

**REGULATIONS OF THE ETHICS COMMISSION  
OF VYTAUTAS MAGNUS UNIVERSITY**

**CHAPTER 1  
GENERAL PROVISIONS**

1. The Regulations of the Ethics Commission (hereinafter referred to as the “Commission”) of Vytautas Magnus University (hereinafter referred to as “VMU”) (hereinafter referred to as the “Regulations”) shall regulate the formation, competence and organisation of work of the Commission.
2. In its activities, the Commission shall be guided by the Constitution of the Republic of Lithuania, VMU Statute, the Code of Academic Ethics of VMU (hereinafter referred to as the “Code”), VMU Study Regulations, the Law on Higher Education and Research of the Republic of Lithuania, other laws of the Republic of Lithuania, and these Regulations.

**CHAPTER 2  
FORMATION AND COMPOSITION OF THE COMMISSION**

3. The Commission shall be composed of 11 (eleven) members.
4. The Commission shall be formed by order of the Rector of VMU with the approval of the Rector’s Council. When forming the Commission from members who are VMU teachers and/or research (art) staff, the Chairperson of the Commission and his/her deputy shall be appointed.
5. Members of the Commission shall have equal rights, except in cases where, pursuant to these Regulations, the Chairperson of the Commission has a casting vote.
6. Members of the Commission shall be appointed for a term of office of two (2) years and may serve for no more than three (3) consecutive terms.
7. Only persons of impeccable reputation may be appointed to be members of the Commission.
8. Persons who have been appointed to be members of the Commission must sign a pledge of confidentiality and a declaration of impartiality (Annex No. 1), the forms of which are established by the Rector of VMU or his/her authorised person.
9. A member of the Commission may be dismissed from his/her position before the expiry of his/her term of office if he/she commits a violation of academic ethics or any other violation incompatible with the position of the member of the Commission. The decision on the dismissal of a member of the Commission shall be adopted by the Rector of VMU.
  - 9.1. In the event of the resignation of a member of the Commission from his/her employment at VMU, or his/her request to resign from his/her position as a member of the Commission, or his/her dismissal in accordance with Clause 9 of the Regulations, the Rector of VMU, with the approval of the Rector’s Council, shall appoint a new member for the remainder of the term of office. In such a case, the term of office of the new member of the Commission shall not exceed the term of office of the present Commission.
10. The material and organisational conditions necessary for the activities of the Commission shall be ensured by the Rector of VMU.
11. The Secretary of the Commission shall be appointed by order of the Rector.

11.1. The Secretary of the Commission shall not be a member of the Commission, but in exceptional cases a member of the Commission may be appointed to this position.

11.2. The Secretary of the Commission, who is not a member of the Commission, shall be subject to the requirements set out in Clauses 7 and 8 of the Regulations.

11.3. The Secretary of the Commission shall be required to attend meetings of the Commission. If the Secretary of the Commission is not able to attend a meeting, a member of the Commission appointed by the Chairperson of the Commission shall act as the Secretary of the Commission.

### **CHAPTER 3 STUDENT REPRESENTATIVES**

12. Two of the members of the Commission, as set out in Clause 3 of the Regulations, shall be VMU student representatives.

13. Student representatives shall be VMU students of any study form, field or cycle.

14. Student representatives shall be delegated to the Commission by VMU Student Representative Council and dismissed by the Rector of VMU.

14.1. Student representatives may be dismissed on the grounds set out in Clause 9 of the Regulations.

15. The number and duration of the term of office of student representatives shall coincide with the term of office of the Commission as set out in Clause 6 of the Regulations.

15.1. In cases where a student representative is not delegated at the beginning of the term of office of the Commission, the term of office of the new student representative shall not exceed the term of office of the present Commission.

16. A student representative may not be appointed as the Chairperson, his/her deputy or the Secretary of the Commission.

17. Student representatives shall be subject to the same rights and obligations as other members of the Commission as set out in the Code and these Regulations, including, but not limited to, the requirements set out in Clauses 7 and 8 of the Regulations.

### **CHAPTER 4 THE AREA OF THE COMMISSION'S ACTIVITIES**

18. The tasks of the Commission shall be as follows:

18.1. to investigate reports of possible violations of the Code objectively and in a timely manner and to take decisions;

18.2. to provide information to VMU community on issues of academic ethics, acquaint them with the latest trends and developments, and to regularly carry out educational and preventive activities in the field of academic ethics;

18.3. to make recommendations and proposals to the management bodies of VMU on the fostering of academic ethics;

18.4. to consider proposals for improving the Code, to initiate its amendments, and to submit them to VMU Senate for approval.

