

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
STUDENT AFFAIRS OFFICE REGULATIONS

I. GENERAL PROVISIONS

1. The Regulations of the Student Affairs Office (hereinafter – the Office) of the Lithuanian University of Health Sciences (hereinafter – the University) regulate the tasks, functions, rights and responsibilities of this Office, subordination and organisation of activities.
2. The Office shall act in accordance with the Constitution of the Republic of Lithuania, the legal acts, laws, Government Resolutions, the Statute of the University, the Orders of the Rector, other University's administrative and organisational documents, and these Regulations.
3. The structure of the Office, the number of posts (positions), the amount of wages and bonuses for employees, the premiums shall be established by the Rector.
4. For the performance of the tasks and functions of the Office, internal organisational structures (centres, departments, subdivisions, etc.) that do not have the rights of the Office may be formed.
5. The Office is directly subordinate to the Vice-Rector for Studies of the University.
6. The Office Regulations and their amendments shall be approved by the Senate of the University.
7. The Office shall use the intangible, long-term and short-term tangible assets of the University in accordance with the procedure provided for by law.
8. The possibility of reorganisation or liquidation of the Office, upon the recommendation of the Rector, is considered by the Senate of the University. The decision on reorganisation or liquidation of the Office shall be made by the University Council.

II. TASKS AND FUNCTIONS OF THE OFFICE

9. Tasks of the Office:
 - 9.1. to carry out student admission to the first, second cycle and integrated study programmes and additional studies, to consult and inform the applicants;
 - 9.2. to participate in representing the interests of university students and to provide them with relevant information;
 - 9.3. to cooperate with student organisations, graduates, employers, social partners and their unifying organisations, and with all departments of the University in order to ensure the well-being of students;

- 9.4. to expand students' career, internship opportunities, develop career planning skills and strive for a high degree of graduates' skills implementation in business and the labour market;
 - 9.5. to expand the possibilities of provision of services not related to the direct process of study execution and organisation, and organisation of social, financial and other non-academic assistance to students at the University;
 - 9.6. to organise and / or prepare all documentation necessary for the performance of the tasks and functions of the Office, to ensure its proper management, use and storage at the University.
10. The Office shall, in carrying out the tasks conferred to it, perform the following functions:
- 10.1. administer student admissions to first, second cycle and integrated study programmes and additional studies;
 - 10.2. consult and inform applicants (potential students and listeners), career consultants (specialists) of educational institutions regarding admission to first, second cycle and integrated study programmes and additional studies;
 - 10.3. participate in the activities of the commission for admission to first, second cycle and integrated study programmes and additional studies;
 - 10.4. analyse the data of the invited and the admitted students, submit proposals to the Vice-Rector for Studies on the improvement of the admission strategy and processes;
 - 10.5. coordinate the preparation and dissemination of information related to the activities of the Office for University students, potential students, listeners and graduates;
 - 10.6. cooperate with student organisations and participate in representing students' interests in working groups, projects, initiatives;
 - 10.7. encourage student involvement, participation in student-related issues and decision-making and – if necessary for the performance of the duties or representation of the University;
 - 10.8. promote the creation of an inclusive and healthy environment at the University, identify students' sports, wellness, spiritual, artistic and other leisure needs and organise the fulfilment of needs according to the University's capabilities;
 - 10.9. organise student career development activities, lectures, seminars, meetings with employers, consult on employment and career planning issues, inform students and graduates about vacancies according to relevant specialties and qualifications;
 - 10.10. participate in events for students to get acquainted with the University's activities, services, student support, additional practices and career opportunities;
 - 10.11. organise and administer additional practice for university students;

- 10.12. participate in the process of prevention of termination of studies: advise students who are unsure about their study and career opportunities, identify the reasons for termination of studies, encourage students to stay or change the study programme at the University in order to reduce the number of students who intend to terminate their studies;
- 10.13. conduct graduate career surveys and monitoring;
- 10.14. develop contacts with social partners and employers, update the contact database, conduct surveys and monitoring;
- 10.15. organise and administer the conclusion of support and / or cooperation agreements, initiate projects with student organisations, social partners, employers and educational institutions;
- 10.16. submit proposals to faculties regarding the improvement of existing study programmes and the creation of new ones, the number of places in the programmes, taking into account the trends of the choice of the entrance study programmes, the survey and employment data of students and graduates, the prevailing reasons for the termination of studies;
- 10.17. participate in the process of organisation of financial assistance of student and student organisations of the University, coordinate the system of student support of the University: administer the granting of loans, social grants, state support for studies of Lithuanians born abroad, other scholarships, benefits and (or) support;
- 10.18. coordinate the provision of information and assistance to university students with disabilities and (or) special needs, taking into account their level of participation (until 31 December 2023 – capacity to work) and the possibilities of the university;
- 10.19. coordinate social assistance processes and participate in the organisation of psychological support for university students;
- 10.20. participate in the process of addressing and organising the assistance of students who may have been affected by discrimination, harassment and other unethical behaviour at the University;
- 10.21. participate in the process of student accommodation in dormitories, assessment of dormitory status and dormitory commissions;
- 10.22. in accordance with the function and competence of the Office, carry out surveys on issues relevant to students and university departments, collect survey data, analyse them, publish results and submit proposals;
- 10.23. cooperate and exchange information with other departments of the University, preparing and submitting necessary materials, reports to the University's management on the

