



VYTAUTAS  
MAGNUS  
UNIVERSITY  
M C M X X I I

# WELCOME TO VMU COMMUNITY

A practical guide  
for new staff members





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# A WORD OF WELCOME FROM THE RECTOR

**Congratulations on joining large and growing community of Vytautas Magnus University. I am pleased that you have joined our team and, with your skills and experience, will help us to carry out the mission of the University.**

Vytautas Magnus University is rightfully proud of its century-old tradition of scholarship, and I believe that as we enter a new phase, we will build the future of the University, together, by overcoming the challenges facing higher education today.



You are joining the team at a special time. By offering the broadest range of studies in Lithuania, we are striving for academic uniqueness, fostering an inclusive academic culture, and expanding our links with Lithuanian and global communities.

At the same time, the University strives to provide a supportive and nurturing environment for all members of our community. VMU lives in an environment of sincere, cordial interaction – Artes liberales – and our academic and non-academic staff are always ready to communicate and collaborate, so feel free to ask your colleagues for advice or help.

We pride ourselves on the activity and involvement of our community, and I invite you to take part in a wide range of University events and activities. Our fellowship strengthens and broadens our horizons, enriches academic discourse and creates lively cultural exchanges.

Once again, congratulations on your arrival, and I wish you every success in your new position and a successful career at Vytautas Magnus University.

See you soon!

Rector of Vytautas Magnus University

*prof. Juozas Augutis*



# ABOUT VYTAUTAS MAGNUS UNIVERSITY

## VYTAUTAS MAGNUS UNIVERSITY – LIBERAL, INTERNATIONAL AND MULTILINGUAL, CREATIVE AND COMMUNITY-ORIENTED, CIVIC-MINDED AND RESPONSIBLE

Ranked among the top 3% of universities in the world (QS World University Rankings), VMU is the most comprehensive higher education institution in Lithuania, with a rich history, cherishing and continuing its long tradition, playing a special role not only in Lithuania, but also in the intellectual and cultural space of the entire Baltic region and Europe.

The University community is united by Artes liberales, i.e. the idea of a classical liberal arts university, by warm and sincere communication based on dialogue rather than hierarchy, and by the liberal humanist spirit that constantly accompanies and reinforces it.

With the merger of three universities (Vytautas Magnus University, Lithuanian University of Educational Sciences and Aleksandras Stulginskis University) in 2019, VMU became the most comprehensive university in the country, further strengthening its scientific and interdisciplinary potential.



### International and multilingual

Internationality is VMU's calling card. Visiting teachers, staff internships, student exchanges, joint research with foreign partners and joint study programmes establish VMU as the undisputed leader in internationalisation among Lithuanian universities.

A multilingual and globally connected university is today's reality. VMU has a wide network of partnerships with around 400 research institutions all over the world, conducts international projects, student and staff exchanges, and is the leading university in the Baltic countries in terms of the internationalisation of its teaching staff. Today, students and staff at the University can study more than 30 foreign languages.

Together with nine other European universities, VMU is transforming itself as a member of the Transform4Europe Alliance. By engaging in new activities, initiatives and partnerships, expanding their geographical and cultural horizons, universities are changing their traditional identity, becoming more open, pursuing a closer dialogue with society, developing initiatives, and striving to creatively and innovatively transform the areas of study, research and community life. Transform4Europe is dedicated to VMU community, and we invite you to actively participate and take advantage of the opportunities offered by the partners in the Transform4Europe Alliance to students and doctoral students as well as the teaching and administrative staff.

[Find out more HERE](#)





## Civic-minded and responsible

VMU has a significant impact on social development at the national and international levels, through analysis of geopolitical processes, development of democracy and civic-mindedness as well as development cooperation activities, education policy-making and implementation, socially responsible and inclusive society-building, community development and volunteering.

On 18 December 2017, the [Andrei Sakharov Research Centre for Democratic Development at Vytautas Magnus University](#) opened its doors, focusing on human and civil rights issues and academic research on Central and Eastern Europe. It will soon be five years since Vytautas Magnus University, together with the Ministry of Foreign Affairs of the Republic of Lithuania, the Coalition of Human Rights Organisations (Lithuania), the Office of the Equal Opportunities Ombudsperson, the Lithuanian Disability Forum, the Seimas of the Republic of Lithuania, the Seimas Ombudspersons' Office, and the Office of

the Ombudsperson for Child's Rights, has organised the [National Forum on Human Rights](#). The Forum, which has become an annual tradition, invites the public to discuss the situation of human rights in Lithuania and ways to ensure that our country is a good place to live for people of all nationalities, religions, genders, social statuses, beliefs and opinions. In June 2022, the Centre of Ukraine at VMU Education Academy, initiated by the First Lady of Lithuania, Diana Nausėdienė, and the First Lady of Ukraine, Olena Zelenska, was established for the Ukrainian community fleeing the war. The Centre aims to create a welcoming environment for Ukrainians and provide language training as well as offer psychological support. The activities of the Centre of Ukraine are supported by a team of volunteers from VMU staff and a constantly expanding network of supporters.



