

STATUTE OF KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. Public institution Kauno kolegija Higher Education Institution (hereinafter referred to as Kauno kolegija) is a state higher education institution of the Republic of Lithuania. Its official name is Kauno kolegija Higher Education Institution.

2. Kauno kolegija is owned by the Republic of Lithuania. The owner's property and non-property rights and responsibilities are exercised by the Ministry of Education, Science and Sport of the Republic of Lithuania (to the extent that it does not fall within the exclusive competence of the Government of the Republic of Lithuania).

3. Kauno kolegija is a public legal entity registered in the Republic of Lithuania, possessing its seal with the coat of arms of the State of Lithuania and its name, and a current bank account. The legal form of Kauno kolegija is a public institution.

4. Kauno kolegija has autonomy in managing academic, administrative, economic, and financial activities, which is based on the principle of self-government and academic freedom. The autonomy of Kauno kolegija is combined with accountability to the society, the founder, and participants in the legal entity following the procedures established by the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania, and other legislation.

5. The social responsibility of Kauno kolegija is integral to the sustainable development of the region, as it cooperates with the representatives of local communities, businesses, and government sectors and enhances the ability of individuals and communities to think and act independently and creatively.

6. Kauno kolegija offers collegiate studies based on professional practice and applied research, experimental development, and professional art. It provides collegiate higher education and creates opportunities for lifelong learning.

7. Kauno kolegija has its flag, symbols, and other attributes. The academic divisions of Kauno kolegija may also possess their flags, symbols, and other attributes. The attributes and their usage shall be approved by Kauno kolegija Academic Council (hereinafter referred to as the Academic Council).

8. Public announcements, documents, and other information of Kauno kolegija intended for the public are presented on the Kauno kolegija website.

9. Kauno kolegija is a recipient of support under the Law on Charity and Sponsorship of the Republic of Lithuania.

10. Kauno kolegija may become a member of various associations and other organisations.

CHAPTER II GOALS AND OBJECTIVES OF THE PERFORMANCE, AREAS AND TYPES OF ACTIVITIES

11. The goals of the performance of Kauno kolegija include:

11.1. carrying out practice-oriented and innovation-based collegiate studies;

11.2. expanding applied research and art activities focused on the development of society at national and international levels;

11.3. building a sustainable community that nurtures the culture of a learning organisation.

12. The objectives of Kauno kolegija are the following:

- 12.1. to implement collegiate studies and provide other educational services relevant to the progress of the state and regional development;
- 12.2. to expand learner-centred studies and training services;
- 12.3. to promote international openness of studies;
- 12.4. to conduct applied science and art activities with Lithuanian and foreign social partners and disseminate their results;
- 12.5. to develop innovative and sustainable products, services, and innovations of technological processes in cooperation with stakeholders;
- 12.6. to strengthen the interaction between applied science and art activities and studies;
- 12.7. to mobilise and retain professional staff;
- 12.8. to nurture the culture of a learning organisation;
- 12.9. to strengthen the sustainability of the community and employees' well-being;
- 12.10. to optimise the Kauno kolegija management by strengthening the integration of different areas of activity;
- 12.11. to expand the provision of services based on smart technologies, increasing the efficiency of digitised processes of the performance of the institution;
- 12.12. to optimise the infrastructure of the institution;
- 12.13. to ensure the financial sustainability of Kauno kolegija.

13. The main economic activities of Kauno kolegija are education and applied research. The main field of Kauno kolegija activity is the implementation of collegiate studies.

14. Other activities (according to the *Classification of Economic Activities*) that may be undertaken by Kauno kolegija include:

- 14.1. growing of non-perennial crops;
- 14.2. growing of perennial crops;
- 14.3. support to agriculture and post-harvest crop activities;
- 14.4. manufacture of food products;
- 14.5. manufacture of beverages;
- 14.6. manufacture of wearing apparel, except fur apparel;
- 14.7. printing and reproduction of recorded media;
- 14.8. manufacture of perfumes and toilet preparations;
- 14.9. manufacture of glass and glass products;
- 14.10. manufacture of other porcelain and ceramic products;
- 14.11. manufacture of furniture;
- 14.12. manufacture of jewellery, bijouterie, and related articles;
- 14.13. electric power generation, transmission and distribution;
- 14.14. other retail sale in non-specialised stores;
- 14.15. retail trade not in stores, stalls or markets;
- 14.16. operation of car parks;
- 14.17. accommodation;
- 14.18. food and beverage service activities;
- 14.19. publishing activities;
- 14.20. computer programming, consulting and related activities;
- 14.21. real estate activities;
- 14.22. legal and accounting activities;
- 14.23. business and other management consultancy activities;
- 14.24. architectural and engineering activities; technical testing and analysis;
- 14.25. advertising and market research;
- 14.26. other professional, scientific and technical activities;
- 14.27. leasing of intellectual property and similar products, except copyrighted works;
- 14.28. preschool and pre-primary education;
- 14.29. technical and vocational secondary education;
- 14.30. other education;

- 14.31. human health activities;
- 14.32. social work activities without accommodation;
- 14.33. creative, arts, and entertainment activities;
- 14.34. libraries, archives, museums, and other cultural activities;
- 14.35. sports activities.

15. Kauno kolegija may carry out other activities, provided that they do not contradict the goals of the performance of the institution, the laws of the Republic of Lithuania, and other legal acts.

