

## DESCRIPTION OF THE PROCESS FOR ELECTION TO THE POSITION OF RECTOR AT VILNIUS UNIVERSITY

### CHAPTER I GENERAL PROVISIONS

1. Position of Rector at Vilnius University (hereinafter referred to as the Description) shall establish the process for organising an open international competition for the position of Rector (hereinafter referred to as the Rector) at Vilnius University (hereinafter referred to as the University), including the procedure for the announcement of an open international competition, the admission of documents by Applicants to become Candidates for the position of Rector, registration of the Candidates, consideration of the Candidates by the University Senate (hereinafter referred to as the Senate), introduction to the Community of the University and the University Council (hereinafter referred to as the Council), as well as determination of the results of the competition and the establishment of the key terms and conditions of the employment contract with the elected Rector and the conclusion of any such contract.

2. The Description has been drawn up in compliance with the provisions of the Statute of Vilnius University (hereinafter referred to as the Statute) and the Law on Higher Education and Research of the Republic of Lithuania (hereinafter referred to as the Law on Higher Education and Research).

3. The Description of the Process for Election conducted by open competition to fill the

3.1. **Applicant** shall refer to a person who has submitted an application to participate in the

3.2. **Candidate** shall refer to an Applicant who has been registered by the Central Electoral Commission of the University (hereinafter referred to as the Central Electoral Commission) as a candidate for the position of Rector.

3.3. **Elected Rector** shall refer to a Candidate who has won the Competition to fill the position of Rector.

3.4. **Application Documents** shall refer to the documents listed in Paragraph 12 of the present Description which must be submitted by every Applicant wishing to participate in the Competition.

3.5. **Competition** shall refer to an open international Competition organised to fill the position of Rector, announced by the Council and encompassing the announcement of any such competition, the admission of documents of the Applicants, registration of the Candidates, their introduction, as well as consideration of the Candidates by the Senate, the Community of the University and the Council, the determination of the results and the winner of the Competition.

4. The election of the Rector shall be based on the principles of legitimacy, publicity, impartiality, transparency, fairness, equal rights and academic freedom.

### CHAPTER II PROCESS OF THE ORGANISATION OF THE ELECTION OF RECTOR

#### SECTION ONE ANNOUNCEMENT OF THE COMPETITION, ACCEPTANCE OF APPLICATION DOCUMENTS, REGISTRATION OF CANDIDATES AND CONSIDERATION OF THE CANDIDATES BY THE SENATE

5. The Council shall elect the Rector through a Competition for a term of 5 years. The Central Electoral Commission shall organise the Competition announced by the Council, the election of Rector under the conditions of the Competition, and it shall determine the result of the Competition

6. The Council shall adopt the resolution to announce a Competition not later than 4 months before the end of the term of office of the outgoing Rector. In the resolution, the Council shall certify the content of the announcement of the Competition (according to the form approved by the Council (Annex 1 to the Description)) and shall establish a term of at least 30 calendar days for submission of Application Documents by Applicants.

7. Not later than on the day following that on which the resolution of the Council indicated in Paragraph 6 of the Description has been adopted, the chairman of the Central Electoral Commission shall announce the Competition on the website of the University and, if the Council so decides, in other media sources indicated in the resolution of the Council, also in English.

8. After the announcement of the Competition, no changes to the conditions of the Competition shall be made. Any announced Competition may be withdrawn by a substantiated decision by the Council.

9. Any announcement about the Competition must contain the following information:

9.1. the position to be filled – the Rector’s position and the term of office – 5 years;

9.2. key terms and conditions of the employment contract to be concluded with the Rector – the size of the initial official monthly remuneration, the procedure adopted for its determination and recalculation, as well as the declaration that no premiums, bonuses or awards shall be paid to the Rector; a ban on the undertaking of any other paid job or on holding any other paid position; a ban on lecturing at the University for more than two academic hours per week, given that these pedagogical activities are paid under the Rector’s employment contract;

9.3. applicable qualification requirements and other requirements provided for in Paragraph 10 and 11 of the Description;

9.4. a list of Application Documents which must be submitted by every Applicant, the term and the process for their submission (by precisely specifying the latest date and time for submission of the documents);

9.5. the term for the announcement of the dates and venues of sessions held by the Council for the introduction of the Candidates to the Council, as well as the introduction of Candidates to the Community of the University and Candidates’ debates;

9.6. methods of submission of additional information about the Competition (email address, telephone number).

