

APPROVED  
by Order No V-024 of the Rector of  
Kazimieras Simonavicius University  
of 30 August 2024

## **REGULATIONS OF THE ACTIVITIES OF KAZIMIERAS SIMONAVICIUS UNIVERSITY DISPUTE SETTLEMENT COMMISSION**

### **CHAPTER I GENERAL PROVISIONS**

1. The Regulations of the Activities of Kazimieras Simonavicius University Dispute Settlement Commission (“Regulations”) lays down the rules for the settlement of disputes between Kazimieras Simonavicius University (“University”) students and the administration or other staff in connection with research and study activities as well as constitution, authorities, and work organisation of Dispute Settlement Commission (“Commission”).

2. The Commission shall be guided in its work by the Constitution of the Republic of Lithuania, the Law on Higher Education and Research of the Republic of Lithuania, the Statutes of the University, other legal acts of both the Republic of Lithuania and the University as well as by the Regulations.

3. The terms used in the Regulations correspond to the terms used in the Law on Higher Education and Research.

### **CHAPTER II CONSTITUTION AND COMPOSITION OF THE COMMISSION**

4. The University and the University’s Student Agency shall each appoint 2 representatives to the Commission.

5. The Commission shall be composed of a Chairperson and members. The Chairperson and the members of the Commission (excluding student representatives) shall be appointed by the Heads of the administrative (academic) units. Student representatives to the Commission shall be appointed and withdrawn by the University’s Student Agency in accordance with its procedures.

6. The chairperson, members of the Commission shall not be members of the governing bodies of the University, members of standing commissions and committees established by the Senate.

7. The Commission shall be approved by order of the Rector of the University.

8. The members of the Commission have equal rights, except where, in accordance with the Regulations, the Chairperson of the Commission (or, in his/her absence, the Chairperson of the meeting) has a casting vote.

9. Persons who become members of the Commission are required to sign a confidentiality undertaking and a declaration of impartiality (Annex).

10. When a member of the Commission leaves his/her employment at the University, completes his/her studies, or submits a request for resignation to the administrative (academic) unit or to the University's Student Agency that appointed him/her, a new member of the Commission shall be appointed in accordance with the procedure laid down in the Regulations.

### **CHAPTER III SCOPE OF THE COMMISSION AUTHORITIES**

11. The Commission handles reports related to disputes between the University students and the administration or other staff (e.g. teaching staff, research staff) in connection with research and study activities. The Commission does not handle reports concerning possible violations of academic ethics, employment relationships, assessments of final exams and final papers.

### **CHAPTER IV ORGANISATION OF THE COMMISSION WORK**

12. Meetings of the Commission shall be convened and chaired by the chairperson of the Commission. In the event of the Chairperson of the Commission exclusion due to the circumstances provided for in point 13, the meeting shall be convened and chaired by another member of the Commission appointed by the Rector. If the Chairperson of the Commission is prevented from attending for objective reasons, the meeting shall be convened and chaired by another member of the Commission appointed by the Chairperson of the Commission.

13. A member of the Commission shall have a duty to exclude from the discussion of a matter at a meeting in at least one of the following circumstances:

- 13.1. the matter in question relates directly to the member of the Commission himself/herself;
- 13.2. the matter in question concerns persons to whom the member of the Commission is related by ties of consanguinity or affinity;
- 13.3. the matter in question relates to persons with whom the member of the Commission is related by marriage, partnership or guardianship;
- 13.4. the member of the Commission, his/her spouse (cohabitant) or his/her close relatives have a direct or indirect interest in the outcome of the matter;
- 13.5. there are other circumstances which call into question the impartiality of the member of the Commission (e.g. income of any kind from the parties to the dispute or related parties).

14. Reports to the Commission may be made no later than within 5 working days of the date on which the dispute occurred. In the event of compelling reasons for missing it and at the reasoned request of the whistleblower, the time limit may be extended by a decision of the Commission, provided that no more than one month has elapsed since the occurrence of the dispute.

15. Reports to the Commission are made through the e-delivery system (<https://epristatymas.lt/>) or by email [ksu@ksu.lt](mailto:ksu@ksu.lt) in the following ways:

- 15.1. signed and scanned;
- 15.2. signed with a qualified electronic signature.

16. The report shall contain:

16.1. the whistleblower's name and surname, job title or unit of employment/study programme in which the whistleblower is studying, the email address provided by the University (or, if no email address is provided, the email address used by the whistleblower) and telephone number;

16.2. a description of the alleged violation;

16.3. the information altogether with available evidence or circumstances to substantiate the fact that a matter of the dispute has been committed;

16.4. the whistleblower's specific request;

16.5. signature of the whistleblower (signed and scanned or with a qualified electronic signature).

17. Anonymous reports and reports which do not comply with the requirements of point 16 of the Regulations shall not be considered. The Commission shall have the right to return the report to the whistleblower to remedy the deficiencies within a reasonable period of time specified by the Commission but not less than 2 working days.

18. The Commission must investigate the student's report and take a decision no later than 15 calendar days while the administration or other staff's no later than 20 working days after its receipt and registration by the University in accordance with the University procedures. The period referred to in this point shall not include any period of regular leave granted to students or employees under the University's legislation.

19. The main form of the Commission activity – meeting. The Commission may organise its activities in other ways (e.g. fully remotely, hybrid).

20. Meetings of the Commission are closed. The parties to the dispute shall have the right to attend the Commission meeting at the invitation of the Commission. The Commission shall have the right to invite other persons to attend the meeting at the request of the parties of the dispute or on its own motion.

