

APPROVED BY  
Government of the Republic of Lithuania  
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of 9 December 2020)

## **STATUTE OF VILNIUS COLLEGE OF TECHNOLOGIES AND DESIGN**

### **CHAPTER I GENERAL PROVISIONS**

1. Public entity Vilnius College of Technologies and Design (hereinafter referred to as the College) shall be a state higher education institution of the Republic of Lithuania. The name of the College shall be Vilnius College of Technologies and Design.

2. The College shall be owned by the Republic of Lithuania. The rights and obligations of the owner of the College shall be exercised by the Ministry of Education, Science and Sport of the Republic of Lithuania (to the extent this does not fall within the exclusive competence of the Government of the Republic of Lithuania).

3. The College shall be a public legal person registered in the Republic of Lithuania, having a seal bearing the state coat of arms of Lithuania and its name, and a settlement account with the bank. The legal form of the College shall be a public institution.

4. The College shall have autonomy covering academic, administrative, economic and financial management activities based on the principle of self-government and academic freedom in accordance with the procedure laid down by the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania and other laws. The autonomy of the College shall be combined with accountability to the public, founders and participants of the legal person.

5. The public notices, documents and other information about the College shall be made available to the public on the website of the College.

6. The College shall be a beneficiary under the Law on Charity and Sponsorship of the Republic of Lithuania.

### **CHAPTER II OBJECTIVES, TASKS, FIELDS AND TYPES OF ACTIVITIES**

7. Objectives of activities of the College of Higher Education:

7.1. organise and conduct studies based on professional practice and applied research, experimental development and/or professional arts, provide background acquired in professional higher education;

7.2. apply research and experimental development results, accumulate scientific knowledge, and develop creative activities and culture;

7.3. implement the principles of life-long learning, create conditions for continuing learning, cooperate with economic entities in organising professional qualification improvement and retraining of persons;

7.4. seek for sustainable regional and national development in cooperation with the local community, business and government groups;

7.5. carry out other activities related to studies in order to develop an open, educated and learning society.

## 8. Tasks of the College of Higher Education:

8.1. to provide conditions for quality-oriented studies focused on students and career opportunities;

8.2. to ensure continuous updating of the base for studies, applied research, artistic activities, the introduction of modern technologies;

8.3. to develop transnationality by developing business relations with partners in order to meet international quality standards for studies;

8.4. to ensure implementation of the principles of academic ethics in the process of higher education and research;

8.5. to develop a network of social partners, this way ensuring the unity of higher education and research through close links with practice;

8.6. to develop the ability of an individual and community to think and act independently and creatively;

8.7. to participate in research and experimental development, art, and regional development projects in relation to the commissions and consultative activities of business, industry, and other organisations;

8.8. to ensure rational use of material and financial resources for the benefit and accountability to society.

9. The main activity of the College shall be education. The main type of activity of the College shall be higher education college studies.

10. Other types of activities that may be undertaken by the College (according to the Classification of Economic Activities):

10.1. printing and reproduction of recorded media, code – 18;

10.2. printing and service activities related to printing, code – 18.1;

10.3. binding and related services, code – 18.14;

10.4. manufacture of other fabricated metal products n.e.c., code – 25.99;

10.5. manufacture of furniture, code – 31.0;

10.6. wholesale and retail trade and repair of motor vehicles and motorcycles, code – 45;

10.7. maintenance and repair of motor vehicles, code – 45.20;

10.8. retail trade, except motor vehicles and motorcycles, code – 47;

10.9. other retail sales in non-specialised stores, code – 47.19;

10.10. retail sale via stalls and markets, code – 47.8;

10.11. other passenger land transport n.e.c, code – 49.39;

10.12. service activities incidental to land transportation, code – 52.21;

10.13. accommodation, code – 55;

10.14. hotels and similar accommodation, code – 55.1;

10.15. other accommodation, code – 55.90;

10.16. other food service activities, code – 56.29;

10.17. publishing activities, code – 58;

10.18. software publishing, code – 58.2;

10.19. motion picture, video and television programme production activities, code – 59.11;

10.20. motion picture, video and television programme post-production activities, code – 59.12;

10.21. computer programming, consultancy and related activities, code – 62;

10.22. information service activities, code – 63;

10.23. real estate activities, code – 68;

10.24. buying and selling of own real estate, code – 68.10;

10.25. renting and operating own or leased real estate, code – 68.20;

10.26. activities of head offices; management consultancy activities, code – 70;

10.27. architectural and engineering activities; technical testing and analysis, code – 71;

10.28. engineering activities and related technical consultancy, code – 71.12;

10.29. scientific research and development, code – 72;

- 10.30. advertising and market research, code – 73;
  - 10.31. other professional, scientific and technical activities, code – 74;
  - 10.32. other professional, scientific and technical activities n.e.c., code – 74.90;
  - 10.33. renting and leasing of other machinery, equipment and tangible goods, code – 77.3;
  - 10.34. renting and leasing of cars and light motor vehicles, code – 77.11;
  - 10.35. renting and leasing of sports goods, code – 77.21.40;
  - 10.36. photocopying, document preparation and other specialised office support activities, code – 82.19;
  - 10.37. business support service activities n.e.c., code – 82.9;
  - 10.38. post-secondary non-tertiary education, code – 85.41;
  - 10.39. technical and vocational secondary education, code – 85.32;
  - 10.40. sports and recreation education, code – 85.51;
  - 10.41. cultural education, code – 85.52;
  - 10.42. other education n.e.c., code – 85.59;
  - 10.43. other education, code – 85.5;
  - 10.44. educational support activities, code – 85.60;
  - 10.45. cultural education, code – 85.52;
  - 10.46. driving school activities, code – 85.53;
  - 10.47. creative, arts and entertainment activities, code – 90;
  - 10.48. library and archives activities, code – 91.01;
  - 10.49. sports activities, entertainment and recreation activities, code – 93;
  - 10.50. activities of business entrepreneurs, employers and professional membership organisations, code – 94.1;
  - 10.51. activities of trade unions, code – 94.2;
  - 10.52. activities of other membership organisations n.e.c, code – 94.99;
  - 10.53. repair of computers and peripheral equipment, code – 95.11;
  - 10.54. other personal service activities n.e.c., code – 96.09.
11. The College may also carry out other activities if this does not contradict the objectives of the activities of the College of Higher Education, laws and other legal acts of the Republic of Lithuania.

