

VILNIUS BUSINESS COLLEGE

STATUTE

I. GENERAL PROVISIONS

1. The Public Institution Vilnius Business College (hereinafter – the **College**) is a non-state higher education institution of the Republic of Lithuania, where college-level studies are carried out, applied scientific research, experimental development, professional art, and consultancy activities are pursued.
2. The legal form of the College is a Public Institution. The College is a public legal entity with limited liability, operating in accordance with this Statute (hereinafter – the **Statute**), the Civil Code of the Republic of Lithuania (hereinafter – the **Civil Code**), the Law on Science and Studies of the Republic of Lithuania (hereinafter – the **Law on Science and Studies**), the Law on Public Institutions of the Republic of Lithuania (hereinafter – the **Law on Public Institutions**), other laws of the Republic of Lithuania and other legal acts.
3. The property of the College is separate from the property of the Members (hereinafter – *dalininkai* as defined in the Law on Public Establishments of the Republic of Lithuania) of the College. The College is liable for its obligations only with the property it owns. The College is not liable for the obligations of its members, and the members of the College are not liable for the obligations of the College.
4. The College has a seal bearing the State Emblem of Lithuania and its name, as well as a bank account.
5. The College holds academic, administrative, economic, and financial autonomy as established by the Law on Science and Studies, other legal acts of the Republic of Lithuania, and this Statute, based on the principles of self-governance and academic freedom. In accordance with the Constitution of the Republic of Lithuania, the Law on Science and Studies, and other laws, the autonomy of the College is balanced with accountability to society, founders, and the members of the legal entity.
6. The Statute is the founding document of the College, which governs the activities of the College. The Statute regulates the College's place in the Lithuanian higher education system, its name, legal form, aims and objectives, areas and types of activity, the main provisions of science and study organization, management bodies and their competences, the procedures for their election and removal, rights, duties, and responsibilities of students and employees, the procedure for admission and dismissal of students, the formation of commissions for the settlement of disputes between students and administration or other employees, the procedure for dispute resolution and implementation of decisions, sources of funds, procedures for the use of property and funds, procedures for ensuring the quality of science and studies, the procedure for amending the Statute, and other matters.
7. The College independently determines its structure, studies and internal regulations, grounding its autonomy in the principles of self-governance, academic freedom, and respect for human rights.
8. The College provides both formal and non-formal education. The result of formal education is the award of higher education through college-level studies, preparing specialists in various fields holding the professional bachelor's qualification. The College develops study programmes according to the needs of the Lithuanian and European markets and provides opportunities for lifelong learning. Non-formal education includes learning under non-formal education programmes, upon completion of which a certificate indicating learning achievements may be issued, as well as the organization of non-degree studies, seminars, courses, and requalification of specialists. The mission of the College is to provide each student with opportunities for professional growth and personal development by flexibly combining high-quality studies that meet business needs with innovative study methods, while promoting the ideas of sustainable

- development and lifelong learning.
9. The language of instruction at the College is Lithuanian. In cases provided by the Law on Science and Studies, certain study programmes or their parts may be delivered in other languages.
 10. The College is a recipient of support in accordance with the Law on Charity and Support of the Republic of Lithuania.
 11. All persons holding at least secondary education have the right to pursue higher education at the College, regardless of nationality, gender, religious or political beliefs.
 12. The College is established for an indefinite period.
 13. The financial year of the College is the calendar year, beginning on January 1 and ending on December 31.

II. AIMS, OBJECTIVES, FIELDS, AND TYPES OF ACTIVITY OF THE COLLEGE

14. The object of the College's activity is the organization and implementation of college-level studies, the granting of qualifications requiring higher education, the conduct and development of applied scientific research, the application of applied research results, the creation, accumulation, and dissemination of knowledge, the development of creative activity, and the cultivation of the values and traditions of the academic community.
15. The main aims and objectives of the College are:
 - 15.1. To provide high-quality studies by improving existing and developing new study programmes, closely cooperating with employers and social partners, strengthening the potential of staff, improving the professional competencies of academic and administrative personnel, attracting new qualified specialists, innovatively developing students' competences, improving the study organization process, and increasing opportunities to continue studies in Lithuanian and foreign higher education institutions;
 - 15.2. To develop the international integration of the College by expanding the network of international partners, promoting the mobility of the College community, applying and disseminating good international practices to enhance the competitiveness of the College, and attracting students from foreign countries;
 - 15.3. To carry out project activities and applied scientific research by increasing participation in national and international projects, encouraging the academic community to participate in national and international events, integrating applied scientific research into the study process, and expanding cooperation with businesses and business-associated structures;
 - 15.4. To ensure and improve the College's internal and external communication by fostering internal organizational culture, improving internal communication tools, and strengthening the recognition and reputation of the College;
 - 15.5. To increase social integration and implement the principles of sustainable development by promoting a culture of tolerance within the College community, strengthening the integration of the College community with different social groups, disseminating sustainability concepts and participating in sustainability-promoting projects, and fostering a socially responsible personality;
 - 15.6. To continuously develop the material base of the College by modernizing the technical means used in the study process, ensuring adequate and appropriate material provision for the College's activities, optimizing the use of available material resources, expanding the library's collection, and broadening the range of services provided.
16. The principal field of activity of the College is education. The principal type of activity of the College, according to the Classification of Economic Activities, is higher non-university education (85.42.10).
17. In order to achieve its aims and implement its objectives, the College engages in the following activities permitted by the laws of the Republic of Lithuania and this Statute (according to the Classification of Economic Activities):
 - 17.1. Higher education (85.4);
 - 17.2. Higher non-university education (85.42.10);