10. A person of impeccable repute with a doctoral degree in science (arts) or an acknowledged artist with proven teaching and managerial experience may stand for the position of Rector. The Candidates for the position of Rector must act in such a way as to prove that they understand the University mission, promote the values of the University, are motivated to enhance the quality of the University’s activities, and possess the knowledge, experience and skills necessary to discharge the duties of Rector. The right to stand for election for the position of Rector may also be exercised by any person not working at the University at the time of his/her nomination. It shall be deemed that a person is of impeccable repute if all criteria listed below are met in full:

10.1. the behaviour of the person meets in full the rules of the Code of Academic Ethics of the University;

10.2. the person has not been convicted of criminal activities by a final court judgement;

10.3. the person has not been dismissed from the post or job for a severe disciplinary offence, or at least five years have passed since any such dismissal;

10.4. the person is not an alcohol abuser, does not use narcotic drugs, psychotropic or toxic substances.

11. A person cannot stand as a candidate for the position of Rector in the following cases:

11.1. the person is a member of the Council;

11.2. on the first day of the term of office of the Rector, the person reaches the statutory retirement age;

11.3. the person is a member of the Central Electoral Commission;

11.4. the person had held the post of Rector of Vilnius University for two consecutive terms before the current election; the present provision shall not apply in instances where the person did not

serve as Rector for a full term of office (any of the two mentioned), except in cases where the position of Rector was held *ad interim* following the procedure established by the Statute.

12. Every Applicant must submit Application Documents to the Central Electoral Commission in Lithuanian or by attaching translations into Lithuanian certified in accordance with applicable legal acts:

12.1. an application to participate in the Open Competition submitted following the form approved by the Council (Annex 2 to the Description);

12.2. an Applicant's completed questionnaire filled out following the form approved by the Council (Annex 3 to the Description);

12.3. the Applicant's Declaration of Impeccable Repute and Conflict of Interest Statement submitted following the form approved by the Council (Annex 4 to the Description);

12.4. a planned concept for the Rectorship for the forthcoming term (recommended volume – approx. 2,500 words);

12.5. a copy of a document proving the identity of the Applicant;

12.6. a copy of a document certifying the higher education attained by the Applicant;

12.7. a copy of a document certifying the degree in science (art) obtained by the Applicant;

12.8. copies of the documents certifying teaching and managerial experience of the Applicant;

12.9. other documents are listed in the announcement of the Competition.

13. The copies of the Application Documents listed under Paragraphs 12.5–12.8 of the Description must be duly certified by a notary public or duly authorised by a representative of Vilnius University. All Application Documents (their certified copies) must be submitted personally to a representative of the Central Electoral Commission in a sealed envelope, sent by registered mail, to the email address [crk@cr.vu.lt](mailto:crk@cr.vu.lt) or handed to a provider of courier services not later than the expiry of the period set out in the Competition announcement. If Application Documents are submitted by email, the documents listed under Paragraphs 12.1–12.3 must be signed with a qualified electronic signature, copies of the documents listed under Paragraphs 12.5–12.8 must be submitted in scanned format by submitting original documents or notarized copies personally to the Central Electoral Commission not later than the day of the session of the Central Electoral Commission outlined in Paragraph 14 of the Description. After the expiry of the term specified in the announcement of the Competition, Application Documents of Applicants shall not be accepted. Application Documents delivered to a post office (to a provider of courier services) on the last day of the term and which bear a post office (provider of courier services) stamp as proof of posting on the envelope, shall be deemed to be delivered on time. A representative of the Central Electoral Commission shall issue the Applicant a certificate certifying submission of the envelope containing the Applicant's documents to the Central Electoral Commission.

