

ANNOUNCED
by Vilniaus Kolegija Rector order
No. V-468 of 21st November 2025

APPROVED
by Vilniaus Kolegija Academic Council
decision No AT N-13 of 19th November 2025

WORK REGULATION OF THE ACADEMIC ETHICS COMMITTEE OF VILNIAUS KOLEGIJA

SECTION I

GENERAL PROVISIONS

1. The Work Regulation of the Academic Ethics Committee (hereinafter – the Regulation) of Vilniaus Kolegija/Higher Education Institution (hereinafter – the Kolegija) establishes the composition, functions, organisation of activities and other matters relating to the activities of the Academic Ethics Committee (hereinafter – the Committee).
2. In its activities, the Committee shall be guided by the Kolegija's Code of Academic Ethics (hereinafter – the Code), the Kolegija's Statutes, the laws of the Republic of Lithuania, the Kolegija's Rules of Procedure, the resolutions of the Kolegija's Council and the Academic Council, the Rector's orders and these Regulations.

SECTION II

COMPOSITION AND STRUCTURE OF THE COMMITTEE

3. The composition of the Committee, the duration of its term of office, the maximum number of consecutive terms, and the procedure for the approval of the Committee are laid down in the Code.
4. The Committee shall, in a meeting attended by at least two-thirds of its members (secret vote, ordinary majority of votes), elect and dismiss the Chair and Deputy Chair of the Committee from among its members. The Committee shall hold elections for a new Chair and Deputy Chair of the Committee when the Chair or Deputy Chair is removed from office by a decision of the Committee, loses their mandate as a Committee member in accordance with the procedure laid down in these Regulations, or more than half of its members are replaced following the approval of the new composition of the Committee by the Rector of the Kolegija. In the temporary absence of the Chair of the Committee, the functions of the Chair shall be performed by the Deputy Chair, and in the absence of the Deputy Chair, by another Committee member authorised by the Committee.
5. A Committee member's term of office shall cease when:
 - 5.1. Their term of office expires;

5.2. The member voluntarily resigns from their position by notifying the Chair of the Committee in writing;

5.3. Their employment or study contract is terminated;

5.4. The Academic Council, the Faculty Council or the Student Council dismiss a Committee member following reasoned proposals from the Committee.

6. Duties of the Committee's Chair:

6.1. To accept written statements (complaints) regarding possible violations of the provisions of the Code;

6.2. To convene and preside the Committee's meetings;

6.3. To sign minutes and resolutions of the meetings and to safeguard correct reflection of the decisions made in the meetings in these documents.

7. The Committee's Secretary is elected for the entire term of office of the Committee or separately for each meeting. The decision is taken by consensus at a Committee's meeting.

8. Duties of the Committee's Secretary:

8.1. To minute the meetings and, no later than five working days after the date of the meeting, to submit the minutes to the Kolegija's Document Management Department for registration, so that the minutes are properly stored in the document management system 'Kontora' in accordance with the procedures laid down in the Kolegija's regulations.

8.2. To carry out other tasks assigned by the Chair of the Committee.

9. Duties of a Committee's member:

9.1. To participate in the Committee's meetings (if a Committee member is unable to attend a meeting, they must notify the Chair of the Committee in advance, stating the reason for their absence; Committee members who are unable to attend a meeting have the right to submit their opinion on the matters under consideration in writing (by email);

9.2. To notify the Committee of any potential conflict of interest that may arise from the consideration of an item on the meeting agenda, and to recuse themselves from the discussion of that item;

9.3. To perform the functions assigned by the Committee;

9.4. To make decisions in accordance with the principles of neutrality, impartiality, objectivity, legality and fairness.

SECTION III

COMMITTEE'S FUNCTIONS AND ORGANIZATION OF ITS ACTIVITIES

10. The Committee shall conduct its activities through meetings. Minutes of the meetings shall be taken.

11. The Chair of the Committee organises the work of the Committee and is responsible for its

activities.

12. Committee meetings shall be convened:

12.1. Upon receipt of a written statement (request) regarding a possible violation of ethics;

12.2. Upon receipt of proposals or with a view to initiating improvements to the Code, the Regulations or other Kolegija's documents relating to academic ethics;

13. A Committee's meeting may be held remotely. For a meeting held remotely, electronic communication tools must be selected that ensure that Committee members receive information in a timely manner and are able to express their views.

14. Statements (requests) regarding a possible violation of the Code's provisions shall be submitted to the Committee's Chair in writing. A statement (request) shall be submitted to the Chair directly by email (published on the Kolegija's website) or by sending an email to rastine@viko.lt. Only clearly formulated and signed statements (requests) shall be considered. Anonymous statements (requests) will not be considered. Where cases of plagiarism are identified, the Deans of the faculties must also inform the Committee.

15. Statements (requests) regarding possible ethical violations by a member of the Kolegija's academic community may be submitted to the Committee by members of the Kolegija community. The Committee shall not examine a statement (request) regarding possible ethical violations if more than one calendar year has elapsed between the date on which the possible ethical violations were committed or came to light and the date of receipt of the statement (request), except in cases of forgery, falsification, manipulation and plagiarism. Upon receipt of a statement (request) or complaint, the Committee shall determine whether it relates to academic ethics, decide on the merits of the statement (request) or complaint, and decide whether to examine the statement (request) in the specific case. The Committee shall notify the person in writing of its decision not to examine the statement (request) no later than within 5 working days of the date of receipt of the statement (request). The Committee does not examine reports or information regarding possible procedural violations.

16. Committee meetings shall be convened and chaired by the Chair of the Committee. If the statement (request) received concerns the Chair of the Committee, the meeting shall be convened and chaired by the Deputy Chair.