### **CHAPTER III**

#### **THE MAIN PROVISIONS FOR THE ORGANIZATION OF HIGHER EDUCATION AND RESEARCH**

12. In the College, the unity of higher education and/or art and research is ensured through close relation with practice – participation of lecturers and students in applied research, art projects and experimental development works according to orders of business, industry and other organisations, regional development projects and consultative activities.

13. The College shall carry out research and experimental development, and artistic activities independently or upon concluding contracts with legal and natural persons of the Republic of Lithuania and foreign states.

14. The College shall promote applied research (including interdisciplinary research), partnerships and cooperation in applied research and experimental development works through global and European research networks, and carry out applied research according to private and public sector orders.

15. Results of applied research and experimental development shall be made public (on the Internet, in scientific journals and in other ways) where this does not contradict legal acts or contracts regulating the protection of intellectual property and commercial or state and official secrets, the protection of confidential information and personal data.

16. In the College of Higher Education, scientific and artistic activities shall be organised and carried out by academic divisions. The results of the studies carried out by them shall be used in the study process and shall be the basis for the improvement of higher education and research activities, and the competence of higher education and research.

17. In the College of Higher Education, scientific, and artistic activities of students shall be organized; science, and art societies of students may perform their activities, students' scientific and practical conferences, seminars, science, artworks competitions and exhibitions may be organized.

18. The College shall publish scientific publications, scientific methodological, teaching, studies and other literature, organise scientific and practical conferences, seminars, other scientific and methodological events, art exhibitions and competitions.

19. Studies at the College shall be conducted in accordance with higher education college study programmes aimed at obtaining a qualification degree of a professional bachelor; studies of individual study modules (subjects), non-formal adult education and continuous training programmes may be carried out.

20. Joint study programmes together with higher education institutions of Lithuania or foreign states and short studies may be carried out at the College.

21. The College shall carry out professional studies intended to acquire qualifications and prepare for self-dependant practical activities in accordance with the procedure laid down by the Government or an institution authorised by it.

22. In the College, persons may study at state-funded student places and student places not funded by the state. The tuition fee of a person studying at the student place not funded by the state or a part thereof may be paid by the employers of such person, the higher education institution, and other natural and legal persons.

23. Students of the College shall be persons studying according to study programmes. Relations between a student and the College shall be finalized by a study agreement the standard terms of which shall be established by the Minister of Education, Science and Sport, having evaluated proposals of the Rectors' Conference of Lithuanian Universities, the Directors' Conference of Lithuanian Colleges and union(s) of students representations of Lithuanian higher education institutions. The study agreement shall set forth the conditions of studies of students in the College and the obligations of both parties.

24. Academic years shall be divided into semesters and vacation periods. The academic council of the College (hereinafter referred to as the Academic Council) shall set the beginning and end of academic years, semesters, and vacation periods. The volume of studies in credits and the duration of studies shall be set by the Law on Higher Education and Research and the legal acts implementing it.

25. The procedure for the organization of studies shall be set by the Regulations of Studies of the College which shall be approved by the Academic Council.

26. In the cases when study programmes include student placements, a company, an establishment or an organization in which the placement takes place, the student and the College shall conclude a contract of practical training. The College shall be responsible for the organization of student placements.

27. Study programmes may be interdisciplinary, designed to achieve linked results in two or more fields of study.

28. Persons who have completed college study programmes shall be awarded a professional bachelor's degree or a bachelor's degree and a qualification in a corresponding field of study and shall be issued a professional bachelor's degree and a diploma supplement – an integral part of a professional bachelor's degree, a document supplementing the diploma, indicating the title of the study programme and information about the results of studies achieved.

29. Persons who have completed joint study programmes shall be awarded a qualification or joint qualification degree(s).

30. Persons who have completed short studies shall be issued a certificate of studies entitling them to engage in professional activities and/or to continue their studies at a higher education institution.

31. Persons who have completed non-formal adult education programmes shall be issued a certificate.

32. Persons who have completed study modules (subjects) intended for acquisition of other qualifications shall be issued a study certificate attesting to their studies.

33. The College shall include results of partial studies at another higher education institution of the same or another type (university, college of higher education), studies under another college study programme and studies at a higher education institution of a foreign state, provided that this higher education institution is recognised in accordance with the procedure set forth by the laws of that state. The results of partial studies in the College shall be included in accordance with the procedure set forth by the Minister of Education, Science and Sport.

34. The language taught at the College shall be the Lithuanian language. Teaching of the study programme or a part thereof in other languages shall be possible in the cases specified by the Law on Higher Education and Research.

35. Individuals may apply to the College in relation to evaluation and recognition of their formal and non-formal education, competences acquired through self-learning related to higher education.

36. Recognition of competences acquired through formal education to the persons wishing to continue their studies in the College as a part of the study programme shall be performed by the College in accordance with the procedure established by the Minister of Education, Science and Sport.

37. Evaluation and recognition of the competences acquired by non-formal education and informal learning related to higher education shall be carried out in accordance with the general principles of evaluation and recognition approved by the Minister of Education, Science and Sport in the procedure established by the Academic Council.

38. The College may revoke the professional bachelor's degree or the professional bachelor's degree and qualification in accordance with the procedure established by the Academic Council.

#### **CHAPTER IV ENSURING QUALITY OF HIGHER EDUCATION AND RESEARCH**

39. The College shall be responsible for the quality of scientific, artistic activities, studies and other activities, shall make publicly available indicators of the quality of its activities and, together with assessment institutions, shall foster a culture of quality of higher education and research activities. Only accredited study programmes shall be carried out in the College.

40. The quality of research, artistic activities and studies shall be ensured through the internal systems of quality assurance of the College approved by the Academic Council, the evaluation of the results of applied research and experimental development carried out by the Academic Council and the quality and level of applied research and experimental development and art activities of the College in accordance with legal acts, external evaluation and accreditation of studies, and external evaluation and/or accreditation of the College based on the provisions and guidelines for quality assurance of studies in the European Higher Education Area, and the provisions of the European Research Area.

41. The activities of the College shall be continuously improved taking into account the conclusions of the internal and external evaluation.

42. The College shall, at least once a year, inform the academic community about accurate quantitative and qualitative information about research (artistic) activities and self-assessment results and publish this on the website of the College. It shall also publish accurate quantitative and qualitative information about study programmes, awarded higher education qualifications, opinions

of students, graduates and other interested parties about study quality, results of assessments of activities, study programmes of the higher education institution, career indicators of graduates, other data necessary to inform the public about studies.

