

# **PI SMK UNIVERSITY OF APPLIED SOCIAL SCIENCES STATUTE**

## **CHAPTER I GENERAL PROVISIONS**

1. PI SMK University of Applied Social Sciences (hereinafter – the SMK) is a non-state higher education institution of the Republic of Lithuania, which implements college studies, develops applied scientific research, professional art and consultation activity.
2. The full name of the SMK in the Lithuanian language – Viešoji įstaiga Socialinių mokslų kolegija (Public Institution College of Social Sciences).
3. Legal form of the SMK – Public Institution.
4. The structure of the SMK and its changes shall be established by the General Meeting of Stakeholders. The SMK shall substantiate its autonomy on the principle of self-government, academic freedom and respect for human rights and freedoms.
5. The SMK shall have a stamp, accounts in the Lithuanian and foreign banks. The SMK may have emblems, flags and any other attributes.
6. The SMK shall be able to independently conclude cooperation and other contracts with education, economy and other entities of the Republic of Lithuania and other countries. The SMK shall be able to join associations, establish subsidiaries and/or associated companies.
7. The SMK shall have a right to carry out scientific research, experimental (social, cultural) development and art activity in accordance with the contracts with the Lithuanian and foreign natural and legal entities, as well as to participate in the activity of international organizations (institutions) on the grounds of membership, cooperation and etc.
8. The SMK shall be able to establish employee, student public associations, the activity of which shall not contradict laws, the Statute and the aims of the SMK, except political parties and public political movements.
9. Calendar year shall be considered the SMK financial year.
10. The SMK may be granted a state support in accordance with the Law on Charity and Support of the Republic of Lithuania (hereinafter – Law on Charity and Support).

## **CHAPTER II THE PRINCIPLES OF THE SMK ACTIVITY, ITS AIMS, TASKS, AREAS AND TYPES OF ACTIVITY**

11. In its activity the SMK shall follow the value principles of social responsibility, respect to a human being, the society and nature.
12. The aims of the SMK activity:
  - 12.1. implement studies, that provide a person with a higher college education and higher education qualification, satisfy the needs of the state, society and economy of Lithuania and comply with the level of science, the latest technologies and professional art;
  - 12.2. develop ability to quickly adapt to the changing social and economic conditions, develop communication, entrepreneurship and other general skills, necessary for work;
  - 12.3. develop lifelong learning opportunities, through application of flexible teaching forms and methods;
  - 12.4. develop research necessary for the country and the region as well as the ordered, applied research, consult government and economic entities;

- 12.5. form educationally and culturally receptive society, able to work under conditions of rapid change of technologies and ready to integrate itself in the Lithuanian and international community.
13. Tasks of the SMK:
  - 13.1. ensure high quality studies, that guarantee the education of a competent, critically thinking, responsible and constantly expanding knowledge personality;
  - 13.2. carry out scientific applied and consultation activity, aimed at improving study quality and at developing quality assurance system;
  - 13.3. provide the persons, seeking higher college education, with equal conditions, despite gender, age, ethnic dependency, religion, political attitudes, disability and social status;
  - 13.4. create a modern teaching base, develop the latest technologies.
14. The main area of the SMK activity – education.
15. The main type of the SMK activity in accordance with the Classifier of the Types of Economic Activity – 85.42.10 Non-university higher education.
16. In addition to the main activity, the SMK may develop the following types of activity:
  - 16.1. technical and vocational secondary education, code 85.32;
  - 16.2. other teaching, code 85.5;
  - 16.3. other, not elsewhere classified, education, code 85.59;
  - 16.4. activity of services peculiar of education, code 85.60;
  - 16.5. scientific research and applied activity, code 72;
  - 16.6. market research and public opinion survey, code 73.20;
  - 16.7. other, not elsewhere classified, vocational, scientific and technical activity, code 74.90;
  - 16.8. other activity of information technology and computer services, code 62.09;
  - 16.9. publishing activity, code 58;
  - 16.10. activity of libraries and archives, code 91.01;
  - 16.11. creative, art and entertainment organizing activity, code 90.0;
  - 16.12. other activity of human health care, code 86.90;
  - 16.13. other activity of organizing entertainment and recreation, code 93.29;
  - 16.14. other customer service activity, code 96;
  - 16.15. general advice and consultations, preparation of legal documents, code 69.10.30;
  - 16.16. activity of information services, code 63;
  - 16.17. other monetary intermediation, code 64.19;
  - 16.18. other, not elsewhere specified, activity of financial services, except insurance and pension fund cumulation, code 64.99;
  - 16.19. consulting management activity, code 70.2;
  - 16.20. other provision of labour force, code 78.3;
  - 16.21. rent and usage of own or rented real estate, code 68.2;
  - 16.22. rent and lease of the institution machinery and equipment, including computers, code 77.33;
  - 16.23. other accommodation activity, code 55.90;
  - 16.24. provision of other catering services, code 56.29;
  - 16.25. other, not elsewhere specified, activity of services characteristic of business, code 82.99.
17. The SMK shall also be able to engage in another educational, cultural and information activity, that does not contradict the laws of the Republic of Lithuania and the Statute.