14. After the time limit for the submission of Application Documents of Applicants as specified in the Competition announcement has ended, not earlier than after four working days, the envelopes shall be opened in a session of the Central Electoral Commission, and it shall be established whether all Application Documents listed under Paragraph 12 of the Description have been submitted and whether all Applicants meet the formal requirements set forth under Paragraph 10 and 11 of the Description (i.e. whether the person has a doctor's degree in science (art) or whether the person is an acknowledged artist and whether the person is not the one listed under Paragraphs 11.1–11.4 of the Description). Through a decision by the Central Electoral Commission, all Applicants who meet these requirements and who have submitted all Application Documents shall be registered as Candidates for the position of Rector.

15. Not later than 7 working days after the expiry of the term for the submission of Application Documents specified in the Competition announcement, the Central Electoral Commission shall submit the list of Applicants together with copies of Application Documents of every Candidate to the chairman of the Council and the chairman of the Senate, and shall announce the list of Candidates on the University website.

16. After the chairman of the Senate has received the list of Candidates and Application Documents, he shall convene a session (sessions) of the Senate to discuss the Candidates. After the

Senate has familiarised itself with the Application Documents of the Candidates, it shall issue conclusions concerning the suitability (non-suitability) of the Candidates for the position of Rector under Paragraphs 10 and 11 of the Description. Candidates shall be informed about the place and time of the session of the Senate personally (by telephone and (or) email).

17. The conclusions of the Senate concerning the suitability (non-suitability) of the Candidates for the position of Rector must be submitted to the Council not later than 10 working days after submission of the list of Candidates and Application Documents to the Chairman of the Senate.

## **SECTION TWO**

### **INTRODUCTION OF CANDIDATES TO THE COUNCIL AND THE COMMUNITY OF THE UNIVERSITY AND THE ELECTION OF THE RECTOR DURING A COUNCIL SESSION**

18. Not later than 10 working days after the submission of the conclusion by the Senate concerning the suitability (non-suitability) of the Candidates for the position of Rector to the Council, the chairman of the Council shall convene a session for the assessment of the Senate's conclusions concerning the suitability of the Candidates for the position of Rector. If the Council approves the negative conclusions of the Senate, the Central Electoral Commission shall be immediately informed thereof, and the Candidate shall be eliminated from the final list of Candidates. The schedule of the Council sessions intended for the introduction of the Candidates, the introduction of the Candidates to the Community of the University and the Candidates' debates shall be certified during the same Council session. It shall be drawn up so that Candidates receive announcements provided for in Paragraph 19 of the present Description not later than two weeks before the scheduled session, introductions and debates. In addition, the number of Candidates and the minimum time required for the comprehensive presentation of their programmes shall be taken into account. The schedule shall be published on the website of the University without delay.

19. Not later than on a working day following that on which the Council session provided for in Paragraph 18 of the present Description has taken place, the Central Electoral Commission shall inform every Candidate personally (by phone and (or) email) about the resolution adopted by the Council and the Candidates listed in the final list of Candidates. It shall invite them to attend the Council sessions intended for the introduction of the Candidates, the introduction of the Candidates to the Community of the University and the Candidates' debates by giving notice of the time and place of each event.

20. An open Council session intended for the introduction of the Candidates shall be convened at the time and place specified in the schedule provided for in Paragraph 18 of the present Description. Participation of the Candidates in this Council session is mandatory. A Candidate attending a session must have a personal identity document (identity card, passport or driving licence). If a Candidate fails to attend a Council session, it shall be deemed that the Candidate has withdrawn his or her candidacy without taking into account the reasons for such non-attendance.

21. An open Council session intended for the introduction of the Candidates shall take place as follows:

21.1. at the beginning of the session, the Candidates shall be invited into the room of the Council session and shall be asked to present their personal identity documents; the names of those Candidates who have arrived at the session shall be recorded on the Candidate registration sheet. The chairman of the session shall introduce the members of the Council and the Central Electoral Commission and the session secretary to the Candidates and shall briefly explain the course of the session;

21.2. all Candidates shall briefly introduce themselves in alphabetical order according to surname and shall briefly introduce their planned concept for the Rectorship. To verify that the Candidates comply with the requirements set forth by Paragraphs 10 and 11 of the Description, Council members shall submit questions to each Candidate. All Candidates will essentially receive the same questions.

22. After the Council session provided for in Paragraph 20 of the present Description has taken place, the Central Electoral Commission shall organise the introduction of Candidates to the Community of the University and the Candidates' debates following the schedule provided for in Paragraph 18 of the Description.

