

APPROVED
by Order of KUAS Director
No. 1-113 of 8 March, 2022

THE PROGRAMME OF EQUAL OPPORTUNITIES AND DIVERSITY AT KAUNAS UNIVERSITY OF APPLIED SCIENCES

The aim is to ensure the implementation of equal opportunities and the prevention of discrimination at KUAS.

No.	Task	Measure	Deadline	Responsible person	Required Funding (EUR)	Results to be achieved
1.	Adjust working and study environments for community members with individual needs for work or studies.	1.1. Identification of groups of people (students, graduates, lecturers and staff) with fewer opportunities to participate in KUAS activities.	2022	KUAS Management	HR - 1315	Identified groups of people with fewer opportunities (students, graduates, lecturers and staff) who may need support to ensure equal opportunities to participate in KUAS activities. Transparency of the support system for employees and students.
		1.2. Developing a system for identifying the needs for students' individual studies.	2022	Student Support Coordinator; Heads of Academic Divisions; Human Resources Service	HR - 8432	Development of an effective 'one stop shop' system for declaring individual needs arising from disabilities and / or learning difficulties, which is accessible to all students and employees. A designated member of staff (Student Support Coordinator) is responsible for the main aspects of student support, including students' learning skills and academic development, personal welfare, pastoral support and guidance. Increased availability of student support at KUAS. An efficient student support system based on 'one-stop shop' principle.
		1.2. Implementation of teaching / learning activities that respond to the different needs of students.	2022 – 2025	Vice-Deans; Unit for Studies	FR - 25000	Taking into account the declared needs for individual studies, as well as KUAS financial and human resources, individualised measures are selected and applied to students. For example,

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						special equipment for hearing-impaired people; adapted teaching methods; etc.
		1.3. Personalisation of working conditions for employees with individual needs arising from disability.	2022 – 2025	Human Resources Service; Heads of KUAS Divisions	FR - 2508	Individualised measures are chosen and adjusted to meet the individual needs of employees due to their disability.
		1.4. Development of staff competences for working with people with individual study needs.	2022 – 2025	Human Resources Service; Heads of KUAS Divisions	HR - 11824	Every year, KUAS employees participate in specialized seminars on making higher education more accessible to people with individual study needs, individualisation of studies for students with different needs, etc. Good practices are shared with colleagues.
		1.5. Adjustment of infrastructure to meet the individual needs of community members.	2022 – 2025	Heads of Academic Divisions; Maintenance Service	FR - 250000	Adjustment of access to KUAS (outdoor spaces) for people with mobility and visual impairments. Marking of KUAS spaces to meet the needs of people with visual impairments. Adjustment of buildings in Puodžių St. 11 and K. Petrausko St. 15 for people with reduced mobility: ramps, lifts (if technical conditions of the building allow that), etc. An experiential training room to provide psychosocial support to people with disabilities, crisis survivors / persons experiencing crisis, people with communication / attention / learning / behavioural disorders etc. Adjustment of KUAS website and other systems for people with visual impairments or reading disabilities, adapting e-publications in ePub format.

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2.	Foster intercultural communication within KUAS community.	2.1. Increasing the involvement of students and teachers in international activities.	2022 – 2025	Unit for International Relations; International Coordinators; Heads Academic of Divisions	HR - 10968 FR - 10000	<p>Taking into account the list of disadvantaged groups (students, graduates, lecturers and staff) participating in mobility activities, KUAS regulates the provision of additional financial assistance to disadvantaged persons in order to ensure equal opportunities for them to participate in mobility activities. Additional financial support is provided.</p> <p>Traditional international events are organised on regular basis: international conferences (<i>Innovative (Eco)Technology, Entrepreneurship and Regional Development, Health Environment and Sustainable Development: Interdisciplinary Approach HESDIA</i>, etc.), international competitions for students' professional skills (e.g., <i>AgroTechnologist, Food Technologist, Surveyor, International Massage Championship</i>, etc.), international week, etc. Lecturers and students participate in the development of international projects, implementation of their activities. Better skills of intercultural communication and cooperation of KUAS staff and students.</p>
		2.2. Adjustment of study and working environments for international students and staff.	2022	Unit for International Relations; Maintenance Service	HR - 1262	Directions and signposts in English have been installed to help foreign students and staff better navigate around KUAS premises and academic campus.
		2.3. Publication of the most important KUAS documents regulating the organisation of studies and work, in Lithuanian and foreign languages.	2022 – 2025	Unit for International Relations; Legal and Document Management Service	HR - 860 FR - 500	<p>The most important documents regulating studies at KUAS are available in Lithuanian and English on KUAS website and in KUAS document catalogue.</p> <p>The documents regulating working conditions are provided in English and Lithuanian in KUAS document catalogue.</p>
		2.4. Adjustment of information systems for international students and staff.	2022 – 2025	IT Project Development Manager;	HR - 33218 FR - 15000	Improved functionality of the study management system in English: course descriptions, surveys,