## Striving for international academic leadership

VMU researchers and teachers attain the highest academic achievements, publishing articles in distinguished international journals. They also actively participate in calls for the EU research and innovation programmes *Horizon 2020* and *Horizon Europe* and are successfully involved in research project consortia. They seek partnerships among science, industry and business as well as closer cooperation with international organisations.





Creative and community-minded

VMU offers not only the broadest range of studies in Lithuania, but also an educational, inclusive, supportive and health-enhancing environment for all community members.

VMU community is based on warm and sincere interaction, accompanied and strengthened by the humanistic spirit of Artes liberales universities. After work, we are in no rush to depart – leaving our classrooms and lecture halls, we meet in academic and student clubs, sports fields and rehearsal halls and the Arts Centre, and we enjoy the events enriching the city’s cultural life at VMU Theatre, the Music Academy’s chamber orchestra, and other initiatives born at the University.



THE UNIVERSITY IN NUMBERS

We have more than

100

years of history

We rank among the

top 3 %

of the world’s universities\*

A wide network of partnerships with around

600

research institutions from around the world

More than



8000 students

More than



50 000 graduates

We have almost



2000 international students

We have almost



2000 employees

Units are located in



3 main locations: in the centre of Kaunas, on the Academy campus and at VMU Education Academy (Vilnius)

Partners from



80 countries

\* According to the [QS World University Rankings](#).



# UNIVERSITY STRATEGY

The information in this guide will help you understand not only the community you are joining and what it means to work at the University, but also how your strengths and talents can help us, together, to carry out the University's strategy.



## VISION

We are one of the strongest, wide-ranging universities in the Baltic region, fostering the principles of Artes liberales, bringing together a community to build the future of Lithuania and Europe.



## VALUES

- Personal and academic freedom
- Democracy
- Openness
- Responsibility
- Creativity
- Sense of community
- Sustainability
- Academic excellence



## MISSION

To be the community institution of science, arts and study which continues the mission of the University of Lithuania, established in Kaunas in 1922, creating liberal learning conditions for an individual, developing partnerships and taking an active part in the life of Lithuania to advance its future and contribute to global cultural and academic development.



## STRATEGIC OBJECTIVES

These objectives ensure the achievement of the University's vision and express the preconditions for the achievement of strategic tasks:

