

REGISTERED
IN THE REGISTER OF LEGAL ENTITIES
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APPROVED
By the decision No. 10/01, 30 March 2010,
of the sole shareholder (owner) of
Public Institution Kolping University of
Applied Sciences

PUBLIC INSTITUTION KOLPING UNIVERSITY OF APPLIED SCIENCES STATUTE

I. GENERAL PROVISIONS

1. Public Institution Kolping University of Applied Sciences (hereinafter referred to as the University of Applied Sciences) is a Lithuanian non-governmental higher education institution, which provides tertiary studies and develops applied research. Address of the University of Applied Sciences is: Raguvos str. 7, LT-44275 Kaunas, Republic of Lithuania

2. Founder of the University of Applied Sciences is the Lithuanian Kolping Foundation. The University of Applied Sciences is a non-profit limited liability public legal entity, which operates as a Public Institution. The University of Applied Sciences has autonomy in its academic, administrative, economic and financial management activities, based on the principle of self-government, academic freedom and respect for human rights enshrined in the Constitution of the Republic of Lithuania, the Civil Code of the Republic of Lithuania, the Law on Higher Education and Research, the Law on Public Institutions of the Republic of Lithuania and the Statute of the University of Applied Sciences. Autonomy of the University of Applied Sciences is combined with accountability to the society and the founder.

3. The University of Applied Sciences has a seal with its name and accounts in Lithuanian and foreign banks.

4. The University of Applied Sciences has its flag, emblem and other attributes; their use is determined by the Academic Council of the University of Applied Sciences.

5. The University of Applied Sciences provides first cycle programmes for professional Bachelor's degree, as well as, according to the laws, non-degree and re-training joint study programmes taking into account the needs of the state and the labour market, and the person's needs for continuous development and aspirations to acquire the necessary qualifications in accordance with universally recognized standards. The University of Applied Sciences has the quality assurance system of research and education approved by the Academic Council, based on the regulations of the European Higher Education Area quality assurance in higher education guidelines, and the strategy for quality improvement of the University of Applied Sciences activities, with procedures and measures defined to ensure the quality of research and education provided by the University of Applied Sciences.

6. The University of Applied Sciences has the right to receive and provide charity and support in accordance with the law.

7. The period of activity of the University of Applied Sciences is unlimited. The financial year of the University of Applied Sciences coincides with the calendar year.

8. The University of Applied Sciences operates following the Law on Higher Education and Research and other laws of the Republic of Lithuania as well as international treaties and laws and the Statute of the University of Applied Sciences (hereafter referred to as the Statute).

II. MISSION STATEMENT OF THE UNIVERSITY OF APPLIED SCIENCES, GOALS, OBJECTIVES, AREAS AND TYPES OF ACTIVITY

9. Mission of the University of Applied Sciences:

9.1 to prepare specialists with tertiary education, with underlying Christian morality in their activities; to ensure modern study process that is in accordance with requirements of European Higher Education Area by close collaboration with the social partners; to develop students' general skills and civic values that are necessary for work and continuing studies of the graduates of the University of Applied Sciences;

9.2 to educate and refine society by developing its spirituality, humanitarian, professional and information culture, solidarity and subsidiarity, by fostering Catholic values, understanding of the universal good, by using the spiritual care, competence and contacts of the International Kolping Society.

10. Objectives of the University of Applied Sciences activity

10.1 to conduct studies that guarantee a person tertiary education and higher education qualifications that meet the needs of the Lithuanian state, its society and economy, and accord with the level of science and newest technologies;

10.2 to develop applied scientific research required for the region, advise local government, non-governmental organizations and other entities according to the need;

10.3 to allow development of acquired knowledge and skills and to implement the principle of lifelong learning;

10.4 to train specialists that are receptive to education and culture, able to work independently under conditions of rapid technological change, ready to integrate into Lithuanian and international community.

11. Goals of the University of Applied Sciences activity:

11.1 to prepare and implement, in accordance with the law, formal and non-formal adult education programmes relevant to the labour market;

11.2 to implement, in accordance with the law, first cycle degree programmes intended to develop students' general erudition, to provide theoretical essentials of the study direction and to form professional skills necessary for self-sufficient work; to focus study programmes on the students' preparation for professional activities;

11.3 to promote and implement principles of continuous learning according to the abilities of the University of Applied Sciences;

11.4 to develop an integral quality assurance system; to improve constantly the activities of the University of Applied Sciences considering self-evaluation of activities and findings of external assessment;

11.5 to carry out fundamental and (or) applied research and consultations, aimed at improvement of the quality of education and needs of the region;

11.6 to promote Christian principles of business, social and professional ethics; to participate in upholding Christian traditions

11.7 to maintain close relationships with the society of the region as well as with industrial, business, law and municipal institutions, other institutions and non-governmental organizations;

11.8 to create a modern contemporary training base, to develop new technologies;

11.9 to ensure rational use of material and financial resources;

11.10 to participate in international study and research programmes.

12. The area of activity of the University of Applied Sciences is education.

13. The main activity (according to Classification of Economic Activities) is tertiary non-university education, code 85.42.10.

