

LITHUANIAN CULTURE RESEARCH INSTITUTE
REGULATIONS OF THE ACADEMIC ETHICS COMMISSION

The Academic Ethics Commission of the Lithuanian Culture Research Institute (hereinafter referred to as the Institute) shall be guided in its activities by the Code of Academic Ethics of the Lithuanian Culture Research Institute.

1. ESTABLISHMENT AND COMPOSITION OF THE COMMISSION

1.1 The Commission shall be established and its Chairperson and permanent members appointed by the Scientific Council of the Institute.

1.2 The Commission shall be composed of five members.

1.3 At least three permanent members shall be appointed from among the employees of the Institute, and at least one shall be from another institution.

1.4 All members of the Commission shall have equal rights, except in the case provided for in Article 4.3 of these Regulations.

1.5 The Commission shall be established for the entire term of office of the Scientific Council.

1.7. In the event of the resignation of a permanent member of the Commission, the Scientific Council shall appoint a new member.

2. Scope of the Commission's activities

2.1 The Commission shall consider proposals for the improvement of the Code of Academic Ethics or initiate its own additions or amendments to the Code of Academic Ethics and submits them to the Scientific Council for approval.

2.2 The Commission shall receive and take into consideration statements of breaches of ethics by members of the Academic Community of the Institute.

3. Organisation of the Commission's activities

3.1 Meetings of the Commission shall be convened on the basis of reception of a specific statement or for the purpose of to initiate additions or amendments to the Code of Academic Ethics.

3.2 Meetings of the Commission shall be convened and chaired by the Chairperson of the Commission. In the event that the Chairperson of the Commission is related to the statement received, the meeting shall be convened and chaired by the Deputy Chairperson.

3.3 Any member of the Institute community may submit statements to the Commission. The Commission shall not consider a statement or information concerning possible breaches of academic ethics if, since the date on which the possible breach of academic ethics was committed or came to light until the date of receipt of the statement more than one calendar year has elapsed. The Commission shall also not examine reports or information on possible breaches of procedures at the Institute.

3.4. Information about the decision not to examine the statement or information and to forward the statement or information to the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania shall be provided to the person in writing no later than within 10 working days from the date of the notification or the date of receipt of the statement or information.

3.5 The Commission shall notify the decision not to examine the statement without delay, shall forward the relevant material to the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania, who shall decide whether to open an investigation on its own initiative.

3.6 Statements of breaches of the Institute's academic ethics shall be submitted to the Chairperson of the Commission in writing. Only clearly motivated statements shall be accepted for consideration. Anonymous statements shall not be considered.

3.7 The Commission must examine the application received, take a decision and reply in writing to the applicant within 30 calendar days.

3.8 The member of the academic community related to the statement shall be informed of its contents and shall have the right to attend the meeting of the Commission at which the statement concerning him/her is discussed.

3.9 Members of the Commission shall observe confidentiality and shall not divulge information about the subject of the investigation while specific statement is being considered.

4. COMMISSION DECISIONS

4.1 The Commission shall make decisions, conclusions, statements or adopt other documents on the matters considered.

4.2 Decisions of the Commission shall be valid if at least four members of the Commission are present at the meetings of the Commission.

4.3 Decisions of the Commission shall be taken by a simple majority. In the event that the meeting the votes of the members present at the meeting are equally divided, the Chairman shall have a casting vote.

4.4 If a member of the Institute community is judged to have acted in breach of the Academic Code of Ethics, taking into account the nature and degree of the violation, the Commission shall have the right to impose the following measures:

(a) instruct the Chairperson of the Commission or any member of the Commission to issue a verbal warning to the members of the Institute community. In such a case, the members of the Commission shall be under an obligation not to disclose information about the statement under consideration;

(b) give written notice to the member of the Institute community and publish information about the Commission's decision on the Institute's website;

(c) warn the member of the Institute community in writing of the Commission's decision and, if the infringement caused a wide public impact, inform the public;

(d) recommend to the Scientific Council and the possibility of terminating the contract with a member of the community who has seriously violated academic ethics.

Note: Statements of breaches of the Institute's academic ethics should be addressed to the Chairperson of the Academic Ethics Committee, Lithuanian Culture Research Institute, 58 Saltoniškių str., LT-08105 Vilnius.