### **CHAPTER III STRUCTURE OF THE SMK**

18. Implementing its goals that SMK shall choose organizational and management structure.
19. Structural divisions may be established in the SMK: departments, branches, centres, libraries, institutes and etc. The aims, tasks, structure, rights and responsibility of the SMK shall be established under the provisions of division activity, approved in the order established by the Statute.
20. Branch of the SMK (hereinafter – Branch) is a structural, academic division of the SMK, that is responsible for the organization of studies implemented in the groups of study fields, applied research and (or) art activity, assurance of the quality of academic activity.
21. A Branch shall operate in accordance with the SMK Statute and provisions, approved in the order established under the Statute.
22. The activity of a Branch shall be headed by a Head of a Branch, who shall be hired and dismissed in the order established under the Statute.
23. A branch shall implement functions, established under the provisions of the Branch.

### **CHAPTER IV THE ORDER OF ACCEPTING NEW STAKEHOLDERS**

24. New stakeholders of the SMK (hereinafter – Stakeholders) shall be accepted on the decision of the General Meeting of Stakeholders, on the receipt of an application of a stakeholder, who is selling his/her stake and an application of a person, wishing to become a stakeholder.
25. A decision shall be made on a simple majority of the votes of the meeting attendees. The decision of the General Meeting of Stakeholders shall also indicate the minimum amount of a contribution to the capital of Stakeholders, of the person, wishing to become a Stakeholder – the amount of money and (or) the worth of the tangible and (or) intangible assets, the composition and the term of transfer to the SMK as well as the number of votes of this Stakeholder in the General Meeting of Stakeholders.
26. A person wishing to become a Stakeholder shall submit an application to become a Stakeholder to the Director of the SMK (hereinafter – the Director) or a person authorized by the Director.
27. The person's application shall include data on him/her (name, surname of a natural person, personal number, place of residence or address for correspondence, title of a legal entity, legal form, code, address, name, surname of a representative), an expressed approval of the aims of aims of the SMK activity and an indicated amount of the person's planned contribution to the capital of Stakeholders. The amount shall not be less than the one established in the General Meeting of Stakeholders.
28. Shall the person's contribution to the capital of Stakeholders be foreseen to be made in a tangible or an intangible assets, a report on the assessment of the assets shall be submitted together with the application.
29. Shall the General Meeting of Stakeholders make a decision on accepting the new Stakeholder, the person shall become a Stakeholder after transferring to the SMK the contribution indicated in one's application.

### **CHAPTER V THE ORDER OF TRANSFERRING THE RIGHTS OF A STAKEHOLDER TO OTHER PERSONS**

32. A Stakeholder shall be able to sell or in any other way transfer his/her Stakeholder rights or their part to other persons (who shall not have the rights of a Stakeholder) only upon receipt

of a consent of the General Meeting of Stakeholders in the order established under the Statute.

33. A Stakeholder, selling his/her stake, shall submit to the Head of the Institution a written statement of the sales of his/her stake, indicating its size and price. The Head of the Institution, within 10 working days of the receipt of the statement shall have to inform all the stakeholders of the institution of the transfer of a part of the common property. Shall other stakeholders refuse their right of priority or shall they not implement this right within 10 working days of the receipt of the notification, the seller shall have a right to sell his/her stake to any person for the indicated price.
34. Shall the stake be sold by violating the right of priority to buy it, another Stakeholder shall have a right to request the cancellation of the transaction under the order from the court within three months.
35. A Stakeholder shall have to inform in written the Director, or an authorized person appointed by him/her, of the intention to transfer his/her Stakeholder rights to the third person, who is not a Stakeholder. The statement shall have to indicate the price, the receiver of the Stakeholder rights and other conditions for the transfer of Stakeholder rights. Stakeholders have the right of priority to acquire the sold Stakeholder rights. Upon the desire of several Stakeholders to acquire the transferred rights, the General Meeting of Stakeholders shall decide who will be granted a priority, in case Stakeholders themselves shall not be able to solve the issue on mutual agreement. Shall the agreement not be reached, the right to acquire the stake shall be granted to the Stakeholder who offers the higher price.
36. The General Meeting of Stakeholders shall have to give a consent or a refusal to transfer Stakeholder rights within 30 days of the receipt of a statement of an intention to transfer Stakeholder rights.
37. A person who has acquired Stakeholder rights shall submit a document, confirming the acquisition of Stakeholder rights to the Director or an authorized person.
38. Upon receipt of the document, confirming the acquisition of Stakeholder rights, the Director or an authorized person shall register the new Stakeholder and the value of his contribution to the SMK documents.
39. Upon acquisition of Stakeholder rights, the person shall become a Stakeholder since the moment indicated in the document that confirms the acquisition of stakeholder rights.
40. The number of Stakeholder votes when implementing his/her voting right in the General Meeting of Stakeholders, shall correspond to the number of the votes of the Stakeholder who passed the Stakeholder rights.