CHAPTER III

MAIN PROVISIONS FOR ORGANISING RESEARCH, STUDIES, AND ART ACTIVITIES

16. Studies at Kauno kolegija shall be carried out within the framework of collegiate study programmes aimed at obtaining a professional bachelor qualification degree or a professional bachelor qualification degree and a qualification. Studies of separate modules (courses), competence development programmes, and non-formal adult education programmes may also be implemented.

17. Kauno kolegija may offer short-cycle studies to acquire qualifications that meet the requirements of Level 5 of the Lithuanian Qualifications Framework.

18. Kauno kolegija may implement joint study programmes with other Lithuanian or foreign higher education institutions.

19. Kauno kolegija may implement vocational studies to acquire a qualification and prepare for independent practical activities following the procedure established by the Government or its authorised body.

20. Persons may study at Kauno kolegija in state-funded and non-state-funded study placements. Persons studying in non-state-funded study placements shall pay the tuition fee approved by the Academic Council. The tuition fee or a part thereof of a person studying in a non-state-funded placement may also be paid by the student's employers, Kauno kolegija, and other natural and legal persons.

21. Studies at Kauno kolegija may be implemented in a full-time or part-time mode.

22. The academic year shall be divided into semesters and holiday periods. The beginning and end of the academic year, semesters, and holidays shall be determined by the Director of Kauno kolegija (hereinafter referred to as the Director).

23. The procedure for organising studies shall be laid down in the Study Procedure of Kauno kolegija, which shall be approved by the Academic Council.

24. The study programmes implemented at Kauno kolegija may be interdisciplinary, i.e., designed to achieve integrated learning outcomes in two or more fields of study.

25. Kauno kolegija shall establish expert bodies to formulate the strategy of study programmes, improve study programmes, and ensure their quality. These bodies involve social partners, students and other stakeholders.

26. Persons who graduated, studied or are studying in higher education institutions of Lithuania or foreign countries and are willing to continue their studies at Kauno kolegija shall have their learning outcomes of partial studies recognised by crediting their learning achievements obtained within the same or other short-cycle, collegiate, university first-cycle, second-cycle, and integrated vocational study programmes following the procedure established by the Minister of Education, Science and sport.

27. For the student's internship provided for in the study programme, the enterprise, institution or organisation where the student is going to do the internship, the student, and Kauno kolegija shall conclude a Practical Training Agreement. It is Kauno kolegija who shall be responsible for organising students' practical training.

28. Graduates of a collegiate study programme shall be awarded a professional bachelor degree or a professional bachelor degree and qualification in the relevant group of fields of study.

29. Graduates of short-cycle studies shall be awarded a short-cycle diploma granting the person the right to pursue a professional activity and(or) further studies at a higher education institution.

30. Graduates of joint degree programmes shall be awarded the qualification or joint qualification degree(s).

31. Persons who have completed in-service training or non-formal adult education programmes shall be awarded a certificate.

32. Persons who have completed study modules (courses) leading to other qualifications shall be awarded a study certificate.

33. The medium of instruction at Kauno kolegija shall be the Lithuanian language. In the cases stipulated in Article 55 of the Law on Higher Education and Research of the Republic of Lithuania, a study programme or a part thereof may be taught in other languages.

34. Persons can apply to Kauno kolegija for their formal and non-formal education, as well as competencies related to higher education acquired through self-study, to be assessed and recognised.

35. For persons willing to continue their studies at Kauno kolegija, recognition of the competencies acquired through formal education as part of the study programme shall be carried out by Kauno kolegija following the procedure laid down by the Minister of Education, Science and Sport.

36. The competencies related to higher education acquired through informal education and self-study shall be assessed and recognised by Kauno kolegija following the procedure laid down by the Academic Council considering general principles approved by the Minister of Education, Science and Sport.

37. Kauno kolegija may revoke a professional bachelor degree or a professional bachelor degree and qualification awarded together with the diploma and the diploma supplement, or a confirmation of the completion of a non-degree course unit and(or) the qualification obtained, together with the relevant certificate, if the degree has been obtained or the course unit has been completed/qualification obtained, following the procedure established by the Academic Council.

38. The cohesion between studies, research, and arts at Kauno kolegija shall be ensured through close links with practice, i.e., participation of the academic staff and students in applied research, art projects, and experimental development activities contracted by business, industrial, and other organisations, regional development projects, and consultancy activities.

39. Kauno kolegija shall carry out applied science, experimental development and art activities independently or by concluding agreements with legal entities and natural persons of the Republic of Lithuania and foreign countries. Kauno kolegija shall expand cooperation with partners through applied research networks and joint applied research projects by organising scientific events and sharing good practices.

40. The results of applied science, experimental development and art activities shall be made publicly available (on the Internet, in scientific journals and in other ways) insofar as this does not contradict legislation or agreements regulating the protection of intellectual property, confidential information, commercial or official secrets, or personal data.

41. Applied science and art activities at Kauno kolegija shall be organised and carried out by academic divisions. The results of the research conducted shall be used in the study process and serve as a basis for improving studies and scientific activities, as well as academic and scientific competence.

42. Kauno kolegija shall carry out students' applied science and art activities, provide the conditions for students' scientific and art societies, and organise students' scientific and practical conferences, seminars, competitions of scientific and art production, and exhibitions.

43. Kauno kolegija shall issue scientific, methodological, and academic publications and organise scientific and practical conferences, seminars, other scientific and methodological events, art exhibitions and competitions.