21. The University community members who are the subject of the report shall be informed of its content. The Commission may decide to withhold the whistleblower's identity from the other party by informing the other party of the content of the report, stating the grounds for such a decision (e.g. taking whistleblower protection measures).

22. The decision, signed by the Chairperson of the Commission and registered in accordance with the University's procedure, shall be sent by email [ksu@ksu.lt](mailto:ksu@ksu.lt) no later than 1 working day after it has been adopted, and shall be deemed to have been notified the day after it has been sent. The decision may also be signed with an electronic signature. The decision is provided in a non-personalised way to the University community member whose action is the subject of the decision and the whistleblower who is directly affected by the decision (the decision may have infringed his/her rights and legitimate interests).

23. The decision shall be given in the way the report was received.

24. The Commission shall investigate reports in accordance with the principles of impartiality, objectivity, justice, freedom of action, autonomy, equality, non-discrimination, and confidentiality.

The Commission must give the parties to the dispute an opportunity to be heard. This right may be exercised in writing or orally by decision of the Commission.

24.1. The Commission may also contact other persons and institutions relevant to the assessment of the circumstances of the report. The Commission's work may make use of a variety of information systems (e.g. registers, databases, text-matching software, transcription tools, artificial intelligence-based technologies).

24.2. Members of the University community who are contacted by the Commission to comprehensively and objectively investigate the circumstances set out in the report must provide the Commission with all the information and documents/data available to them.

25. Minutes shall be taken of the meetings of the Commission. The minutes of the Commission meeting shall be signed by the Chairperson of the Commission (in his/her absence by the Chairperson of the meeting). The minutes of the meetings of the Commission shall be kept at the University for 3 years.

## **CHAPTER V DECISIONS OF THE COMMISSION**

26. After investigating the report, the Commission:

26.1. declares the report unfounded;

26.2. if it is not in a position to assess a violation of interests, it shall discontinue consideration of the report;

26.3. refuses to investigate the report on the grounds that it is not within the remit of the Commission (point 11 of the Regulations) and, if there are any, suggests another person and/or body to which the whistleblower may refer;

26.4. declares the report founded and recommends to the Head of an administrative (academic) unit taking into consideration the University's legislation.

27. Decisions of the Commission shall be lawful if they are taken at a meeting at which at least half of the members of the Commission are present.

28. Decisions of the Commission shall be taken by a simple majority of the Commission members present at the meeting. When the votes are equally divided, the Chairperson of the Commission (or, in his/her absence, the Chairperson of the meeting) has a casting vote.

29. Decisions of the Commission at the University shall be final and non-appealable.

## **CHAPTER VI FINAL PROVISIONS**

30. The Commission's composition, contact details, and the main documents on the organisation of its work are publicly available on the University's website in both Lithuanian and English languages.

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Annex to the Regulations of the Activities of  
Kazimieras Simonavicius University  
Dispute Settlement Commission

### CONFIDENTIALITY UNDERTAKING AND DECLARATION OF IMPARTIALITY

\_\_\_\_\_ 20\_\_ No \_\_\_\_\_

Vilnius

Acting as a \_\_\_\_\_,  
(position in the Dispute Settlement Commission)

#### I hereby pledge:

1. to ensure the protection of confidential information (“Information”) of which I become aware in my capacity as a member of the Dispute Settlement Commission (“the Commission”);
2. to consider all Information received in the course of the work of the Commission as confidential, except where it is indicated that the relevant Information is not confidential;
3. to keep the Information received secret, not to destroy, damage, lose, disclose or cause to be disclosed (in whole or in part), intentionally or unintentionally, to any other person without the written consent of the University or of the University’s responsible representative (except where it is necessary to disclose it in accordance with the procedure laid down by the legislation of the Republic of Lithuania);
4. to use the University’s Information only for the purpose for which it was disclosed;
5. not to copy or reproduce the Information, or any part of it, in any form or by any means, except as necessary for the purpose of providing the Information;
6. to store and process personal data in accordance with the Law on Legal Protection of Personal Data of the Republic of Lithuania and legal acts of the University;
7. to carry out the duties/tasks entrusted to me objectively, in a businesslike manner, without prejudice and in accordance with the principles of equality, non-discrimination, impartiality, objectivity and justice of all persons;
8. to immediately notify the Rector or his/her delegate in writing of the circumstances referred to in point 13 of the Regulations of the Activities of the Dispute Settlement Commission.

#### I understand that:

9. in the event of a conflict of interest, I must recuse myself or may be recused from the consideration of the report in question and/or the drafting, consideration and decision-making process relating thereto;
10. disclosure may be made in writing, by giving objects, by providing access to the Information (e.g. various forms of scientific results, databases), by oral and/or visual presentation;
11. Information may be disclosed to other members of the Commission who shall be cognisant of the Information and/or to any other persons with the prior consent of the University;
12. I may disclose, publish, disseminate and use Information that:

- 12.1. is in my possession prior to the time of signing the Confidentiality Undertaking and the Declaration of Impartiality and for which there are no confidentiality obligations;
- 12.2. is independently created;
- 12.3. is obtained without confidentiality obligations;
- 12.4. is clearly marked as non-confidential;
- 12.5. is publicly available at the time of receipt or becomes publicly available at a later date, but through no fault of the member of the Commission the information may be disclosed only to the extent required by the legal acts of the Republic of Lithuania.

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(name, surname)

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(signature)

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(date)