



**VILNIUS UNIVERSITY  
RECTOR**

**ORDER  
REGARDING AMENDMENTS TO THE ORDER OF THE RECTOR OF VILNIUS UNIVERSITY No. R-180  
'REGARDING THE POSTDOCTORAL FELLOWSHIP PROCEDURE OF VILNIUS UNIVERSITY'  
OF 10 MAY 2017**

1 October 2018, No. R-525  
Vilnius

By following the provisions of Point 42 of Part 1 of Article 43 of the Statute of Vilnius University and by taking into consideration the resolution of the Senate of Vilnius University No. S-2018-10-3 'Regarding the Postdoctoral Fellowship Procedure of Vilnius University' of 25 September 2018, I

hereby **a m e n d** the Postdoctoral Fellowship Procedure of Vilnius University approved by Order No. R-180 of the Rector of Vilnius University of 10 May 2017 and lay it out in a new wording (as attached).

Rector

*/Signature/*

Professor Artūras Žukauskas

Prepared by  
Head of the Office of Doctoral and Postdoctoral Studies  
Doctor Virginija Uksienė

Annex 1  
for the Postdoctoral Fellowship Procedure  
of Vilnius University

**DECLARATION OF IMPARTIALITY**  
Vilnius University

---

(Name and surname of the member of the Postdoctoral Commission)

\_\_\_ of \_\_\_\_\_ 20\_\_ No. \_\_\_\_\_

As a member of the Postdoctoral Commission of Vilnius University I hereby promise and undertake the obligation to abide by the principles of impartiality, confidentiality, honesty and transparency as laid down below:

1. to base my opinion on or suggest solutions based only on objective criteria by leaving aside the personalities and prejudices (be they positive or negative) about applicants or objects of research;
2. to use the material related to the assessment of applications only for the purpose of assessment and improvement thereof; refrain from disclosing the opinions of other members of the Postdoctoral Commission expressed in the decision-making process, including intermediary assessment outcomes;
3. to follow my conscience, demonstrate responsibility for the assigned work, abide by the ideal of seeking the truth and demonstrate honest behaviour towards applicants and other colleagues;
4. to abide by publicly enacted legislation that is in force, perform the assessment in line with the procedures laid down in respective legislation, and prepare clear and well-grounded conclusions regarding applications.

Should any of the circumstances described below arise:

1. a person who has an interest in the assessment of an application is my close relative by blood or marriage;
2. a person who has an interest in the assessment of an application is a researcher working with me at the same academic branch of Vilnius University;
3. in cases where a conflict of interests may arise based on any other grounds and it may be difficult for me to abide by the principles listed above;

I hereby undertake to immediately inform the Pro-Rector for Research of Vilnius University thereof and to refrain from discussions on the issue that involves a conflict of interests.

It has been explained to me that close relatives by blood or marriage are considered to be: spouses, children (adopted children), their spouses and their children (adopted children), my parents and my spouse's parents (adoptive parents), grandparents, brothers and sisters, their spouses and their children (adopted children), cousins and their spouses.

---

(Signature of the member of the Postdoctoral Commission)

---

(Name and surname of the member of the Postdoctoral Commission)

Annex 2  
for the Postdoctoral Fellowship Procedure  
of Vilnius University

**APPLICATION FOR A POSTDOCTORAL FELLOWSHIP OF VILNIUS UNIVERSITY**

Title of postdoctoral fellowship		
Acronym of the title		
Hosting academic subdivision of the University		
Potential postdoctoral advisor		
Position	Name	Surname

Information about the research fellow	
Name	
Surname	
Citizenship	
Year of birth	
Telephone number	
Email address	
Date when the PhD thesis was defended	
Scientific supervisor of the PhD thesis	
Topic of the PhD thesis	
Study and research institution where the PhD thesis was written / defended	
Duration of pregnancy, maternity or parental leave (if applicable)	From ... of ..... 20.... To ... of ..... 20....