## **CHAPTER VI**

### **THE ORDER OF TRANSFERRING STAKEHOLDER CONTRIBUTIONS TO THE SMK**

39. Contributions of stakeholders shall be transferred to the SMK in the following order:
  - 39.1. Money shall be paid to the SMK account;
  - 39.2. Tangible and intangible assets shall be transferred to the SMK by drawing up a transfer-acceptance deed and following other requirements established by laws. The transfer-acceptance deed shall be signed by a person transferring the assets and the Director. Together with the transferred assets, the SMK also receives the assets assessment statement. Assessment of the assets shall be carried out on the funds of the person, transferring the assets.

## **CHAPTER VII THE SMK BODIES AND THEIR COMPETENCE**

40. The SMK shall have the following bodies:
  - 40.1. General Meeting of Stakeholders;
  - 40.2. a single person management body of the SMK – the Director;
  - 40.3. collegial public guardianship body – the Board;
  - 40.4. collegial academic self-government body – Academic Board.
41. The activity of Academic Board and the Board shall be regulated by their work regulations and the Statute.

### **THE GENERAL MEETING OF STAKEHOLDERS**

42. The General Meeting of Stakeholders shall:
  - 42.1. adopt and change the Statute;
  - 42.2. make decision on changing the headquarters of the SMK;
  - 42.3. appoint and dismiss the Director, sets the conditions of his/her employment contract;
  - 42.4. approve the strategy of the SMK activity;
  - 42.5. review the strategic plan of the SMK activity;
  - 42.6. monitor whether the activity carried out by the Director complies with the approved activity strategy;
  - 42.7. confirm the Board members;
  - 42.8. discuss and approve the plans of the SMK restructuring;
  - 42.9. set the order of managing and using the SMK funds (as well as funds for the salaries of the administration and other employees) and property managed by property law;
  - 42.10. discuss and approve the annual budget of the SMK and the budget implementation report;
  - 42.11. approve annual financial accountability;
  - 42.12. approve the SMK annual activity report;
  - 42.13. get acquainted with the SMK annual activity report presented by the Director;
  - 42.14. determine the information, which is presented to the society on the SMK activity;
  - 42.15. make a decision on the transfer, rent of a long-term property belonging to the SMK on the right of ownership, as well as transfer under a contract of commodate or mortgage;
  - 42.16. make a decision concerning the SMK reorganization and approval of the conditions of reorganization;
  - 42.17. make a decision to restructure the SMK;
  - 42.18. make a decision to liquidate the SMK or cancel its liquidation;
  - 42.19. appoint and dismiss a liquidator in the cases set by the Law on Public Institutions of the Republic of Lithuania (hereinafter – Law on Public Institutions);
  - 42.20. set the order of the internal control of the SMK;
  - 42.21. make a decision concerning audit in the SMK and choose audit company;
  - 42.22. make decisions concerning admission of new Stakeholders;
  - 42.23. set the prices and tariffs of studies, the provided services or the rules of setting them;
  - 42.24. confirm transactions (including reception and provision of charity and support), the worth of which is equal or exceeds 50000 EUR (fifty thousand Euros) amount, and transactions of lower worth, shall the Director present transactions for approval.
  - 42.25. solve other issues, attributed to the competence of the General Meeting of Stakeholders in the Law on Public Institutions.