CHAPTER IV

ASSURANCE OF THE QUALITY OF STUDIES, RESEARCH, AND ART

44. Kauno kolegija shall be responsible for the quality of studies, research, art, and other activities. It shall publicly announce the quality indicators of its performance and, in cooperation with assessment institutions, shall foster a quality culture.

45. Kauno kolegija shall have a quality assurance system developed and approved by the Academic Council, which shall establish the ways and means of ensuring the quality of the education provided and the applied research, experimental development and art activities carried out by Kauno kolegija. The study quality assurance at Kauno kolegija shall be based on the provisions and guidelines of the European Higher Education Area. The assurance of the quality of applied science and art activities shall be based on the provisions of the European Applied Research Area.

46. Kauno kolegija shall, at least once a year, present accurate quantitative and qualitative information on applied science and art activities and the results of self-evaluation to the academic community and publish it on the Kauno kolegija website. It shall also announce accurate quantitative and qualitative information on study programmes, higher education qualifications awarded, applied research conducted, and experimental development and art activities carried out, as well as the results of periodic self-assessments, the feedback of students, graduates and other stakeholders on the quality of studies, the results of the evaluation of the Kauno kolegija performance and study programmes, graduates' career indicators, and any other data necessary to inform the public about academic, scientific, and art activities.

47. The quality of academic, applied science and art activities at Kauno kolegija is continuously improved through periodic self-assessment of the performance of the institution considering the results of external evaluation of Kauno kolegija.

CHAPTER V

MANAGEMENT BODIES OF KAUNO KOLEGIJA AND THEIR COMPETENCIES, PROCEDURES FOR CONSTITUTING AND RECALLING THEM

48. The management bodies of Kauno kolegija shall be composed, and their competence shall be determined pursuant to the Civil Code, the Law on Higher Education and Research, and the Law on Public Organisations of the Republic of Lithuania. The collegial management bodies of Kauno kolegija shall be Kauno kolegija Council (hereinafter referred to as the KK Council) and Kauno kolegija Academic Council. The sole management body is the Director of Kauno kolegija.

49. The KK Council is a strategic governing body that ensures accountability to the public, social responsibility, and a rapid and effective response to changes in the environment.

50. The KK Council shall perform the following functions:

50.1. provided for in Paragraph 2 of Article 27 of the Law on Higher Education and Research;

50.2. on the proposition of the Director, having coordinated with the Academic Council, approve the procedure for determining the minimum number of applicants for admission to separate study programmes;

50.3. perform other functions prescribed in the Statute of Kauno kolegija (hereinafter referred to as the Statute) and other legal acts regulating the performance of Kauno kolegija related to the purpose of the Council as defined in Paragraph 49 of the Statute.

51. The KK Council shall be composed of 11 members:

51.1. one member of the Council shall be appointed and recalled by the Students' Representative Council following the procedure established or, in the absence of such, by the General Students' Assembly (conference);

51.2. other members of the academic community (excluding students) shall elect and recall five members of the Kauno kolegija staff referred to in Paragraph 103 of the Statute following the procedure established by the Academic Council;

51.3. four members who do not belong to the staff and students of Kauno kolegija shall be elected and recalled following the procedure established by the Academic Council. These four members shall be selected by open competition. One member who does not belong to the staff and students of Kauno kolegija shall be elected and recalled by the Students' Representative Council or, in the absence of such, by the General Students' Assembly (conference) following the procedure established.

52. The members of the KK Council shall be elected separately for each of the 10 positions defined by the Academic Council, considering the different interests of Kauno kolegija.

53. The composition of the KK Council shall be publicly announced by the Chairperson of the Academic Council. It shall be made public on the Kauno kolegija website.

54. The office term of the KK Council shall be five years. At least a month before the end of the office term, the Chairperson of the Academic Council shall announce the composition of a newly formed KK Council.

55. A person may be a member of the KK Council if they are of impeccable reputation and have knowledge and competence enabling them to pursue the strategic goals and implement the mission of Kauno kolegija.

56. The same person may serve on the KK Council only for two consecutive terms of the Council.

57. The persons indicated in Paragraph 8 of Article 27 of the Law on Higher Education and Research may not be members of the KK Council.

58. When commencing the duties of their office, a member of the KK Council shall sign a commitment to abide by the interests of Kauno kolegija and the public and, in good faith, fulfil the functions set out by the Law on Higher Education and Research and submit it to the Director.

59. The Chairperson of the KK Council shall be elected following the procedure laid down in Paragraph 8 of Article 27 of the Law on Higher Education and Research. The Chairperson of the Council shall preside over and represent the Council. In the temporary absence of the Chairperson of the Council, these functions shall be performed by the Vice-Chairperson and, in their temporary absence, by another member authorised by the KK Council.

60. The KK Council shall approve its Rules of Procedure and take decisions by a simple majority of votes cast by the council members attending the meeting. The decisions in the cases of the election of the Director and the submission of amendments to the KK Statute, terms and conditions restructuring, or a plan of terminating Kauno kolegija for approval by the Government shall be taken by a qualified majority, which shall be at least three-fifths of the total number of votes of the members of the KK Council. A sitting of the KK Council shall be valid if at least two-thirds of its members attend it. The decisions of the KK Council shall be publicly announced on the Kauno kolegija website.