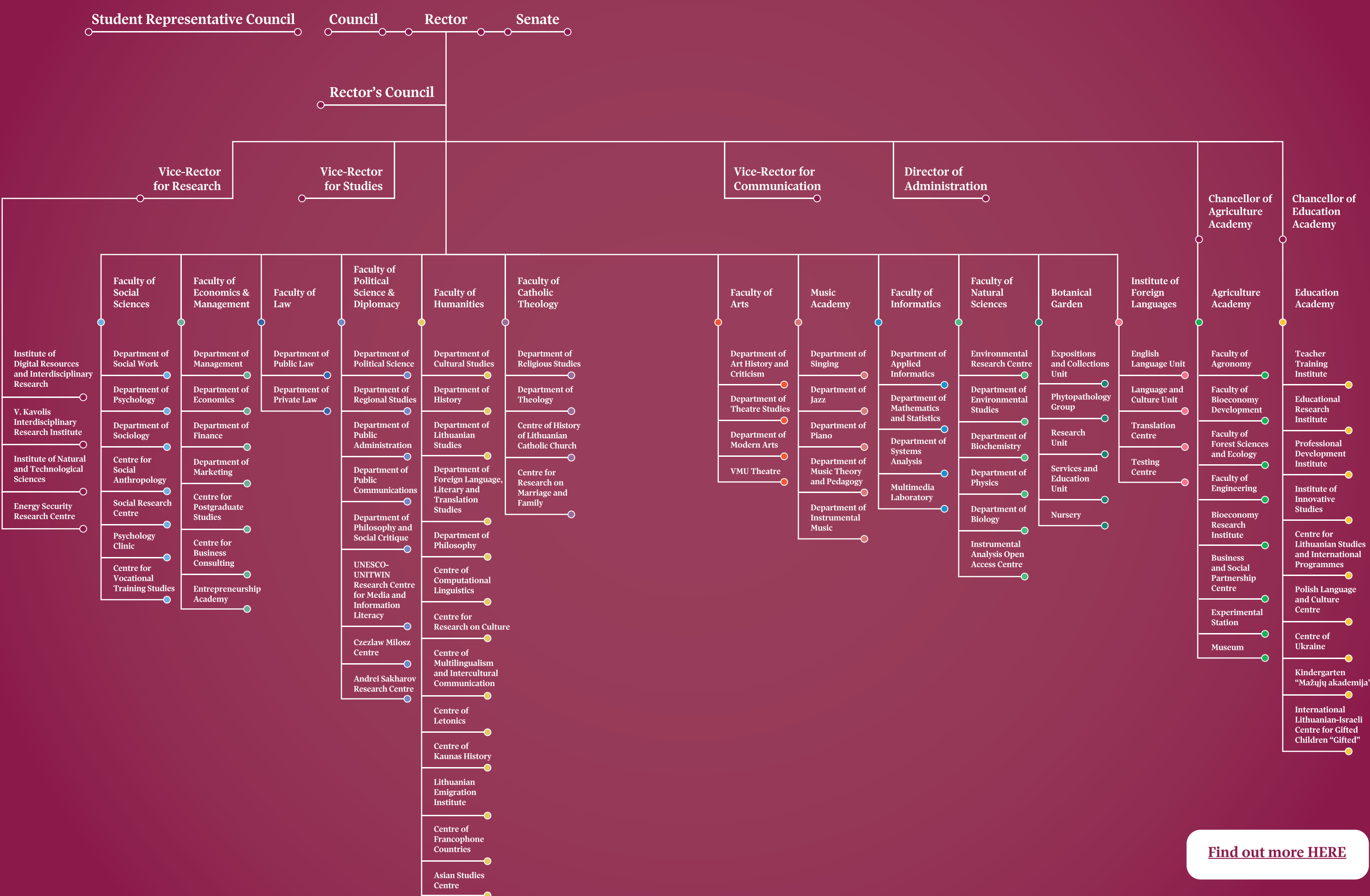
1. University community in harmony and consolidation;
2. International research university;
3. "Studies 360°";
4. Integrity of self-governance and responsibility;
5. University impact on societal development.



[Find out more HERE](#)