issues of the activity of the Office and proposals for improvement of the activities of the Office;

10.24. participate in the activities of the University's working groups and commissions in accordance with the functions and competence of the Office;

10.25. prepare and / or participate in the preparation of documents regulating the internal procedures of the University in accordance with the competence of the Office;

10.26. organise and manage the Office's writing, ensure proper storage of documents and transfer to the University's archive in accordance with the procedure established;

10.27. decide on other matters falling within the competence of the Office and perform the functions assigned.

III. STRUCTURE AND MANAGEMENT

11. The Office is headed by the Dean of Student Affairs (hereinafter referred to as the Head of Office), who is directly subordinate to the Vice-Rector for Studies of the University.

12. The Career Centre operates on a functional basis in the Office.

13. The Head of Office shall direct the activities of the Office, act on behalf of the Office and shall be responsible for the following:

13.1. the organisation of the work of the Office, the performance of tasks and functions, the control process;

13.2. preparation of the annual activity plans of the Office, preparation of the activity reports;

13.3. compliance with the requirements, enforcement and control of the Staff Regulations on Safety and Health at Work, Fire Safety, Environment, Civil Protection, and Internal Rules and Regulations;

13.4. the control of storage and accounting of the material valuables and documentation of the Office.

14. The Head of Office has the right to:

14.1. represent the University in matters of competence of the Office;

14.2. mediate in the recruitment and dismissal of staff of the Office;

14.3. check the execution of the Rector's orders, resolutions of other institutions, other documents regulating internal activities of the University within the competence of the Office;

14.4. provide information to the Rector about improper performance of duties by the staff of the Office or violation of internal rules and regulations, by arrangement with the direct manager;

- 14.5. propose to the Rector to encourage staff of the Office for good performance of their duties, by arrangement with the direct manager;
 - 14.6. submit proposals or requests to the Rector regarding changes in the Office's staff structure, establishment of staff pay coefficients and supplements, premiums by arrangement with the direct supervisor;
 - 14.7. submit proposals to the Rector, Chancellors, Vice-Rectors, Administration and Finance Director (by activity area) regarding improvement of the Office's work and improvement of operational efficiency.
15. The Head of Office and other staff of the Office shall be employed in accordance with the procedure laid down by legal acts. For the employment of the Head of Office upon changing the required matters (*mutatis mutandis*) the provisions of the regulations of the Lithuanian University of Health Sciences for the election of the head of the department, institute, profile and veterinary clinic apply.
 16. In their absence, the Head of Office shall be replaced by another staff member of the Office appointed by the order of the Rector.
 17. Instructions from the Head of Office shall be binding to all staff of the Office.
 18. General and qualification requirements, duties, rights and responsibilities of the Head of Office, employees of the Office shall be established by the official regulations approved by the Rector.

IV. RIGHTS AND RESPONSIBILITIES

19. The Office shall have the right to:
 - 19.1. receive information and documentation from the University's departments for the performance of the tasks of the Office;
 - 19.2. form tasks and functions related to the tasks and functions of the Office to other departments of the University, to establish deadlines for the performance of tasks, the form of submission, qualitative criteria for their performance, the form and other information;
 - 19.3. participate in university working groups or commissions, meetings on the activities of the Office;
 - 19.4. establish permanent and temporary commissions, working groups, organise meetings to solve problems;
 - 19.5. participate in the seminars and training provided, otherwise improve the qualification of the staff of the Office;

- 19.6. use technical, transport and organisational measures belonging to the University and the necessary working conditions for the performance of the activities of the Office;
 - 19.7. exercise other rights established by the laws of the Republic of Lithuania, the University Statute or other legal acts.
20. In carrying out the tasks and functions conferred to it, the Office shall:
- 20.1. complete the tasks assigned to it in a timely and high-quality manner;
 - 20.2. prepare and submit to the University's management, the Republic of Lithuania and other responsible institutions the information on all matters corresponding to the competence of the Office.

V. FINAL PROVISIONS

21. The Office Regulations may be amended or supplemented by the decision of the Senate.