## **CHAPTER V MANAGEMENT BODIES OF THE COLLEGE AND THEIR COMPETENCES, PROCEDURE OF THEIR SETTING-UP AND ANNULMENT**

43. Management bodies of the College shall be set up and their competence shall be established in accordance with the Civil Code of the Republic of Lithuania, Law on Public Institutions, Law on Higher Education and Research of the Republic of Lithuania. The College shall have the collegial management bodies – the council (hereinafter referred to as the Council) and the Academic Council, as well as a single-person management body – the director (hereinafter referred to as the director). Management of the College shall be based on the principles of democracy, creativity, autonomy, competence, openness, efficiency and academic freedom.

44. The Council shall be the management body for strategic affairs of the College, ensuring its accountability to the public, its social responsibility and its rapid and effective response to environmental change. The Council shall execute the following functions:

44.1. upon agreement of the academic council, submit amendments to the statute of the College to the Government for approval;

44.2. upon evaluating the opinion of the Academic Council, approve a strategic action plan of the College presented by the director which describes the mission and vision of the College, and provides property, financial and human resources for the implementation of the strategic plan;

44.3. upon evaluating the opinion of the Academic Council, approve the plans for the reorganization of the structure of the College presented by the director that is necessary for the implementation of the strategic action plan;

44.4. upon evaluating the proposals of the Academic Council, set the procedure of management, use and disposal of the funds of the College (as well as funds designated for remuneration of the administration staff and other employees) and the assets managed by the right of ownership;

44.5. upon evaluating the proposals of the Academic Council, approve the procedure for organizing the election of the director of Vilnius College of Technologies and Design through open competition;

44.6. elect, appoint the director to the office and dismiss him/her from it ;

44.7. consider and approve an annual statement of revenue and expenditure of the College presented by the director and approve a report on the execution of this statement;

44.8. approve an annual report on the activities of the College presented by the director which also covers the implementation of the strategic plan;

44.9. upon consideration with the Academic Council, approve plans for reorganization or liquidation of the College and submit them to the Government;

44.10. prepare an annual report on its activities and announce it publicly on the website of the College as well as present it to the community of the College prior to 1 April of each year;

44.11. perform other functions prescribed in the Statute and other legal acts.

45. The Council shall be set of 9 members in the following procedure:

45.1. one member of the Council shall be appointed and recalled by the representation of students in accordance with the procedure laid down by it, and in the absence of such – by a general meeting (conference) of students;

45.2. other members of the academic community of the College (except for the students) shall, in accordance with the procedure established by the Academic Council, elect or recall four members of the staff of the College of Higher Education;

45.3. Three members, who do not belong to the staff and students of the College of Higher Education, shall be elected and recalled in accordance with the procedure established by the

Academic Council. These three members shall be selected through open competition. One member of the Council, who does not belong to the staff and students of the College of Higher Education, shall be appointed and recalled by the representation of students in accordance with the procedure laid down by it, and in the absence of such – by a general meeting (conference) of students;

45.4. The members of the Council shall be elected separately for each of the eight seats defined by the Academic Council, taking into account the different interests of the College. The composition of the Council shall be made public on the website of the College by the chairperson of the Academic Council.

46. A person may be a member of the Council if he/she is of good repute, and has knowledge and competence enabling him/her to pursue strategic objectives of the College to fulfil the mission of the College. The same person may serve on the council only for two consecutive terms of the Council.

47. The President of the Republic, members of the European Parliament, Seimas and the Government as well as civil servants of political (personal) confidence, mayors of municipalities and members of Municipal Councils, employees of the College directly subordinate to the director and heads and deputies of institutions, companies or organisations, in which the College has at least 50 per cent of the votes of all participants of the legal person at the general meeting of participants, may not be members of the Council. The member of the Academic Council may not be a member of the Council.

48. The term of tenure of the Council shall be 5 years. Not later than a month before the expiry of the term of tenure of the Council, the chairperson of the Academic Council shall announce the composition of a newly-formed Council.

49. When commencing the duties of his/her office, the member of the Council shall, at the first meeting of the Council, to which the members of the Academic Council are invited, read in public and sign a commitment to abide by the interests of the College and the public and to fulfil in good faith, the functions set out by the Law on Higher Education and Research. A commitment signed by the member of the Council shall be accepted by the Chairperson of the Academic Council.

50. The Council shall elect the chairperson of the Council from among its members and recall him/her from office by the majority of votes cast by all members of the Council. A person belonging to the staff of the College or a student may not be the chairperson of the Council. The chairperson of the Council shall direct and represent the Council.

51. The Council shall approve its rules of procedure. The meeting of the Council shall be valid if it is attended by at least two-thirds of the members of the Council. The Council shall take decisions by a simple majority of votes cast by the Council members attending the meeting. The Council shall publicly announce its decisions on the website of the College of Higher Education.

52. The director may attend meetings of the Council in an advisory capacity.

53. If a member of the Council fails to properly perform the duties set out by the Statute, the rules of procedure of the Council or the commitment referred to in the Law of Higher Education and Research or fails to sign the commitment referred to in paragraph 49 of the Statute, the chairperson of the Council shall have the right to address the person who has appointed the said member with a request to recall the appointed member of the Council in the procedure prescribed by the description of the procedure for election and termination of powers of the members of Vilnius College of Technologies and Design approved by the Academic Council.

54. If the powers of the member of the Council have terminated before the expiry of his/her term of tenure, a new member of the Council shall be appointed for the remaining period of the office of the Council in the same procedure as the member of the Council whose powers have terminated. A new member of the Council shall commence his/her duties after the chairperson of the Academic Council announces his/her appointment and the member of the Council signs a commitment specified in paragraph 49 of the Statute.

55. Members of the Council may be remunerated for the activities during the tenure with the funds of the College by awarding payment of the amount approved by the Academic Council not more than once per calendar year.