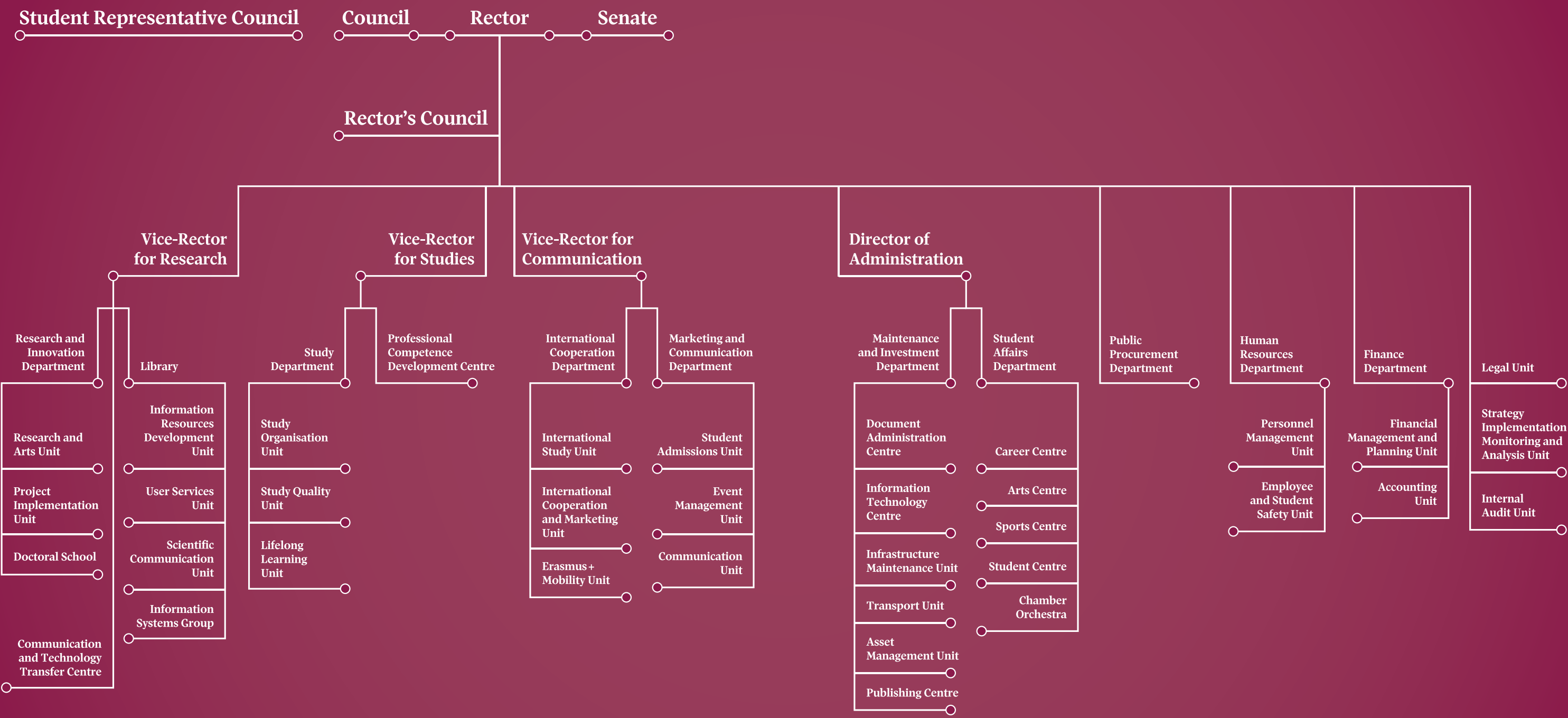
# STRUCTURE OF ACADEMIC UNITS



[Find out more HERE](#)



# STRUCTURE OF NON-ACADEMIC UNITS



[Find out more HERE](#)



# MAP



**Rektoratas**  
K. Donelaičio g. 58,  
Kaunas



**„DON52“**  
K. Donelaičio g. 52,  
Kaunas



**Muzikos akademija**  
V. Čepinskio g. 5 Kaunas



**„Jonava“**  
Jonavos g. 66, Kaunas



**Centriniai rūmai**  
S. Daukanto g. 28, Kaunas



**„Putvinskis“**  
V. Putvinskio g. 23,  
Kaunas



**Švietimo akademija**  
**Vilniuje**  
T. Ševčenkos g. 31, Vilnius



**Botanikos sodas**  
Ž. E. Žilibero g. 4, Kaunas



**Menų fakultetas**  
Muitinės g. 7, Kaunas



**Katalikų teologijos**  
**fakultetas**  
Gimnazijos g. 7, Kaunas



**Akademijos miestelis**  
Studentų g. 11, Akademija,  
Kauno raj.



**Sporto centras**  
Studentų g. 9, Akademija,  
Kauno raj.

University units are spread over a wide range of locations.

[Find out more HERE](#)

Most of the University's buildings are located in the centre of Kaunas, close to each other. They are accessible by trolleybus, bus or taxi.

[Find out more HERE](#)



# FIRST STEPS FOR THE NEWLY EMPLOYED

## 1. APPLICATION.

Complete the hiring-application form along with the supporting documents and submit them to the Human Resources Department.



## 3. VMU ACCOUNT.\*

Log in to VMU IT systems and create a password for your VMU account.

- Login name – firstname.lastname.
- Password: Create a new one at <https://pagalba.vdu.lt> (use the personal email address at which you received the first email).
- VMU email address is firstname.lastname@vdu.lt.



## 5. DOCUMENTS.

Get acquainted with the most important VMU documents [HERE](#)



## 2. CONTRACT.

Sign the employment contract.



## 4. STAFF MEMBER IDENTIFICATION CARD.

A staff member applies for a staff member identification card and access rights in the Document Management System (hereinafter referred to as the DMS) by logging in to his/her IT account. If the staff member works holds more than one position, the staff member selects a position in the DMS and applies through that position. The application is submitted only by the staff member himself/herself.



## 6. REPRESENTATION AND STYLE OF THE UNIVERSITY.

Familiarisation with the University's style and identity in [VMU brand book](#).

[HERE](#) you can find VMU and unit logos, slide templates, email signature images, virtual meeting backgrounds, social media visuals and other tools to represent VMU. s.



## ACQUAINTANCE

with the University and with staff members and leaders in your unit.