43. Decision of the General Meeting of Stakeholders shall be made by the simple majority of the votes of Stakeholders, who participate in the General Meeting of Stakeholders, except the cases indicated in the Statute, that are solved by making decisions, following at least 2/3 of all the votes of Stakeholders, participating in the General Meeting of Stakeholders.
44. Shall the SMK belong to a single Stakeholder, he/she shall be called the owner of the SMK. The provisions of the Law on Public Institutions and the SMK Statute, that are applied to Stakeholders, shall be applied to the owner of the SMK as well.
45. The General Meeting of Stakeholders shall be able to make decisions, if more than ½ of all the Stakeholders participate in the meeting. Shall there be no quorum, then a repeated General Meeting of Stakeholders shall have to be organized within 15 days, that shall have a right to make decisions on the issues in the agenda of the missed General Meeting of Stakeholders, irrespective of the number of Stakeholders, participating in the repeated General Meeting of Stakeholders.
46. A Stakeholder shall have a right to authorize another person to vote for him/her in the General Meeting of Stakeholders or carry out other legal actions. Authorization of a Stakeholder – a legal entity – shall have to be approved by a signature and a stamp of the head of a legal entity, if he/she must have a stamp, and authorization of a natural person shall have to be notarized.
47. The Director or a person authorized by the Director shall be responsible for calling the General Meeting of Stakeholders. The Director or his/her authorized person shall have to inform in written every Stakeholder no later than 10 working days before the day of the General Meeting of Stakeholders of the called General Meeting of Stakeholders, by sending a registered letter on the address that the Stakeholder has indicated to the SMK, or by by handing over the notice under signature or by means of electronic communications. Together with the statement of the called General Meeting of Stakeholders all documents discussed on the issues of agenda shall have to be submitted shall they be necessary in order to make decisions, and decision projects on every issue of agenda. The General Meeting of Stakeholders may be called without following the term, shall it get a written consent of all Stakeholders.
48. General Meetings of Stakeholders shall have to be recorded, however the record may not be written shall all the Stakeholders given a written consent.

## **THE DIRECTOR**

49. The Director
  - 49.1. The Director shall have to get a consent of the General Meeting of Stakeholders for all transactions (including reception or provision of charity and support), the worth of which shall be equal or shall exceed the amount of 50000 EUR (fifty thousand Euros).
  - 49.2. shall manage the SMK, shall act on behalf of the SMK and shall represent it;
  - 49.3. shall make offers to the General Meeting of Stakeholders concerning the SMK Statute;
  - 49.4. shall implement the SMK activity strategy;
  - 49.5. shall prepare and submit for review of the General Meeting of Stakeholders a strategic plan of the SMK activity;
  - 49.6. shall set annual goals of the SMK;
  - 49.7. shall organize the SMK activity, ensuring the implementation of strategic activity plans;
  - 49.8. shall issue orders;

- 49.9. shall implement and monitor the projects, innovative activities implemented in the SMK;
  - 49.10. shall set the principles of selecting and assessing the SMK administration and other employees;
  - 49.11. shall be responsible for the compliance of the SMK activity with the laws of the Republic of Lithuania, the Statute, other legal acts;
  - 49.12. shall appoint heads of divisions, activities and branches, shall hire and dismiss other employees of the SMK;
  - 49.13. shall make offers to the General Meeting of Stakeholders concerning the study price, the services and works provided;
  - 49.14. shall submit for the approval of the General Meeting of Stakeholders and shall publish the annual report on the activity of the SMK;
  - 49.15. shall make offer concerning members of the Board to the General Meeting of Stakeholders;
  - 49.16. shall introduce the Academic Board to the annual report on the SMK activity;
  - 49.17. shall represent the SMK in the Conference of the Lithuanian College Directors;
  - 49.18. shall form the commission of the selection competition of entrants, admits and eliminates students in the order established under the Statute;
  - 49.19. shall promote employees and students, shall impose disciplinary penalties and shall inform thereof in the cases foreseen under the laws;
  - 49.20. shall be in charge of the SMK financial activity, a proper management and usage of assets and funds;
  - 49.21. shall be in charge of an efficient usage of the available material basis;
  - 49.22. shall take care of the quality of studies organized in the SMK and the level of higher education provided by the SMK;
  - 49.23. shall set the number of lecturers, administration and other employees, their rights and duties as well as work payment terms, that shall not contradict the valid legal acts;
  - 49.24. shall approve the composition of the Academic Board;
  - 49.25. shall approve the Study Regulation after assessing the offers of the Academic Board;
  - 49.26. shall confirm Student Admission Rules;
  - 49.27. shall appoint heads of study programmes and approve the composition of academic divisions;
  - 49.28. shall approve the provisions of using the emblems, flags and other attributes of the SMK and its Branches, as well as other divisions;
  - 49.29. shall inform the society of the SMK activity assessment results;
  - 49.30. upon receiving the consent of the General Meeting of Stakeholders, shall make decisions to establish Branches and representations, terminate their activities, approve provisions of the Branches and representations.
50. On the order of the Director, a part of his/her functions, except the ones that in accordance with laws and other legal acts must be carried out by the Director himself/herself, shall be able to assign for employees responsible for separate areas.
51. Shall the annual activity report of the SMK presented by the Director be acknowledged unsuitable by the majority of the votes of all the members of the General Meeting of Stakeholders, the Director, in the order established by legal acts shall be dismissed from office on the majority of votes of the members of the General Meeting of Stakeholders.