- 17.3. Education not leading to a higher education degree after completion of secondary school (85.41);
 - 17.4. Other education (85.5);
 - 17.5. Educational support services (85.60);
 - 17.6. Other education not elsewhere classified (85.59);
 - 17.7. Technical and vocational secondary education (85.32);
 - 17.8. Scientific research and applied activities (72);
 - 17.9. Market research and public opinion polling (73.20);
 - 17.10. Other professional, scientific, and technical activities not elsewhere classified (74.90);
 - 17.11. Publishing activities (58);
 - 17.12. Library and archival activities (91.01);
 - 17.13. General advice and consultation, drafting of legal documents (69.10.30);
 - 17.14. Management consultancy activities (70.2);
 - 17.15. Rental and operation of own or leased real estate (68.2);
 - 17.16. Other business support service activities not elsewhere classified (82.99).
18. The College also has the right to engage in other activities not listed above, provided they do not contradict the aims of the College, the laws and other legal acts of the Republic of Lithuania, and this Statute. Activities subject to licensing or carried out under established procedures may be conducted by the College only upon obtaining the relevant licenses and/or permits.

III. RIGHTS AND DUTIES OF THE COLLEGE

19. The College has the right:
- 19.1. to choose the directions and forms of studies and personal development, applied scientific research and experimental development, and dissemination of knowledge;
 - 19.2. to establish the rules of study;
 - 19.3. to award higher education qualifications and annul them in accordance with the procedure established by the higher education institution;
 - 19.4. to admit and dismiss students and attendees in accordance with the procedure laid down in this Statute;
 - 19.5. to determine tuition fees in accordance with the Law on Science and Studies;
 - 19.6. to award scholarships or other support to students from its own or sponsors' funds;
 - 19.7. to prepare and approve study programmes that comply with the requirements of legal acts;
 - 19.8. to provide other educational and expert services;
 - 19.9. to publish study, scientific, and other literature;
 - 19.10. to determine its own structure, internal working procedures, number of employees, their rights, duties, and conditions of remuneration, requirements for positions, procedures for organizing competitions for positions and for employee attestation, in compliance with laws and other legal acts;
 - 19.11. to manage, use, and dispose of property in accordance with the procedure established by legal acts;
 - 19.12. to establish forms of cooperation with natural and legal persons, other organizations and their units in Lithuania and abroad;
 - 19.13. to engage in economic and commercial activities not prohibited by law, provided they are inseparably linked to the aims of the College;
 - 19.14. to provide and receive support, to grant charity;
 - 19.15. to exercise other rights established by legal acts.
20. The College may conclude cooperation and other agreements with Lithuanian and foreign science and study institutions, other organizations and individuals, as well as join associations, including international ones, and participate in their activities.
21. The duties of the College are:
- 21.1. to ensure the academic freedom of members of the academic community;
 - 21.2. to inform the members (dalininkai) of the College and the public about the measures taken to ensure the quality of studies and applied scientific activities, the use of state-allocated

- funds, the results of external evaluation and accreditation of study programmes, and the results of internal quality assurance of activities;
- 21.3. to provide in due time to institutions authorized by the Government of the Republic of Lithuania official information (statistical data and substantive information) necessary for the management and monitoring of the science and studies system;
 - 21.4. in implementing study programmes, to provide students with consultations on employment opportunities, and to offer academic and social support;
 - 21.5. to monitor graduate employment and career development;
 - 21.6. to create conditions for teachers to acquire and improve the knowledge and skills necessary for teaching;
 - 21.7. to fulfill other obligations established by legal acts.

IV. MAIN PROVISIONS ON THE ORGANIZATION OF STUDIES AND SCIENCE

22. The system, conditions, organization, and implementation of studies at the College are regulated by the Law on Science and Studies, this Statute, and the College's Study Regulations.
23. The unity of science and studies at the College is ensured through close links with practice – the participation of teachers and students in applied scientific research, experimental (social, cultural) development work commissioned by businesses, industry, and other organizations, in regional development projects, and in consultancy activities.
24. The general principles and directions for the development of study activities are determined by the Academic Council, taking into account the College's applied scientific research capacities, study needs, regional, national, and international scientific priorities, the importance of research for public education, culture and the economy, international scientific cooperation programmes, the qualifications of the College's teachers, and available financial resources.
25. The results of applied scientific research are published publicly (on the internet, in scientific journals, and by other means), insofar as this does not conflict with the legal acts governing the protection of intellectual property and commercial, state, or service secrets.
26. Studies and applied scientific activities at the College are organized by departments and other units.
27. Students' scientific activity is encouraged at the College; student scientific and other associations may operate, and student scientific and practical conferences, seminars, and competitions of scientific works may be organized.
28. The College organizes scientific and practical conferences, seminars, and other scientific and methodological events.
29. Studies at the College are conducted under degree-awarding study programmes and non-degree study programmes, or short-cycle study programmes.
30. Studies at the College may be conducted in full-time and part-time forms. Upon completion of study programmes in different forms, the qualification obtained is equivalent. Different forms of studies and study programmes and their scope are regulated by the College's Study Regulations.
31. Studies at the College are carried out under college study programmes, except in cases established by the Law on Science and Studies and this Statute, when study programmes may be regarded as university-level. The intended learning outcomes of the College's first-cycle study programmes must comply with the study outcomes established for the corresponding cycle in the descriptors of study fields.
32. The beginning and end of the academic year are regulated by the College's Study Regulations. The duration and timing of semesters (classroom work, internships, examination sessions) and vacations are specified in the academic calendar, which is approved by the Director of the College.
33. Only accredited study programmes are implemented at the College.
34. The College may also conduct short-cycle studies aimed at acquiring professional qualifications under level five of the Lithuanian Qualifications Framework. Upon completion of short-cycle studies, the College issues a study certificate granting the right to engage in professional activity and/or to continue studies at a higher education institution.