19. Once a year, the Commission shall present its annual report at VMU Rector's Council. The Chairperson and the Secretary of the Commission shall be responsible for the preparation of the report.

## CHAPTER 5 ORGANISATION OF THE WORK OF THE COMMISSION

20. The form of work of the Commission shall be meetings organised upon receipt of a report specified in Clause 18.1 of these Regulations, or for the purpose of addressing other tasks set out in Clause 18.

21. Meetings of the Commission shall be convened and chaired by the Chairperson of the Commission. If the Chairperson of the Commission withdraws due to circumstances provided in Clause 22 of these Regulations or is not able to attend the meeting, the meeting shall be convened and chaired by a deputy chairperson of the Commission or, in case of his/her absence, by another member appointed by the Chairperson of the Commission.

22. A member of the Commission shall be obliged to withdraw from the issues discussed during the meeting under at least one of the following circumstances:

22.1. the issue under discussion is directly related to the member of the Commission;

22.2. the issue under discussion is related to persons with whom the member of the Commission is related by marriage, partnership, close family ties or guardianship;

22.3. the member of the Commission, his/her spouse (cohabitant) or his/her close relatives have a direct or indirect interest in the outcome of the decision of the issue under discussion;

22.4. there are other circumstances which raise doubts about the impartiality of the member of the Commission.

23. The report may be submitted to the Commission no later than one month from the date when the possible violation of academic ethics was committed or came to light. This deadline may be extended by the decision of the Commission in the presence of valid reasons for missing the deadline and in the presence of a reasoned request of the reporting person, provided that no more than 6 (six) months have passed since the date on which the possible violation was committed or came to light.

24. Reports to the Commission shall be submitted by email to the Chairperson of the Commission or by email to [info@vdu.lt](mailto:info@vdu.lt).

25. The report shall be submitted in accordance with the report form established by the Commission (Annex No. 2) and shall include the following:

25.1. the name, surname, email address and telephone number of the reporting person; if the reporting person is a member of VMU community, the report shall also include the reporting person's status at VMU (student, teacher, etc.), the unit where the reporting person is working or studying, and the email address provided to the reporting person by the University;

25.2. the principle and standard of the Code that may have been violated, a description and commentary on the possible violation, presenting all the circumstances of the violation (time, place, etc.), and the members of VMU community suspected of having committed the violation (hereafter referred to as the "Subjects of the Report");

25.3. documents supporting the report;

25.4. the signature of the reporting person.

26. Anonymous reports and reports that do not comply with the requirements set out in Clause 25 shall not be considered.

27. The Commission must examine the received report and take a decision no later than within 40 (forty) calendar days from the date of its receipt at the email address specified in Clause 24 of the Regulations. The deadline specified in this Clause shall not include the period of regular summer holidays granted to students or teachers.

28. The Subjects of the Report shall be informed about the reporting person and the content of the report. At the reasoned request of the reporting person, the Commission may decide not to disclose the reporting person's identity to the Subjects of the Report, but is obliged to inform them of the content of the report.

29. Meetings of the Commission shall be closed, except in cases where the members of the Commission, the reporting person and the Subjects of the Report agree on a public examination of the report.

30. The Commission must provide conditions for the reporting person and the Subjects of the Report to be heard. This right may be exercised in writing or orally by decision of the Commission.

30.1. The Commission may also address other persons and institutions relevant to the assessment of the circumstances of the report.

30.2. Members of VMU community contacted by the Commission in order to clarify the circumstances set out in the report shall be obliged to provide the Commission with all known information and available documents (data).

30.3. The Commission shall ensure the protection of confidential information in cases specified in Clauses 30.1 and 30.2 of the Regulations.

31. Minutes of the meetings of the Commission shall be drafted and the minutes shall be signed by the Chairperson of the Commission (in his/her absence by the Chairperson of the meeting) and the Secretary of the Commission. If necessary, an audio recording of the meeting may be made during the meeting of the Commission. The minutes and audio recordings of the Commission meetings shall be stored in accordance with VMU Procedure for Storing Data and Documents.

