implementation of the principles of academic ethics.
5. Persons who have become members of the Commission must sign a confidentiality pledge and a declaration of impartiality in the form prescribed by the SMK.
6. A member of the commission may be removed from this position before the end of the term if he has violated academic ethics or committed another violation of law or moral norms incompatible with the duties of a member of the commission. The decision on the cancellation of a member of the Commission is taken by the Academic Council.
7. The composition of the Commission may be changed after the resignation or termination of a member of the Commission studies at the SMK. The Academic Council appoints a new member of the Commission for the remainder of the term. At least once a year, the composition of the members of the Commission is reviewed and, if necessary, updated.
8. The commission considers issues of violation of the code of academic ethics in a collegial, objective and impartial manner, taking into account all relevant circumstances and information, as

well as the principles of justice, reasonableness and fairness. All members of the Commission have equal rights.

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II. ORGANIZATION OF THE COMMISSION'S ACTIVITIES

9. The Commission accepts and considers requests/reports or information regarding possible violations of the Code of Academic Ethics by members of the SMK community.
10. At least once a year, the Commission considers proposals to improve the Code of Academic Ethics or initiates its additions and submits them to the Academic Council for approval.
11. Commission meetings are invited
 - 11.1. upon receipt of a specific request/notification;
 - 11.2. in order to initiate additions or amendments to the Code of Academic Ethics.
12. Commission meetings are convened and chaired by the Chairman of the Commission. If the received request/notification concerns the Chairman of the Commission, the meeting is called and chaired by the Chairman of the Academic Council. If necessary, Commission meetings can be organized in virtual space.
13. The date, place, time and agenda of the meeting shall be notified to the members of the Commission no later than three working days before the meeting. Commission meetings are legal if at least half of the Commission members participate in them.
14. Commission meetings are recorded. The protocol is signed by the chairman of the Commission and the secretary of the meeting.
15. Requests/notifications can be submitted to the Commission by any member of the SMK community, no later than one month from the day on which the violation was committed or it became clear that such a violation might be committed. This term may be extended up to three months by reasoned decision of the Commission in case of important or complex circumstances of the violation specified in the request/notification.
16. Requests/reports regarding violations of the Code of Academic Ethics of SMK shall be submitted directly to the Chairman of the Commission in writing or signed in electronic form and sent by e-mail to info@smk.lt. Only clearly motivated requests/reports are accepted for consideration. Anonymous requests/reports will not be considered.
17. The member of the SMK community is informed about the received message related to him and provides written explanations within 5 working days from the day of notification. A member of the SMK community, about whom a message or information has been received, upon request, may be provided with material related to him and, if necessary, depersonalized, if the presence of another person's data is determined.
18. The deadline for submitting an explanation to the Commission may be extended by decision of the members of the Commission for important reasons determined by the common agreement of the members of the Commission. If a member of the SMK community does not provide an explanation within the specified time or refuses to provide it, the Commission makes a decision based on the available facts.
19. A member of the SMK community has the right to participate in the Commission meeting where the report concerning him is considered, to provide explanations related to the report or information.
20. The Commission, while examining the report, may invite interested parties, representatives of the administration, experts, and consult with specialists to the meeting.

21. The members of the commission must observe confidentiality and not disclose (distribute) the investigated material and/or information about the investigated material while the investigation is being carried out, to ensure the confidentiality of the reporter.
22. Grounds for withdrawal of members of the commission from consideration of the report or resignation:
- 22.1. if the received notification regarding possible violations of the provisions of the Code of Academic Ethics concerns a member of the Commission (the member of the Commission approached the Commission himself or was approached on his behalf), this member of the Commission must recuse himself from the consideration of the report.
 - 22.2. if a member of the Commission is found to have violated the provisions of the Code of Academic Ethics by the decision of the Commission, he must resign from his position as a member of the Commission.
 - 22.3. A member of the commission must recuse himself from considering the report if it is related to the applicant/potential offender by close kinship, family, or sister-in-law ties. The member of the Commission shall inform the other members of the Commission about this. Also, a member of the Commission must recuse himself or may be recused from the consideration of the report in other unspecified cases, if in the decision of the members of the Commission there is a basis for a possible conflict of interests of the applicant/potential offender or for the bias of decision-making.
 - 22.4. The Commissioner shall notify the Commission if there is an attempt to influence the Commissioner regarding the adoption of decisions related to possible violations of the provisions of the Code of Academic Ethics. In such a case, the member of the commission, in order to avoid possible biased or biased decision-making, recuses himself from the consideration of the statement.
23. The Chairman of the Commission represents the Commission in its relations with other self-governing institutions of the SMK.
24. The SMK administration ensures the necessary organizational conditions for the activities of the Commission.

