

APPROVED

By the order No. V-95 of the Director of the
College of St Ignatius of Loyola of 14 December
2015

ST. IGNATIUS OF LOYOLA COLLEGE

ACADEMIC COUNCIL REGULATIONS

I. GENERAL PROVISIONS

1. These Regulations shall establish the Academic Regulations of the College of St. Ignatius of Loyola (hereinafter referred to as the College) the Council's ("the Council") working procedures.
2. The Regulation is based on the following documents:
 - 2.1. Law on Science and Studies of the Republic of Lithuania of 30 April 2009. XI-242 (Žin., 2009, No. 54-2140).
 - 2.2. the Statutes of the College.
3. The Council shall be guided in its activities by the Constitution of the Republic of Lithuania, the laws of the Republic of Lithuania, by-laws and other documents regulating science and education, as well as by the Statutes of the College and the Rules of Procedure of the Council.
4. The Council is the academic self-governing body of the College.
5. The Council's regulations are drawn up, approved and amended by the Council.
6. The work of the members of the Council shall be based on the principles of collegiality, impartiality, objectivity, legitimacy, publicity and academic freedom.

II. COMPOSITION OF THE ACADEMIC BOARD

7. The Council shall be composed of the Principal of the College by virtue of his/her position and seven members elected for a period of five years:
 - 7.1. Five members of the Council are elected by secret ballot of the College's academic community from among the faculty and administration
 - 7.2. One student representative shall be nominated by the student representation.
 - 7.3. One member shall be nominated by the College Governing Board from among representatives of other higher education institutions or business.
8. The President of the Council shall be elected by open ballot at the first meeting of the Council members.
 - 8.1. The candidate with the majority of votes in favour is deemed elected. In the event of a tied vote The Principal of the College shall have an additional vote.
 - 8.2. The Chairperson of the Council shall not be the Principal of the College.
9. If the mandate of a Council member is terminated before the end of the term of office, the candidate with the highest number of votes who is not elected shall be replaced by the candidate with the highest number of votes in accordance with the representation provided for in paragraph 7.
10. The composition of the Council, its changes, and the beginning and end of its activities shall be announced by a decree of the Principal of the College.

III. FUNCTIONS OF THE ACADEMIC BOARD

The Council performs the following functions:

11. submit amendments to the Statutes to the College's General Meeting of Shareholders for approval;
12. submits to the Director of the College for approval the nominations of the heads of the units organising studies and research activities;
13. approve the qualification requirements for the positions of the College's academic staff, and establish the procedure for certification and competitions for positions;
14. approve the Commission for the certification and competition of the academic staff of the College;
15. assessing the College's newly developed study programmes and proposing improvements to their quality direction;
16. make proposals to the Director of the College on improving the internal quality of studies, research and artistic activities;
17. propose honorary titles and awards of the College in accordance with the procedures laid down in the Statutes of the College;
18. convene meetings of the College's academic community to discuss important operational issues discuss;
19. consider and make proposals to the General Meeting of Shareholders on the vision and mission of the College and amendments to the Statute;
20. participate in meetings of the College's local government bodies in the following areas with education and studies, as needed.
21. develop and improve the College's Code of Academic Ethics;
22. informs The College structured units about the Council meetings adopted by the Council decisions relating to the activities of these units.

III. PROCEDURE OF THE ACADEMIC BOARD

23. Ordinary meetings of the Council shall be convened in accordance with the approved work plan.
- 23.1. Notice of the time, place and agenda of the meeting shall be sent to the members of the Council by email at least 5 working days before the date of the meeting.
- 23.2. Extraordinary meetings shall be convened to deal with urgent matters on the proposal of at least five members of the Council, no later than 10 working days after the proposals have been handed to the Chairperson of the Council or the Principal of the College.
24. Meetings of the Council shall be chaired by the Chairperson or, in his/her absence, by a member of the Council appointed by the Chairperson or by the Principal of the College.
25. Meetings of the Council shall be valid if at least five members are present.
- 25.1. Voting may be secret or open, as the Council decides.
- 25.2. The Council shall act by a majority of its members. In the event of an equality of votes, the President of the Council shall have an additional vote.
26. Members of the Council who are unable to attend may submit their views in writing to the President the issues at stake. The opinion must be published at the meeting.
27. Items to be considered at ordinary meetings of the Council shall be scheduled at the previous meeting.
- 27.1. The Council shall have the right to exclude from its ordinary meetings any question submitted to the Council to the President at least five days before the meeting.
- 27.2. The President of the Council shall have the right to introduce at the beginning of a meeting an item of extraordinary importance for consideration and to propose that it be included on the agenda of the meeting.

IV. FINAL PROVISIONS

28. The Council Regulation may be supplemented and/or amended at a meeting by a vote of the members of the Council
Most.
- 28.1. Amendments to the Council Regulation shall be made in the presence of the President of the Council and
To the College Principal.
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