14. other activities that can be undertaken by the University of Applied Sciences (according to the Classification of Economic Activities):

14.1 post-secondary non-tertiary education, code 85.41

14.2 other education, code 85.5

14.3 other kind of education not elsewhere classified (n.e.c.), code 85.59;

14.4 educational support activities, code 85.60

- 14.5 other social work activities without accommodation, code 88.99
- 14.6 market research and public opinion polling, code 73.20
- 14.7 business and other management consultancy activities, code 70.22
- 14.8 other business support service activities n.e.c., code 82.99
- 14.9 printing and reproduction of recorded media, code 18
- 14.10 publishing activities, code 58
- 14.11 retail sale in non-specialized stores, code 47.1.
- 14.12 other food service activities, code 56.29
- 14.13 renting and operating of own or leased real estate, code 68.2
- 14.14 general advice and consultations, drafting of legal documents, code 69.10.30
- 14.15 accounting, bookkeeping and auditing activities; tax consultancy, code 69.20
- 14.16 other activities auxiliary to financial services, except insurance and pension funding, code 66.19
- 14.17 scientific research and development, code 72
- 14.18 translation and interpretation activities, code 74.30
- 14.19 library and archives activities, code 91.01
- 14.20 other accommodation activities, code 55.90
- 14.21 human health activities, code 86

15. University of Applied Sciences activities and their implementation unregulated by the Statute are determined by decisions of the General Meeting of the University of Applied Sciences Shareholders and the Academic Council.

III. GENERAL PROVISION CONCERNING ORGANIZATION OF RESEARCH AND STUDIES

16. The University of Applied Sciences ensures unity of research activities and studies.

17. In the University of Applied Sciences, unity of research and studies is ensured through close relationship with the practice – participation of teachers and students in fundamental and applied scientific research or experimental development work, regional development projects, consulting or other activities according to orders and needs of business, industry or other organizations and entities;

18. Directions and scope, topics and deadlines of the scientific research are determined by the University of Applied Sciences, considering its research potential, study needs, scientific importance for the Lithuanian and regional public education and economy, international scientific cooperation programmes, as well as the qualifications of its researchers and financial resources available. The University of Applied Sciences promotes disciplinary and interdisciplinary scientific research, development of thematic projects, partnership and cooperation, and, when needed, conducts scientific research ordered by institutions of the private and public sector.

19. Research results are made public, to the extent this is not in conflict with legislation on intellectual property and protection of commercial or state and official secrets.

20. Research activities of the University of Applied Sciences are organized by the Academic Departments.

21. Results of research activities of the University of Applied Sciences are used in the study process.

22. University of Applied Sciences promotes research activities by teachers and students, organizes scientific - practical conferences, seminars and other scientific and educational events.

23. University of Applied Sciences has publishing rights; it can publish periodic, peer-reviewed academic journals and other scientific publications as well as scientific, methodical, educational and other literature.

24. University of Applied Sciences conducts first cycle professional Bachelor's degree studies under degree-awarding study programmes. The University of Applied Sciences also conducts non-degree study programmes; continual studies; joint study programmes, which lead to a joint qualifying degree; study programmes, which lead to a double qualifying degree; individual curricula of non-formal adult education and retraining

25. Study procedures in the University of Applied Sciences are regulated by Study provisions.

26. Subjects and their proportions in a study area are determined by the regulation of the specific study area.

27. Persons who complete study programmes of the University of Applied Sciences are awarded a professional Bachelor's degree of corresponding study area or field or they are awarded a professional bachelor's degree and professional qualification in accordance with the law. They are issued a diploma and diploma supplement certifying awarded higher education and qualification degree.

28. People who studied under a part of the study programme acquire knowledge and skills, which are evaluated in accordance with the procedures laid down by the University of Applied Sciences and approved by a certificate.

29. Lectures in the University of Applied Sciences are conducted in Lithuanian. Other languages can be used in lectures in accordance with the procedures established by law.

IV. BODIES OF THE UNIVERSITY OF APPLIED SCIENCES AND THEIR COMPETENCE, PROCEDURES OF THEIR ELECTION (APPOINTMENT, SUMMONS) AND DISMISSAL

30. The following governing bodies operate in the University of Applied Sciences – the General Meeting of the University of Applied Sciences Shareholders and the Director.

31. The General Meeting of the University of Applied Sciences Shareholders:

31.1 The General Meeting of the University of Applied Sciences Shareholders is the supreme body of the University of Applied Sciences. The owner of the University of Applied Sciences has a deciding vote in the University of Applied Sciences shareholders' meeting. The General Meeting of the University of Applied Sciences Shareholders makes decisions to solve the issues within its competence.

31.2 If the University of Applied Sciences shareholder is a sole person (hereinafter – the Owner), then his written decisions are equivalent to the resolutions of the University of Applied Sciences general meeting. In such cases when the owner is a natural person, then he himself or his authorized representative, if the owner is a legal person, then the head of owner's administration or other person authorized by the supreme body has all rights of the General Meeting of the University of Applied Sciences Shareholders, and the meeting is not convened.

31.3 The Owner has all rights and obligations as a shareholder (owner) of the public institution defined in the Law on Public Institutions.

31.4 The Annual General Meeting of the University of Applied Sciences Shareholders is convened annually within 4 months from the end of the financial year. The initiator of the General Meeting of the University of Applied Sciences Shareholders submits a notification to all the shareholders of the University of Applied Sciences indicating the reasons for convening the meeting and its goals, proposed draft resolutions, proposals for the time and place of the meeting and the agenda. The agenda of the meeting must include the issues raised by the initiators. In case shareholders of the University of Applied Sciences do not agree between themselves or with the meeting initiators on the place and time of the meeting, raised problems or agenda, the meeting shall be convened on the fourth Saturday since the moment all shareholders received the notification. If there is a disagreement regarding location of the meeting, it takes place in the premises of the University of Applied Sciences Office. All shareholders must be notified about the meeting by a registered letter or hand delivery under signature at least 30 days prior to the meeting.