35. Non-degree studies are conducted in accordance with legal acts and the procedures established by the College.
36. The College may implement joint study programmes together with higher education institutions of Lithuania or foreign states, upon completion of which a qualification or joint qualification degree is awarded, as well as programmes leading to the award of a double qualification degree.
37. In order to meet the needs of society and the economy, the College may organize studies intended for individuals to retrain, upgrade their qualifications, and improve professional skills.
38. Credits earned at other Lithuanian and foreign higher education institutions may be recognized at the College in accordance with the procedures set out in the Study Regulations.
39. The procedure for admission of persons to college-level study programmes is established by the College's Study Regulations and the Rules of Admission of Students.

V. PROCEDURE FOR BECOMING A MEMBER (DALININKAS) OF THE COLLEGE

40. A person may become a member (dalininkas) of the College upon admission or by acquiring (through inheritance, purchase, or other means) the rights of a member.
41. A person is admitted as a member of the College in the following procedure:
 - 41.1. A person wishing to become a member shall submit to the Director of the College an application to become a member. The application must include information about the applicant (in the case of a natural person – name, surname, date of birth, place of residence or correspondence address; in the case of a legal person – name, legal entity code, registered office, name and surname of the representative). The application must also include an expression of consent to the aims of the College, and an indication of the applicant's proposed contribution to the capital of the College, specifying the form of contribution (monetary or non-monetary) and the amount (if the contribution is monetary) or value (if the contribution is tangible or intangible property). If the contribution is non-monetary, the application must be accompanied by an independent property valuation report prepared no earlier than six (6) months before the transfer of the member's property to the College, and the deadline for transferring the contribution to the College, which may not exceed thirty (30) calendar days.
 - 41.2. The Director of the College, having received an application from a person wishing to become a member, must, within thirty (30) calendar days, convene a General Meeting of Members to decide on the admission of the new member. Within five (5) working days after the General Meeting of Members has taken place, the Director must inform in writing the applicant of the decision of the General Meeting of Members regarding admission.
 - 41.3. A person is admitted as a member of the College by a decision of the General Meeting of Members, adopted by a majority of votes of the members present at the meeting.
 - 41.4. When the General Meeting of Members has adopted a decision to admit a member, the person wishing to become a member acquires such status after transferring to the College the contribution specified in the application. The contribution must be transferred to the College within thirty (30) calendar days, unless the General Meeting of Members establishes a different deadline for the transfer.
42. After the person wishing to become a member has carried out the actions referred to in Article 41.4 of the Statute, the Director of the College must, within five (5) days, record the new member and the value of their contribution in the College's records, in accordance with the provisions of Article 41.4.
43. After the actions referred to in Article 42 of the Statute have been completed, the new member shall be issued a document certifying the value of their contribution.
44. When the General Meeting of Members adopts a decision to refuse to satisfy an application of a person wishing to become a member of the College, such decision does not need to be substantiated.
45. Contributions of new members of the College are transferred in the following manner:
 - 45.1. monetary contributions are deposited into a bank account opened in the name of the College;
 - 45.2. non-monetary contributions are transferred to the College by drawing up a Deed of Transfer of Non-Monetary Contribution. The deed is signed by the person transferring the property

(the founder, member, or the applicant wishing to become a member) and the Director of the College.

VI. PROCEDURE FOR TRANSFER OF MEMBER'S RIGHTS TO OTHER PERSONS

46. A member (dalininkas) of the College has the right, in accordance with the procedure established by the laws of the Republic of Lithuania, to sell or otherwise transfer to other persons both property and non-property rights of a member.

47. The rights of a member are transferred on the basis of civil transactions, the legal grounds and form of which are established by the Civil Code.

48. A person who has acquired the rights of a member becomes a member according to the following procedure:

48.1. The person must notify the Director of the College in writing that they have acquired the rights of a member no later than five (5) days from the date of entry into force of the relevant transaction for the transfer of member's rights, and must submit the document or an extract thereof evidencing the acquisition of member's rights. The notice must specify: the member whose rights have been acquired (name, surname, and date of birth of a natural person, or name and legal entity code of a legal person); the person who has acquired the rights (name, surname, date of birth, place of residence or correspondence address of a natural person, or name, legal entity code, registered office, and representative's name and surname of a legal person); and the date of acquisition of the member's rights. The person transferring the rights of a member of the College (or their representative) must formally warn the new member in writing about this obligation to the College.

48.2. The contribution of the person who has become a member to the members' capital is equal to the value of the contributions held by the transferring member.

49. After the person who has acquired the rights of a member has carried out the actions referred to in Article 48.1 of the Statute, the head of the College must, within five (5) days, record the new member and the value of their contribution in the College's records, taking into account the date of acquisition of member's rights indicated in the documents referred to in Article 48.1 of the Statute and the provisions of Article 48.2.

50. After the actions referred to in Article 49 of the Statute have been completed, the new member shall be issued a document certifying the value of their contributions.

51. The property and non-property rights held by a member of the College do not differ from those specified in the Law on Public Institutions and other laws, except for the exceptions specified in this Statute.

52. The number of votes of the new member, in exercising the right to vote in the General Meeting of Members, corresponds to the number of votes held by the transferring member.

VII. BODIES OF THE COLLEGE AND COLLEGE GOVERNANCE

53. In pursuing its aims, the College shall choose its organizational and governance structure.

54. The College acquires civil rights, assumes civil obligations, and exercises them through its governing bodies.

55. The governing bodies of the College are:

55.1. the General Meeting of Members (Visuotinis dalininkų susirinkimas);

55.2. the single-person management body – the Director;

55.3. the collegial advisory body – the Council (Taryba);

55.4. the collegial academic self-governance body – the Academic Council (Akademinė taryba).

56. The activities of the Academic Council and the Council are regulated by their rules of procedure and this Statute.

57. The governance of the College is based on the principles of democracy, creativity, self-governance, competence, openness, and efficiency.