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				Head of Study Management System Development; Unit for Studies; Legal and Document Management Service		reports on survey results, reports on learning outcomes, etc. Virtual learning environment Moodle, study schedules in English. Implementation of staff self-service in English.
		2.5. Implementation of a mentoring programme for international students.	2022 – 2025	Unit for International Relations; International Coordinators; ESN Kaunas University of Applied Sciences	HR - 5484 FR - 3000	There is a regular recruitment and training of student mentors. Various events are organised for incoming international students (induction week, other events representing KUAS, etc.), as well as information support, assistance in solving problems, and liaison with international students. Successful involvement of foreign students in studies at Kaunas University of Applied Sciences and its community.
		2.6. Improving intercultural competences of the staff.	2022 – 2025	Human Resources Service; Heads of Divisions	HR - 528 FR - 400	1-2 training events per year are organised to improve intercultural competences.
3.	Develop a support system for people experiencing social exclusion due to their financial situation or other social circumstances.	3.1. Development of a support system for students.	2022 – 2025	Human Resources Service; Unit for Studies; Economics Division; Student Support Coordinator	FR - 20000	Financial and social support is provided to socially excluded students: one-off and social scholarships, targeted scholarships, loans for tuition fees and living expenses, accommodation in dormitories, reduction of tuition fees, reduction of fees for accommodation services in KUAS dormitories, etc.
		3.2. Development of a support system for employees.	2022 – 2025	Human Resources Service; Economics Division	FR - 30000	Financial support is provided to employees in cases of financial hardship, to cover tuition fees, etc.
		3.3. Charity fair <i>The White Angel</i> .	2022 – 2025	Trade Union	0	Provided financial support for KUAS staff and students.

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4.	Increase opportunities to combine work and family responsibilities.	4.1. Flexible working conditions.	2022 – 2025	Human Resources Service; Heads of Divisions	HR - 26077	Taking into account the nature of the work, the staff member is given the opportunity to work 1 day per week remotely or for a period of time agreed with his / her line manager, in accordance with the procedure established at KUAS. It may be possible to adjust the start / end of working time, in agreement with the line manager. Employees with children are entitled to additional rest days in accordance with the procedure laid down by the laws of the Republic of Lithuania. Employees are allowed to take up to 4 hours off during the working day for important personal needs, at their request, and with the agreement of their line manager, and by retaining their remuneration. Higher employee satisfaction with working conditions.
		4.2. Flexible study conditions.	2022 – 2025	Heads of Academic Divisions	HR - 27040	Students with family commitments are allowed to attend classes on a free attendance schedule.
		4.3. Childcare and occupational services: summer camps, playroom(s).	2022 – 2025	Faculty of Arts and Education, Management	HR - 21269 FR - 70000	A summer camp is organised for the children of KUAS staff and children from Kaunas city. A Day care room has been set up to look after the children of KUAS staff and students during their studies / work.
5.	Improve internal communication on anti-discrimination issues.	5.1. Educating KUAS staff on the issues of anti-discrimination, equal opportunities and diversity.	2022 – 2025	Human Resources Service	HR - 176	Introduction of the Policy on Equal Opportunities at KUAS to new and existing staff. Effective operation of the helpline.
		5.2. Educating KUAS students on the issues of anti-discrimination, equal opportunities and diversity.	2022 – 2025	Marketing and Communication Division; Heads of Academic Divisions; Teaching staff	HR - 19575	Development of students' tolerance and anti-discrimination attitudes. Integration of equality and diversity topics into courses, open lectures, etc.

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6.	Monitor the implementation of the Equal Opportunities and Diversity Programme.	6.1. Monitoring the situation of equal opportunities and diversity.	Annually by 15 January	Human Resources Service; Unit for Studies	HR - 599	Performance of the annual analysis of the situation on equality (or lack thereof) in the organisation, analysis of the results of the implementation of the measures anticipated in the Programme, and the reasons for (non-)implementation. A part of the report on the implementation of the Equal Opportunities and Diversity Programme is drawn up as part of the annual reports of the responsible units and KUAS. Measures to improve the situation on equal opportunities in the organisation are adjusted / planned as needed.
		6.2. Surveys on employee job satisfaction regarding equal opportunities and diversity.	2nd quarter of 2022 2nd quarter of 2024	Human Resources Service	HR - 352	Assessment of the effectiveness of the Programme in improving employee satisfaction with their work and its organization in terms of equality.
		6.3. Surveys on student satisfaction with studies regarding equal opportunities and diversity.	Annually, 2nd quarter	Quality Management Unit	HR - 466	Assessment of the effectiveness of the Programme in improving student satisfaction with the organisation of studies in terms of equality.