61. The Director shall attend the sittings of the Council in an advisory capacity.

62. If a member of the KK Council fails to properly perform the duties set out in the Law on Higher Education and Research, the Statute, the Rules of Procedure of the KK Council, Paragraph 7 of Article 27 of the Law on Higher Education and Research or does not sign the commitment referred to in Paragraph 58 of the Statute, the Chairperson of the Council shall have the right to address the entity who nominated the said member with a request to recall the appointed KK Council member following the Description of the procedure for electing members of Kauno kolegija Council approved by the Academic Council.

63. If the powers of a member of the KK Council are terminated before the expiry of their term of office, a new member shall be appointed for the rest of the term of the Council by the same entity who nominated the member whose powers are terminated following the procedure established in Paragraph 51 of this Statute. The new member of the KK Council shall commence their duties after the Chairperson of the Academic Council announces their appointment and the member of the KK Council signs the commitment specified in Paragraph 58 of the Statute.

64. The members of the KK Council shall be reimbursed for their activities as members of the Council from Kauno kolegija funds. The amount of payment shall be specified in the estimated

expenditure related to the organisational activities of the Council, which is prepared and approved by the Council. The allowance shall be paid twice per calendar year.

65. The Director shall ensure the conditions necessary for the organisational activities of the KK Council.

66. The Academic Council shall be the management body of Kauno kolegija academic affairs.

67. The Academic Council shall perform the following functions:

67.1. provided for in Paragraph 2 of Article 28 of the Law on Higher Education and Research;

67.2. consider the Director's proposition on the procedure for determining the minimum number of applicants to be admitted to separate study programmes and submit proposals to the KK Council;

67.3. approve the students' admission plan proposed by the Director;

67.4. consider and approve the Rules of Admission to Kauno kolegija;

67.5. consider and take decisions on suspension and closure of study programmes;

67.6. make proposals on candidates for Dean(s) position(s);

67.7. considering the results of a person's scientific, artistic, pedagogical, and(or) other activities of social significance, award honorary and other titles following the procedure established;

67.8. having evaluated the proposals of the Students' Representative Council, determine the procedure for awarding incentive scholarships;

67.9. convene meetings (assemblies) of the academic community to discuss important issues related to Kauno kolegija activities; inform the academic community about the decision to convene such a meeting (assembly) at least 7 calendar days in advance on the Kauno kolegija website and(or) by any other means set out in the Rules of Procedure of the Academic Council;

67.10. consider and approve procedures for revoking a professional bachelor degree or a professional bachelor degree and qualification, together with a diploma and a diploma supplement, or the confirmation of completing non-degree studies and(or) obtaining a qualification, together with the appropriate certificate, if the degree has been obtained or studies have been completed (qualification has been obtained);

67.11. perform other functions set out in the legal acts governing the performance of Kauno kolegija and the Statute that are related to the purpose of the Academic Council as set out in Paragraph 66 of the Statute.

68. The Academic Council shall be elected for 5 years. The members of the Kauno kolegija academic community and the administrative staff who are entitled to be members of the Academic Council by virtue of their position, as well as researchers, academics, and recognised artists from other research and study institutions, can be elected members of the Academic Council.

69. The Academic Council shall consist of 38 members:

69.1. 26 members of the Academic Council (8 of whom shall be associate professors and(or) senior researchers) shall be appointed by the representatives of the academic and research staff elected at the academic community meetings (assemblies) by a majority of votes cast by the attendants in proportion to the number of academic and research staff positions. Associate professors and senior researchers may also be employees of other research and study institutions;

69.2. 3 members shall be appointed to the Academic Council by virtue of their position. The Director shall be a member of the Academic Council by virtue of their position; the other 2 members shall be appointed by virtue of their position following the procedure set out by the Director;

69.3. 9 members shall be appointed by the Students' Representative Council and, in its absence, by a General Students' Assembly.

70. The composition of the Academic Council and its amendments shall be approved by order of the Director.

71. The activities of the Academic Council shall be regulated by the Rules of Procedure of the Academic Council approved by the Academic Council.

72. The first sitting of the new Academic Council shall be convened and chaired by the Director at least within a month from the appointment of the Academic Council.

73. The Academic Council shall elect the Chairperson and the Vice-Chairperson of the Academic Council from among its members by the majority of the total number of votes cast. The Chairperson of the Academic Council shall preside over and represent the Academic Council. In the temporary absence of the Chairperson of the Academic Council, these functions shall be performed by the Vice-Chairperson and, in their absence, by another member authorised. The Director may not be the Chairperson and Vice-Chairperson of the Academic Council. The Chairperson and the Vice-Chairperson of the Academic Council may be recalled in the event of inadequate performance of their duties by a majority of at least two-thirds of the total number of votes of the members of the Academic Council. The same person may not be elected Chairperson of the Academic Council for more than two consecutive terms and may be re-elected not earlier than 5 years after the end of the last term of office if the last term of office was a second consecutive term.

74. The membership of a member of the Academic Council shall be terminated:

74.1. upon terminating the employment contract of a member of the Academic Council with Kauno kolegija, unless the member is a staff member of another research and study institution and has been appointed as an associate professor or senior researcher;

74.2. upon taking an academic leave, terminating or completing the studies by a student member of the Academic Council;

74.3. upon resigning from the Academic Council;

74.4. upon recalling a member of the Academic Council if they improperly perform their duties as a member of the Academic Council as laid down in the Law on Higher Education and Research, the Statute, and the Rules of Procedure of the Academic Council;

74.4. in case of the death of a member of the Academic Council.