## INFORMATION SYSTEMS AND ELECTRONIC SERVICES FOR TEACHING STAFF AND RESEARCHERS

- Teacher portal <https://destytojas.vdu.lt>.
- Moodle virtual learning environment <https://moodle.vdu.lt>:
  - » login name: firstname.lastname,
  - » the password is the same as for all systems.

### Support for teachers working in a virtual learning environment:

- methodological guidelines (accessible by logging in to the Moodle environment),
- training on relevant topics under the Digitally Competent Teacher programme,
- [user guides](#) in Lithuanian and English,
- consultations for units and [individual teachers](#) at their convenience: [by phone](#), [email](#), [request form](#).

### Search for information resources in the University's virtual library.

Login: VMU email login (username: firstname.lastname; password: email password); consultation by email [info.biblioteka@vdu.lt](mailto:info.biblioteka@vdu.lt), by [phone](#) or at any [library unit](#).

The University's research management system is [VDU CRIS](#). Registration of scientific (artistic) publications, scientific data, projects, events; search and reporting of research output, researcher profile (creation and maintenance). Login: VMU email login. Instructions, help, consultants

### Online access to licensed e-resources (<https://login.ezproxy.vdu.lt:2443/login>).

Login: VMU email login (username: firstname.lastname; password: email password). Consultation by email: [info.biblioteka@vdu.lt](mailto:info.biblioteka@vdu.lt), by [phone](#) or at any [library unit](#).

## STAFF MEMBER IDENTIFICATION CARD.

### Important:

- when applying for a staff member identification card, attach a good-quality photograph meeting the general requirements for identity documents. If necessary, a photographer can be arranged by contacting the Communication Unit of the Marketing and Communication Department at [komunikacija@vdu.lt](mailto:komunikacija@vdu.lt),
- if the staff member identification card is urgently needed, a temporary card will be issued upon request.

Note. If the staff member is a teacher, all lecture halls and computer classrooms are automatically included in the access rights of the staff member identification card.

Access rights to other facilities (premises, locations) are granted by the staff member's supervisor. The supervisor contacts the IT Centre to request that access rights be assigned to a specific staff member. The request must specify the room(s) in a particular building.





## VMU SYSTEMS\*.

You can access the following systems with your VMU account:

- Instructions and changing the password for your VMU account <https://pagalba.vdu.lt>,
- MS Office 365\* <http://office.com>,
- The University's email system Outlook\* <https://webmail.vdu.lt>,
- Eduroam wireless network\* <https://eduroam.vdu.lt>,
- printing system <https://print.vdu.lt>,
- work trip applications <https://studis.vdu.lt>,
- document management system <https://dvs.vdu.lt>,
- technical support system <https://itpagalba.vdu.lt>.

\*When connecting to these IT systems, enter the login name at the end and use the institution's domain @vdu.lt, which is the same as the email address for staff members – firstname.lastname@vdu.lt. For more information on VMU IT systems and infrastructure support, visit <https://pagalba.vdu.lt>.

**Note.** By using VMU IT systems and computer resources, you agree to abide by the rules of use of the Vytautas Magnus University computer network and agree that if you violate the rules of use, your access to the IT resources may be revoked without separate notice. The rules of use are available at <https://pagalba.vdu.lt>.



# FREQUENTLY ASKED QUESTIONS (FAQ)

## VMU SYSTEMS

All questions related to IT systems are processed only when coming from an authenticated user, i.e. the question must be sent from VMU Outlook mailbox, except questions related to the creation of a new password and login to the Outlook mailbox.

### Unable to create a password at [pagalba.vdu.lt](https://pagalba.vdu.lt).

- You entered the wrong details when creating a new password:
  - » enter a login name without Lithuanian letters, e.g. vardune.pavardaite-pavardiene;
  - » enter your personal email address that you provided when you started working at the University, e.g. vakaras@gmail.com.
- If you are thinking of creating your password before the first working day – wait until the first working day.
- You did not provide your personal email address to the Human Resources Department (HRD) with your other documents when you were applying. Contact HRD and submit your personal email address.
- There is a delay in formalising your employment contract – contact HRD.

### I can't log in to Outlook even though I have successfully created a password.

Create a new password again and when logging in to Outlook, enter the login name together with the institution's domain, which is @vdu.lt – the same for all users, e.g. firstname.lastname@vdu.lt.

### The microphone or sound doesn't work when you connect to Microsoft Teams.

Make a test call in Teams. Information on how to do it [HERE](#)





**I can't log in to the Teacher portal, although I can log in to Outlook.**

Contact the Study Department to be granted Teacher status.