56. The director shall ensure organisational conditions necessary for the activities of the Council.

57. The Academic Council shall be the management body of academic affairs of the College of Higher Education. The Academic Council shall execute the following functions:

57.1. lay down the procedure of studies;

57.2. approve programmes of studies and present proposals to the director regarding the funding of these programmes and reorganization of the structure of the College which is necessary for the implementation of those programmes, evaluate the results of conducted applied research and experimental development as well as the quality and level of all applied research and experimental development and artistic activities of the College of Higher Education;

57.3. approve the internal quality assurance system for studies and control its implementation; approve the head of the internal quality assurance system for studies in the College of Higher Education;

57.4. set qualification requirements for positions of teaching and research staff, lay down the procedure of performance evaluation of research and teaching staff as well as the procedure of organization of a competition to fill a position;

57.5. on the initiative of the director or where more than half of all members of the Academic Council request, convene meetings (conferences) of the academic community of the College to discuss important issues of the activities of the College of Higher Education; inform the academic community of the decision to convene such meeting not later than 5 working days in advance on the website of the College and in other ways provided for in the rules of procedure of the Academic Council;

57.6. bestow the honorary degrees and other titles in the specified procedure;

57.7. consider and approve proposals with the Council regarding amendments to the Statute;

57.8. consider the strategic action plan of the College submitted by the director, which defines the mission and vision of the College and provides its opinion to the Council;

57.9. consider proposals submitted by the director regarding the reorganization of the College that are necessary for the implementation of the strategic activity plan and submit opinions about them to the Council;

57.10. consider and submit proposals to the Council regarding the suitability of the candidates to occupy the position of director;

57.11. consider and submit proposals to the Council regarding the reorganization of the College or the plans for its liquidation;

57.12. consider and submit proposals to the Council regarding the procedure of management, use and disposal of funds of the College as well as funds designated for remuneration of the administration staff and other employees) and the assets managed by the right of ownership;

57.13. approve the tuition fees and set the general number of student places, taking into account the possibilities of quality assurance in studies and research, and artistic activities;

57.14. upon coordination with the Ministry of Education, Science and Sport, approve the rules of admission to the College;

57.15. perform other functions prescribed by legal acts and the Statute.

58. Members of the academic community of the College, employees of the administration of the College who enter the Academic Council in accordance with their duties, as well as scientists, lecturers and established artists of other institutions of higher education and research may be members of the Academic Council. The Academic Council shall be formed for 5 years and shall consist of 11 members: 4 lecturers, 3 representatives from student representation, 3 persons holding the post of associate professor and senior researcher and the director who is the member of the Academic Council by the position he/she holds. Student representatives to the Academic Council shall be appointed by the representation of students in accordance with the procedure laid down by



it, and in the absence of such – by a general meeting (conference) of students. Persons holding the positions of associate professor and senior researcher may also be employees of other institutions of higher education and research.

59. Members of the Academic Council, with the exception of representatives appointed by students, shall be elected by a meeting of the academic community of the College of Higher Education. The meeting of the academic community shall be convened by the chairperson of the Academic Council. The meeting of the academic community shall be valid if it is attended by more than half of the teaching staff of the College of Higher Education. The member of the Academic Council shall be considered to be elected if at least half of all the participants of the meeting vote for him.

60. The composition of the Academic Council shall be approved by the order of the director.

61. The activities of the Academic Council shall be regulated by the rules of procedure of the Academic Council approved by the Academic Council.

62. The first meeting of the Academic Council shall be convened by the director no later than within one month after the election of the members of the Academic Council and chaired by the oldest by age member of the Academic Council.

63. The Academic Council shall elect the chairperson and deputy chairperson of the Academic Council from among its members by a simple majority of all members. The chairperson of the Academic Council shall run and represent the Academic Council. In the temporary absence of the chairperson of the Academic Council, these functions shall be performed by the deputy chairperson of the Academic Council and, in his/her absence, by another member of the Academic Council authorised by the Academic Council. The chairperson and deputy chairperson of the Academic Council may be recalled on a personal request or if he/she improperly fulfils his/her duties by a majority of at least 2/3 of all members of the Academic Council. The director may not be the chairperson of the Academic Council and his/her deputy.

64. The meeting of the Academic Council shall be valid when it is attended by at least half of its members. Decisions of the Academic Council shall be adopted by a simple majority of its members attending the meeting, except where a different quorum is established in the Law on Higher Education and Research and/or the Statute. The decisions adopted by the Academic Council shall be made public on the website of the College of Higher Education. The decisions of the Academic Council shall be binding to all members of the academic community of the College of Higher Education.

65. The Academic Council shall inform the community of the College of its decisions and report once a year, no later than in April, to it on its activities by submitting an activity report for the previous calendar year at the community meeting of the College or by publishing it on the website of the College of Higher Education.

66. The member of the Academic Council shall be recalled from office in the following cases:

66.1. Upon a written request submitted by the member of the Academic Council to the chairperson of the Academic Council or another authorised person;

66.2. if the member of the Academic Council improperly complies with the provisions of the Law on Higher Education and Research, the Statute, and the rules of procedure of the Academic Council.

67. Membership of the member of the Academic Council in the Academic Council shall expire:

upon expiry of the employment contract of the member of the Academic Council with the College of Higher Education, except where the member is an employee of another institution of higher education and research and has been elected as an associate professor or senior researcher;

67.2. the member of the Academic Council who is a student takes academic leave;

67.3. upon the death of the member of the Academic Council or upon termination or completion of studies of the student who is the member of the Academic Council.

68. When the powers of the member of the Academic Council expire on the grounds specified in paragraphs 66 and 67 of the Statute, the composition of the Academic Council shall be supplemented by a new member who shall be elected (appointed) by the entity which has elected (appointed) the member to be replaced, in accordance with the procedure for the formation of the Academic Council as specified in the Description of the Procedure for Election and Termination of Powers of the Academic Council approved by the Academic Council. A new member of the Academic Council shall be elected (appointed) for the remaining term of tenure of the Academic Council.

69. The director shall be a single-person management body, shall act in the name of the College and represent it. The director shall execute the following functions:

69.1. head the College of Higher Education, organize its activities, ensuring the implementation of a strategic action plan;

69.2. recruit and dismiss employees of the College of Higher Education;

69.3. admit and exclude students in accordance with the procedure laid down by the Statute;

69.4. submit proposals to the Academic Council for setting the tuition fee;

69.5. approve amounts of fees which are not directly related to the implementation of study programmes;

69.6. be responsible for financial activities of the College of Higher Education, proper management, use and disposal of funds and assets;

69.7. submit to the Council for approval an annual statement of revenue and expenditure of the College and statement of revenue and expenditure of the College of Higher Education;

69.8. submit to the Council for approval the annual activity report of the College of Higher Education, which also covers the implementation of the strategic action plan;

69.9. publicly announce an annual report on the activities of the College approved by the Council;

69.10. submit to the Academic Council for consideration and to the Council for approval of strategic plans for activities of the College and for the reorganization of the structure of the College of Higher Education;

69.11. consider and take decisions concerning the management, use and disposal of funds of the College as well as funds designated for remuneration of the administration staff and other employees) and the assets;

69.12. approve rules of internal procedure of the College of Higher Education;

69.13. determines the functions of deputy directors, heads of academic units and other employees of the College of Higher Education;

69.14. perform other functions prescribed by legal acts and the Statute.