23. After the introduction of the Candidates to the Community of the University and the Candidates' debates, a closed Council session shall be convened during which members of the Council shall ask the Candidates additional questions to assess the professional experience and personal qualities of the Candidates, as well as their suitability for the position of Rector. The Candidates shall be called into the session room one by one in alphabetical order according to their surname. After a Candidate has answered the questions submitted by members of the Council, the Candidate shall be asked to leave the room of the Council session and the next Candidate shall be invited in. This session may last more than one day.

24. After all Candidates have been heard, but not earlier than on a working day following the day on which the Council session provided for in Paragraph 23 of the Description has taken place, a closed Council session for the election of the Rector shall be convened. The session shall take place as follows:

24.1. To ensure a secret ballot, Council members shall enter a separate room one by one, where they shall complete their voting slip by marking the chosen Candidate and, with supervision from the members of the Central Electoral Commission, shall deposit their voting slips in a ballot box;

24.2. after the secret ballot has ended, the chairman of the Central Electoral Commission shall open the ballot box and shall verbally announce how many voting slips were in the box, how many of them were spoiled and shall count how many votes each Candidate received. Voting slips shall be attached to the minutes of the Council session.

25. The Candidate who receives no less than 7 votes from the members of the Council shall be deemed to be elected. If under the procedure provided for in Paragraph 24 of the Description, the Rector is not elected, an additional round of voting shall be organised by a decision of the Council and, if required, additional Council sessions for the election of Rector shall be convened.

26. If no Rector is elected during a reasonably short period of time which may not exceed 1 month after the day of the Council session provided for in Paragraph 24 of the Description, it shall be deemed that no Rector has been elected, the election shall be deemed to be null and void and a new Competition shall be announced immediately.

### **SECTION THREE INAUGURATION OF THE RECTOR**

27. Before taking up his or her duties, the Elected Rector shall give a solemn oath to the University – read the Rector's oath to the University and sign it. The text of the Rector's oath to the University and the Rector's inauguration ceremony are defined in the Protocol of Academic Ceremonies of the University.

28. The Rector's oath to the University shall be received by the chairman of the Senate. This provision concerning the Rector's inauguration shall similarly apply to a Rector elected for a second consecutive term of office.

29. The employment contract for the term of office of the Rector with the sworn Elected Rector shall be signed by the chairman of the Council on behalf of the University.

30. If the Elected Rector refuses to take the Rector's position and/or fails to sign the employment contract, and if the Elected Rector refuses to read aloud the Rector's oath to the University or to sign it, or reads aloud and signs the Rector's oath to the University with a stipulation, this shall mean that the Elected Rector shall not obtain the Rector's powers and the Council shall be obliged to announce a new election for Rector through a public competition in compliance with the rules of the Description not later than 1 month after any such situation has occurred.

**(Form of Announcement of an Open International Competition for the Position of Rector at  
Vilnius University)**

**ANNOUNCEMENT OF AN OPEN INTERNATIONAL COMPETITION FOR THE  
POSITION OF RECTOR AT VILNIUS UNIVERSITY**

Vilnius University Council, following the provisions of Paragraphs 3–5 in Article 44 of the Statute of Vilnius University, announces an international open competition (hereinafter referred to as the Competition) for the position of Rector at Vilnius University (hereinafter referred to as the Rector) for a term of five years.

The status and powers of the Rector, including the process of election and termination of the powers of the Rector, are defined in Articles 42–44 of the Statute of Vilnius University.

Monthly remuneration for the Rector shall be calculated by multiplying the average monthly salary received by the professors of Vilnius University (hereinafter referred to as the University) throughout the previous calendar year (including income from research, experimental and innovation development projects) by applying a coefficient of three. The remuneration to be awarded to the successful tenderer at the time of the conclusion of the contract shall be EUR \_\_\_\_\_. Following the procedure set out, the remuneration shall be recalculated annually upon the approval by the Council of the annual report on the activities of the University for the previous year. Throughout the term of office, the Rector shall not be awarded any bonuses or performance-related benefits in addition to the aforementioned remuneration. Furthermore, the Rector may not engage in any other paid activity throughout his or her tenure. Throughout the term of office, the Rector may lecture at the University for a maximum of two academic hours per week in respect of the indicated pedagogic activity remunerated following the Rector's employment contract.