**I can't log in to the StudIS system for submitting work trip applications, although I can log in to Outlook.**

Inform us at [it@vdu.lt](mailto:it@vdu.lt).

**I can't log in to the Document Management System (DMS), although I can log in to Outlook.**

The earliest you can connect to the DMS is the second working day after the start of your employment.

**Unable to connect to the Eduroam wireless network.**

Enter your username in the login field in the format `firstname.lastname@vdu.lt` and enter your Outlook password in the password field.



**PRINTING**

**Unable to register the card to the printer.**

Log in to the multi-function printer with your username (firstname.lastname) and password. On the printer screen, press the button "Card registration". Press the card against the reader and hold it for a few seconds until you hear an audio signal. If this does not work, call the building's ITC specialist or complete a request form at <https://itpagalba.vdu.lt>

**When I log in to the printer, it asks me to pay, although I am an employee.**

Contact your building's ITC specialist or complete a request form at <https://itpagalba.vdu.lt>.

**I do not receive a scanned document in my email.**

Scan in batches, with fewer sheets in each batch. If this does not work, contact the building's ITC specialist or complete a request form at <https://itpagalba.vdu.lt>







### ACCESS CONTROL AND PARKING

**Unable to unlock the door to an office room or lecture hall with a staff member identification card.**

Renew the card in the SALTO reader at the outside door or contact the building administrator.

**I've renewed the card, but I am still unable to unlock the door to an office room or lecture hall.**

You probably don't have the access rights to unlock a particular door. Contact your supervisor.

**Vehicle state registration plate numbers cannot be read.**

Make sure the plate number is clean and clearly visible.

**The plate number is clean, but I am still unable to enter the car park.**

You probably don't have the access rights to use a particular car park, or there may not be any spaces available in the car park.

## INCLUSION AND OPPORTUNITIES

Vytautas Magnus University strives to create a safe, healthy, inclusive, respectful, considerate and tolerant environment. The aim of this higher education institution is to ensure equal opportunities for all community members, to improve not only the quality and results of research and study, but also conditions for work and study. The University seeks to foster a high level of organisational culture, to promote tolerance and community, closer cooperation and trust between staff and students, and to create a cohesive and focused community.

The development and implementation of equal opportunity and inclusion policies is handled by the Community Well-Being, Equal Opportunities and Disability Coordinators. **Inclusive opportunities** are human rights-based conditions and measures to promote inclusion and equal opportunities within the organisation, including the organisation's commitment to a culture of equality and non-discrimination, the documents and norms that govern this commitment, the removal of barriers to the equality and participation of persons with disabilities in learning and working environments, and the encouragement of the free and varied choices of the individual, based on their individual needs and aspirations and on what is important to them.



**The Code of Ethics of VMU** bei The Code of Ethics of VMU and other documents on diversity, inclusion and equal opportunity at the University are available [here](#).

If you have personal needs for your workplace or working conditions related to a disability or other individual needs, we encourage you to inform VMU Disability Coordinator.