Aim and plan of the research for the postdoctoral fellowship period:

*Please substantiate the relevance of the postdoctoral fellowship.*  
*Please indicate the aim of the research planned for the postdoctoral fellowship period.*  
*Please provide a detailed work plan for the postdoctoral fellowship period.*  
**Scope: between 400 and 1,000 words.**

Annexes to the application:

1. A free-form CV covering personal and research activities, including contact details of 1 to 3 researchers who would act as references for your postdoctoral fellowship application.
2. List of scientific publications and (or) patents (please list up to 10 of the most significant publications).
3. Copy of your PhD diploma (may be presented after the defence of the PhD thesis if not applicable at the time of submission of application).

-----  
(Date of filing the application)

-----  
(Name, surname and signature of the candidate)

APPROVED  
by Order No. R-180  
of the Rector of Vilnius University  
of 10 May 2017 (the reading of the Order No. R-525  
of the Rector of Vilnius University of 1 October 2018)

## POSTDOCTORAL FELLOWSHIP PROCEDURE OF VILNIUS UNIVERSITY

### CHAPTER 1 GENERAL PROVISIONS

1. The Postdoctoral Fellowship Procedure of Vilnius University (hereinafter – the Procedure) regulates the application procedure for postdoctoral fellowships financed by Vilnius University (hereinafter – the University), including the selection of applications, implementation of postdoctoral fellowships and related reporting.
2. The following definitions shall be used for the purpose of the Procedure:
  - 2.1. **Postdoctoral research fellow (research fellow)** is a researcher holding a PhD degree granted by a foreign or any other Lithuanian institution of higher education and research (other than the University) in the last five years (the 5-year period does not include the duration of a granted pregnancy, maternal or parental leave, if any) and has been selected the winner of the call for applications for postdoctoral fellowships announced by the University.
  - 2.2. **Postdoctoral fellowship (fellowship)** is research performed by the research fellow under a fixed-term full-time employment contract with the University and advised by a postdoctoral advisor.
  - 2.3. **Postdoctoral advisor** is a researcher at the University who advises on the research performed by the research fellow and who shall not be the same person as the research fellow's scientific advisor for his / her PhD thesis.
3. The duration of the postdoctoral fellowship period financed by the University shall not exceed 2 years.
4. The research fellow shall be entitled to a break (breaks) from research which shall be granted at the research fellow's request and in agreement with the head of the University's academic subdivision (hereinafter – the AS) and as provided for in a respective order of the Pro-Rector for Research of the University (hereinafter – the Pro-Rector for Research) in the following cases:
  - 4.1. in the case of illness as recommended by a doctor or a medical committee, or in the case of pregnancy, maternal or paternal leave;
  - 4.2. in the case of other personal reasons, however, only for a period not exceeding one year.
5. The University shall allocate EUR 20,000 (twenty thousand euros) per year to finance the position of one research fellow. The sum includes all taxes and social insurance contributions payable by the employer. Funds to finance postdoctoral fellowships shall be allocated by taking into consideration the University's financial capacity and in line with the cost estimate of the University's revenue and expenditure for the current year as approved by the University's Council. In addition, the AS shall allocate at least EUR 5,000 (five thousand euros) out of their own funds per research fellow over the entire postdoctoral fellowship period, including funds to finance the research fellow's secondment, fellowships to visit foreign

research centres, materials, work equipment, reagents and other expenditure of the AS related to supporting the position of the research fellow. The AS may allocate additional own funds to pay the research fellow's salary and cover other postdoctoral fellowship-related expenditure.

6. At the end of the 2-year postdoctoral fellowship period, the AS shall have the right to extend the postdoctoral fellowship period for one more year. Should this be the case, all the expenditure related to the extended postdoctoral fellowship period, including the research fellow's salary, shall be financed out of AS funds.
7. The University may decide to fund research fellows selected in calls for applications announced by other funding institutions whose applications were selected as eligible for financing but were not financed due to a shortage of funding and who expressed a wish to perform their research at the University. In this case an employment contract shall be signed following negotiations with the candidate for a research fellow position and the AS that is in a position to accept the research fellow.
8. An individual shall be entitled to only one postdoctoral fellowship financed by the University.