70. The director shall be elected by the Council in the procedure set forth by the Council.

71. The Council shall announce an open competition to fill the position of director. The director shall be considered to be elected if at least three-fifths of all members of the Council vote for him.

72. The director must be of good repute, possessing at least a master's degree or equivalent higher education qualification and at least 5 years of experience in pedagogical and management work.

73. An employment contract shall be signed with the elected director for the duration of his/her term of tenure on behalf of the College by the chairperson of the Council or any other person authorised by the Council.

74. The term of tenure of the director shall be 5 years. The same person may be elected director for not more than two terms of tenure in succession and not earlier than after an interval of five years since the end of the last term of tenure if the last term of tenure was the second consecutive term.

75. If an annual report on activities of the College presented by the director is not approved by a majority of all the members of the Council, the director may be dismissed from office by a majority of votes of two-thirds of the members of the Council.

76. Representatives of students shall be delegated to the management and other bodies of the College on the basis of the principles of universality, transparency and openness and in the procedure established in the articles of association of the students' representation and other documents regulating the activities of the students' representation. If there is no students' representation, representatives of students shall be delegated by the general meeting (conference) of students.

## **CHAPTER VI RIGHTS, DUTIES AND LIABILITY OF THE MEMBERS OF THE ACADEMIC COMMUNITY AND OTHER EMPLOYEES**

77. The academic community of the College shall consist of students, the teaching staff, the research staff, other researchers, professors emeritus, emeritus scientists and other employees of the College who participate directly in higher education and research activities.

78. Members of the academic community shall be guaranteed academic freedom which encompasses: the freedom of thought, the freedom of expression; the freedom to choose methods of and access to research (artistic) and pedagogical activities, which is in conformity with the recognised principles of ethics; protection against restrictions and sanctions for making public the results of his/her research, experimental development and art, and for the manifestation of his/her beliefs, with the exception of the cases when the information made available to the public is a state or official secret and/or is in violation of the laws of the Republic of Lithuania.

79. The academic community shall be also guaranteed the following: the copyright of creative and intellectual work as established by the laws and international agreements of the Republic of Lithuania, and equal rights to take part in competitions; objective and open reviewing of scientific works.

80. The academic community shall make use of academic freedom and act in compliance with the Code of Academic Ethics, which is prepared and approved by the Academic Council in accordance with the recommendations of the Ombudsman for Academic Ethics and Procedures.

81. A student of the College shall be a person studying at the College under a study programme. A student shall be issued a student certificate. The form of a student certificate and the procedure of its issuance shall be established by the Minister of Education, Science and Sport, and the production and issuance of a student certificate shall be organized by the union(s) of students' representations of higher education institutions of Lithuania.

82. Students shall have the right to:

82.1. study pursuant to a chosen study programme;

82.2. study pursuant to an individual plan of studies in compliance with the procedure laid down by the Academic Council;

82.3. study according to more than one study programme or other study subjects in the College or another higher education institution;

82.4. assess the quality of subject lecturing and material resources of studies;

82.5. choose a lecturer, if the same subject is taught by several lecturers;

82.6. propose a topic for their graduate paper or choose from among several proposed topics;

82.7. account for works by applying alternative ways, if they have a disability because of which they are unable to account for the works according to the set procedure and the alternative way of accounting ensures the achievement of the study results;

82.8. address the head of the academic unit so that the results of the studies in the College or any other higher education institution be recognized;

82.9. address the administration of the College of Higher Education, the dispute settlement commission regarding the violation of interests;

82.10. terminate and renew studies in accordance with the procedure laid down by the Statute;

82.11. take an academic leave on grounds of illness, on the recommendation of a doctor or a consultative commission of doctors, or on grounds of pregnancy and childbirth, parental care, as well as once per study period for personal reasons, but for a period not exceeding one year of study without losing the status of a student and the right to continue studies in the state-funded student place, provided the student studied in that place prior to taking an academic leave;

82.12. express their thoughts and views freely;

82.13. participate in the management bodies of College of Higher Education;

82.14. elect a students' representation and be elected to it, freely join other associations;

82.15. carry out voluntary practical training or traineeships which are not part of the study programme;

82.16. study in foreign higher education institutions under international student exchange programmes;

82.17. having failed an examination or a credit test, shall have the right to retake this examination or credit test once free of charge in accordance with the procedure laid down by Academic Council. Such procedure must be adopted after the analysis of proposals made by the students' representation, if there is no students' representation, proposals may be submitted by the general meeting (conference) of students.

82.18. receive academic and social assistance, advice on employment opportunities;

82.19. receive state loans or state-funded loans in accordance with the procedure laid down by the Government;

82.20. participate in research, technical, creative and artistic activities;

82.21. exercise other rights laid down by laws, the Statute and other legal acts.

83. Students must:

83.1. carry out the tasks set out in the study programme, study systematically and thoroughly, develop their skills and achieve the results set out in the curriculum description;

83.2. adhere to the Code of Academic Ethics adopted by the Academic Council;

83.3. execute decisions of the management bodies of the College of Higher Education, orders of the head of the academic unit, and legitimate demands of the lecturers;

83.4. respect the members of the community of the College and represent the College appropriately;

83.5. save assets of the College of Higher Education;

83.6. observe the Law of Higher Education and Research, the Statute, and internal rules of procedure of the College of Higher Education.

84. The procedure for awarding incentives and imposing disciplinary measures on students shall be laid down by the Academic Council upon consideration of the students' representation.

85. Interests of the students of the College shall be represented by the students' representation. Only the students of the College can be the members of the students' representation. Members of the management bodies of the students' representation (students) shall be elected by the general meeting (conference) of the members of the students' representation on the basis of the principles of universality, transparency and openness. The students' representation shall act in compliance with the Law on Associations of the Republic of Lithuania unless provided otherwise by the Law on Higher Education and Research, as well as by the Statute and the articles of association of the students' representation approved by the general meeting (conference) of the members of the students' representation.

