

**REGULATIONS OF THE STUDENT AFFAIRS
OFFICE OF LITHUANIAN UNIVERSITY OF
HEALTH SCIENCES**

I. GENERAL PROVISIONS

1. The Regulations of the Student Affairs Office of the Lithuanian University of Health Sciences (hereinafter referred to as the “University”) shall regulate the tasks, functions, rights and duties, subordination and organisation of activities of the Office.
2. The Office shall be guided in its activities by the Constitution of the Republic of Lithuania, legal acts, laws of the European Union and the Republic of Lithuania, resolutions of the Government, the Statute of the University, orders of the Rector, other administrative and organisational documents of the University, and these Regulations.
3. The structure of the Office, the number of posts, the amount of wages and allowances, and bonuses shall be determined by the Rector.
4. For the purposes of fulfilment of the tasks and functions of the Office, internal organisational structures (centres, divisions, subdivisions, etc.) which do not have the rights of a subdivision within the Office may be created.
5. The Office shall be directly subordinate to the Vice-Rector for Studies of the University.
6. The Regulations of the Office and any amendments thereto shall be approved by the Senate of the University.
7. The Service shall use the intangible, non-current and current tangible assets of the University in accordance with the procedure laid down by the law.
8. The possibility of reorganisation or liquidation of the Office shall be considered by the Senate of the University on the proposal of the Rector, and the decision on reorganisation or liquidation shall be taken by the Council of the University.

II. TASKS AND FUNCTIONS OF THE OFFICE

9. **Tasks of the Office:**
 - 9.1. Shall represent the interests of the students of the University and provide them with relevant information.
 - 9.2. To cooperate with student organisations, alumni, employers, social partners and organisations uniting them, and all units of the University in order to ensure the enhancement of student-centred studies and the well-being of the student.
 - 9.3. To expand the provision of services not related to the process of delivery and organisation of studies and coordinate the organisation of psychological and social support for the students of the University.
 - 9.4. To carry out admission of students.
 - 9.5. To develop students’ career opportunities, career planning skills and a high level of enabling of the skills acquired at the University in business, the labour market or other forms.
 - 9.6. To organise and/or draw up all documentation necessary for the performance of the tasks and functions of the Office, and ensure its proper management, use and preservation at the University.
10. **For the purposes of fulfilment of the tasks assigned to the Office, it shall fulfil the following functions:**

- 10.1. Ensure the provision of relevant information which is not directly related to the teaching process to students.
- 10.2. Coordinate the organisation of psychological and social support at the University and the development of other services relevant to students at the University.
- 10.3. Coordinate the referral of and assistance to the students who may be victims of discrimination, harassment or other unethical behaviour at the University.
- 10.4. Represent the students' interests in working groups, national or international projects and/or initiatives.
- 10.5. Collaborate with student organisations and promote university volunteering and mentoring programmes.
- 10.6. Develop relations with the University's alumni, cooperate with alumni and their organisations.
- 10.7. Participate in the events of the University events to introduce the University's activities and services for students.
- 10.8. Carryout admission of students in cooperation with other units of the University.
- 10.9. Organise career planning activities for students, lectures, seminars, meetings with employers, provide advice on employment and career planning, and inform students and graduates about job vacancies by relevant specialities and qualifications.
- 10.10. Coordinate the provision of assistance to students with disabilities, taking into account their needs and the capabilities of the University.
- 10.11. Be involved in the process of placing students in hostels.
- 10.12. Be involved in various student support issues.
- 10.13. Encourage students to comply with their obligations as set out in the documents of the University.
- 10.14. Encourage student participation in the discussion and decision-making on the issues affecting them.
- 10.15. Coordinate the resolution of student dropout issues, identify reasons for dropout, assist in problem solving and encourage students to stay or change their programme at the University, in cooperation with other units of the University, with the aim of reducing the number of students who intend to drop out of their studies.
- 10.16. Be involved in the process of changing student groups in cooperation with faculties and the Study Centre.
- 10.17. Promote an inclusive and healthy environment at the University, identify students' sport, fitness, artistic and other needs and organise the realisation of the afore-mentioned needs within the capacity of the University.
- 10.18. Participate in the working groups and commissions of the University within the competence of the Office;
- 10.19. Carry out various surveys on the issues of interest to students and/or departments of the University, compile survey data, analyse it and publish the results.
- 10.20. Carry out surveys and monitoring of social partners, employers, graduates;
- 10.21. Monitor and analyse student data in the Student Information System to identify the problems related to student welfare.
- 10.22. Cooperate and exchange information with other units of the University, prepare and submits the necessary materials, reports to the management of the University on the activities of the Office and proposals for improvement of the Office.
- 10.23. Prepare and/or participate in the preparation of documents regulating the internal procedure of the University within the competence of the Office.
- 10.24. Organise and maintain the Office's records, ensure proper storage and transfer of documents to the University's archives in accordance with the established procedure.
- 10.25. Decides on other matters within the competence of the Office and perform the functions assigned to it.