75. If the powers of a member of the Academic Council are terminated on the grounds specified in Paragraph 74 of the Statute, the Chairperson of the Academic Council shall address the entity who nominated this member with a request to appoint another person to replace them. The Academic Council shall be supplemented by a new member, who shall be appointed by the entity that nominated the member of the Academic Council to be replaced. The new member of the Academic Council shall be appointed for the remaining term of office of the Academic Council.

76. Resolutions of the Academic Council shall be announced publicly on the Kauno kolegija website. The decisions of the Academic Council shall be obligatory to all members of the Kauno kolegija academic community.

77. The Academic Council shall account for its activities to the Kauno kolegija community once a year, no later than in April, by presenting a report on its performance for the previous calendar year during an assembly of Kauno kolegija community or publishing it on the Kauno kolegija website.

78. The Director shall be the sole management body and act on behalf of Kauno kolegija, as well as represent it.

79. The Director shall perform the following functions:

79.1. provided for in Paragraph 2 of Article 29 of the Law on Higher Education and Research;

79.2. define the responsibilities and functions of Vice Director(s), Heads of academic divisions and other staff;

79.3. submit the procedure for determining the minimum number of applicants to be admitted to separate study programmes to the Academic Council for consideration and approval;

79.4. submit proposals on the termination and discontinuation of study programmes to the Academic Council;

79.5. approve the Rules of Procedure of the Directorate;

79.6. impose incentives and(or) penalties on Kauno kolegija students and(or) staff;

79.7. perform other functions prescribed in the legal acts governing the activities of Kauno kolegija and the Statute.

80. The Director shall be elected by the Kauno kolegija Council in compliance with Paragraph 4 of Article 29 of the Law on Higher Education and Research.

81. The Director must be a person of impeccable reputation, with at least 5 years of teaching and 5 years of managerial experience in a higher education institution, who holds a PhD in science

or art or is a recognised artist, speaks the official Lithuanian language and a foreign language (English, German, French) at least at Level C1, with preference being given to the knowledge of English.

82. The employment contract with the elected Director shall be signed for the duration of a term of office following the procedure laid down in Paragraph 6 of Article 29 of the Law on Higher Education and Research.

83. The term of office of the Director shall be five years. The same person may be elected Director for not more than two terms of office in succession and not earlier than after five years from the end of the last term of office if the last term of office was the second consecutive term.

84. If the annual report on the Kauno kolegija performance presented by the Director is not approved by the majority of the KK Council members, the Director may be dismissed from office by at least two-thirds of the majority of the KK Council member votes.

85. Based on the order of the Kauno kolegija Director, part of their functions (except those that must be performed by the head of the institution as prescribed by the laws and other legal acts) may be delegated to Vice Directors or other authorised persons.

86. When performing delegated functions, the Vice Director(s) help the Director of Kauno kolegija to implement the goals and objectives of Kauno kolegija.

87. The Kauno kolegija Directorate is an advisory institution under the responsibility of the Kauno kolegija Director. The members of the Directorate include the Vice Director(s), the heads of academic divisions, the President of the Students' Representative Council, and other staff members by virtue of their duties. The composition and Rules of Procedure of the Directorate shall be approved by order of the Director.

CHAPTER VI **ACADEMIC COMMUNITY AND OTHER STAFF OF KAUNO KOLEGIJA,** **THEIR RIGHTS, DUTIES AND RESPONSIBILITIES**

88. The academic community of Kauno kolegija shall consist of students, academic staff, research staff, professors emeriti, and other staff directly involved in research and(or) studies.

89. The academic community of Kauno kolegija shall exercise academic freedom, as defined in Paragraph 2 of Article 60 of the Law on Higher Education and Research, and the rights provided for in Paragraph 3 of Article 60 of the Law on Higher Education and Research. They shall follow the provisions of the Code of Academic Ethics, approved by the Academic Council, considering the recommendations of the Ombudsman for Academic Ethics and Procedures.

90. The Academic Council shall define the qualification requirements for the positions of the academic staff and researchers and the procedure for organising competitions for the academic staff and researchers and certifying them.

91. The academic staff positions at Kauno kolegija are as follows: professor, associate professor, assistant professor, junior assistant, senior lecturer, and lecturer. The Director may introduce various positions of lecturers practitioners.

92. The Academic Council may confer the title of Professor Emeritus to a professor who has been actively engaged in scientific, artistic and(or) pedagogical activities at Kauno kolegija. Professor Emeriti shall have the right to participate in scientific, art and other activities at Kauno kolegija in the same manner as other academic staff of Kauno kolegija. A Professor Emeritus shall be paid monthly from Kauno kolegija funds following the procedure laid down by the KK Council, and the amount of the remuneration shall depend on the results of the financial performance of Kauno kolegija.

93. More than half of the Kauno kolegija academic staff must have at least 3 years of practical experience related to the study course taught, which shall be assessed during an open competition for the position.

94. Kauno kolegija research staff shall include researchers in the positions of principal researcher, senior researcher, researcher, trainee researcher, and junior researcher.

95. Persons shall be accepted to the positions of the academic and research staff, except for trainee researchers, visiting academics and researchers, junior assistants and junior researchers, for at least 0.25 full-time equivalent (FTE) by an open competition.