86. The students' representation shall have the right to express its views on all issues of interest to students and to request a review of decisions taken by the management bodies of the College of Higher Education. With regard to the reconsideration of decisions taken by the management bodies of the College of Higher Education, the students' representation shall apply in writing to the appropriate management body, which shall evaluate the application and inform the students' representation in writing in a reasoned manner within 15 calendar days from the receipt of the application. If the information provided is not satisfactory, the dispute shall be examined by the commission of dispute consideration of the College of Higher Education.

87. The College shall, in accordance with the procedure laid down by the Council, support the students' representation, provide premises and funds to finance their activities, as well as provide funds for cultural, sports and public activities of students. The students' representations and other student organisations shall account for the allocated funds to the director.

88. An unclassified student of the College shall be a person studying at the College under a non-formal adult education programme or individual study modules (subjects).

89. Relations between an unclassified student and the College shall be documented in accordance with the procedure laid down by the director.

90. Personnel of the College shall consist of the lecturers, the research staff, other researchers, administration and other staff.

91. In accordance with the procedure laid down by legal acts, the staff of the College shall have the right:

91.1. within the limits of their competence, to participate in competitions for implementation of research programmes and for securing support from higher education and research funds, as well as to dispose of allocated funds;

91.2. to participate in competitions for traineeships in the Republic of Lithuania and abroad;

91.3. to obtain from state institutions the information which is necessary for research work. If such information is a state or official secret, it shall be provided and used in accordance with the procedure laid down by legal acts.

91.4. to participate in consideration of the statute and trends of activities of the College;

91.5. to participate in various trade unions, work councils and associations including those functioning abroad;

91.6. to work independently or join creative groups;

91.7. to independently publish their scientific and/or artwork;

91.8. to submit proposals for the organisation of study programmes, studies and improvement of other activities.

92. Within the 5 (five)-year period of their office or every 5 (five) years lecturers may be released for a period not longer than one year from their pedagogical work to conduct scientific and/or artistic research and to improve their scientific and/or artistic and/or pedagogical qualification. His/her average salary shall be paid during this period.

93. The staff of the College must:

93.1. observe the requirements of the Code of Academic Ethics;

93.2. perform any other duties set forth in the Statute and employment contracts.

94. The staff of the College involved in higher education and research activities must provide students with up-to-date information and objectively assess students' achievements.

95. The College shall have an administration necessary for the performance of administrative functions of the College and its units, as well as employees of the administration and other employees necessary for the implementation of the objectives of studies, research and experimental development, artistic and economic activities of the College. The administration shall consist of employees of the College, with the exception of the employees of the academic units of the College, which are included in the composition of other academic units, who shall have the right to give orders within the limits of their competence to subordinate employees. Besides the administrative duties, the employees of the College may carry out pedagogical and/or research work. The number, positions and functions of employees of the College shall be set by the director. An academic unit of the College shall be such a unit whose main activities are the carrying out of studies and/or research and experimental development.

96. The positions of the teaching staff of the College shall be as follows: professor, associate professor, lecturer, and assistant.

97. A scientist or an established artist or a doctor in arts who carries out artistic activities may hold the position of a professor. A scientist who holds the position of a professor must train scientists, teach students, conduct research and experimental development and direct them, and announce research results. An established artist who holds the position of a professor must train

professional artists, teach students, participate in artistic activities and/or develop art research areas and direct them, and announce research results.

98. A scientist or an established artist or a doctor in arts who carries out artistic activities may hold the position of an associate professor. With the consent of the Academic Council, a person who has a considerable practical experience in the sphere of a specific subject (subjects) and a Master's qualification degree or a higher education qualification equivalent to it may be accepted to the position of an associate professor for a period of one year. A scientist who holds the position of an associate professor must teach students, conduct research and experimental development, and announce the results of this activity. An established artist, a doctor in arts who holds the position of an associate professor must train professional artists, teach students, and participate in artistic activities.

99. A scientist or a person who has at least a Master's qualification degree or a higher education degree equivalent to it may be a candidate for the position of a lecturer. A lecturer must teach students, and perform methodological work.

100. A person who has at least a Master's qualification degree or a higher education qualification equivalent to it may be a candidate for the position of an assistant. An assistant must direct practical training of students (practical work, practical training, placements, etc.), and help in carrying out research and experimental development work. Practical activities of students (practical work, practical training, placements, etc.) may be directed by a person with a bachelor's degree or a professional bachelor's degree.

101. The Academic Council shall lay down qualification requirements for positions of teaching staff, which must be not lower than those established by the Law on Higher Education and Research, as well as the procedure for organizing competitions to fill the said positions and for the performance evaluation of teaching staff.

102. More than half of the teaching staff of the College shall have at least 3 years of practical experience relating to the subject they teach. The competence of the lecturers in the subject they teach and teaching must be improved in accordance with the procedure established by the Academic Council.

103. The research staff of the College shall be researchers holding the position of chief research staff, senior research staff, research staff, junior research staff, as well as postdoctoral fellowship holders.

104. On the decision of the Academic Council, the status of an associate scientist or a lecturer may be conferred upon a scientist or a lecturer who has worked in the College and who has been maintaining scientific or artistic relations with the College (who prepares joint scientific or artistic publications with the staff of the College, conducts joint research and experimental development or art projects with them, advises them on scientific, artistic or pedagogical issues or similar issues), but who temporarily works elsewhere (not longer than until the expiry of the term of tenure in the College, and not longer than 5 years for the persons provided for in paragraph 4 of Article 72 of the Law on Higher Education and Research). With the consent of the Academic Council, an associate scientist or a lecturer may return to the previously held position without competition and hold the said position until the expiry of the term of tenure. The term of tenure shall also include the periods during which the associate scientist worked elsewhere.

105. Persons shall be accepted to the positions of lecturers and research staff of the College, with the exception of postdoctoral fellowship holders and visiting lecturers as well as research staff and lecturers with whom employment contracts of unlimited duration are concluded, and in compliance with the principals for admission to the positions of lecturers and research staff of the higher education and research institutions laid down in the Law on Higher Education and Research through an open competition for a 5-year term of tenure. The procedure for organizing a competition to fill the positions of lecturers and research staff of the College shall be laid down by the Academic Council.