**Find out more [HERE](#)**

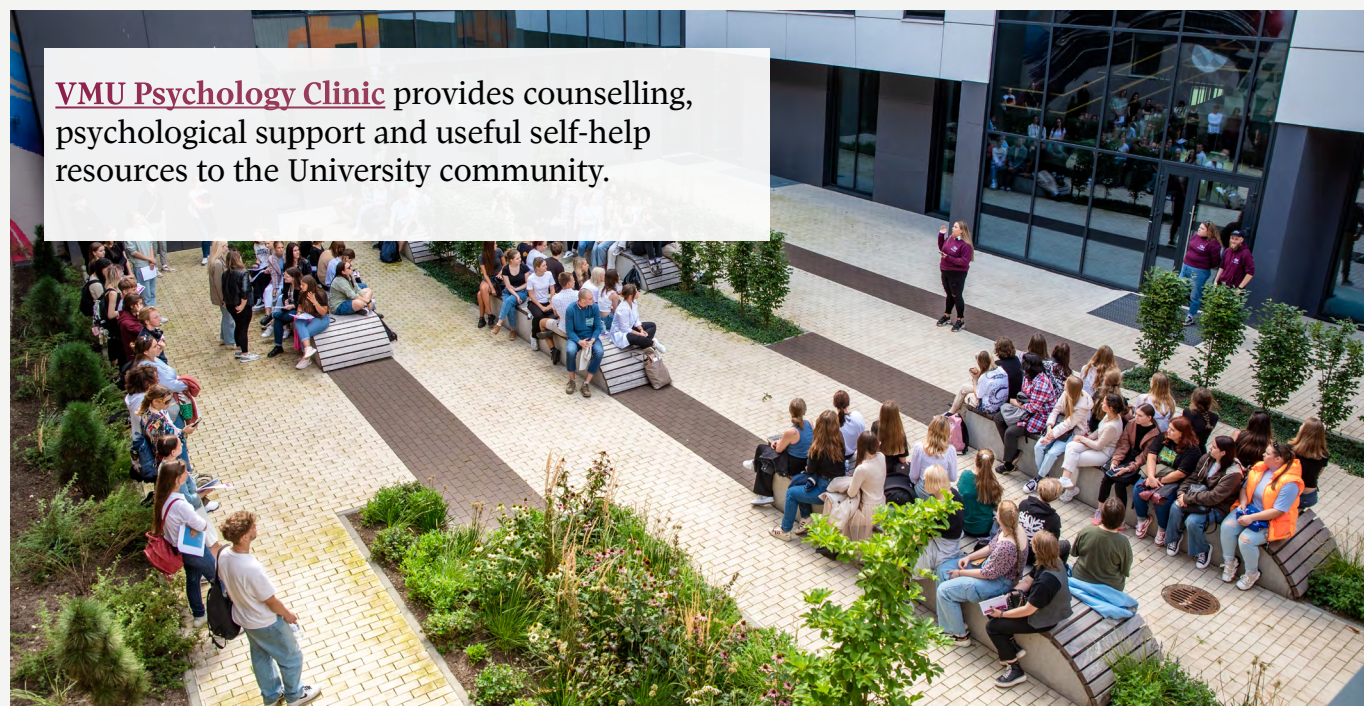




If you have questions about activities related to mobilising and collaborating with the University community, additional benefits for employees, creating an inclusive and motivating work environment or issues related to community well-being, contact the **Community Well-Being Coordinator**.

If you have experienced or observed sexual harassment or psychological violence, oppression, mobbing, other offensive behaviour, discrimination on the basis of gender, age, race, religion, language, culture, disability, ethnicity, socio-economic status, marital status, intent to have a child(ren) or on other grounds in your work environment, we invite you to report it to the **Trust Line** or directly to the **Equal Opportunities Coordinator**. Each case will be investigated by specialists in their field, guaranteeing complete confidentiality.

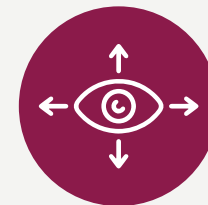
[Find out more HERE](#)



**VMU Psychology Clinic** provides counselling, psychological support and useful self-help resources to the University community.

## OPPORTUNITIES AT THE UNIVERSITY

The University not only offers the broadest range of studies in Lithuania, but also fosters a nurturing, inclusive, supportive and health-enhancing environment for all community members. We invite you to get actively involved in the well-being initiatives offered by the University and to take advantage of the free opportunities offered to staff and doctoral students.



### A variety of opportunities for self-improvement:

Opportunities for staff members to pursue professional and personal improvement free of charge in the University as well as beyond its boundaries, and to make use of the Professional Development Fund.



### International mobility:

From an Erasmus+ teaching visit at a partner higher education institution (HEI) to an Erasmus+ study visit in various countries.



### Foreign language courses:

From intensive foreign language courses for staff members to events about language and culture as well as informal conversations in a foreign language at Language Hub.



### Seven library units:

From more than a million printed documents in VMU library collections to 62 licenced databases to information literacy training and reservation of an individual workspace.



### Support and assistance for staff members:

Employees can receive legal, psychological and spiritual support free of charge. Staff members are also given consultations on career matters, and assistance is available for persons with individual needs.



### Wellness and physical activity:

A variety of exercises and activities free of charge in the Sports Centre, the largest such facility in a Lithuanian university. Assessment and consultation on physical condition.



### Art spaces and museums:

VMU Art Gallery 101, 3 museums, VMU Theatre, Arts Centre ensembles, VMU chamber orchestra concerts.



### Green spaces:

From magical acquaintance with the plant world in VMU Botanical Garden to VMU Agriculture Academy Arboretum.



### Meaningful leisure time:

From visits in art spaces and museums to activities in VMU clubs and special discounts for events and concerts.