58. The College may establish structural units such as departments, divisions, centres, institutes,

services, and others. The aims, objectives, structure, rights, and responsibilities of the College's units shall be set out in the regulations of the units, approved in accordance with the procedure established by this Statute.

59. The governing bodies of the College must act in the interests of the College. The governing bodies of the College shall not have the right to adopt decisions or perform other actions that violate this Statute and/or the Law on Science and Studies or the Law on Public Institutions, or that are contrary to the aims of the College as set out in this Statute, that clearly exceed normal commercial or economic risk, that are manifestly loss-making, or that are manifestly economically disadvantageous. The governing bodies of the College must act honestly and reasonably with respect to the College and members of other bodies of the legal entity.

GENERAL MEETING OF MEMBERS

60. The highest governing body of the College is the **General Meeting of Members**. If the College has only one member (founder), such member may be referred to as the owner. The written decisions of the sole member of the College are equivalent to the decisions of the General Meeting of Members.

61. The General Meeting of Members shall be convened by the Director of the College at least once a year.

62. The ordinary General Meeting of Members shall be convened no later than four (4) months after the end of the College's financial year. The Director of the College must present to the ordinary General Meeting of Members the College's annual set of financial statements and the College's activity report for the previous financial year.

63. The right of initiative to convene an extraordinary General Meeting of Members shall also belong to any member of the College.

64. The notice convening the General Meeting of Members must state: the name and address of the College, the date, time, and place of the meeting, the agenda of the meeting, and the initiators of the convocation of the General Meeting of Members.

65. The Director of the College must notify each member of the convened General Meeting of Members no later than thirty (30) days before the date of the meeting by one of the following means:

65.1. by sending a registered letter to the member's place of residence or correspondence address provided to the College;

65.2. by delivering the notice against signature;

65.3. by publishing the notice in the electronic publication "Public Notices of Legal Entities" issued by the State Enterprise Centre of Registers.

66. The General Meeting of Members may be convened without following the procedure set out in Article 65 of the Statute, provided that all members give their written consent.

67. No later than ten (10) days prior to the General Meeting of Members, members must be given the opportunity to acquaint themselves with the documents held by the College related to the agenda of the meeting, including draft decisions.

68. The General Meeting of Members may adopt decisions and shall be deemed to have taken place when members holding more than one-half (1/2) of the votes of all members of the College are present, including those participating in the manner established in Article 72 of the Statute. Once quorum has been established, it shall be deemed to exist for the entire duration of the meeting. If quorum is lacking, the General Meeting of Members shall be considered not to have taken place, and a repeat General Meeting of Members must be convened, which shall have the right to adopt decisions only on the agenda items of the meeting that did not take place, and for which quorum requirements shall not apply.

69. Decisions of the General Meeting of Members shall be adopted by a simple majority of the votes of the members present. Decisions on the transfer, lease, gratuitous transfer of use, or pledge of long-term assets owned by the College; on the reorganization of the College and approval of the terms of reorganization; on the liquidation of the College; on the transformation of the College; and on amendments to the Statute of the College shall be adopted by a qualified majority of two-thirds (2/3) of the votes of all shareholders participating in the meeting.

70. All members of the College shall have the right to vote in the General Meeting of Members. Each member shall have one vote in the General Meeting of Members. The Director, if not a member, may

participate in the General Meeting of Members without voting rights. With the consent of the members, other persons may also participate in the General Meeting of Members.

71. The competence of the General Meeting of Members (owner) includes:

- 71.1. appointing and dismissing the Director and determining their remuneration;
 - 71.2. approving the College's activity strategy;
 - 71.3. reviewing and evaluating the College's strategic activity plan;
 - 71.4. adopting a decision to liquidate, reorganize, or transform the College, and appointing a liquidator;
 - 71.5. adopting a decision to change the registered office of the College;
 - 71.6. decides on the public institution becoming a founder or participant of other legal entities;
 - 71.7. approving the Statute of the College and its amendments;
 - 71.8. approving the composition of the Council and its members;
 - 71.9. setting the prices and tariffs of studies, services provided, and works performed, or the procedure for their determination;
 - 71.10. monitoring and supervising whether the Director's activities comply with the approved activity strategy;
 - 71.11. adopting decisions on the transfer, lease, gratuitous transfer of use, or pledge of long-term assets owned by the College;
 - 71.12. deciding on the admission of new members;
 - 71.13. deciding on any transaction not foreseen in the College's budget, where the total value of one or several related transactions exceeds EUR 25,000 (twenty-five thousand), excluding VAT, to be concluded or terminated on behalf of the College;
 - 71.14. approving the College's annual budget and its implementation report;
 - 71.15. deciding on the external financing of the College;
 - 71.16. establishing and approving the procedure for awarding bonuses and/or performance-related supplements at the College;
 - 71.17. deciding on the establishment of branches of the College;
 - 71.18. approving annual financial statement sets;
 - 71.19. approving the College's annual income and expenditure estimate and its implementation report;
 - 71.20. approving the College's annual activity report, including the implementation of the strategic activity plan;
 - 71.21. appointing and dismissing the College's auditor;
 - 71.22. carrying out other actions and adopting decisions not contrary to this Statute and legal acts.
72. By decision of the initiators of the convocation of the General Meeting of Members, the members of the College may participate and vote in the General Meeting of Members remotely, alternatively: (i) by participating and voting after having completed voting ballots in advance; or (ii) by participating and voting using electronic means of communication selected at the discretion of the initiators of the General Meeting of Members, ensuring that all members of the College are provided with the opportunity to participate and vote virtually in the General Meeting of Members. Members of the College undertake to provide the College with their email address, which shall be used for the prompt exchange of information and for member identification. Members of the College must prepare the equipment/technical means necessary for participation in the General Meeting of Members remotely, or notify the College in advance of the need for such electronic means of communication.

