

Document	Title of Document	Index of File based on the Documentation Plan	Number of Pages	Comments
Regulations of the Dispute Examination Commission of SMK University of Applied Social Sciences	Approved by Decree No. 95 of Director of SMK of 31-08-2006	3.27	2	Is invalid
Regulations of the Dispute Examination Commission of SMK University of Applied Social Sciences	Approved by Decree No. V-3 of Director of SMK of 01-09-2014	1.35	2	Effective as of 01-09-2014
Amendment to the Regulations of the Dispute Examination Commission of Public Institution SMK University of Applied Social Sciences approved by Decree No. V-3 of the Director of SMK of 01-09-2014	Approved by Decree No. V-41 of Director of SMK of 13-11-2018	1.35	2	The name of the Dispute Examination Commission has been changed to the Dispute Resolution Commission. Paragraphs 7, 8 have been changed as follows: 7. The Dispute Resolution Commission shall consist of the Director of SMK and 6 members: 2 lecturers, 2 administration representatives (candidacies shall be proposed by the Academic Council), 2 student representatives (appointed by the Students' Representation). The composition of the Commission shall be approved by the Director of SMK. 8. The Dispute Resolution Commission shall be formed for 3 (three) academic years. The number of terms of the Commission members shall not be limited.

## **REGULATIONS OF THE DISPUTE RESOLUTION COMMISSION OF SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES**

### **I. GENERAL PROVISIONS**

1. The Regulations of the Dispute Resolution Commission (hereinafter “the Regulations“) of SMK University of Applied Social Sciences (hereinafter “SMK“) shall regulate the formation of the Dispute Resolution Commission, as well as its competence and organisation of its activities.

2. The aim of the Dispute Resolution Commission shall be to resolve disputes (disagreements) between students, of the one part, and the administration, lecturers of SMK, of the other part.

3. Disputes are disagreements arising between students and employees, administration and lecturers of SMK with regards to the implementation of the rights and obligations set forth in the Higher Education Law of the Republic of Lithuania, the Law on Public Institutions of the Republic of Lithuania, internal rules, the Regulation of Studies, the Statute of SMK and other legal acts, which cannot be settled through direct negotiations or agreements between the interested parties.

4. Disputes may arise with regards to the learning conditions, time of studies and rest, payment of study fees, application of disciplinary action, implementation of the study process, compliance with the internal rules, implementation of safety and health requirements, as well as other issues.

5. The Dispute Resolution Commission shall not examine violations of the Ethics Code or disputes related to employment relations.

6. The Dispute Resolution Commission shall conduct its activities in accordance with laws of the Republic of Lithuania, Statute of the SMK University of Applied Social Sciences, Regulation of Studies, these Regulations and other legal acts of SMK.

## **II. FORMATION OF THE DISPUTE RESOLUTION COMMISSION**

7. The Dispute Resolution Commission shall consist of 6 members (equal numbers of employees of SMK and SMK student representatives): 3 representatives of employees shall be elected in a general meeting of administration and lecturers of SMK, 3 representatives students shall be appointed by the Students' Representation. The composition of the Commission shall be approved by the Director of SMK.

8. The Dispute Resolution Commission shall be established for 1 (one) academic year. The number of terms of the Commission members shall not be limited.

9. The Chairman and the Secretary of the Dispute Resolution Commission shall be elected from the members of the Commission. The Chairman shall lead the meetings of the Dispute Resolution Commission. The Secretary shall accept and register the complaints received, gather all necessary documents, evidence needed for examining the complaints, announce the time and location of the complaint examination, keep the minutes of the complaint examination meeting, prepare and submit the copies and decisions taken to interested parties.

## **III. DISPUTE RESOLUTION AND DECISION MAKING**

10. Meetings of the Dispute Resolution Commission shall be held upon receipt of complaints regarding disputes to be settled.

11. The complaints shall be submitted to the administration of SMK.

12. The complaint shall include:

12.1 the name and family name of the complainant, study program and study form (if the complainant is a lecturer or employee, a study program or position shall be indicated), e-mail address, telephone number shall be indicated.

12.2. the alleged violation of a specific SMK legal act shall be described and all the available information or circumstances proving the fact of violation shall be stated.

12.3. a concrete request;

12.4. a signature of the complainant.

13. Anonymous complaints shall not be examined.

14. An employee or a student shall be entitled to file a complaint to the Dispute Resolution Commission within one month's period since the day when he/she became aware or had to become aware of an alleged violation of his/her rights. In case there is substantial justification for missing the filing deadline and the complainant submits a reasoned request, the Commission may decide to examine the claim if not more than six months have passed since the occurrence or discovery of the violation.

15. The meeting of the Dispute Resolution Commission shall be organised and the complaint examined not later than within 30 calendar days after the complaint was registered. This term shall not include the student summer holiday period prescribed by the legal acts of SMK.

16. The complainant and, if necessary, the lecturers, representatives of administration or employees of SMK involved in the dispute, may also be invited to the meeting of the Dispute Resolution Commission.

17. Minutes of the meetings of the Dispute Resolution Commission shall be taken. Meeting minutes shall be signed by the Chairman of the Commission. Meeting minutes of the Dispute Resolution Commission shall be kept in accordance with the procedures set forth by the legal acts of SMK.

18. The meeting shall be considered lawful if equal number of employees and student representatives, but not less than 4 members of the Dispute Resolution Commission are taking part in it.

19. The Dispute Resolution Commission shall pass the decisions, provide conclusions and recommendations regarding the issues under their examination.

20. The decisions shall be adopted by consensus. In case the consensus is not reached, the Chairman shall have a casting vote.

21. Within 7 calendar days the Secretary of the Dispute Resolution Commission shall submit a copy of the decision to each party to the dispute and to the Director of SMK.

#### **IV. EXECUTION OF DECISIONS OF THE DISPUTE RESOLUTION COMMISSION**

22. The decision of the Dispute Resolution Commission shall be executed within 5 days since the receipt of the copy of the decision, unless the decision indicates a different deadline for the execution of the decision.

23. The decision of the Dispute Resolution Commission shall be final.

#### **V. CLOSING PROVISIONS**

24. These Regulations shall be approved by a decree of the Director with the consent of the Academic Council and shall take effect on the date of approval.

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