Candidates for the position must be of impeccable repute, must hold a degree in science (art) or be acknowledged artists with proven teaching and managerial experience. The candidate for the position of the Rector must act in such a way as to prove that they understand the University's mission, promote the values of the University, are motivated to enhance the quality of the University's activities and possess the knowledge, experience and skills necessary to discharge the duties of Rector. The right to stand for election for the position of Rector may also be exercised by a person not working at the University at the time of his / her nomination.

A person shall not be eligible for the position of Rector if:

1. He/she is a member of Vilnius University Council;
2. He/she has reached the statutory retirement age on the first day of the Rectorship;
3. He/she is a member of the Central Electoral Commission;
4. He/she held the position of Rector for two consecutive terms before the Competition. The

latter provision shall also apply in instances where a person did not serve as the Rector for a full term of office (any of the two), except in cases where the position of Rector was held *ad interim* following the procedure established in the Statute.

Applications for the position of Rector together with all the documents indicated below must be submitted to the Central Electoral Commission in person, via registered mail or a courier service provider or by email to [crk@cr.vu.lt](mailto:crk@cr.vu.lt) by \_\_\_\_\_.

(the latest date and hour of submission of documents)

The following documents in Lithuanian (or their official translations into Lithuanian following the laws of the Republic of Lithuania) must be included:

1. An application to participate in the Open Competition submitted following the form presented in Annex 2 of the Description of the Process for Election to the Position of Rector (hereinafter, the Description) established by Vilnius University Council;
2. A questionnaire completed by the Applicant and filled out following the form presented in Annex 3 of the Description and approved by Vilnius University Council;
3. The Declaration of Impeccable Repute and Conflict of Interest Statement of an Applicant submitted following the form presented in Annex 4 of the Description and approved by Vilnius University Council;
4. A planned concept for the Rectorship for the forthcoming term (recommended volume – approx. 2,500 words);
5. A copy of a document proving the identity of the Applicant;
6. A copy of a document certifying the higher education attained by the Applicant;
7. A copy of a document certifying the degree in science (art) obtained by the Applicant;
8. Copies of the documents certifying teaching and managerial experience of the Applicant.

*Note:* the copies of the documents indicated in Paragraphs 5–8 are to be duly certified by a notary public or duly authorised by a representative of Vilnius University.

If the documents are submitted by email, a legally binding electronic signature is essential for the papers indicated in Paragraphs 1–3; the scanned copies identified in Paragraphs 5-8 must be followed by original documents or their copies duly certified by a notary public and submitted in person to the Central Electoral Commission before \_\_\_\_\_.  
(the latest date and hour of submission of documents)

The schedule of the sessions for the Candidates approved by the Central Electoral Commission to be heard by Vilnius University Council and introduced to the Community of Vilnius University including the timetable of public debates will be announced before [*date*]. The Candidates shall be notified of the matter in person.

For more detailed information on the open competition please contact by \_\_\_\_\_  
[*e-mail address, telephone number*].

[*Other necessary information*]

**(Application form for Participation in an Open Competition for the Election of Rector at  
Vilnius University)**

Attn: Central Electoral Commission  
of Vilnius University

**APPLICATION TO PARTICIPATE IN AN OPEN COMPETITION FOR THE ELECTION  
OF RECTOR AT VILNIUS UNIVERSITY**

\_\_\_\_\_  
(date)  
Vilnius

Please allow me to participate in the international open competition for the election of rector  
at Vilnius University announced by the Vilnius University Council on \_\_\_\_\_.  
(date of announcement)

**ATTACHED:**

1. Questionnaire by the Applicant standing as a candidate for the position of Rector at Vilnius University.
2. Declaration of Impeccable Repute and Conflict of Interest Statement by the Applicant standing as a candidate for the position of Rector at Vilnius University.
3. The planned concept for the Rectorship for the forthcoming term.
4. A copy of a document proving the identity of the Applicant.
5. A copy of the document certifying the higher education attained by the Applicant.
6. A copy of the documents certifying the degree in science (art) obtained by the Applicant.
7. Copies of the documents certifying teaching and managerial experience of the Applicant.
8. *(Please specify other documents indicated in the announcement by Vilnius University Council about an open international competition for the election of Rector at Vilnius University – if any).*

