

APPROVED
by Mykolas Romeris University
Rector's 17 April 2019
by Order No. 1I-90

**MYKOLAS ROMERIS UNIVERSITY'S INVESTIGATION PROCEDURE OF
VIOLATIONS OF ACADEMIC ETHICS, NON-PERFORMANCE OR IMPROPER
PERFORMANCE OF DUTIES**

1. The purpose of this procedure is to quickly and objectively investigate the cases of dishonesty, violation of the Code of Academic Ethics, non-performance or improper performance of duties at Mykolas Romeris University (hereinafter referred to as the University).

2. Any notice that a student or listener, academic or non-academic staff member has acted dishonestly, violated the norms of the Code of Academic Ethics, did not perform or performed improperly his or her duties must be immediately submitted to the Dean or other responsible unit head and registered at the Dean's office via the Document Management System (eDVS) in the Register of Documents Received by the Faculty. The Dean shall inform the Law and Public Procurement Office about the received notification (a copy of the received notification is passed through the eDVS).

3. The Dean shall make decision on how to investigate the notice and apply sanctions in the framework of his competence, unless the investigation is carried out by the Law and Public Procurement Office on behalf of the Rector or Vice-Rector. If the report is anonymous, a copy of it is passed through the eDVS to the Vice-Rector who makes decision on whether or not to investigate the notice.

4. If necessary, the Dean may appoint a faculty member to conduct an initial investigation. The appointment is formalized by the Deans' order via eDVS. The Dean formulates the investigation goals. If needed, the Legal and Public Procurement Office may be consulted during the investigation.

5. After the initial investigation, the Dean may appoint a commission to investigate the notice which should be formalized by the Deans' order. The decisions by the commission are recommendatory. It is Dean's responsibility to investigate and make decision regarding the notice.

6. A non-anonymous notification of any kind about the fact that an employee of other structural units (not faculties) has behaved dishonestly, violated the norms of the Code of Academic Ethics, did not perform or performed improperly his/her duties must be immediately registered at the Document Office in the eDVS in the Register of Documents Received by the University and transmitted to the addressee of the notification. In the event of an appeal by the head of the structural unit on behalf of the Rector or Vice-Rector, the investigation of the notice is entrusted to the Law and Public Procurement Office. The Rector or Vice-Rector may entrust the investigation to the Legal and Public Procurement Office even in the absence of an appeal from the head of the structural unit.

7. An anonymous notice that an employee of other structural units (not faculties) has behaved dishonestly, violated the norms of the Code of Academic Ethics, did not perform or performed improperly his/her duties must be recorded in the same manner as a non-anonymous notice. The decision on whether to investigate the anonymous report is made by the Vice-Rector. If the anonymous notice concerns the Vice-Rector, the decision on whether to investigate it is made by the Rector.

8. After investigation by the Law and Public Procurement Office regarding a student or a listener, academic or non-academic staff member, the Rector, Vice-Rector (in the event academic or non-academic staff member) or Vice-Rector for Academic Affairs (in the event of a student or listener) may instruct the investigation material to be examined by the University's Academic Ethics Supervision Commission, which makes recommendations to the Rector.

9. A notice that a student or a listener, academic or non-academic staff member ensuring the activities of the University has violated the norms of the Code of Academic Ethics may be submitted directly to the Commission for the Supervision of Academic Ethics. It is registered at the Document office in the eDVS in the Register of Documents received by the University. The Vice-Rector (regarding the academic or non-academic staff member ensuring the activities of the University) or the Vice-Rector for Academic Affairs (for the student or listener) and the Law and Public Procurement Service are informed about the received notification (a copy of the received message is transmitted through the DVS). The Academic Ethics Supervisory Commission decides whether there are grounds for launching an investigation and, if there are grounds, conducts an investigation. On behalf of the Vice-Rector, the investigation is facilitated by the Law and Public Procurement Office. If a notification is received regarding a student or listener, employee of a faculty, the Academic Ethics Supervisory Commission may pass the notice to the Dean of the relevant faculty for investigation.

10. The student or listener, academic or non-academic employee regarding whom the notification has been received has to be informed about its content (confirming the presented notification by his/her signature or sending him/her information about the content of the received notification by University provided e-mail address). He/she must provide an explanation in writing within 5 working days from the date of notification (sending information via University provided e-mail address is considered suitable information delivery to the student or listener, academic or non-academic employee). If, within 5 working days from the date of notification, the student or listener, academic or non-academic employee does not provide a written explanation, it is considered that he refuses to explain.

11. The Dean may warn the student or listener in writing or impose one of the following disciplinary penalties - a remark, a reprimand, a severe reprimand. According to the powers granted by the Rector to the Dean, disciplinary penalties are imposed on the student or listener by Dean's order with the exception of the expulsion of the student or listener from the University. The Dean's order on imposition of a disciplinary penalty must be issued no later than 30 calendar days from the date of registration of the notice at the faculty.

12. If, as a result of an investigation by the faculty, a decision is made to impose a disciplinary penalty on the student or listener – removal from the University, the Dean shall submit a provision to the Rector regarding the imposition of the aforementioned disciplinary penalty on the student or listener. The provision shall be accompanied by a justification for the imposition of such a disciplinary penalty. A disciplinary penalty – removal from the University – is imposed by the Rector's order.

13. The Dean's provision for a disciplinary penalty against a student or a listener – the application of exclusion from the University, the application of disciplinary penalties (remark, reprimand, dismissal) to academic or non-academic employee must be submitted to the Rector no later than within 20 (twenty) calendar days from the date of registration of the notice at the faculty.

14. After the Law and Public Procurement Service has carried out investigation on the non-performance or improper performance of the duties of employees of other units (not faculties) of the University, dishonesty, violation of the Code of Academic Ethics, the Vice-Rector may submit a provision to the Rector for the imposition of a disciplinary penalty. Such a provision must be

submitted to the Rector no later than 25 (twenty-five) calendar days from the date of registration of the request of the head of the structural unit for investigation in the Documentation Service.

15. In all cases, the appointment of a disciplinary penalty to the student or listener, academic or non-academic employee is notified (by signing or sending information by the University provided e-mail address) no later than the next working day after the appointment of the disciplinary penalty. If a disciplinary penalty is imposed on a student or listener by order of the Dean or the student or listener is expelled from the University by Rector's order, the student or listener is notified by his/her studies supervising study manager. If a disciplinary penalty is imposed on academic or non-academic employee, he/she is informed by the Head of the Personnel Office.

16. The head of the structural unit, in accordance with the description of the conditions of remuneration of the University staff, may propose to the Personnel Commission or the faculty commission that considers personnel salaries, to evaluate work results of the academic or non-academic employee for whom the study was carried out.

17. Notices and investigation material shall be stored in files of violations of academic ethics, non-performance or improper performance of duties in the Dean's Office or in the Law and Public Procurement Office. If the investigation was carried out by a commission formed by the Dean's order, in files of meeting minutes at the Dean's office. Anonymous notices and investigation material are stored in the Documents Office if, by decision of the Vice-Rector or Rector, the anonymous request has been processed.