96. An open competition for the positions indicated in Paragraph 95 of the Statute shall be announced at least 6 months before the anticipated start of the term of office. The information on the competition shall be announced on the websites of Kauno kolegija and the Research Council of Lithuania, as well as in national and, if appropriate, international media. Visiting academics and researchers, junior assistants and junior researchers, lecturers practitioners or academics and researchers who have permanent employment contracts or whose position is terminated by Kauno kolegija shall not be subject to the procedure for open competition for the position.

97. A five-year fixed-term employment contract shall be concluded with the person who wins the competition to hold the position of an academic or researcher. Following the procedure laid down by the Academic Council, their plans of activities, aligned with the action plan and priorities of Kauno kolegija, shall be approved for the same period. At least 3 months before the end of the fixed-term contract, the staff member's performance during this period shall be assessed following the procedure laid down by the Academic Council and considering the provisions of Paragraph 4 of Article 72 of the Law on Higher Education and Research.

98. If an academic or researcher working under a permanent contract wins a competition for another position of an academic or researcher at Kauno kolegija, when they take up the new position, their employment relationship shall continue under a contract of indefinite duration.

99. During the period of a permanent employment contract, a person holding the position of an academic or researcher shall be certified every 5 years or may be subject to an unscheduled certification following the procedure laid down by the Academic Council. A period during which a person has been granted maternity, paternity or parental leave by Kauno kolegija, as well as a period of sickness of more than 3 months, shall not be included in the certification period. A staff member who has not been certified shall be dismissed.

100. Kauno kolegija may invite academics and researchers from other education and research institutions, if they meet the requirements of the profile of a leading or established researcher, to work for no longer than two years under a fixed-time employment contract.

101. The position of a junior assistant shall be granted on the proposition of the Dean of the Faculty to persons who meet the compulsory competencies of a first-stage researcher set by the Research Council of Lithuania and the qualification requirements set by the Academic Council. They shall be employed under fixed-term contracts.

102. The procedure for employing lecturers practitioners shall be approved by the Director of Kauno kolegija.

103. The Kauno kolegija staff consists of academics, researchers, administration, and other employees.

104. The Kauno kolegija staff shall have the rights provided for in Paragraph 1 of Article 71 of the Law on Higher Education and Research.

105. The rights of the Kauno kolegija staff shall be defined in Paragraph 4 of Article 71 of the Law on Higher Education and Research.

106. The members of the academic community and other Kauno kolegija employees shall be held liable for non-performance or improper performance of duties established in the Law on Higher Education and Research, the Statute and other legal acts, and the breaches of academic ethics following the provisions of the Labour Code and other legal acts regulating labour relations.

107. Kauno kolegija shall have the administration necessary to perform the administrative functions of Kauno kolegija and its divisions, as well as the administrative and other staff necessary to implement studies and carry out research and experimental development, art, and economic activities. The administration shall consist of the Kauno kolegija staff, with the exception of the employees of Kauno kolegija academic divisions that are part of other academic divisions, who shall have the right to give compulsory instructions to subordinate staff within the scope of their competence.

108. The number of Kauno kolegija staff members, as well as their duties and functions, shall be determined by the Director.

109. An academic division at Kauno kolegija is a division whose main activity is implementing studies and(or) research and experimental development and art activities.

110. Kauno kolegija students are persons studying under study programmes. The relationship between the student and Kauno kolegija shall be formalised by a study agreement, the standard terms and conditions of which shall be laid down by the Minister of Education, Science and Sport of the Republic of Lithuania having considered the proposals of the Lithuanian University Rectors' Conference, the Conference of Directors of Lithuanian Higher Education Institutions, and the Lithuanian Association of Students' Representative Councils of Higher Education Institutions. The Study Agreement lays down the terms and conditions of studies at Kauno kolegija and the obligations of both parties.

111. Unclassified students are persons who study under non-formal education programmes or separate modules (courses) or groups of modules (courses). The relationship between the unclassified student and Kauno kolegija shall be formalised by an agreement following the procedure established by the Director.

112. Students shall have the rights provided for in Paragraph 1 of Article 62 of the Law on Higher Education and Research and also:

112.1. study at higher education institutions abroad under international students' exchange programmes;

112.2. receive state loans or state-supported loans following the procedure established by the Government;

112.3. receive scholarships following the procedures established by the Law on Higher Education and Research and the Academic Council;

112.4. exercise other rights established by laws and regulations governing education and studies.

113. Students shall be obliged to comply with the obligations set out in Paragraph 3 of Article 62 of the Law on Higher Education and Research.

114. The procedure for granting incentives and penalties to students shall be determined by the Academic Council in coordination with the Students' Representative Council.

115. Following its procedure, the Students' Representative Council, or in the absence thereof, the representatives nominated at the General Students' Assembly, shall represent the interests of Kauno kolegija students in Kauno kolegija governing and advisory bodies and dispute handling structures. The Students' Representative Council shall have the right to receive information and explanations on studies and all matters related to studies from Kauno kolegija and its divisions. The Students' Representative Council may, at the latest within 7 calendar days, appeal in writing to the Kauno kolegija management body that made the decision and request a reconsideration of the decision taken.

116. Kauno kolegija shall support the Students' Representative Council and other students' organisations following the procedures laid down by the KK Council, provide them with premises and funds for their activities, and allocate funds for students' cultural, sports, and social activities. The Students' Representative Council and other students' organisations shall report to the KK Council following the procedures laid down.