\_\_\_\_\_  
(full name)

\_\_\_\_\_  
(signature)

**(Questionnaire for Applicants for the Position of Rector at Vilnius University)**

**QUESTIONNAIRE FOR APPLICANTS FOR THE POSITION OF RECTOR  
AT VILNIUS UNIVERSITY**

**Space for  
Photography**

|                              |  |
|------------------------------|--|
| <b>1. Full Name</b>          |  |
| <b>2. Date of Birth</b>      |  |
| <b>3. Place of Residence</b> |  |
| <b>4. Telephone</b>          |  |
| <b>5. E-mail Address</b>     |  |

**6. Education**

| <i>Education</i> | <i>Name of Educational Institution</i> | <i>Speciality</i> | <i>Graduation Year</i> |
|------------------|--|-------------------|------------------------|
|                  |  |                   |                        |
|                  |  |                   |                        |
|                  |  |                   |                        |

|   |  |
|---|--|
| <b>7. Obtained pedagogic title, scientific degree</b> |  |
| <b>8. Obtained teaching experience</b>                |  |
| <b>9. Obtained managerial experience</b>              |  |
| <b>10. What languages do you know?</b>                |  |
| <b>11. Main workplace, position held</b>              |  |
| <b>12. Other workplaces (<i>if any</i>)</b>           |  |
| <b>13. Social activities</b>                          |  |

I am aware that the information provided in Paragraphs 1 and 6–13 of this questionnaire will be announced publicly.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name, surname, signature)

**(Questionnaire for Applicants for the Position of Rector at Vilnius University)**

**DECLARATION OF IMPECCABLE REPUTE AND CONFLICT OF INTEREST  
STATEMENT OF THE APPLICANT FOR THE POSITION OF RECTOR  
AT VILNIUS UNIVERSITY**

I, \_\_\_\_\_, seeking to stand for the position of Rector at Vilnius University, hereby certify that I meet the requirements applicable to candidates for the position of Rector as set forth by the Act on Higher Education and Research of the Republic of Lithuania, the Statute of Vilnius University and the Description of the Process for the Election of Rector at Vilnius University.

I hereby declare that my conduct is in full compliance with the stipulations of the Code of Academic Ethics of Vilnius University, I have not been convicted of criminal activities by a final court judgement, I have not been dismissed from a post or a job for a severe disciplinary offence or at least five years have passed since any such dismissal, and that I am not an alcohol abuser and do not consume narcotic drugs, psychotropic or toxic substances.

In addition, I confirm that there is no conflict of interest between me and Vilnius University, i.e. there are no reasons relating to my family, political or national affinity, economic interest or joint interests with Vilnius University which would imply any risk that I cannot impartially and objectively fulfil the duties of Rector at Vilnius University.

I hereby confirm that if during the election for the position of Rector at Vilnius University or, if I am elected as Rector at Vilnius University, during the Rectorship, I discover that such conflict of interest exists, emerges or is discovered, I will immediately inform the Central Electoral Commission of Vilnius University or the Vilnius University Council thereof (if a conflict of interest emerges or is discovered within the term), and if the fact of the conflict of interest is confirmed, I will resign from the position of Rector at Vilnius University.

To become a candidate for the position of Rector at Vilnius University, I also confirm that all my association with legal entities (memberships, duties or other involvement in activities of any legal entity)\* during the 5 years before the submission of the present declaration is listed below:

| Legal entity | Position | Type of Activity |
|--------------|----------|------------------|
| _____        | _____    | _____            |
| _____        | _____    | _____            |
| _____        | _____    | _____            |

*\*Association with legal entities is understood within the meaning as defined in the Act on the Adjustment of Public and Private Interests in the Civil Service of the Republic of Lithuania and the Rules on the Completion, Specification and Submission of Declarations of Conflicts of Interest approved by Resolution No. KS-84 of the Chief Official Ethics Commission on 5 July 2012.*

I am aware that the information provided in this declaration will be announced publicly.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name, surname, signature)