III. ADOPTION OF DECISIONS BY THE COMMISSION

25. The Commission does not examine reports or information about possible violations of the Code of Academic Ethics, if more than 1 (one) calendar year has passed from the date of the possible ethics violations being committed or revealed to the date of receiving the report or information.
26. The Commission does not examine reports or information about possible violations of procedures in the SMK. The Commission shall notify the person in writing about the decision not to examine the report or information and transfer the report or information to the Controller of Academic Ethics and Procedures of the Republic of Lithuania no later than within 10 (ten) working days from the date of receipt of the report or information. In such a case, the Commission immediately reports the decision not to examine the report or information and transfers the related material to the Controller of Academic Ethics and Procedures of the Republic of Lithuania, who decides on the initiation of the investigation on his own initiative.
27. The Commission adopts decisions and other types of documents on the issues under consideration.
28. Decisions of the Commission are made by a simple majority. If the votes of the members participating in the meeting are equally divided, the vote of the Chairman of the Commission is decisive.

29. If it is decided that the behavior of a member of the SMK community violates the Code of Academic Ethics, taking into account the nature, degree, frequency, intensity (degree of confrontation), location, context, and duration of the violation. The Commission has the right to apply the following measures:

29.1. for students or listeners:

29.1.1. instruct the chairman of the Commission or another member of the Commission to give a verbal warning to the student or listener;

29.1.2. to recommend for the director of SMK to reprimand the student or unclassified student;

29.1.3. to recommend for the director of SMK to issue a severe reprimand to the student or unclassified student;

29.1.4. to recommend for the director of the SMK to remove the student or listener from the SMK without the right to return to continue his studies for a certain period;

29.1.3. oblige the student or listener to study additional study subjects and/or training;

29.1.4. to recommend for the director of the SMK to cancel the student's thesis defense without the right to defend it at the SMK.

29.1.5. to recommend for the director of the SMK to impose other sanctions provided for in the legal acts of the SMK.

29.2. teachers, administration staff

29.2.1. instruct the chairman of the Commission or another member of the Commission to verbally warn the teacher, administration employee;

29.2.2. to recommend for the director of SMK to reprimand a teacher or administrative employee;

29.2.4. to recommend for the director of the SMK to dismiss a teacher or administrative employee from the position held;

29.2.5 to recommend for the director of SMK to impose other sanctions, provided for in the legal acts of the SMK.

29.3. Commission members must not disclose information about the considered application/notification;

IV. FINAL PROVISIONS

30. The regulations of the Academic Ethics Commission are published publicly on the SMK website and in the E-learning environment "Moodle" in Lithuanian and English.

31. Procedural issues of the Commission's activities, not provided for in this Regulation, are resolved during the Commission's meetings.

32. The Commission evaluates its annual activities and reports to the Academic Council.

33. These Regulations and their individual clauses may be deleted, supplemented or changed by decision of the Academic Council. In this case, a new version of the Regulation is approved.

34. Requests/reports regarding violations of the Code of Academic Ethics of SMK can be addressed to:

To the Chairman of the Academic Ethics Commission

SMK University of Applied Social Sciences

Nemunas st. 2, 91199 Klaipėda.

Or by e-mail info@smk.lt

APPROVED

SMK University of Applied Social Sciences
Academic Councils
in 2021 October 26 at the meeting
Protocol no. 3 by resolution.