CHAPTER VII

ADMISSION AND EXPULSION OF STUDENTS, TERMINATION AND RECOMMENCEMENT OF STUDIES

117. The persons meeting the requirements specified in Paragraph 1 of Article 59 of the Law on Higher Education and Research shall be admitted to the first-cycle studies at Kauno kolegija based on their learning achievements, entrance examinations or other criteria set out in the Rules of Admission to Kauno kolegija approved by the Academic Council.

118. Persons with at least secondary education and professional qualification acquired within a vocational training programme corresponding to Level 4 of the Lithuanian Qualifications Framework shall be admitted to short-cycle studies at Kauno kolegija by competition based on their learning achievements and other criteria established by the Academic Council considering the requirements set out in the professional standards and descriptors of fields of study.

119. Each year, the list of competitive modules (courses) by fields of study, with the core module (course) specified, coordinated with the Ministry of Education, Science and Sport, shall be determined and announced by the Academic Council at least 3 years before 1 September of the relevant academic year. The requirements for admission to Kauno kolegija shall not apply to the persons referred to in Paragraph 2 of Article 59 of the Law on Higher Education and Research. Kauno kolegija shall announce the principles of composing the competitive score and other criteria by 1 December each year, at least 6 months before the beginning of the admission period. Kauno kolegija shall announce the minimum competitive admission score no later than 1 June each year.

120. In the cases provided for by the Government and following the procedure established, a person who has their studies funded by the state shall have the right to change the study programme and the mode of study within the same group of fields of study without losing the remaining part of state funding for studies, which shall not be higher than the normative tuition fee of that study programme. A person studying in a non-state-funded study placement may change the study programme or the mode of studies following the procedure laid down in the Study Procedure of Kauno kolegija.

121. A person who has lost state funding shall pay the tuition fee established by Kauno kolegija. The best student in the same study field, the same year of studies, and the same mode of study, who meets the criteria of good academic performance defined in Paragraph 4 of Article 78 of the Law on Higher Education and Research, shall be transferred to the vacant state-funded study placement following the principles established in the Law on Higher Education and Research and the procedure specified by the Director. In the event that there are fewer placements available than the number of students meeting the criteria for good academic performance, preference shall be given to students who have more excellent evaluation scores in study modules (courses) during the period under assessment.

122. A student whose short-cycle and first-cycle studies are state-funded, after the assessment period no longer than one year of study, as determined by the Director, shall continue to be state-funded if they fulfil the criteria for good academic performance laid down in Paragraph 4 of Article 78 of the Law on Higher Education and Research.

123. If there are no students in non-state-funded study placements who meet the criteria for good academic performance in the academic year of the short-cycle and first-cycle collegiate studies of the relevant field and mode, students studying in state-funded study placements having no academic debts shall continue to be eligible for state funding, even if the level of their learning achievements during the assessment period is at the threshold.

124. The students in non-state-funded study placements who finish the academic year with the best results may be reimbursed the tuition fee based on the amount and the procedure established by the Government. The number of the best graduates of the academic year in non-state-funded study placements shall be established following the procedure laid down in Paragraph 2 of Article 79 of the Law on Higher Education and Research, and the succession by fields of study shall be established following the procedure laid down by the Director.

125. Academic leave shall be granted to students by the decision of the Director or their authorised person on the basis of a student's reasoned written request. Academic leave shall be granted on the grounds defined in Paragraph 1.11 of Article 62 of the Law on Higher Education and Research.

126. The studies at Kauno kolegija shall be terminated:

- 126.1. upon the student's request;
- 126.2. upon student's expulsion from Kauno kolegija;
- 126.3. upon transition to study at another institution;

126.4. upon completion of studies;

126.5. upon the student's death.

127. The student shall be expelled from Kauno kolegija:

127.1. due to violation of the requirements provided for in the Statute, Code of Academic Ethics, Study Procedure and other legal acts governing the studies at Kauno kolegija;

127.2. due to failure to achieve the learning outcomes of the study programme (academic failure);

127.3. due to failure to return from academic leave on time without a valid reason;

127.4. due to failure to defend the final thesis or pass the final examination;

127.5. due to failure to fulfil financial obligations to Kauno kolegija specified in the Study Agreement;

127.6. due to the provision of false and misleading data, information or documents which prevented the conclusion, performance or fulfilment of the study agreement.

128. The persons who studied in state-funded placements and those who received a scholarship and were expelled from Kauno kolegija or terminated studies on personal request shall return the funds allocated for studies or part of them to the State budget in the cases specified by the Government following the procedure established.

129. The studies may be recommenced by the decision of the Director on the basis of a person's reasoned written request.

130. A person expelled from Kauno kolegija for violation of the provisions of the Statute, the Code of Academic Ethics or the legislation regulating the internal procedure of Kauno kolegija may recommence their studies not earlier than one year after the date of expulsion.

131. A person may not recommence studies in a study programme that has been removed from the Register of Studies, Training Programmes and Qualifications. They may be admitted to a chosen study programme following the procedure laid down by the Academic Council based on the learning outcomes of their previous studies.

CHAPTER VIII

HANDLING DISPUTES BETWEEN STUDENTS, ADMINISTRATIVE AND OTHER STAFF

132. Disputes related to research and study activities between students and Kauno kolegija administration or other employees shall be handled by the Dispute Resolution Committee (hereinafter referred to as the Committee), which shall be established by order of the Director. The Committee shall be composed of 6 persons: 3 representatives of the Kauno kolegija administration and 3 persons authorised by the Students' Representative Council (in the absence thereof, the General Students' Assembly (conference)). The Committee shall elect and recall the Chairperson of the Committee from among its members by a majority vote of all members. The Director, in coordination with the Students' Representative Council (in the absence thereof, the General Students' Assembly (conference)), shall approve the Rules of Procedure of the Committee.