DIRECTOR

73. The **Director** is the single-person management body of the College, who acts on behalf of the College and represents it.

74. The Director performs the following functions:

- 74.1. leads the College, organizes its activities, and ensures the implementation of the College's strategic activity plan;
- 74.2. represents the College in relations with third parties;

- 74.3. submits proposals to the General Meeting of Members regarding the determination of tuition fees, service fees, and fees for works performed;
 - 74.4. approves the amounts of payments not directly related to the implementation of study programmes;
 - 74.5. is responsible for the financial activities of the College, the proper management, use, and disposal of funds and property;
 - 74.6. submits to the General Meeting of Members for approval the College's annual income and expenditure estimate and its implementation report;
 - 74.7. publicly announces the College's annual activity report approved by the General Meeting of Members;
 - 74.8. submits to the General Meeting of Members for consideration and approval the strategic plans for the College's activity and/or structural reorganization;
 - 74.9. establishes the annual goals of the College;
 - 74.10. ensures the quality of studies organized at the College and the level of higher education provided by the College;
 - 74.11. issues orders;
 - 74.12. approves the composition of the Academic Council;
 - 74.13. after considering the proposals of the Academic Council, approves the Study Regulations;
 - 74.14. submits proposals regarding members of the Council to the General Meeting of Members;
 - 74.15. approves the rules for student admission to the College;
 - 74.16. establishes and approves the internal rules of procedure of the College;
 - 74.17. establishes and approves the internal organizational structure of the College (composition of academic units, number of teachers, administrative staff, and other employees);
 - 74.18. recruits and dismisses employees of the College, concludes and terminates employment contracts with them;
 - 74.19. admits and expels students in accordance with the procedure laid down in the Statute;
 - 74.20. prior to taking actions and/or entering into transactions on behalf of the College that, under the Law on Public Institutions and/or this Statute, fall within the competence of the General Meeting of Members, must obtain a prior decision (authorization) of the General Meeting of Members (owner);
 - 74.21. encourages employees and students, and imposes disciplinary sanctions on them;
 - 74.22. ensures that the activities of the College comply with the laws of the Republic of Lithuania, the Statute of the College, and other legal acts;
 - 74.23. performs other functions established by legal acts.
75. The Director shall be appointed and dismissed, and their remuneration determined, by the General Meeting of Members.
76. The employment contract with the elected (appointed) Director shall be signed and terminated, and the Director's remuneration determined, by a person authorized by the General Meeting of Members on behalf of the College.
77. By order, the Director may delegate part of their functions (except for those which, under the laws and other legal acts, must be performed personally by the Director of the College) to their deputies or to employees responsible for specific areas.

COUNCIL

78. The **Council** of the College is a collegial advisory body. The purpose of the Council is to assist the management and members (dalininkai) of the College in shaping the strategic directions of the College, addressing societal needs, strengthening the quality of studies, and increasing the impact of the College's activities on society.
79. The Council performs the following functions:
- 79.1. provides recommendations on the formation of the College's strategy and improvement of activities, as well as proposals on strategic directions;
 - 79.2. considers and submits proposals regarding the College's vision, mission, and activity priorities;

- 79.3. helps to ensure that the activities of the College meet the needs of society, students, and the labour market;
 - 79.4. provides opinions and proposals regarding the development of study fields at the College, the need for new study programmes, and the strengthening of the quality of existing programmes;
 - 79.5. promotes the societal impact of the College's activities by proposing directions of cooperation with external partners, communities, and organizations;
 - 79.6. initiates projects and cooperation initiatives that may contribute to the progress and visibility of the College;
 - 79.7. submits proposals for the development of the College's internationalization and strengthening cooperation with foreign countries;
 - 79.8. contributes to shaping the reputation and visibility of the College at the national and international level;
 - 79.9. provides opinions or proposals regarding the improvement of the internal quality assurance system.
80. The Council consists of 15 members. The Council is formed in accordance with the procedure established in the Council's rules of procedure.
81. Members of the Council are appointed for a term of three years.
82. The Council elects and dismisses the Chairperson of the Council from among its members by a majority of all members. The Chairperson of the Council may not be a person belonging to the staff of the College.
83. Meetings of the Council are valid when not less than two-thirds (2/3) of its members are present

ACADEMIC COUNCIL

84. The **Academic Council** is the governing body of the College for academic affairs. Its adopted resolutions are binding on all teachers, employees, and students of the College.
85. The Academic Council performs the following functions:
- 85.1. establishes the rules of study, considers and submits proposals to the Director regarding the Study Regulations;
 - 85.2. approves study programmes and submits proposals to the Director regarding their implementation;
 - 85.3. evaluates the results of ongoing applied scientific research and experimental development, and the quality and level of the College's applied scientific research, experimental development, and artistic activities;
 - 85.4. approves the internal study quality assurance system and monitors its implementation;
 - 85.5. establishes qualification requirements for teaching and research staff positions, and the procedures for their attestation and for organizing competitions for positions;
 - 85.6. grants honorary titles and other awards in accordance with its established procedure;
 - 85.7. submits proposals on the College's strategic activity plan, which defines the mission and vision of the College;
 - 85.8. prepares and approves the rules of procedure of the Academic Council;
 - 85.9. considers and submits proposals regarding the College's Academic Code of Ethics, as well as procedures and provisions for dispute resolution and appeals;
 - 85.10. considers and submits proposals regarding the rules for student admission to the College;
 - 85.11. considers and submits proposals regarding other strategic documents regulating study procedures;
 - 85.12. performs other functions established by legal acts and the Statute of the higher education institution.
86. The Academic Council is elected for a term not exceeding three (3) years.
87. Members of the Academic Council may include members of the College's academic community (teachers, researchers, students), members of the College administration who are included in the Academic Council ex officio, as well as scholars, teachers, and recognized artists from other science and study institutions.
88. The Academic Council consists of 17 members:

- 88.1. five (5) teachers, of whom at least two (2) must hold a doctoral degree or hold research positions. Representatives of teachers to the Academic Council are elected at the general meeting (conference) of the College's teachers by secret ballot;
- 88.2. two (2) student representatives, delegated to the Academic Council by the Student Representation;
- 88.3. two (2) representatives of other science and study institutions, delegated by the Director of the College;
- 88.4. seven (7) members ex officio, appointed by the Director from among representatives of the College's administration and academic staff;
- 88.5. the Director of the College is an ex officio member of the Academic Council. The Director may not hold the position of Chairperson or Deputy Chairperson of the Academic Council.
- 89. The activities of the Academic Council are regulated by the rules of procedure of the Academic Council.
- 90. The Chairperson of the Academic Council is elected by secret ballot by a simple majority of all members of the Academic Council.
- 91. A meeting of the Academic Council is valid when at least half of all members of the Academic Council are present.
- 92. The decisions adopted by the Academic Council are binding on all members of the College's academic community. Decisions of the Academic Council enter into force the day after their publication, unless a later effective date is specified in the decisions themselves.
- 93. The Academic Council must report on its activities to the Director of the College and the academic community at least once a year.

STUDENT REPRESENTATION

- 94. The interests of the College's students are represented by the **Student Representation**. The Student Representation is elected in accordance with the procedure established in the Law on Science and Studies and the Statutes of the Student Representation.
- 95. The Student Representation is composed of students elected at the General Assembly (conference) of students. In its activities, the Student Representation is guided by the Law on Associations of the Republic of Lithuania and other legal acts, as well as by this Statute and the Statutes of the Student Representation.
- 96. The task of student self-governance is to create a creative study environment at the College, organize the life of the student community, defend the rights and interests of the College's students, and represent them in relations with the College's teachers and administration.
- 97. The Student Representation may, in accordance with the law, join associations or other unions and participate in the activities of international student organizations.
- 98. The Student Representation:
 - 98.1. submits proposals on improving the study process, assists the administration in resolving students' social and living issues, and organizes students' leisure activities;
 - 98.2. appoints representatives to the Academic Council;
 - 98.3. considers and approves the internal rules of procedure of the Student Representation, and submits proposals for their improvement;
 - 98.4. discusses the conduct of students expelled for disciplinary violations and expresses its opinion;
 - 98.5. performs other functions assigned to it.

VIII. ACADEMIC COMMUNITY, RIGHTS, DUTIES, AND RESPONSIBILITIES OF STUDENTS AND STAFF

ACADEMIC COMMUNITY

- 99. The academic community consists of students, teachers, research staff, other researchers, professors emeriti, scientists emeriti, and other employees directly involved in scientific and/or study

- activities (hereinafter collectively referred to as the Academic Community).
100. Members of the Academic Community are guaranteed academic freedom, which includes:
 - 100.1. freedom of thought and expression;
 - 100.2. freedom to choose methods and approaches of scientific and pedagogical activity, consistent with recognized ethical principles;
 - 100.3. protection from restrictions and sanctions for publishing the results of their research and for expressing their beliefs, except in cases where the information disclosed constitutes a state or service secret and/or violates the laws of the Republic of Lithuania.
 101. The Academic Community is also guaranteed:
 - 101.1. copyrights of creative and intellectual work, as established by the laws of the Republic of Lithuania and international treaties;
 - 101.2. equal rights to participate in competitions;
 - 101.3. impartial and public review of scientific works.
 102. The Academic Community exercises academic freedom and follows the Academic Code of Ethics, which, taking into account the recommendations of the Ombudsperson for Academic Ethics and Procedures, is prepared and approved by the College.

STAFF

103. The College has academic and administrative staff (hereinafter collectively referred to as the staff of the College).
104. The academic staff consists of teachers and research staff. The activities of the academic staff (minimum qualification requirements, attestation procedures, etc.) are regulated by the procedure for establishing minimum qualification requirements for teaching positions and for attestation, approved by the Academic Council.
105. The administrative staff are specialists responsible for ensuring the implementation of the College's academic, financial, and economic activities. The administration performs the administrative functions of the College's units and implements the tasks of scientific research, experimental (social and cultural) development, and economic activities.
106. The activities of the administration are based on the internal rules of procedure of the College, the regulations of its units, and job descriptions.
107. The employment relations and social guarantees of the College staff are established by the legal acts of the Republic of Lithuania and this Statute.
108. In order to ensure the quality of ongoing studies and scientific activities, the College may invite teachers and research staff from Lithuanian and foreign science and study institutions, as well as specialists from the fields of business, finance, and other sectors of the economy.
109. The duties of the College staff are:
 - 109.1. to comply with the laws of the Republic of Lithuania and this Statute;
 - 109.2. to implement the documents adopted by the governing bodies of the College and the resolutions of the Academic Council;
 - 109.3. to fulfil the requirements of job descriptions and the duties established in the employment contract;
 - 109.4. to follow ethical standards.
110. The rights of teachers are:
 - 110.1. to freely choose methods and forms of organizing teaching activities;
 - 110.2. to have working conditions that ensure pedagogical creativity;
 - 110.3. to receive remuneration corresponding to their qualifications and work performed;
 - 110.4. to improve and upgrade qualifications in Lithuania and abroad;
 - 110.5. to design study programmes and plans, and to submit proposals for their improvement;
 - 110.6. to use the resources and services of the College for the purposes of research and studies;
 - 110.7. to access documents regulating the College's activities, resolutions of governing and self-governance bodies, and meeting minutes;
 - 110.8. to elect and be elected to the Academic Council or other self-governance bodies;