General Meeting of the University of Applied Sciences Shareholders may be convened without observing these terms, provided that all shareholders agree.

32. General Meeting of the University of Applied Sciences Shareholders, in addition to the functions defined in the Law on Public Institutions of the Republic of Lithuania and other laws, also performs the following functions:

- 32.1 approves the vision and mission of the University of Applied Sciences and strategic action plan submitted by the Director;
- 32.2 adopts and amends the Statute of the University of Applied Sciences;
- 32.3 takes a decision to change the location of the Office of the University of Applied Sciences;
- 32.4 determines the order of internal control;
- 32.5 determines the strategic action plan and measures to implement the system of activity quality improvement;
- 32.6 considers, amends and approves the structure of the University of Applied Sciences, without prejudice to the interests of students;
- 32.7 determines prices and tariffs for services, works and output, or their determination rules; the procedures of management of the University of Applied Sciences funds (including funds for salaries of executives and other employees) and property, and their use and disposal, considers and approves the most important decisions related to them;
- 32.8 appoints and dismisses the Director and sets the terms of his/her employment contract; determines the procedures of the organization of the University of Applied Sciences Director's election through open competition provided that he/she is elected through open competition; performs control of the University of Applied Sciences Director's activities;
- 32.9 determines the principles of the University of Applied Sciences personnel selection and evaluation, staff position and salaries;
- 32.10 organizes, changes and liquidates the bodies that are necessary to perform activities of the University of Applied Sciences;
- 32.11 according to proposal of the Director, determines tuition fees and amounts of fees that are not directly related to the implementation of the study programme;
- 32.12 determines the total number of study places, taking into account the possibilities to ensure the quality of studies and research activities;
- 32.13 approves the estimate of annual income and expenses of the University of Applied Sciences prepared by the Director, annual and special reports on the University of Applied Sciences activities and reports on realization of income and expenses; if the estimate of annual income and expenses prepared by the Director is not approved, then it is prepared and approved by the general meeting of the University of Applied Sciences shareholders; can initiate audit of the University of Applied Sciences economic and financial activities; considers and approves annual financial audit report of the inspector (auditor), investigates violations found by the inspector (auditor) during inspections;
- 32.14 evaluates conformity of activities with the strategic plan, achieved results and their impact;
- 32.15 ensures the University of Applied Sciences accountability and relations with the society and founders;
- 32.16 takes care of the support for the University of Applied Sciences;
- 32.17 hears out the opinion of the Academic Council and then approves the plans to reorganize or liquidate the University of Applied Sciences and submits them to the statutory authorities;
- 32.18 prepares an annual report on his/her activities and submits it to the shareholders of the University of Applied Sciences;
- 32.19 approves the annual financial statements;
- 32.20 approves the purchaser or transferee of the University of Applied Sciences shareholder's right that belongs to the bearer;
- 32.21 performs other functions defined by the law.

33. General Meeting of the University of Applied Sciences Shareholders has the right to:

- 33.1 decide on disposal, rent, transfer under the commodate contract or mortgage of the University of Applied Sciences owned fixed assets;

33.2 to receive information from the Director, bodies of the University of Applied Sciences and state institutions that is necessary to perform the functions of the meeting;

33.3 to establish forms and directions of relationships and cooperation with other higher education institutions, international organizations, business and economical entities or any other entities;

33.4 to decide on the University of Applied Sciences reorganization and confirmation of reorganization terms or the University of Applied Sciences liquidation and withdrawal of liquidation;

33.5 to decide on the restructuring of the University of Applied Sciences;

33.6 to make other activity-concerned decisions that are within its competence as defined by the laws and that are not inconsistent with the laws;

33.7 decisions indicated in paragraphs 1, 4 and 5 of this article are made by a qualified majority of the general meeting of the University of Applied Sciences shareholders, the majority being no less than 2/3 votes of all shareholders present in the meeting.

34. General Meeting of the University of Applied Sciences Shareholders must notify bodies of the University of Applied Sciences about the decisions taken.

35. The Director is the sole governing body of the University of Applied Sciences who acts on its behalf and represents it.

36. A person may be the Director if he or she meets the requirements of job description of the Director

37. An authorized person by the General Meeting of the University of Applied Sciences Shareholders signs an employment contract with the elected Director.

38. If the Director is elected through open competition, Director's term of office is 5 years. The same person may be elected as the Director for no more than two consecutive terms of office and no sooner than 5 years after the end of the last term if the last term was second in a row.

39. The Director may be dismissed from his/her office in accordance with the law if annual report on the University of Applied Sciences activity or annual report on estimate for income and expenses realization prepared by the Director is not approved by the majority of votes of the general meeting of the University of Applied Sciences shareholders.