III. STRUCTURE AND GOVERNANCE

11. The Office shall be headed by the Dean of Students (hereinafter referred to as the "Head of the

- Office”), who is directly subordinate to the Vice-Rector for Studies of the University.
12. The Office shall have internal organisational structures:
 - 12.1. the Career Centre;
 - 12.2. the Admission Committee;
 13. The Head of the Office shall direct the activities of the Office, act on behalf of the Office and be responsible:
 - 13.1. for the organisation of the work of the Office, the performance of its tasks and functions, and the control process;
 - 13.2. for drawing up the annual activity plans and activity reports of the Office;
 - 13.3. for compliance with the requirements of the occupational health and safety, fire safety, environmental protection and civil protection legislation, and the enforcement and monitoring of internal working rules of the Office;
 - 13.4. for the control of the safekeeping and accounting of the Office’s physical assets and documentation. The Head of the Office shall have the power to:
 - 13.5. represent the University on the matters within the competence of the Office;
 - 13.6. mediate in the recruitment and dismissal of the employees of the Office;
 - 13.7. verify the implementation of the Rector’s orders, resolutions of other institutions and other documents regulating the internal activities of the University within the competence of the Office;
 - 13.8. propose to the Rector to impose penalties on the employees for misconduct or breach of internal rules, in agreement with the line manager;
 - 13.9. propose to the Rector, subject to agreement with the line manager, to provide incentives to the employees for good performance;
 - 13.10. submit proposals or requests to the Rector for any changes in the structure of employees of the Office, the establishment of coefficients and bonuses of the wages, premiums, in agreement with the line manager;
 - 13.11. make proposals to the Rector, the Chancellors, the Vice-Rectors, the Director of Administration and Finance (according to their respective fields of activity) on how to improve the work of the Office and make it more efficient.
 14. The Head of the Office and other employees of the Office shall be recruited in accordance with the procedure laid down by the law. The provisions of the Regulations on the Election of the Head of Department, the Head of Institute, the Head of Profile and the Head of the Veterinary Clinic of the Lithuanian University of Health Sciences shall *mutatis mutandis apply* to the admission of the Head of the Office.
 15. The Head of the Office shall be substituted by another employee of the Office in his/her absence.
 16. The instructions of the Head of the Office shall be binding upon all employees of the Office.
 17. The employees of the Office shall be subordinate to the Head of the Office.
 18. The general and qualification requirements, duties, rights and responsibilities of the Head of the Office and the employees of the Office shall be laid down in the job description approved by the Rector.

IV. RIGHTS AND OBLIGATIONS

19. For the purposes of fulfilment of its tasks and exercise of its operational functions, the Office shall have the right to:
 - 19.1. receive the information and documentation necessary for the performance of the tasks of the Office from the departments of the University;
 - 19.2. formulate tasks related to the objectives and functions carried out by the Office for other units of the University, determine the time limits, form of submission, qualitative criteria for their performance, format and other information;
 - 19.3. participate in the working groups or commissions of the University and in consultations on the activities of the Office;
 - 19.4. set up permanent and temporary commissions and working groups, and organise meetings to resolve problems;
 - 19.5. participate in seminars and training courses, and otherwise improve the skills of the

- employees of the Office;
 - 19.6. use the technical, transport and organisational means at the disposal of the University and the necessary working conditions for the activities of the Office;
 - 19.7. exercise other rights established by the laws and other legal acts of the Republic of Lithuania.
20. In fulfilment of the tasks and functions assigned to it, the Office shall:
- 20.1. carry out the work assigned to it in a timely and high-quality manner;
 - 20.2. prepare and provide information to the management of the University, the Republic of Lithuania and other responsible institutions on all issues within the competence of the Office.

V. FINAL PROVISIONS

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