133. The sittings of the Committee shall be valid if at least two-thirds of its members are present and if decisions are taken by the majority of more than half of the votes of the attendees. The Committee shall consider any request, complaint or report received within 20 working days at the latest. The decision of the Kauno kolegija Committee shall be final. The student shall be informed in writing of the decision of the Committee within 3 working days of the date of taking it.

134. Disputes concerning breaches of academic ethics shall be dealt with following the procedure laid down in the Kauno kolegija Code of Academic Ethics.

135. Disputes between Kauno kolegija administration and employees concerning the implementation of rights and obligations laid down in labour laws, employment contracts and other legal acts shall be dealt with following the procedure laid down in the Labour Code and the legal acts implementing it.

CHAPTER IX **SOURCES OF KAUNO KOLEGIJA FUNDING, DISPOSAL OF FUNDS AND ASSETS**

136. Kauno kolegija shall manage, use, and dispose of intrusted assets following the principles laid down in Paragraph 2 of Article 79 of the Law on Higher Education and Research.

137. Kauno kolegija must post the report on the management, use and disposal of state property for the previous financial year on the Kauno kolegija website at least by 1 May of the following year.

138. Kauno kolegija shall exercise the right of inviolability of land, buildings and other property used for research and study purposes. The boundaries of the land plots owned by the state and used by Kauno kolegija on a usufruct basis and the administrators of buildings or other property used for research and study purposes transferred to Kauno kolegija under the right of entrustment may be changed only by the Government having considered the opinion of the KK Council.

139. Fixed tangible assets owned by the state and transferred to Kauno kolegija under the State Property Trust Agreement shall be managed, used and disposed of by Kauno kolegija following the procedure established by the Law on Higher Education and Research and the Law on the Management, Use and Disposal of State and Municipal Assets of the Republic of Lithuania.

140. Kauno kolegija shall own, use and dispose of the property referred to in Paragraph 1 of Article 88 of the Law on Higher Education and Research.

141. The funds of Kauno kolegija shall consist of the funds referred to in Paragraph 1 of Article 74 of the Law on Higher Education and Research.

142. Kauno kolegija shall manage its revenue and expenditure based on the annual estimates of revenue and expenditure approved by the KK Council.

143. Kauno kolegija shall have the right to borrow, i.e., to sign loan agreements, financial lease agreements and other binding debt documents following the provisions laid down in Paragraph 5 of Article 90 of the Law on Higher Education and Research and related legislation of the Republic of Lithuania.

144. Kauno kolegija shall organise and maintain accounting records and prepare financial and budget execution reports following the laws of the Republic of Lithuania regulating financial accounting and the legal acts implementing them.

145. Kauno kolegija shall annually (by March at the latest) publicly announce reports on its performance for the previous calendar year on the Kauno kolegija website and submit them to the Ministry of Education, Science and Sport and the Founder. The annual estimates of the revenue and expenditure and the reports on their implementation shall be posted on the Kauno kolegija website.

146. The National Audit Office of the Republic of Lithuania shall audit Kauno kolegija following the procedure established by legal acts. The financial statements of Kauno kolegija shall be audited in the cases stipulated by the Law on Public Sector Accountability of the Republic of Lithuania and the Law on Public Organisations.

CHAPTER X **ESTABLISHMENT OF BRANCHES AND REPRESENTATIVE OFFICES AND TERMINATION OF THEIR ACTIVITIES**

147. To reinforce its performance, Kauno kolegija may establish its branches and representative offices.

148. A Kauno kolegija Branch or Representative Office is a structural division owning its registered office and performing all or part of the Kauno kolegija functions. The branch and representative office shall operate based on the regulation approved by the KK Council.

149. Kauno kolegija branches and representative offices shall be established, and their activities shall be terminated on the basis of the resolution of the KK Council following the procedure laid down in the Civil Code and the legal acts implementing it.

CHAPTER XI **PROCEDURE OF THE AMENDMENT OF THE STATUTE**

150. Amendments to the Statute may be initiated by the Government, the Ministry of Education, Science and Sport, the KK Council, the Academic Council, and the Director.

151. The KK Council, in coordination with the Academic Council, shall submit amendments to the Statute to the Government for approval.

CHAPTER XII **FINAL PROVISIONS**

152. Kauno kolegija may be restructured or terminated following the procedure laid down in the Civil Code, the Law on Higher Education and Research, the Law on Public Organisations, and the legal acts implementing them.

153. The Council, in coordination with the Academic Council, shall submit to the Government drafts of legal acts regarding terms and conditions for restructuring or planning termination, prepared based on the procedure laid down in the Law on Legislative Framework of the Republic of Lithuania, the Civil Code, the Law on Higher Education and Research, the Law on Public Organisations, and the legal acts implementing them.

154. The issues of Kauno kolegija performance not covered in the Statute shall be dealt with following the procedure established by the Law on Higher Education and Research, the Law on Public Organisations, and the legal acts implementing them, as well as other legal acts related to Kauno kolegija performance. They shall also be regulated by the documents approved by the KK Council, the Academic Council or the Director.