40. The Director, in addition to the functions defined in the Law on Public Institutions of the Republic of Lithuania and other laws, also performs the following functions:

40.1 governs the University of Applied Sciences and organizes its activities, ensuring implementation of a strategic action plan and its measures;

40.2 is responsible for implementation of quality assurance systems of the University of Applied Sciences activity and internal studies;

40.3 issues orders;

40.4 employs and dismisses the staff of the University of Applied Sciences;

40.5 admits and expels students in accordance with the procedures laid down by the Statute;

40.6 after having considered suggestions of the Student Union, proposes for the approval of the General Meeting of the University of Applied Sciences Shareholders the amount of tuition and other fees that are not directly connected to the implementation of study programme;

40.7 is responsible for the University of Applied Sciences financial operations, appropriate management of funds and assets, their use and disposal;

40.8 proposes for the approval of the General Meeting of the University of Applied Sciences Shareholders and publicizes the annual activity report, annual estimate for income and expenses, and report of implementation of this estimate;

40.9 presents to the Academic Council the University of Applied Sciences annual activity report;

40.10 proposes for the approval of the General Meeting of the University of Applied Sciences Shareholders strategic plans of the University of Applied Sciences activities and restructuring;

40.11 performs other functions defined by laws and job description of the Director.

41. Academic Council is the body of the University of Applied Sciences academic affairs.

42. Activities of the Academic Council are regulated by Rules of Procedures approved by the Academic Council.

43. Membership of the Academic Council is available to academic community of the University of Applied Sciences and members of the University of Applied Sciences administration who join the Academic Council due to their position, as well as researchers, teachers, distinguished artists and employees of other Lithuanian or foreign research and study institutions. Student-appointed representatives must comprise no less than 20 per cent of the Academic Council members. The Student Union appoints student representatives to the Academic Council, and in case the Student Union does not exist, they are appointed by a general student meeting (conference). Professors and chief academic researchers must comprise no less than 20 per cent of the Academic Council members. Associate Professors and senior academic researchers must comprise no less than 20 per cent of the Scientific Board members. Members of the Academic Council due to their position must comprise no more than 10% of the Academic Council members. Employees of other science and study institutions can also be the Academic Council members. Director of the University of Applied Sciences is a member of the Academic Council due to his/her position. The Director of the University of Applied Sciences cannot be the chairperson of the Academic Council.

44. The Academic Council performs these functions:

44.1 approves study programmes and presents proposals to the Director for financing of these programmes and the University of Applied Sciences structure reorganisation, necessary for implementation of those programmes, evaluates the results of research and the quality and level of the University of Applied Sciences applied scientific activities;

44.2 determines the order of studies;

44.3 approves internal system of quality assurance and controls its implementation;

44.4 coordinates external evaluation and accreditation of study programmes;

44.5 taking into account the University of Applied Sciences employee selection and evaluation principles established by the General Meeting of the University of Applied Sciences Shareholders, determines qualification requirements for the positions of teachers and academic researchers, and the procedure for assessment of teachers and researchers and competition for these positions;

44.6 if necessary, convenes meetings (conferences) of the University of Applied Sciences academic community to discuss important issues of the University of Applied Sciences academic activity;

44.7 prepares, amends and approves the University of Applied Sciences Code of Ethics;

44.8 examines the University of Applied Sciences staff and students' statements on violations of regulations of the Code of Ethics and takes decisions regarding these issues;

44.9 by motivated recommendation of the Director, awards the titles of Distinguished University of Applied Sciences Employee and Distinguished University of Applied Sciences Student for merits in the areas of culture and arts, sports and science;

44.10 awards University of Applied Sciences honorary titles;

44.11 performs other functions outlined in legal acts and rules of procedure of the Academic Council.

45. The Academic Council communicates its decisions to the General Meeting of the University of Applied Sciences Shareholders, the Director and the University of Applied Sciences community, to which once a year it reports on its activities.

46. Work in the General Meeting of the University of Applied Sciences Shareholders and the Academic Council for their members is unpaid, unless indicated differently by the General Meeting of the University of Applied Sciences Shareholders.

47. Other bodies operating in the University of Applied Sciences are as follows: Studies Department, Academic Departments, Department of Quality and Research, Department of International Relations, Student Services Centre, Dispute Settlement Commission, Student Union, Library, Accounting Department, Personnel Department. By the decision of the General Meeting of the University of Applied Sciences Shareholders, other bodies can be established to ensure activity of the University of Applied Sciences.

48. While performing its activity, taking into account needs of the University of Applied Sciences or implementing cooperation programmes with Lithuanian and foreign educational, business or other institutions, the University of Applied Sciences may establish, in accordance with the law, study, research, publishing and other necessary units.

49. According to procedure outlined by law, the University of Applied Sciences divisions may be given legal entity's rights.

50. The goals, objectives, activity areas, rights, duties, responsibility and structure of the University of Applied Sciences bodies, not covered in this Statute, are defined in provisions regulating activity of the bodies, and (or) in job descriptions of employees working in respective bodies.

51. Students' interests are represented by the Student Union (if such does not exist - by a General Student Meeting (conference)).

52. The Student Union acts according to Law on Associations of the Republic of Lithuania and other legal acts, unless indicated differently by the Law on Higher Education and Research, as well as the Statute, and regulations of the Student Union approved by a General Student Meeting (conference).

53. The Student Union of the University of Applied Sciences (if such does not exist – General Student Meeting (conference)) has the right to obtain study-related information and explanations from the University of Applied Sciences personnel, to express their opinion on all issues of concern to students, and by the majority of votes to require governing bodies of the University of Applied Sciences to reconsider their decisions. A written claim must be provided together with extract from the minutes of the Student Union's meeting (if such does not exist – General Student Meeting (conference)).

54. The University of Applied Sciences Student Union can join associations and other organizations and participate in activities of international student organizations in the manner prescribed by law.