## **THE BOARD**

52. The Board shall:
- 52.1. consider and make offers concerning strategic fields and development;

- 52.2. maintain and strengthen the SMK accountability and connection with the society, labour market and social partners, inform the society of the results of implementing the SMK strategic activity plan;
- 52.3. take care of the support for the SMK;
- 52.4. follow, how the SMK contributes to the economic, cultural and social development of the region through the implementation of its tasks and strategy.
- 53. The Board shall consist of 21 member.
- 54. The Board shall be formed for a period of 3 years.
- 55. On the majority of votes of all members the Board shall elect the Chairperson of the Board from its members and recall him/her. A student or a person, belonging to the staff of the SMK shall not be the Chairperson of the Board.
- 56. The Director shall participate in the meetings of the Board with the right of an advisory vote.
- 57. The Board shall make decisions on the majority of votes of the members participating in the meeting. Meetings of the Board shall be legal, if at least two thirds of its members are present.

### **THE ACADEMIC BOARD**

- 58. The Academic Board shall:
  - 58.1. consider and make offers to the Director concerning the Study Regulation;
  - 58.2. approve study programmes and make offers to the Director concerning the restructuring of the SMK, necessary to implement the study programmes;
  - 58.3. assess the results of the carried out research and set the priority fields of the SMK science, technology experimental development and innovation activity as well as assess the quality and results of their implementation;
  - 58.4. approve the internal system of assuring study quality and control its implementation;
  - 58.5. determine the qualification requirements for positions of lecturers and scientific staff;
  - 58.6. set and approve the order of organizing assessment of lecturers and scientific employees and competition for office;
  - 58.7. call the meetings of the SMK academic community for discussing important issues of the SMK activity;
  - 58.8. confer honors and other names in accordance with the established procedure;
  - 58.9. consider and make offers to the General Meeting of Stakeholders concerning the vision and mission of the SMK;
  - 58.10. consider and make offers to the General Meeting of Stakeholders concerning the modifications of the Statute;
  - 58.11. prepare and approve the Code of Academic Ethics;
  - 58.12. prepare and approve the Labour Regulation of the Academic Board;
  - 58.13. form dispute commission and approve the provision of its activity.
- 59. The Academic Board shall be the body of managing academic affairs of the SMK. The tenure of the Academic Board – 3 years. The Academic Board shall consist of 21 member.
- 60. The Academic Board shall be formed following the order established in the Labour Regulation of the Academic Board of the SMK.
- 61. A chairperson of the Academic Board shall be elected from the members of the Academic Board by a simple majority of votes. The Director shall not be the Chairperson of the Academic Board.
- 62. Decisions of the Academic Board, made in the limits of its competence, shall have to be implemented by all employees of the SMK, the lecturers and students.
- 63. The Academic Board shall inform the academic community of the SMK of its decisions and shall account for its activity once a year.



## **CHAPTER VIII STUDIES, SCIENCE AND ART**

64. The SMK study system, conditions, organization and implementation shall be regulated by the Law on Science and Studies, the Statute and Study Regulation.
65. Studies in the SMK shall be implemented in accordance with degree study programmes and non-degree study programmes. Studies can be full-time, session or part-time.
66. Studies in the SMK shall be implemented in accordance with higher education college study programmes, included in the Register of Studies, Teaching Programmes and Qualifications. The SMK study programmes shall be registered in the order established by the Ministry of Education and Science.
67. The SMK may implement joint study programmes with other higher education institutions, upon graduation from which a joint qualification degree is awarded. Joint qualification degree shall be awarded when the study programme is implemented by at least 2 higher education institutions, usually from different countries.
68. The SMK shall be able to implement study programmes, upon graduation from which a double qualification degree is awarded. A double qualification degree shall be awarded when a study programme, next to the requirements for the main study field shall comply with the minimum requirements for another study field.
69. In order to satisfy the needs of the society and economy, the SMK shall be able to organize training programmes to requalify persons, to raise their qualification, to improve professional skills.
70. The SMK shall may provide students with conditions to study in accordance with an individual study programme, formed in the order established by the SMK.
71. The SMK may account credits, obtained in other Lithuanian and foreign higher education institutions in the order established by the Study Regulation.
72. The order of admitting persons to college study programmes shall be established under the Student Admission Rules.
73. Studies in the SMK shall be paid. A study contract shall be concluded with every student for the entire period of studies.
74. The SMK administration may reduce or exempt very good learners from tuition fee as well as socially supported, socially active students and those from vulnerable social groups.
75. The SMK shall organize practical teaching of students by concluding contracts with companies, institutions and organizations, that have a corresponding basis and are able to ensure the teaching.
76. The SMK shall have a right to carry out scientific research and implement applied scientific activity in accordance with the contracts with the Lithuanian and foreign natural persons and legal entities, as well as to participate in international research programmes.
77. The SMK shall develop applied scientific research and professional art.
78. The SMK shall ensure the unity of science, art activity and studies. The unity of science, art and studies in the SMK shall be ensured through a close connection with practice – participation of lecturers and students in applied scientific research and works of experimental, social, cultural development on the orders of business, industry and other organizations, in the projects of regional development, consultation activity.
79. The fields and topics of applied scientific research, art activity shall be established by the SMK, taking into account the qualification of the SMK science, art staff, the available financial resources, the needs of studies and clients. The SMK shall promote the development of thematic projects, shall carry out applied scientific research on the orders of institutions in private and public sectors.