[Find out more HERE](#)



# CONTACTS AND AREAS OF RESPONSIBILITY

## Communication and Technology Transfer Centre

Communication and Technology Transfer Centre advises University staff on applied research and development (R&D), joint science-business projects, orders placed by economic entities (including participation in public procurement tenders), attracting funding, intellectual property protection, commercialisation of innovations, and start-up development.

**Address** Universiteto g. 8A, Akademija, Kauno raj.

**Email** [mokslo.paslaugos@vdu.lt](mailto:mokslo.paslaugos@vdu.lt)

**Tel.** +370 37 78 81 34

## Finance Department

Finance Department advises the University's staff on payroll and work trip accounting issues.

**Address** Studentų g. 11-220, Akademija, Kauno raj.

**Email** [fd@vdu.lt](mailto:fd@vdu.lt)

**Tel.** +370 37 32 78 81

## Human Resources Department

Human Resources Department advises employees on employment contracts, submission of applications, annual and special leave, pay, changes to working conditions or termination of employment, employee and student work, and civil and fire safety. Human Resources Department also provides assistance in relation to the well-being of the University's staff and informs staff members of the available material and non-material benefits, such as financial and non-financial incentives for staff members.

**Address** Studentų g. 11-207, Akademija, Kauno r.

**Email** [zid@vdu.lt](mailto:zid@vdu.lt)

**Tel.** +370 37 32 78 65

## Information Technology Centre

Information Technology Centre advises University staff on IT systems administration issues.

**Address** Universiteto g. 8A-327, Akademija, Kauno raj.

**Tel.** +370 37 32 78 29

**IT support** [HERE](#)

## Institute of Innovative Studies

Institute of Innovative Studies advises academic staff on the design and implementation of distance learning. It also organises training to improve teacher skills in distance learning. It promotes social and professional networking in the academic community.

**Address** V. Putvinskio g. 23, 502–507 kab., Kaunas

**Email** [nuotolines@vdu.lt](mailto:nuotolines@vdu.lt)

**Tel.** +370 37 32 78 87

## International Cooperation Department

TRD International Cooperation Department is responsible not only for the successful relationships between VMU and entities around the world, partnerships between institutions, and implementation of projects, but also for exchanges of students and University staff and other activities that improve the quality of study and research. It also advises VMU teachers and administrative staff on opportunities to make use of the Erasmus+ programme.

**Address** V. Putvinskio g. 23, 207–215 kab., Kaunas

**Email** [international@vdu.lt](mailto:international@vdu.lt)

**Tel.** +370 37 20 01 84

## The library

seeks to provide effective services to University community members by organising access to information resources necessary for study, research and professional qualification, to create a supportive and advanced physical and electronic library information environment, to develop the information literacy and scientific communication competences of University community members, and to implement the initiatives of open science.

**Addresses and opening hours of the library and its units**

**Email** [info.biblioteka@vdu.lt](mailto:info.biblioteka@vdu.lt)

**Tel.** +370 37 327861

## Marketing and Communication Department

The main functions of Marketing and Communication Department are: to maintain and enhance the image of the University; to design, develop, refine and support the University's marketing activities by selecting the most appropriate means and channels; to organise events for the University's target audiences; to coordinate and conduct admissions for undergraduate and integrated (first cycle and second cycle) studies and to carry out other important marketing and communication management functions related to the University.

**Address** K. Donelaičio g. 52, 101–105 kab., Kaunas

**Email** [komunikacija@vdu.lt](mailto:komunikacija@vdu.lt)

**Tel.** +370 37 32 78 29

## Professional Competence Development Centre

Professional Competence Development Centre implements a comprehensive competence development system to meet the needs of University staff and provides professional development opportunities for academic and non-academic staff. It also supports and promotes the principles of lifelong learning and advises on opportunities to make use of the Professional Development Fund.

**Address** Universiteto g. 8A-216, Akademija, Kauno raj.

**Email** [mokymosi.akademija@vdu.lt](mailto:mokymosi.akademija@vdu.lt)

**Mob.** +370 622 37 904

## Research and Innovation Department

Research and Innovation Department seeks to produce the highest level of scientific and artistic output at the University by ensuring active participation in national and international research networks, and by mobilising research teams in priority research areas. It also advises VMU teachers and researchers on the annual scientific/artistic activity reports, the evaluation of research indicators and the selection of scientific journals.

**Address** Universiteto g. 8A-210, Akademija, Kauno raj.

**Email** [darbuotojai.mid@vdu.lt](mailto:darbuotojai.mid@vdu.lt)

**Tel.** +370 37 32 54 57