55. The University of Applied Sciences supports the Student Union, provides funding for its activities. The Student Union accounts for the University of Applied Sciences-provided funds by presenting reports of the use of funds to the Director and the Student Meeting (conference).

V. RIGHTS, DUTIES AND RESPONSIBILITY OF STUDENTS AND PERSONNEL

56. Personnel of the University of Applied Sciences is comprised of teachers, academic researchers, other researchers, administration and other employees.

57. Qualifying requirements, rights, duties and responsibility of the University of Applied Sciences personnel, i.e., teachers, academic researchers, other researches, administration and other employees, are defined in job descriptions, which are approved by the Director.

58. The University of Applied Sciences students are those who study in the University of Applied Sciences according to a study programme (or several programmes).

59. External students of the University of Applied Sciences are those who study according to non-formal education programmes or separate study subjects (their groups).

60. Students have the right:

- 60.1 to study according to a chosen study programme;
- 60.2 to study according to an individual study plan, following the procedure laid down by the University of Applied Sciences;
- 60.3 to study according to more than one study programme or to study other study subjects in the University of Applied Sciences, or another institution of higher education;
- 60.4 to evaluate the quality of teaching of the studied subject and the study equipment;
- 60.5 to choose teachers, if the same subject is taught by several teachers;
- 60.6 to propose topic for their final thesis or to choose from several offered topics;

60.7 to present assignments by using alternative ways, if they have a disability and therefore are not able to present assignments in accordance with the procedure laid down by the University of Applied Sciences, supposing that alternative ways of presenting assignments guarantee that the set goals will be achieved;

60.8 to apply to the University of Applied Sciences administration to make sure that results of studies in the University of Applied Sciences or any other Lithuanian or foreign higher institution of learning will be credited;

60.9 to apply to the University of Applied Sciences administration or Dispute Settlement Commission regarding violation of interests or rights;

60.10 to terminate and renew studies in accordance with the procedure laid down by Study Provisions;

60.11 to take academic leave and not to lose their student status;

60.12 to freely declare their thoughts and beliefs;

60.13 to participate in the University of Applied Sciences governing bodies;

60.14 to elect the Student Union and to be elected to it, to freely join other associations;

60.15 to use the rights outlined in the Study Provisions to retake failed exams or credit tests;

60.16 to use the student incentives defined in Study Provisions;

60.17 to exercise other rights outlined in laws, this Statute and other legal acts.

61. Students must:

61.1 follow the principles of education and study;

61.2 study diligently;

61.3 comply with the Code of Academic Ethics, adopted by the University of Applied Sciences;

61.4 comply with laws and other legal acts of the Republic of Lithuania, this Statute and other internal legal acts of the University of Applied Sciences, to follow internal order rules;

61.5 obey to the decisions of the University of Applied Sciences governing bodies, Director's orders, instructions of the heads of the Study Department, heads of Academic departments and teachers.

62. Disciplinary penalties related to the student's failure to comply with obligations during the study process are determined in Study Provisions.

63. Procedures for awarding incentives and student grants are determined in Study Provisions.

64. Liability of students and personnel for violation of the Code of Academic Ethics is determined in the Code of Academic Ethics.

VI. PROCEDURES FOR ADMISSION AND EXPULSION OF STUDENTS

65. Studies is the process of learning in the University of Applied Sciences according to a certain study programme by a person who has at least secondary education.

66. Persons are accepted to the University of Applied Sciences first cycle programmes by competition, provided that they at least have a secondary education diploma, and taking into account their learning results, entrance examinations or other criteria determined by the University of Applied Sciences.

67. The list of competitive subjects according to fields of study, principles for admission score and other criteria are determined by the Academic Council, which after evaluation by the Student Union, announces them no later than within 2 years before the beginning of respective school year.

68. The total number of study places is determined by the General Meeting of Shareholders, having regard to possible number of study places submitted by the Academic Council that can ensure the quality of studies.

69. Relations between a student and University of Applied Sciences are formalized by the Study Agreement.

70. A student is issued a Student Card. Student Card form and procedures for its issue are determined by the Ministry of Education and Science, whereas its production and issuance are organized by the National Union (Unions) of Student Representations of Lithuania

71. In the University of Applied Sciences, students can study according to non-formal education programmes or separate study subjects (their groups).

72. Study requirements for external students are outlined in their agreements with the University of Applied Sciences.

73. A student can be expelled from the University of Applied Sciences if he or she:

73.1 seriously violated the Statute, Code of Academic Ethics, internal order and study order, as well as acts regulating public order;

73.2 fails to adhere to the requirements outlined in the study programme;

73.3 receives at least two disciplinary penalties in a year;

73.4 did not return from academic leave or study break without a valid reason;

73.5 cannot continue his/her studies due to a court order;

73.6 fails to comply with the terms of the Study Agreement.

74. Procedures for termination and renewal of studies are outlined in the Study Provisions.

VII. PROCEDURES FOR FORMATION OF COMMISSION TO SETTLE DISPUTES BETWEEN STUDENTS, ADMINISTRATION AND OTHER EMPLOYEES, AND PROCEDURES FOR DISPUTE EVALUATION AND DECISION IMPLEMENTATION

75. Disputes between students and the University of Applied Sciences administration and other employees (hereinafter referred to as parties) related to research and study activities are solved by Dispute Settlement Commission.

76. Dispute Settlement Commission is formed ad hoc by the Director's order upon written request of one or both parties of the dispute.