- 110.9. to join trade unions, self-education and cultural groups, public organizations, and movements.
111. The duties and responsibilities of teachers are:
- 111.1. to ensure the professional and subject-specific preparation of students and its quality, and to assess students' knowledge objectively;
 - 111.2. to comply with the Statute of the College, internal rules of procedure, and norms of pedagogical ethics;
 - 111.3. to respect the personality of the student, foster their individuality, and develop moral and civic values;
 - 111.4. to perform their work and tasks assigned by the administration on time, accurately, and with quality;
 - 111.5. to systematically accumulate subject-specific, pedagogical, and psychological knowledge, and to improve qualifications;
 - 111.6. to provide students with the most up-to-date knowledge, and to shape the necessary skills and attitudes;
 - 111.7. to prepare lecture notes and other teaching materials for students' independent work, and to update teaching materials annually;
 - 111.8. to keep up with developments in science and business, and to publish opinions in the media on issues of entrepreneurship, taxation, economic development, the labour market, training of specialists, and other matters;
 - 111.9. to participate in extracurricular activities that satisfy students' needs for self-expression, self-development, and cultural interests;
 - 111.10. to ensure the safeguarding of entrusted material assets;
 - 111.11. to comply with the provisions and requirements of the College's Academic Code of Ethics.
112. For failure to perform or for improper performance of the duties established in this Statute, the Law on Science and Studies of the Republic of Lithuania, and other legal acts, the College staff shall be held liable in accordance with the procedure established by law.

STUDENTS AND ATTENDEES

113. Students are persons studying at the College under degree-awarding college study programmes.
114. Attendees are persons studying at the College under non-degree study programmes, persons studying individual study subjects (modules), and persons studying under non-formal education programmes.
115. The conditions of study, rights, and duties of students and attendees are established in their contracts with the College.
116. Students are issued a Lithuanian student identity card in accordance with the procedure established by the Law on Science and Studies.
117. The rights of students are:
- 117.1. to study according to the chosen study programme;
 - 117.2. to study according to an individual study plan, in accordance with the procedure established by the Academic Council;
 - 117.3. to study under more than one study programme or other study subjects at the College or another higher education institution;
 - 117.4. to evaluate the quality of teaching and the provision of studies;
 - 117.5. to choose teachers if the same subject is taught by several teachers;
 - 117.6. to propose the topic of their final thesis or choose from several proposed topics;
 - 117.7. to complete assignments in alternative ways if they have a disability preventing them from completing them in the prescribed manner, provided that the alternative method ensures that the learning outcomes are achieved;
 - 117.8. to apply to the administration of the College for recognition of study results achieved at the College or another higher education institution;

117.9. to apply to the administration of the College or to the Dispute Settlement Commission in cases of violation of their interests;

117.10. to interrupt and resume studies in accordance with the procedure established in the Study Regulations;

117.11. to take academic leave due to illness (on the recommendation of a physician or medical commission), pregnancy and childbirth, child care, or compulsory initial military service, as well as once during the study period for personal reasons, for a period not exceeding one academic year, without losing student status;

117.12. to freely express their thoughts and views;

117.13. to participate in the governing bodies of the College;

117.14. to elect and be elected to the Student Representation, and to freely join other associations;

117.15. to undertake voluntary internships or traineeships not included in the study programme;

117.16. to receive detailed information about the content of study programmes and study conditions, to evaluate the quality of the study programme and its implementation, and to apply to the College administration regarding assessment of knowledge;

117.17. to use the materials, textbooks, supplementary literature, and technical facilities available at the College;

117.18. to enter into contracts with prospective employers, receive their scholarships, and apply to participate in student exchange programmes with foreign partners;

117.19. to exercise other rights established by laws, this Statute, and other legal acts.

118. The duties of students are:

118.1. to study honestly, attend lectures, seminars, and practical classes, and settle academic and financial obligations on time;

118.2. to comply with the internal rules of the College and the Academic Code of Ethics;

118.3. to safeguard the property of the College;

118.4. to comply with the decisions and orders of the General Meeting of Members, the Academic Council, and the Director;

118.5. to pay tuition fees within the time limits established in the study contracts;

118.6. to be liable to the College, in accordance with the law, for any damage caused to the College;

118.7. not to undermine the reputation of the College in society by behaviour or actions;

118.8. to comply with the Law on Science and Studies, the Statute of the College, the Study Regulations, the internal rules of procedure, the obligations under the study contract, and other legal requirements;

118.9. to respect teachers and fellow students, and to adhere to ethical and moral standards;

118.10. to fulfil other duties established by legal acts.

119. A student may be expelled from the College if they fail to comply with the Law on Science and Studies, the Statute, the Study Regulations, or other legal acts and internal rules of the College, or if they violate student duties or principles of ethics, including cases where:

119.1. the student's behaviour demeans the College, the dignity of the College's staff, teachers, students, and/or other members of the academic community, or other actions directly violate constitutional human rights;

119.2. the student cheats, plagiarizes, or otherwise commits academic dishonesty in connection with the assessment of knowledge during examinations or other assessments;

119.3. the student is intoxicated or under the influence of narcotic, toxic, or psychotropic substances at the College during the study process;

119.4. the student uses violence against members of the academic community or other persons, deliberately damages, destroys, or misappropriates property of the College or other members of the academic community, or provokes such actions;

119.5. the student fails to meet the requirements established in the study programme and/or study contract.

120. For violations of student duties, the College may impose disciplinary sanctions. Disciplinary sanctions are imposed by order of the Director.

121. If a disciplinary sanction is imposed on a member of the Student Representation, the consent of the Student Representation must be obtained, except in cases where the sanction is imposed for failure to fulfil the requirements of the study programme. If the consent of the Student Representation is not granted, a disciplinary sanction on a member of the Student Representation may be imposed with the approval of the Academic Council.
122. Students expelled from the College must settle accounts with the College in accordance with the established procedure.