80. The results of applied scientific research and art activity shall be published (online and in other ways), as much as it does not contradict the legal acts, that regulate the protection of intellectual property and commercial, state or official secrets.
81. The SMK shall promote the dissemination of science (art), shall organize student scientific and practical conferences, seminars, competitions.
82. The SMK shall publish sets of scientific works, scientific, methodological, teaching literature.
83. The SMK may organize short studies and vocational teaching in the order established under laws.

## **CHAPTER IX ACADEMIC COMMUNITY**

84. The academic community shall consist of the SMK students (hereinafter – Students), the SMK lecturers (hereinafter – Lecturers), scientific employees (hereinafter – Scientific Employees), other researchers and professors emeritus and other employees, who directly participate in scientific and (or) study activity (hereinafter referred to collectively – Academic Community).
85. Members of the Academic Community shall be guaranteed academic freedoms, that include
  - 85.1. freedom of expression;
  - 85.2. freedom of the methods of science, art and pedagogical activity and access choice, that complies with the recognized principles of ethics;
  - 85.3. protection against restrictions and sanctions for the publication of the results and beliefs of their research, except the cases, when the published information shall be a state or official secret and (or) violation of the laws of the Republic of Lithuania.
86. Members of the Academic Community shall be guaranteed rights, that include
  - 86.1. copyrights of creation and intellectual work, established under laws of the Republic of Lithuania and under international contracts;
  - 86.2. equal rights to participate in competitions;
  - 86.3. impartial and public reviewing of scientific works.
87. The Academic Community shall use academic freedoms and rights, shall follow the SMK Code of Academic Ethics, which according to the recommendations of the Controller of Academic Ethics and Procedures, shall be prepared and approved by the Academic Board.

## **CHAPTER X THE SMK STAFF**

88. The SMK staff shall consist of Lecturers, Scientific Employees, administration (hereinafter – Administration) and other employees (hereinafter referred to collectively – the SMK Staff).
89. Labour relations and social guarantees of the SMK Staff shall be established by the legal acts of the Republic of Lithuania and the Statute.
90. The Director shall have a right to invite to work employees from science and study institutions in Lithuania and other countries, as well as specialists of business, finance and other areas of economy.
91. In the order established under the Statute, the SMK shall set the system of the SMK Staff salaries. Payment for work in the order established under laws shall take into account the qualification, the volume of works and results.
92. Responsibilities of the SMK staff:
  - 92.1. to follow the laws of the Republic of Lithuania and the Statute;
  - 92.2. to implement the documents approved by the management bodies of the SMK and the decisions of the Academic Board;

- 92.3. to implement the requirements of staff regulation and the responsibilities foreseen under employment contract;
- 92.4. follow ethical norms.
- 93. Beside the responsibilities indicated in Clause 96 of the Statute, Lecturers and Scientific Employees shall have to follow the Code of Academic Ethics.
- 94. A Lecturer shall be a person, who educates and teaches Students. Lecturers shall be hired and dismissed in the order established by the Director.
- 95. Rights of Lecturers:
  - 95.1. to choose freely the ways and forms of organizing pedagogical activity;
  - 95.2. to participate in the activity of the SMK self-government institutions;
  - 95.3. to raise qualification in Lithuania and abroad, to prepare for doctoral studies;
  - 95.4. to make offers concerning the improvement of study programmes and study organization;
  - 95.5. to use the material technical basis and teaching tools of the SMK;
  - 95.6. to get acquainted with the documents, that regulate the SMK activity, the decisions of the administration and self-government institutions;
  - 95.7. to join trade unions, clubs, public organizations, movements, the activity of which does not contradict the laws of the Republic of Lithuania.
- 96. Responsibilities of Lecturers:
  - 96.1. to follow the requirements of the Law on Science and Studies, the Statute, Duty Provisions of a Lecturer, other legal acts and Rules of the Internal Order of the SMK;
  - 96.2. to implement the orders of the Director and decisions of the SMK self-government institutions;
  - 96.3. to participate in scientific applied, consultation and methodological activity;
  - 96.4. to prepare and improve programmes of the taught course units;
  - 96.5. to systematically cumulate subject and pedagogical knowledge, to develop one's qualification;
  - 96.6. to provide Students with the latest knowledge, to form the necessary skills, to follow the norms of pedagogical ethics, to respect the members of the SMK community;
  - 96.7. to objectively assess the knowledge of Students.
- 97. Lecturers and Scientific Employees shall be able to carry out scientific applied and other research activity in the order established by the Director.
- 98. Administration – specialists, who shall ensure the implementation of academic and financial economic activity of the SMK.
- 99. Administration shall perform the administrative functions of the SMK divisions, shall carry out the tasks of scientific research and experimental (social, cultural) development, economic activity.
- 100. Besides administrative responsibilities, a member of Administration shall be able to do a pedagogical and (or) scientific job.
- 101. The activity of Administration shall be based on the Administration Work Regulation, provisions of divisions and staff regulations.