77. Dispute Settlement Commission consists of 5 members. 3 persons of the University of Applied Sciences personnel and 2 persons authorized by the Student Union are appointed to the Dispute Settlement Commission.

78. Dispute Settlement Commission is formed no later than within 3 working days from the receipt of a request from one party (or parties).

79. Parties have a right to apply to the Dispute Settlement Commission due to violations of their rights or legitimate interests, related to research and study activities.

80. Dispute Settlement Commission has to consider the received request no later than within 15 calendar days from the receipt of the request.

81. Procedures for dispute settlement and decision implementation are regulated in Rules of Procedure of Dispute Settlement Commission.

VIII. SOURCES OF FUNDS, PROCEDURES FOR USING THE PROPERTY AND FUNDS

82. University of Applied Sciences in managing, using, and controlling its property, is guided by the following principles: public benefit, efficiency, rationality, accountability to the General Meeting of University of Applied Sciences shareholders, autonomy of economic activity.

83. University of Applied Sciences economic and financial activity is organized under the laws of the Republic of Lithuania, international treaties and other legislation.

84. The University of Applied Sciences provides procedures for asset management, use, control, accounting, taxing, property acquisitions and sales, the write-off, audit and other financial arrangements, if they are not regulated by the laws of the Republic of Lithuania.

85. Property that the University of Applied Sciences manages, uses and controls by the right of ownership and (or) trust, includes:

- 85.1 land;
- 85.2 buildings, structures;
- 85.3 other tangible assets;
- 85.4 financial resources (income received as payment for tuition, as well as income from the business, scientific activities and provided services; funds and other assets that are received as charity, and (or) support in accordance with the Law on Charity and Sponsorship; donations; other income and monetary funds), received from satisfying the public interest;
- 85.5 allocations of shareholders;
- 85.6 interest paid by credit institutions for the funds deposited in them;
- 85.7 securities;
- 85.8 donated property;
- 85.9 inherited property;
- 85.10 products of intellectual work;
- 85.11 property rights resulting from intellectual activity;
- 85.12 other legally acquired and not prohibited by law to possess property;
- 85.13 income, assets or other benefits received for the management, use of funds or other assets indicated in paragraphs 1-12 of this article, and their control.

86. University of Applied Sciences manages, uses and controls the property at its own discretion in accordance with the laws of the Republic of Lithuania.

87. Decisions on University of Applied Sciences property management, use and control shall be adopted by resolution of the General Meeting of the University of Applied Sciences shareholders, adopted by a 2/3 majority of shareholders, assuming that each shareholder (founder) has one vote.

88. University of Applied Sciences financial transactions are carried out by and are under the responsibility of Accounting Department.

89. By resolution of the General Meeting of the University of Applied Sciences shareholders, financial activities of the University of Applied Sciences can be audited.

IX. RESEARCH AND EDUCATION QUALITY ASSURANCE

90. University of Applied Sciences is responsible for the quality of research and education.

91. Quality of research and education is assured through the University of Applied Sciences internal quality assurance system, external evaluation and accreditation of studies programmes, external evaluation of research activities, and external evaluation and (or) accreditation of the University of Applied Sciences.

92. Quality of University of Applied Sciences activities is implemented by:

- 92.1 making a strategic action plan;
- 92.2 providing means for improvement of the quality system implementation;
- 92.3 conducting a self-evaluation of activities each year.

93. University of Applied Sciences implements the internal education quality assurance system established by the Academic Council based on provisions of the European Higher Education Area higher education quality assurance.

94. Only accredited study programmes are pursued at the University of Applied Sciences.

95. On its website, University of Applied Sciences publicly announces quantitative and qualitative information about the study programmes, the awarded higher education qualifications, research activities, self-assessment results, opinion of students, graduates and other interested parties on the quality of studies, University of Applied Sciences performance appraisals by recognized authorities, career indicators of graduates, and other data needed to inform the public about studies.

96. Activities of the University of Applied Sciences are constantly being improved, taking into account findings of self-evaluation and external assessment.

97. Self-evaluation of activities of the University of Applied Sciences and quality assessment of study programmes are conducted in accordance with Lithuanian legislation and internal regulations of the University of Applied Sciences.

98. University of Applied Sciences operates Quality and Research Department, which performs studies and analyses, necessary to improve the quality of activities.

99. University of Applied Sciences announces publicly (on the University of Applied Sciences website) indicators of its performance quality and upholds the culture of research and education quality.

X. PROCEDURES FOR ESTABLISHMENT AND DISSOLUTION OF BRANCHES AND REPRESENTATIVE OFFICES

100. To ensure its functioning, University of Applied Sciences may establish branches and representative offices. University of Applied Sciences branches and representative offices are established by resolution of the general meeting of University of Applied Sciences shareholders, in accordance with the Civil Code of the Republic of Lithuania and other legal acts.

101. A branch of the University of Applied Sciences (hereinafter - Branch) is a structural unit of the University of Applied Sciences, which has its registered office and carries out all or part of the functions of the University of Applied Sciences.

102. Branch operates under regulations of the University of Applied Sciences, which are approved by the General Meeting of University of Applied Sciences shareholders.

103. Branch is not a legal entity. University of Applied Sciences is liable for the obligations of the Branch and the Branch is liable for the obligations of the University of Applied Sciences.

104. University of Applied Sciences representative office (hereinafter - Representative Office) is a division of the University of Applied Sciences, which has its registered office and the right to represent and protect the interests of the University of Applied Sciences, to make transactions and perform other actions on behalf of the University of Applied Sciences.