17. The Committee has the right to invite experts to its meetings. Before attending a meeting, an expert shall sign a confidentiality agreement (Appendix).

18. The Committee shall examine the statement (request), take a decision and respond in writing to the applicant no later than 30 calendar days from the date of receipt of the statement (request). The examination period may be extended by a reasoned decision of the Committee.

19. The member of the Kolegija's academic community in respect of whom the statement (request) has been received shall be informed of the content of the statement (request) and shall submit written explanations within 5 working days of the date of notification. The Committee shall have the right to take a decision if the member of the academic community in respect of whom the statement (request) has been received refuses to provide or fails to provide explanations within the specified time limit. Individuals (complainants and alleged offenders) may be invited to speak and answer questions from Committee members during the Committee meeting.

20. A member of the academic community in respect of whom a statement (request) has been received, as well as the person who submitted the statement (request), has the right to attend and speak at the Committee meeting at which information relating to them is being considered.

21. Committee members must maintain confidentiality and must not disclose the material under investigation and/or disseminate information about the material under investigation whilst the investigation is ongoing. The Committee's working materials are confidential. Only the Committee's decisions are made public, when so decided by the Committee.

22. A Committee member may be removed from office before the end of their term if they have violated academic ethics or committed any other violation of legal or moral standards incompatible with the duties of a Committee member. The decision to remove a Committee member, with the exception of student representatives, from office shall be taken by the Kolegija's Academic Council. Additional grounds and procedures for the removal of student representatives from the Committee may be established by the Kolegija's Student Council.

23. The Committee's meeting shall be valid if more than half of the Committee members are present.

SECTION IV

COMMITTEE'S DECISIONS

24. The Committee shall consider statements (requests) and matters collegially, objectively and impartially, taking into account all relevant circumstances and information, as well as the principles of justice, reasonableness and good faith.

25. The Committee's activities are based on the principles of legality and justice, neutrality, impartiality, objectivity, freedom of action and autonomy (independence from any external influence when making decisions), and the priority of the rights and legitimate interests of members of the Kolegija's academic community.

26. Decisions at meetings are taken by open or secret vote (by secret vote if requested by at least one Committee member present at the meeting). Committee decisions are taken by a simple majority. Votes are cast only 'for' or 'against'. If the votes of the members present at the meeting are evenly divided, the Chair of the Committee shall have the casting vote. If a member of the Committee disagrees with a decision of the Committee (conclusions, recommendations, etc.), they shall have the right to express their dissenting opinion in writing.

27. Having examined the statement (request) and established an ethical violation, the Committee shall take a decision, taking into account the nature of the violation. The Committee's decision regarding the ethical violation shall be submitted to the complainant, the offender, the Chair of the Academic Council and the Rector of the Kolegija.

28. The Committee shall have the right to propose to the Rector of the Kolegija that the measures provided for in the Code be applied against the person who has violated the Code.

29. The Committee may decide to recuse a Committee member from the consideration of a complaint (request) in the following cases:

- 29.1. A Committee member is the applicant or the complaint concerns their violation of the Code;
- 29.2. A Committee member is related to the author of the application (request) or to the persons mentioned in the application (request) through direct reporting relationships or close family ties;
- 29.3. In other cases where, by decision of the Committee members, there is a reasonable conflict of interest or doubts as to the member's impartiality.

SECTION V

FINAL PROVISIONS

30. The Code cannot anticipate all instances of disrespect for recognised academic values; therefore, when deciding on specific statements (requests) regarding possible unethical conduct, in cases not covered by the Code, may determine whether a specific act is compatible with the fundamental values of academic ethics recognised by the Code and whether it may be tolerated. Furthermore, any procedural matters concerning the Committee's activities not provided for in these Regulations may, upon the proposal of Committee members, be resolved by separate agreement among the Committee members.
31. These Regulations shall enter into force on the date of their approval by the Academic Council. The Committee may submit proposals to the Academic Council regarding amendments to the Regulations.
32. These Regulations shall be published on the Kolegija's website.
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**CONFIDENTIALITY AGREEMENT
FOR EXPERTS PARTICIPATING IN A MEETING
OF THE ACADEMIC ETHICS COMMITTEE
OF VILNIAUS KOLEGIJA**

20 _____

Vilnius

I, _____, having attended the meeting of the Academic Ethics Committee
name, surname

of Vilnius kolegija and for an indefinite period following the meeting(s), undertake:

1.1. To safeguard and use all confidential information referred to in point 3 of this undertaking, which comes to my knowledge, solely for the purposes and in accordance with the procedures laid down by law and other legal acts;

1.2. To safeguard the documents entrusted to me in such a way that third parties are unable to access or make use of them;

1.3. Not to retain any copies of the documents provided to me after attending the meeting.

2. It has been explained to me that confidential information comprises all information not intended for public disclosure relating to the statement (request) under consideration at the meeting of the Academic Ethics Committee, the confidentiality of which is indicated by a person authorised by the Kolegija or by the person submitting the request.

3. To adhere to the principle of confidentiality and not to disclose any information that I may become aware of, including but not limited to:

- personal data;
- confidential information regarding cases under consideration;
- the opinions of committee members and the content of discussions.

4. I am aware that I may only disclose confidential information in the cases specified by the laws of the Republic of Lithuania and the regulations of the Kolegija.

5. I have been warned that, should I violate this undertaking, I shall be held accountable in accordance with the procedures laid down in the Kolegija's regulations and the laws of the Republic of Lithuania.

I confirm that I have read the contents of this undertaking and undertake to comply with it.

(name and surname)

(signature)