## **CHAPTER XI STUDENTS AND UNCLASSIFIED STUDENTS**

- 102. Students shall be persons who study in the SMK in accordance with degree college study programmes.
- 103. Unclassified Students shall be persons, who study in the SMK in accordance with non-degree, requalifying study programmes and persons, who study separate study modules

- (course units) as well as those, who study in accordance with informal education programmes (hereinafter – Unclassified Students).
104. Study terms for Students and Unclassified Students, their rights and duties shall be established in their contracts with the SMK.
  105. Students shall be issued a corresponding form student ID in the order approved by the Ministry of Education, Science and Sport.
  106. Students shall have a right
    - 106.1. to study in accordance with the selected study programme;
    - 106.2. to offer the topic of one's final thesis or choose from the offered topics;
    - 106.3. to use classrooms, library, labs, study equipment and tools during studies;
    - 106.4. to assess the quality of teaching course units and study provision;
    - 106.5. to terminate and renew studies in the Order established under the Study regulation;
    - 106.6. to get the information related to studies;
    - 106.7. to freely express their ideas and attitudes;
    - 106.8. to participate in the SMK self-government;
    - 106.9. to elect Student Representation and be elected to it;
    - 106.10. to freely join clubs, societies, student social organizations;
    - 106.11. to participate in the scientific research, technical, creative, art activity of the SMK;
    - 106.12. to apply to a corresponding commission, concerning the violations of rights and legal interests;
    - 106.13. to get scholarships from sponsors;
    - 106.14. to get any other support, that is provided in the order established by the Government;
    - 106.15. to participate in international academic exchange;
    - 106.16. to use the rights established under laws of the Republic of Lithuania, the Statute and other legal acts.
  107. Responsibilities of Students:
    - 107.1. to study diligently in accordance with a selected study programme (programmes);
    - 107.2. to carry out tasks foreseen under study programme and obligations established under study contracts;
    - 107.3. to follow the Law on Science and Studies, the Statute, the Study Regulation, other legal acts and requirements of the Internal Order Rules of the SMK;
    - 107.4. to fulfill the legal requirements of the SMK Lecturers, the decisions of the SMK self-government institutions, the orders and decisions of the managing bodies of the SMK;
    - 107.5. to follow the Code of Academic Ethics, that is approved by the Academic Board;
    - 107.6. to respect the members of the SMK academic community, administration and other employees, to represent the SMK properly;
    - 107.7. to preserve the property of the SMK.
  108. For the violations of Student responsibilities, the SMK shall have a right to impose the following disciplinary penalties on Students: note, reprimand, a severe rebuke, elimination from the SMK.
  109. Disciplinary penalties shall be imposed on the order of the Director.
  110. Shall the disciplinary penalty be imposed on a member of Student Representation, a consent of Student Representation must be received, except the cases, when a disciplinary penalty shall be imposed for a failure to fulfill study programme requirements. Shall a consent of Student Representation be not received, a disciplinary penalty on its member can be imposed on the consent of the Academic Board.
  111. Students may be expelled from the SMK, shall they
    - 111.1. roughly violate the Statute and the legal acts that regulate the internal order;
    - 111.2. fail to fulfill the requirements established under the study programme;

- 111.3. fail to return from academic leave or study break;
- 111.4. have financial debts to the SMK.
- 112. Student interests in the SMK shall be represented by the Student Representation, and in case there is no Student Representation – the General Meeting of Students (Conference). Representatives delegated by Students and elected on the majority of votes in the General Meetings of Students shall participate in a Student conference. Student Representation shall consist of Students, elected in the General Meeting of Students (Conference).
- 113. In its activity Student Representation shall follow the Law on Associations of the Republic of Lithuania, other legal acts, the Statute and regulations of Student Representation, approved during the General Meeting of Students (conference). The activity of Student Representation shall be based on the principles of legality, democracy, publicity, transparency, honesty, collegiality and self-governance.
- 114. A General Meeting of Students (Conference) shall be legal if more than half of all Students (all delegates) participate. Decisions of the General Meeting of Students (Conference) shall be considered to have been made if more than half of the participated Students vote for them.
- 115. The order of delegating Students to other self-government institutions of the SMK shall be established under regulations of Student Representation. Representatives of Students shall participate in the activity of other self-government institutions with the deciding vote.
- 116. The SMK shall be able to allocate funds for financing the activity of Student Representation. Student representation shall account for the funds, allocated by the SMK, in the order established under the SMK accounting policy and Regulations of Student Representation.
- 117. Student Representation, and if there is none, the General Meeting of Students (Conference) shall have a right
  - 117.1. to get information and explanations from the SMK administration, the SMK self-government institutions and divisions on all issues of studies;
  - 117.2. to express their opinion on all issues of concern to students and on the majority of the votes of its members to request the SMK self-government institutions to reconsider the decisions made. A written request shall have to be submitted together with the extract from the minutes of Student Representation meeting.
- 118. Student Representation shall be able to join associations or other unions in the order established under laws, as well as to participate in the activity of international student organizations.