105. Representative Office operates under regulations of the University of Applied Sciences, which are approved by the general meeting of University of Applied Sciences shareholders.

106. Representative Office is not a legal entity. University of Applied Sciences is liable for the obligations of the Representative Office and the Representative Office is liable for the obligations of the University of Applied Sciences.

107. General meeting of University of Applied Sciences shareholders has the right to decide to dissolve a Branch or Representative Office.

108. Activities of Branches and Representative Offices of the University of Applied Sciences shall be dissolved in accordance with the Civil Code of the Republic of Lithuania and other legal acts.

XI. PROCEDURES FOR ACCEPTANCE OF UNIVERSITY OF APPLIED SCIENCES SHAREHOLDERS AND TRANSFER OF RIGHTS TO OTHER PERSONS AND ASSIGNATION OF CONTRIBUTIONS TO THE UNIVERSITY OF APPLIED SCIENCES

109. A natural or legal person can become a shareholder of the University of Applied Sciences, by making a contribution to the University of Applied Sciences by money or by tangible or intangible assets evaluated in accordance with the Law on Property and Business Assessment Framework, and upon approval of the General Meeting of University of Applied Sciences shareholders.

110. Shareholder wishing to sell or otherwise transfer their shareholder rights, must initiate a convocation of the General Meeting of University of Applied Sciences shareholders, by informing in writing all shareholders of the University of Applied Sciences and Director, indicating the date,

place and hour of the General Meeting of University of Applied Sciences shareholders, as well as to whom and at what price they wish to sell or otherwise transfer their shareholder rights.

111. Purchaser or transferee of the University of Applied Sciences shareholder rights belonging to the bearer in any case must be approved by the General Meeting of University of Applied Sciences shareholders.

112. If the General Meeting of University of Applied Sciences shareholders does not approve the bearer's proposed candidacy of University of Applied Sciences shareholder rights transferee, and if the share of sold or otherwise transferred University of Applied Sciences capital is not acquired or taken over by any of the other shareholders of the University of Applied Sciences, no later than after thirty (30) days a second General Meeting of University of Applied Sciences shareholders is convened, which has to take the final decision regarding the issue of transfer of University of Applied Sciences shareholder rights belonging to the bearer and approval of the transferee. If during the second General Meeting of University of Applied Sciences shareholders, the issue of transfer of shareholder rights is not resolved, it is considered that the shareholder has the right to transfer his own shareholder rights under the conditions and to the person, as it was initially announced to the other University of Applied Sciences stakeholders about a planned transfer of shareholder rights.

113. Documents evidencing the sale or other transfer of University of Applied Sciences shareholder rights shall be presented to the Director. Upon receipt of these documents, the Director shall make a corresponding record in the journal for registration of shareholders of the University of Applied Sciences.

114. Contributions of shareholders constitute the capital of University of Applied Sciences shareholders. University of Applied Sciences shareholder is issued a document certifying their share and contribution value in the capital of shareholders, approved by the Director's signature and seal of the University of Applied Sciences.

115. Shareholders and their shares in the capital of University of Applied Sciences shareholders are registered in the journal for registration of shareholders of the University of Applied Sciences. Upon approval of the General Meeting of University of Applied Sciences shareholders, shareholders are entitled to increase their share in the capital of University of Applied Sciences shareholders by making additional capital contributions.

116. Procedure for acceptance of University of Applied Sciences shareholders:

116.1 A person wishing to become a shareholder of the University of Applied Sciences shall submit a written application to the Director. The application must contain identity information of the person wishing to become a shareholder, amount of intended contribution to the capital of University of Applied Sciences shareholders, motivation. Identity information means: if the person wishing to become a shareholder of the University of Applied Sciences is a legal person - the name of that legal person, legal person's legal form, registered office of the legal person, legal person's code, register which collects and stores data on the legal person, copy of the legal person's registration certificate, copies of legal entity founding documents (the founding act and articles of association), copies of document certifying appointment of legal person's governing bodies, a brief description of the activities of the legal person, contact information; if the person wishing to become a shareholder of the University of Applied Sciences is a natural person - the natural person's name and surname, personal code, copy of the identity document, copy of document certifying the permanent residence, the natural person's curriculum vitae, contact information.

116.2 Director has the right to additionally require providing the originals, transcripts or copies of documents confirming authenticity of information indicated in the application, documents certifying the origin of assets intended to be contributed to the capital of University of Applied Sciences shareholders and documents certifying the legality of acquisition of the assets. If the contribution to the capital of University of Applied Sciences shareholders is in long-term or short-term fixed assets or intangible assets such contribution shall be assessed in accordance with the legislative acts.

116.3 Director shall, not later than ten (10) days from the date of the application, and if additional documents were requested, not later than ten (10) days from the date of delivery of such documents, initiate the convening of the General Meeting of University of Applied Sciences shareholders in

which the application is submitted for consideration. Person wishing to become a shareholder of the University of Applied Sciences becomes a shareholder of the University of Applied Sciences after the General Meeting of University of Applied Sciences shareholders approves the application and the contribution is contributed to the capital of University of Applied Sciences shareholders.

117. Capital of the University of Applied Sciences shareholders is equal to the value of shareholders' contributions. University of Applied Sciences shareholders and value of their contributions are recorded in the documents of the University of Applied Sciences, and each shareholder is issued a document certifying the value of their contributions. If a shareholder assigns additional contributions to the University of Applied Sciences, sells or otherwise transfers shareholder rights to another person, records in the University of Applied Sciences documents shall be amended accordingly, and documents certifying the value of contributions shall be amended.