IX. TUITION FEES

123. Studies at the College are subject to tuition fees. A study contract for the entire period of studies is concluded with each student.
124. The procedure for payment of tuition fees is established in the College's Study Regulations, in the Procedure for the Payment of Tuition and Other Fees, and in other legal acts of the College regulating fee payment procedures.
125. The tuition fee is determined each academic year by decision of the General Meeting of Members.
126. The College may reduce or exempt tuition fees for students who demonstrate excellent academic performance, are socially disadvantaged, belong to vulnerable social groups, or are socially active.

X. PROCEDURE FOR SETTLEMENT OF DISPUTES

127. Complaints, requests, or notifications concerning violations of rights and legitimate interests related to scientific and study activities shall be submitted to the Director or to a person authorized by the Director. A complaint must be submitted in writing. The complaint must be examined and a written reply provided within fifteen (15) days.
128. If the College fails to provide any response within fifteen (15) days to the person who submitted the complaint, or if the complainant does not agree with the College's response or decision, the complainant has the right, within thirty (30) days from the date of receipt of such response or from the expiry of the deadline for providing a response (if no response was given), to apply to the Dispute Settlement Commission, which resolves disputes between students and the administration or other employees related to scientific and study activities.
129. The Dispute Settlement Commission is composed of three (3) authorized representatives of the College administration and three (3) authorized representatives of the Student Representation. The Dispute Settlement Commission operates and resolves disputes in accordance with the regulations approved by the Director.

XI. QUALITY ASSURANCE OF SCIENCE AND STUDIES

130. The College is responsible for the quality of its scientific activities, studies, and other activities, and fosters a culture of quality in scientific and study activities.
131. The College constantly publishes on its website and by other means accurate quantitative and qualitative information about study programmes, higher education qualifications awarded, scientific activities, self-assessment results, the opinions of students, graduates, and other stakeholders on the quality of studies, the results of evaluations of the College's activities carried out by recognized institutions, graduate career indicators, and other data needed to inform society about studies.
132. The quality of scientific activity and studies is ensured through the College's internal quality assurance system, based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area, the activity improvement guidelines approved in the College's strategic documents, and specific methods and measures. The scientific activity and study quality of the College is also ensured through external evaluation and accreditation of study programmes, external evaluation of scientific activity, and external institutional evaluation and/or accreditation of the College.
133. The College continuously carries out evaluation (self-assessment) of the quality of applied

scientific research and studies.

134. The activities of the College are continuously improved, taking into account the results of evaluations and the findings of external reviews.

XII. ASSETS AND FUNDS OF THE COLLEGE

135. The assets of the College consist of immovable property, other material assets, monetary funds, extra-budgetary financial resources, intellectual property (without prejudice to copyright), and other assets.

136. The assets of the College may be acquired from the founder (member) transferring assets to the College, through various transactions (purchase-sale, donation, etc.), by inheritance, through support, as well as by other means not contrary to legal acts.

137. Assets may be transferred to the College for gratuitous use on the basis of loan-for-use agreements.

138. Assets transferred to the College by the State or municipality for use on the basis of loan-for-use agreements shall be used and managed in accordance with the procedure established by law.

139. The College may sell, transfer, lease, or pledge long-term assets, as well as use them to secure or guarantee the obligations of other entities, only by decision of the General Meeting of Members (owner).

140. The funds of the College consist of:

140.1. tuition fees paid by students;

140.2. funds allocated by the members (dalininkai);

140.3. income from services and contractual works in accordance with the profile of the College's activities;

140.4. appropriations from Lithuanian and foreign funds, domestic and foreign investments;

140.5. funds received as support, donations, or under a will;

140.6. earmarked appropriations from the state or municipal budget;

140.7. other lawfully acquired funds.

XIII. ESTABLISHMENT AND TERMINATION OF BRANCHES AND REPRESENTATIVE OFFICES

141. In order to ensure its activities, the College may establish branches and representative offices.

142. A branch or representative office of the College is a structural unit with its own registered office, performing all or part of the functions of the College. Branches and representative offices operate in accordance with the regulations approved by the Director. Branches and representative offices are not legal entities. The College is liable for the obligations of its branches and representative offices, and branches and representative offices are liable for the obligations of the College.

143. The regulations of a branch or representative office of the College shall be approved by the Director.

144. Branches and representative offices of the College shall be established and their activities terminated by decision of the General Meeting of Members, in accordance with the Civil Code and other applicable legal acts.

XIV. PROCEDURE FOR PROVIDING DOCUMENTS AND INFORMATION ON THE COLLEGE'S ACTIVITIES TO MEMBERS

145. At the written request of a member (dalininkas), no later than within seven (7) days from the date of receipt of the request, the documents of the College shall be made available to the member for inspection during the College's working hours at its registered office or at another place designated by the Director of the College where the documents are kept. Copies of these documents may be sent to the member by registered mail to the address provided by the member to the College, delivered against signature, or sent by electronic means of communication.

146. The documents of the College, their copies, or other information shall be provided to members free of charge, except in cases where the General Meeting of Members decides otherwise.

XV. FINAL PROVISIONS

147. The Statute and its amendments shall be approved by the General Meeting of Members.
148. The College shall be reorganized, liquidated, or transformed in accordance with the procedure established by the Civil Code, the Law on Science and Studies, and other legal acts. The decision on the reorganization, liquidation, or transformation of the College shall be adopted by the General Meeting of Members.
149. No provision of the Statute may be interpreted in such a way as to restrict the constitutional right to higher education guaranteed by the Constitution of the Republic of Lithuania or to contradict the aims of the College as set out in this Statute.
150. Matters relating to the activities of the College that are not covered in the Statute shall be resolved in accordance with the laws and other legal acts, as well as regulated by decisions adopted by the Academic Council or the Director.

Director

Gabija Skučaitė