## **CHAPTER XII**

### **ASSURANCE OF SCIENTIFIC, ART ACTIVITY AND STUDY QUALITY**

- 119. The SMK shall be responsible for the quality of scientific, art activity and studies implemented in the SMK.
- 120. The quality of scientific (art) activity shall be assured through the Internal Quality Assurance System of the SMK, external assessment and accreditation of study programmes as well as external assessment and (or) accreditation of the SMK.
- 121. Internal Quality Assurance System of Activity in the SMK shall be based on the provisions and guidelines of the European Higher Education Quality Assurance, the strategy and tools of improving activity quality, approved by the Academic Board, that help ensure the quality of the provided higher college education.
- 122. The SMK shall constantly publish in the website and other ways the latest quantitative and qualitative information of the implemented study programmes, the awarded higher education qualifications, science and art activity, self-assessment results, the opinion of Students, graduates and other parties of interest of the study quality, the assessments of the SMK

activity carried out by recognized institutions, graduate career indicators and other data for the society to get an accurate and impartial information of studies in the SMK.

123. The SMK shall constantly carry out self-assessment of science, art activity and studies.
124. Quality assessment of the SMK activity shall be carried out in accordance with areas of activity and shall be based on the criteria of the compliance of the activity with the SMK mission, international level of science and studies, compliance of the assessment of learning outcomes with the established requirements, the criteria of the efficiency of using state funds and fulfilment of the requirements of academic ethics and procedures.

### **CHAPTER XIII THE ORDER OF ESTABLISHING BRANCHES AND REPRESENTATIONS AND TERMINATION OF THEIR ACTIVITY**

125. The decisions to establish branches and representations, to terminate their activity shall be made, as well as provisions of Branches and representations shall be approved by the Director, upon the receipt of a consent of the General Meeting of Stakeholders.

### **CHAPTER XIV THE ORDER OF PRESENTING DOCUMENTS AND OTHER INFORMATION ON THE SMK ACTIVITY TO THE STAKEHOLDERS.**

126. Shall a Stakeholder in written request, the Director in no later than 7 days after the day of the receipt of the request must provide the Stakeholder with a possibility to get acquainted with documents of the SMK activity and present the available information of the SMK activity. The term for the provision of the information and/or documents may be reasonably prolonged on the initiative of the Director, informing in written thereof the General Meeting of Stakeholders.
127. Documents of the SMK activity and (or) any other information, that a Stakeholder shall request, or the information indicated in Chapter XVI of the Statute, that the Stakeholder must obtain, shall be sent in a registered letter to the address, that the Stakeholder has indicated to the SMK, or shall be delivered under signature, or by means of electronic communications.
128. The Director shall be responsible for the presentation of information to the SMK Stakeholders.
129. The SMK activity documents, their copies or any other information shall be presented to the Stakeholders gratuitously.

### **CHAPTER XV THE ORDER OF PUBLISHING NOTICES AND ANNOUNCEMENTS**

130. Shall the SMK notices have to be published, they are announced in the e-publication of the State Company Centre of Registers “Public Notices of Legal Entities”.
131. Other notices of the SMK to the Stakeholders and other persons shall be sent in a registered letter or shall be delivered under signature, or by means of electronic communications.
132. The Director shall be responsible for a timely sending of notices or their delivery.

### **CHAPTER XVI THE ORDER OF PRESENTING INFORMATION OF THE SMK ACTIVITY TO THE SOCIETY**

133. Public information of the SMK activity shall be published in the website of the SMK, in the published SMK newspapers, information booklets.

**CHAPTER XVII**  
**THE ORDER OF THE STATUTE APPROVAL AND AMENDMENTT**

134. The SMK Statute shall be amended in the order established under Law on Public Institutions.

**CHAPTER XVIII**  
**THE SMK REORGANIZATION AND LIQUIDATION**

135. The SMK shall be reorganized and liquidated in the order established under the Civil Code of the Republic of Lithuania and the Law on Public Institutions.

The thirteenth of June two thousand twenty-two  
The authorized person The Director

Viktorija Palubinskienė