## **CHAPTER 6 COMMISSION DECISIONS**

32. Upon examining the report, the Commission shall by decision:

32.1. establish the fact of presence or absence of a violation of the Code;

32.2. upon establishing that the conduct in question was close to a violation of the Code, recommend the Subjects of the Report to avoid certain conduct in the future;

32.3. upon establishing that a violation of the Code has been committed, and taking into account the gravity of the violation and the previous violations of academic ethics of the Subject of the Report, provide recommendations to the Rector of VMU to impose one or more of the sanctions provided for in the Code, and, if necessary and with appropriate justification, the sanctions not provided for in the Code. The Rector of VMU may also address other administrative units of VMU with regard to the application of sanctions within their competence.

33. The Commission may also take other decisions at the meeting which fall within its competence in accordance with Clause 18 of the Regulations.

34. Decisions of the Commission shall be deemed lawful if they are adopted at a meeting attended by at least six (6) members of the Commission.

35. Decisions of the Commission shall be adopted by a simple majority of votes of members of the Commission attending the meeting. In the event of an equal distribution of votes, the Chairperson of the Commission (or, in his/her absence, the Chairperson of the meeting) shall have the casting vote.

36. The decisions of the Commission shall be recorded in the minutes of the Commission. The minutes, signed by the Chairperson of the Commission (in his/her absence, by the Chairperson of the meeting) and the Secretary of the Commission, shall be handed over to the Rector of VMU and the corresponding extracts shall be sent to the reporting person and the Subjects of the Report by email no later than 5 (five) working days after the adoption of the decision.

37. Decisions of the Commission shall be final and not subject to appeal.

## **CHAPTER 7 FINAL PROVISIONS**

38. The documents of the work of the Commission shall be collected and stored in accordance with the procedures laid down by VMU.

39. The composition of the Commission, its contact details, and the main documents on the organisation of its work shall be published on VMU website.

40. The Regulations, their amendments and additions shall be approved by the Rector of VMU.

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## **AGREEMENT OF CONFIDENTIALITY AND IMPARTIALITY**

\_\_\_\_\_ (day) \_\_\_\_\_ (month) 20\_\_\_\_ (year) No. \_\_\_\_\_  
Kaunas

Vytautas Magnus University, legal entity code 111950396, address K. Donelaičio g. 58, Kaunas (hereinafter referred to as the “University”), represented by Rector Prof. Juozas Augutis, acting pursuant to authority granted by the Statute of the University, and

\_\_\_\_\_, personal identification number / date of birth \_\_\_\_\_ (hereinafter referred to as the “Member of the Commission”),

hereinafter jointly referred to as the “Parties” and each individually as the “Party”, have entered into the following Agreement of Confidentiality and Impartiality (hereinafter referred to as the “Agreement”) and agree:

### **1. SUBJECT OF THE AGREEMENT**

1.1. The parties share a common purpose under this Agreement to ensure the protection of confidential information (hereinafter referred to as “Information”) which a member of the Commission becomes aware of in the course of his/her service as a member of the University’s Commission of Ethics (hereinafter referred to as the “Commission”).

### **2. DISCLOSURE**

- 2.1. Information may be disclosed in the following ways:
- 2.1.1. in writing;
  - 2.1.2. by handing over items;
  - 2.1.3. by providing access to the Information (e.g., scientific results in various forms, databases, etc.);
  - 2.1.4. through means of verbal or visual presentation.
- 2.2. All Information received in the course of the work of the Commission shall be treated as confidential, except where the relevant Information is marked as non-confidential.

### **3. OBLIGATIONS**

3.1. The Member of the Commission confirms that he/she is aware that the Information provided to him/her is the property of the University. In support of the University’s efforts to maintain the confidentiality of the Information, the Member of the Commission shall undertake:

3.1.1. to keep the Information received confidential, not to destroy, damage, lose, disclose or create conditions for it (in whole or in part) to be intentionally or unintentionally disclosed to any other person without the written consent of the University or its responsible representative (except in cases where the Information is required to be provided in accordance with the procedure laid down in the legislation of the Republic of Lithuania);

3.1.2. to use University Information only for the purpose for which it was disclosed;

3.1.3. not to copy or reproduce the Information or any part of it in any form or by any means, except when it is necessary for the implementation of the purpose for which the Information was provided.