106. With not less than three months remaining before the expiry of the term of tenure of lecturers and research staff of the College, an open competition shall be announced to fill these

positions. A person who already holds this position may participate in the said competition. An announcement about a competition to fill a position must be published on the websites of the College and the Research Council of Lithuania, as well as in the Lithuanian mass media and, where appropriate, in the international mass media. The procedure of appointment to a position in an open competition shall not apply to visiting lecturers and research staff or lecturers and research staff with whom an employment contract of unlimited duration is concluded or when the position is abolished by the College.

107. A commission for performance evaluation and recruitment of lecturers and research staff of the College which evaluates candidates for the position of a lecturer and a research staff, with the exception of postdoctoral fellowship holder, shall be set up in accordance with the procedure laid down by the Academic Council. No less than one-third of the members of the commission for performance evaluation and recruitment of lecturers and research staff of the College must be persons who do not work in the College; also there must be at least 1 representative of students delegated by the students' representation. When making arrangements for a competition to fill the position of the chief research staff or a professor, at least one international expert must be in the commission for performance evaluation and recruitment of lecturers and research staff of the College.

108. A person who has the second time in succession won the competition to hold the same position of a lecturer or a research staff shall conclude an employment contract of unlimited duration for holding this position. Performance evaluation of this person shall be carried out every five years in accordance with the procedure laid down by the Academic Council. A period during which a person was granted maternity leave, paternity leave or childcare leave shall not be included in the said 5-year period. A person who fails the performance evaluation shall be dismissed from the position. Persons shall be accepted to a higher position of a lecturer or research staff by way of open competition.

109. An extraordinary performance evaluation may be conducted for lecturers and research staff of the College in accordance with the procedure laid down by the Academic Council.

110. The College may invite lecturers and research staff to work under the fixed-duration employment contract for a period not exceeding 2 years. The procedure of appointment to a position as prescribed in the Law on Higher Education and Research shall not apply to visiting lecturers and research workers.

## **CHAPTER VII**

### **ADMISSION AND EXCLUSION OF STUDENTS, TERMINATION AND RENEWAL OF STUDIES**

111. Persons who have passed at least one state matura examination and have at least the secondary education shall be admitted by way of competition to a higher education college study programme, taking account of their learning results, entrance examinations or other criteria laid down in the Rules for Admission of Students to Vilnius College of Technologies and Design approved by the Academic Council. Admission of these persons to the College may be carried out before the commencement of studies under the respective study programme.

112. A list of competition subjects according to study fields shall, upon evaluation by the Ministry of Education, Science and Sport, be set by the Academic Council and announced not later than 2 years prior to the 1<sup>st</sup> of September of the respective academic year. The requirements for admission to the College shall not be applicable to the persons specified in paragraph 1 of Article 59 of the Law on Higher Education and Research. The principles of composition of the competition score and other criteria shall be announced by the College every year until the 1<sup>st</sup> of December with no less than 6 months remaining before the commencement of admission to the College. The lowest passing entrance score shall be announced by the College every year no later than before 1 April.

113. Students shall be admitted to state-funded study places and study places not funded by the state according to the selected study programme. The general number of student places shall be

fixed by the Academic Council, taking into consideration the possibilities of quality assurance in studies by the College of Higher Education.

114. Those who study in the student places not funded by the state shall pay the tuition fee which is fixed by the Academic Council. The tuition fee shall be indicated in the Rules for Admission of Students to Vilnius College of Technologies and Design.

115. A person whose studies are funded by the state in accordance with the procedure laid down by the Government shall have the right to change a study programme within the same study area, without losing the remaining part of state funding of the studies, where such part does not exceed the normative cost of that study programme. A person studying in a student place not funded by the state can change a study programme or its form in the procedure established by the provisions on studies of the College.

116. A person who loses state funding must pay a fixed tuition fee for his/her studies and a student who studies in the student place not funded by the state, in the same study field, in the same course and in the same form of studies who complies with the criteria of good learning shall be transferred to the state-funded student place based on the principles set forth in the Law on Higher Education and Research and in the procedure prescribed by the Academic Council. If the number of state-funded student places is lower than the number of students meeting the criteria of good learning, priority shall be given to students who have more excellent evaluations in study modules (subjects) during the assessment period.

117. Persons who comply with the requirements specified in paragraph 2 of Article 59 of the Law on Higher Education and Research shall be admitted to the short cycle studies by the way of competition.

118. A student whose short cycle, first cycle studies are funded by the state shall, after the assessment period established by the Academic Council which may not be longer than the year of studies, retain state funding for studies provided that he/she meets the criteria for good learning established by the Law on Higher Education and Research.

119. Persons who have completed a study year with the best results in the student places not funded by the state may be compensated for the tuition fee in accordance with the procedure and amount established by the Government. The order of the persons who have completed a study year with the best results in the student places not funded by the state shall be formed according to the fields of studies in accordance with the procedure established by the Academic Council.

120. Students shall have a right to academic leave. Academic leave shall be granted by the order of the head of the academic unit, taking into account a reasoned written request of the person. Academic leave shall be granted on the basis of the grounds specified in subparagraph 82.11 of the Statute.

121. Studies may be terminated and a student may be struck off from the register of students of the College by the order of the director on the recommendation of the head of the academic unit of the College if the student:

121.1. grossly violates the requirements of the Statute, the Code of Academic Ethics and internal rules of procedure of the College;

121.2. fails to achieve the results set out in the description of the study programme;

121.3. does not return from academic leave on time without a valid reason;

121.4. fails to fulfil the financial terms and conditions of the study agreement with the College;

121.5. may not continue studies for objective reasons (effective judgement, illness, etc.);

121.6. provided false and misleading data, information or documents for which the study agreement could not be concluded, being fulfilled or fulfilled;

121.7. wants this by himself/herself;

121.8. the study agreement has expired in other cases specified by legal acts.

122. Upon termination of studies, they may be renewed in accordance with the procedure laid down by the regulations of studies of the College. A person excluded from the College for



serious violations of the Statute, the Code of Academic Ethics or the rules of internal procedure may renew studies not earlier than one year after the date of exclusion.