118. Shareholders' contributions may be money, as well as tangible or intangible assets evaluated in accordance with the Law on Property and Business Assessment Framework.

XII. PROCEDURES FOR PRESENTATION OF UNIVERSITY OF APPLIED SCIENCES DOCUMENTS AND OTHER INFORMATION TO THE SHAREHOLDERS AND TO THE PUBLIC, PROCEDURES FOR PUBLICATION OF ANNOUNCEMENTS AND NOTIFICATIONS

119. Upon a written request of a shareholder, the University of Applied Sciences no later than 7 (seven) days from the receipt of the request must provide access to the shareholder to get acquainted with, and (or) to provide copies of the following documents: Statute of the University of Applied Sciences, the annual financial accountability reports, University of Applied Sciences activity reports, auditor's conclusions and audit reports, list of shareholders, minutes of General Meeting of University of Applied Sciences shareholders or other documents finalizing the meeting resolutions, or other documents finalizing the decisions of University of Applied Sciences governing bodies.

120. University of Applied Sciences documents, copies or other information is provided to the shareholders free of charge.

121. List of shareholders of the University of Applied Sciences given to the shareholders must contain names and surnames of shareholders, names and addresses of legal entities, according to the latest data available to the University of Applied Sciences.

122. University of Applied Sciences documents to the shareholder are given in the office of the University of Applied Sciences. In the case of a shareholder who is not a resident of Kaunas city, or is not a company registered in Kaunas, information is sent by registered mail.

123. University of Applied Sciences announcements and notifications that in accordance with applicable legal requirements should be made public, are published in the Lithuanian newspaper "Lietuvos rytas".

124. University of Applied Sciences shareholders shall be informed by a written notice of the intended General Meeting of University of Applied Sciences shareholders no later than 10 days prior to the meeting.

125. Registered letters are sent to the shareholders to the addresses submitted by themselves to the University of Applied Sciences or to the usual correspondence addresses. Shareholders are responsible for proper update of the addresses.

126. By a legitimate requirement of any natural or legal person according to the law, the University of Applied Sciences must allow them to look at the office of the University of Applied Sciences into the University of Applied Sciences activity annual report for the financial year prepared by the Director.

127. Terms and procedures for presentation of public information about the activities of the University of Applied Sciences to the public are determined by the Director.

128. General Meeting of University of Applied Sciences shareholders determines the information that shall be presented to the public on the activities of the University of Applied Sciences.

XIII. PROCEDURE FOR CHANGES TO THE STATUTE, FRAMEWORK OF CLOSURE AND REORGANIZATION OF THE UNIVERSITY OF APPLIED SCIENCES

129. Changes to the Statute may be initiated by the General Meeting of University of Applied Sciences shareholders, Director, Academic Council, University of Applied Sciences community.

130. Statute and its amendments shall be adopted and approved by the General Meeting of University of Applied Sciences shareholders, after hearing the opinion of the Director, Academic Council and the University of Applied Sciences community, by majority of not less than two-thirds of all votes of the General Meeting of University of Applied Sciences shareholders.

131. Closure and reorganization of the University of Applied Sciences activities are carried out in accordance with provisions of the Civil Code, the Law on Public Institutions and the Law on Higher Education and Research.

132. University of Applied Sciences can be reorganized or liquidated by the resolution of the General Meeting of University of Applied Sciences shareholders or by a court decision, after the end of an academic year.

133. University of Applied Sciences can be reorganized by the resolution of the General Meeting of University of Applied Sciences shareholders, merging it with other institutions of higher education, educational institutions, or dividing it into several educational institutions.

134. For the reorganization of the University of Applied Sciences, assessment of its assets is conducted, findings of which must be submitted in writing by an inspector (auditor).

135. Successors of rights and obligations of reorganized University of Applied Sciences are the educational institutions operating after the reorganization. Procedures and terms for the succession of rights and obligations are determined by the General Meeting of University of Applied Sciences shareholders.

136. In case of liquidation of the University of Applied Sciences, General Meeting of University of Applied Sciences shareholders must give a two month written notice to the Ministry of Education and Science.

137. In case where a decision to reorganize the University of Applied Sciences into the same type of institution (institutions) of higher education is adopted, the General Meeting of University of Applied Sciences shareholders shall appoint a temporary University of Applied Sciences Reorganization Board and an interim administrator. The interim administrator within three months has to arrange elections of the reorganized University of Applied Sciences academic council.

138. Liquidation of the University of Applied Sciences is administered by the liquidation commission formed by the General Meeting of University of Applied Sciences shareholders or by court, which after settling accounts for all required payments of the University of Applied Sciences with its assets and funds, decides on the distribution of remaining assets and funds of the University of Applied Sciences.

139. Distribution of assets and funds of the University of Applied Sciences during the liquidation of the University of Applied Sciences is administered according to the Law on Public Institutions.

140. After the chief executive of the reorganized University of Applied Sciences is elected, authority of the interim administrator expires.

141. From the date of cancellation of University of Applied Sciences license or permit to conduct studies, the University of Applied Sciences has no right to issue diplomas to the graduates certifying the University of Applied Sciences education.

By the decision No. 10/01 of 2010-03-30 of the sole shareholder (owner) of the Public institution Kolping University of Applied Sciences, the authorized person is: Daiva Čepulienė