3.2. The Member of the Commission may disclose the Information to:

3.2.1. other members of the Commission and Commission staff (e.g. the Secretary of the Commission, and the University's Principal Lawyer) who require to know it;

3.2.2. any other entity with the prior consent of the University.

3.3. Before disclosing Information to any of the entities specified in Clause 3.2 of this Agreement, the Member of the Commission shall ensure that the University will enter into a confidentiality agreement with them.

3.4. The Member of the Commission may disclose Information only to the extent required by the legislation of the Republic of Lithuania. The Member of the Commission shall immediately notify this to the University so that the Member of the Commission has the opportunity to arrange for appropriate protection.

3.5. The Member of the Commission shall undertake to store and process personal data in accordance with the Personal Data Protection Law of the Republic of Lithuania.

#### **4. EXCEPTIONS TO OBLIGATIONS**

4.1. The Member of the Commission may disclose, publish, disseminate and use Information that is:

4.1.1. in his/her possession prior to the date of signature of this Agreement and is not subject to confidentiality obligations;

4.1.2. produced independently;

4.1.3. obtained without confidentiality obligations;

4.1.4. clearly marked as non-confidential;

4.1.5. publicly available at the time of receipt or becomes publicly available later, but through no fault of the Member of the Commission.

#### **5. LIABILITY**

5.1. The University shall not be held liable for damages resulting from the improper use of Information disclosed under this Agreement.

5.2. A Member of the Commission who has violated the obligation of confidentiality provided for in the Agreement shall be liable in accordance with the procedure laid down by the legislation of the Republic of Lithuania.

#### **6. DECLARATION OF IMPARTIALITY**

6.1. The Member of the Commission declares and undertakes to:

6.1.1. carry out the obligations (tasks) as a Member of the Commission objectively, constructively and without prejudice, in accordance with the principles of equality, non-discrimination, proportionality, mutual recognition and transparency;

6.1.2. immediately notify the Rector of the University or his/her authorised person in writing of any potential conflict of interest;

6.1.3. fill in a declaration of private interests as provided for by the Law on the Adjustment of Public and Private Interests of the Republic of Lithuania.

## **7. FINAL PROVISIONS**

7.1. This Agreement shall not obligate either Party to disclose or receive (accept) Information.

7.2. The Parties may not assign or otherwise transfer their rights, duties or obligations under this Agreement without the prior written consent of the other Party.

7.3. This Agreement shall enter into force from the date of its signature and shall remain valid for an unlimited period of time. All the terms and conditions of this Agreement shall also apply to the respective successors in title.

7.4. The Agreement may be terminated or amended only by written agreement of both Parties.

7.5. The Discloser may terminate this Agreement by notifying the Recipient in writing one month in advance.

7.6. The Parties confirm that they participated equally in the preparation of the Agreement; therefore, the interpretation of the provisions of the Agreement may not be directed against the Party that actually prepared it.

7.7. The Parties agree that all rights, duties and obligations of the Parties arising out of or in any way related to the subject matter of this Agreement shall be subject to, as well as interpreted and implemented in accordance with the legislation of the Republic of Lithuania.

7.8. This Agreement is drawn up in two copies with equal legal power, one copy for each Party.

## **8. REQUISITES AND SIGNATURES OF THE PARTIES**

**University:**

**Member of the Commission:**



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*Name, surname*

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*Address*

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*Phone number*

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*Email*

To the Chairperson of the Ethics Commission of Vytautas Magnus University

**REPORT ON VIOLATION OF THE CODE OF ACADEMIC ETHICS  
OF VYTAUTAS MAGNUS UNIVERSITY**

\_\_\_\_\_ (day) \_\_\_\_\_ (month) 20 \_\_\_\_ (year)

1. Please indicate the principles, standards and violations of the Code of Academic Ethics under which you are submitting the report. In the comment section, please outline the essence of the violation – indicate which members of VMU community, when and by what actions or inactions violated the Code of Academic Ethics, and the principles and standards set out therein.

*Principle of VMU Code of Academic Ethics*

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<i>Standard</i>	<i>Violation</i>	<i>Commentary</i>


2. The following documents supporting the report are attached:

*No.*

1. 

2.

3. 

***Please submit the report and its annexes in digital format to the email of the Chairperson of the Commission or to [info@vdu.lt](mailto:info@vdu.lt), titling the subject line "Report of violation of the Code of Academic Ethics."***

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(name, surname)*