## **CHAPTER VIII**

### **SETTING UP OF COMMISSIONS FOR CONSIDERATION OF DISPUTES BETWEEN STUDENTS AND THE ADMINISTRATION AND OTHER EMPLOYEES, CONSIDERATION OF DISPUTES**

123. Any disputes relating to higher education and research activities between the students and the administration and other employees of the College shall be solved by the Commission of Dispute Consideration (hereinafter referred to as the Commission) which is formed by the order of the director for the period of 2 years. The Commission shall consist of 4 persons: 2 employees of the College and 2 students authorised by the students' representation (and in the absence of such, by a general meeting (conference) of students). The chairperson of the Commission shall be elected from among the members of the Commission. A student of the College may not be the chairperson of the Commission. The Commission's rules of the procedure shall be approved by the director.

124. The procedure for consideration of disputes and implementation of decisions shall be set in the regulations of activities of the Commission of Dispute Consideration that shall be agreed upon with the students' representation (and in the absence of such, by a general meeting (conference) of students) and approved by the director.

125. Any issues shall be considered by the Commission in a collegial, objective and impartial manner taking into account all relevant circumstances and information, in accordance with the principles of justice, reasonableness and good faith.

126. Disputes between the administration and employees of the College regarding the implementation of rights and duties established in labour laws, other legal acts and employment contracts shall be considered in accordance with the procedure laid down by the Labour Code of the Republic of Lithuania and other legal acts.

## **CHAPTER IX**

### **FUNDING SOURCES, PROCEDURE FOR USING ASSETS AND FUNDS OF THE COLLEGE OF HIGHER EDUCATION**

127. While managing, using and disposing of assets, the College shall adhere to the principles of public benefit, efficiency, rationality, accountability to the public and autonomy of economic activities.

128. The College shall exercise the right to the inviolability of its land plots, buildings and other assets intended for higher education and research purposes. Only the Government, having assessed the opinion of the Council, may change the boundaries of state-owned land plots used by the College on the basis of the trust agreements, the managers of buildings or other assets intended for higher education and research purposes transferred to the College for management by the right of trust.

129. The fixed tangible assets belonging to the state by the right of ownership and transferred to the College under the trust agreement for state assets shall be managed, used and disposed of by the College in accordance with the procedure laid down by the Law on Higher Education and Research and the Law on the Management, Use and Disposal of the State and Municipal Assets of the Republic of Lithuania.

130. The following shall comprise the assets managed, used and disposed of by the College by the right of ownership:

130.1. assets invested by the state;

130.2. income received as payment for studies, as well as income received from research, experimental development, economic, research activities and rendered services;

130.3. funds and other assets received as a charity under the Law on Charity and Sponsorship;

130.4. other funds, with the exception of state budget funds;

130.5. assets purchased with the state budget funds and with the funds provided for in subparagraphs 130.2-130.4 of the Statute, with the exception of the immovable property acquired with the European Union assistance, funds of the state budget and state foundations;

130.6. donations;

130.7. inherited property;

130.8. property rights arising from intellectual activity results (scientific or artistic works and objects of industrial property rights - patents, design, trademarks and other intellectual property objects);

130.9. income, assets or other benefit gained while managing, using and disposing of the funds or other assets indicated in subparagraphs 130.1-130.8 of the Statute, with the exception of the cases provided for by the Law on Higher Education and Research.

131. Funds of the College shall comprise the following

131.1. resources of the basic funding of the state budget of the Republic of Lithuania;

131.2. state budgetary funds of the Republic of Lithuania appropriated for studies;

131.3. funds provided for in paragraph 6 of Article 9 of the Law on Higher Education and Research;

131.4. funds of state investment programmes and state investment projects;

131.5. income received as payment for studies, as well as income received from research, experimental development, artistic activities, economic activities and rendered services;

131.6. funds received as competition-based programme funding for research and experimental development;

131.7. funds of state funds;

131.8. funds appropriated by international and foreign funds and organizations;

131.9. funds received as a charity under the Law on Charity and Sponsorship;

131.10. other funds received in legal ways.

132. Accounting of the College, organisation and management thereof, compiling of financial statements and reports on the implementation of the budget shall be established by legal acts.

133. Each year (not later than by March), the College shall make public and submit the activity reports of the previous calendar year for the previous year to the Ministry of Education, Science and Sport and to the founder, as well as publish the annual income and expenditure estimates and reports on their implementation.

134. The National Audit Office shall conduct audits of the College in accordance with the procedure laid down by legal acts. The audit of the financial statements of the College shall be conducted in the cases specified in the Law on Public Sector Accountability and the Law on Public Institutions of the Republic of Lithuania.

## **CHAPTER X**

### **ESTABLISHMENT OF BRANCHES AND REPRESENTATIVE OFFICES AND TERMINATION OF ACTIVITIES THEREOF**

135. The College may establish branches and representative offices to ensure its activities.

136. A branch and representative office of the College shall be a structural unit having its seat and carrying out all or part of the functions of the College. A branch and representative office

shall act in accordance with the regulations approved by the Council, taking into account the proposals of the Academic Council. A branch and representative office shall not be a legal person. The College shall be liable in accordance with the obligations of the branch and representative office, both the branch and the representative office shall be liable in accordance with the obligations of the College.

137. A decision on the establishment of the branch or representative office and/or termination of their activities shall be adopted by the Council on the recommendation of the director, taking into account the proposals of the Academic Council.

138. The branch and representative office of the College shall be established and their activities shall be terminated by a decision of the Council in accordance with the procedure laid down by the Civil Code and legal acts implementing it.

## **CHAPTER XI AMENDMENT OF THE STATUTE**

139. Amendment of the Statute may be initiated by the Government, the Ministry of Education, Science and Sport, the Council, the Academic Council, and the director.

140. Amendments of the Statute shall be submitted by the Council, in agreement with the Academic Council, for approval of the Government.

## **CHAPTER XII FINAL PROVISIONS**

141. The College may be reorganized and liquidated in accordance with the procedure laid down by the Civil Code, the Law on Higher Education and Research and the Law on Public Institutions.

142. Plans for the reorganisation or liquidation of the College shall be approved by the Council in agreement with the Academic Council and submitted to the Government.

143. A decision on reorganization or liquidation of the College shall be adopted by the Government on the recommendation of the Council or on the recommendation of the Ministry of Education, Science and Sport, upon assessment of the opinion of the Council or when authorization to deliver studies and implement activities related thereto issued to the College is revoked.

144. Issues of the activities of the College that are not covered by the Statute shall be resolved in accordance with the procedure laid down by legal acts of the Republic of Lithuania, also regulated by the documents approved by the Council, the Academic Council or the director.

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