Annex 3 to the Procedure of Complaints Handling and Investigations at the Initiative of the Ombudsperson for Academic Ethics and Procedures

|  |
| --- |
| (person’s name and surname) |

|  |
| --- |
| (place of residence) |

|  |
| --- |
| (telephone No., e-mail address) |

To the Ombudsperson for Academic Ethics and Procedures

**APPLICATION**

**for accessing investigation material and issue of copies of investigation material**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

Please allow me to access investigation material\*.

Purpose of access (use of information):

|  |
| --- |
| ... |

Please provide me with copies of the following documents:

|  |
| --- |
| ... |

and/or:

□ send via e-mail

□ send by registered mail

□ to prepare for collection at the Office of the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania at a pre-agreed time

□ no copies are needed

**COMMITMENT**

**I** **understand** that pursuant to clause 12(4) of the Regulations of the Office approved by Resolution No. XI-1583of the Seimas of the Republic of Lithuania of 15 September 2011 “Regarding the Establishment of the Office of Ombudsperson for Academic Ethics and Procedures and the Approval of the Regulations of the Office of Ombudsperson for Academic Ethics and Procedures”, one of the tasks of the Ombudsperson for Academic Ethics and Procedures is “to ensure an effective and confidential investigation of violations of academic ethics and procedures”, thus **I commit**:

1. to process confidential information in accordance with laws and other legal acts of the Republic of Lithuania, and not to disclose, transfer or create conditions for accessing the information being processed by any means to any person, who has not been authorized to use this information;
2. to use the discovered information and documents received having accessed the investigation material solely for the purposes indicated in the application or the purposes laid down in the resolution, if they are different from the purposes indicated in the application, without violating rights and freedoms of the person and citizens, also legitimate interests of the society and the state.

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(signature) (name and surname)

\* The material shall be made available for acquaintance to the extent determined by the investigator and in such a way that it does not disclose the applicant’s personal data (point 20 of the Procedure).