## **CHAPTER II**

### **PROCEDURE FOR THE CALL FOR APPLICATIONS FOR POSTDOCTORAL FELLOWSHIPS**

9. The Pro-Rector of Research shall announce the selection procedure for postdoctoral fellowship topics by indicating the deadline by which descriptions of postdoctoral fellowship topics shall be presented to the Research and Innovations Department (hereinafter – the RID).
10. Descriptions of postdoctoral fellowship topics shall be prepared by potential postdoctoral advisors who shall indicate the title of a postdoctoral fellowship, including its acronym, name the postdoctoral advisor and contact person (where they are two different persons), indicate the postdoctoral fellowship site, provide a short description of the research and target outcomes (including goals and objectives), and other information about the planned postdoctoral fellowship that they deem to be important. The head of the AS shall submit the descriptions of postdoctoral fellowship topics to the RID. When submitting the descriptions, the head of the AS shall indicate that the AS undertakes to allocate the funds provided for in Point 5 of the Procedure including other internal resources needed to implement the postdoctoral fellowship. Should the postdoctoral advisors have the source of funding to cover the postdoctoral fellowship costs provided for in Point 5 of the Procedure, they shall be entitled to submit their postdoctoral fellowship topic directly to the RID.
11. The selection of postdoctoral fellowship topics shall be performed by the Postdoctoral Commission formed on the basis of an order of the University's Rector (hereinafter – the Commission), which consists of the Pro-Rector for Research acting as the Chairperson of the Commission, and five other members as suggested by the Pro-Rector for Research, who shall take into account the opinion of the Committee, and the Senate Research Committee of the University (hereinafter – the Research Committee). Members of the Commission shall be highly qualified researchers and (or) persons who meet the requirements set for partnership professors and (or) partnership associate professors. Members of the Commission shall remain objective and principled in their work and act within the framework of their competence. Members of the Commission shall sign the Declaration of Impartiality (Annex 1 to the Procedure). The Commission shall decide on the postdoctoral fellowship topics proposed for approval, including the main and reserve list of selected research fellows, by way of mutual agreement, which shall be reflected in the minutes of the Commission. If needed, the

Commission shall vote and take a decision by a simple majority of votes cast by all members of the Commission present. Where votes are tied, the Chairperson of the Commission shall cast the deciding vote. Based on the decision of the Commission, the Pro-Rector for Research shall issue an order approving the list of selected postdoctoral fellowship topics and postdoctoral advisors. The obligation to organise the work of the Commission shall lie with the RID.

12. The Commission shall assess the proposed postdoctoral fellowship topics and select the most prospective ones that are in line with the strategic goals of the University and the AS, including the financial capacity of the University. The Commission shall have the right to address the proposed postdoctoral advisors and (or) the head of respective AS for additional explanations prior to making their decision. The postdoctoral advisors who submitted postdoctoral fellowship topics and the head of the respective AS shall be informed about the postdoctoral fellowship topics approved by the Pro-Rector for Research.
13. The selected postdoctoral fellowship topics, requirements to be met by research fellows and postdoctoral fellowship descriptions in Lithuanian and English shall be published on the University's website, the European Commission's research information portal *Euraxess* (<https://euraxess.ec.eu/>), the website of the respective AS and, if needed, on other websites by allowing at least 40 calendar days for candidates to submit their applications (in Lithuanian or English). The call for applications shall specify the deadline for applying and the way to apply, including contact persons for each postdoctoral fellowship topic.
14. Candidates for a research fellow position shall submit their applications (Annex 2 to the Procedure) at the address specified in the call for applications.
15. Once the deadline for applications is past, the AS Council shall, within 15 calendar days at the latest, select one recommended candidate per postdoctoral fellowship topic of a respective AS approved by the Commission by taking into consideration the opinion of potential postdoctoral advisors, strategic goals of the respective AS, the experience of candidates for a research fellow position, their previous research achievements and compliance with postdoctoral fellowship topics. Once the AS selects the recommended candidates for research fellow positions, the selected candidates together with their potential postdoctoral advisors shall provide a more detailed plan of their research for the postdoctoral fellowship period (from 400 to 1,000 words) within the next 15 calendar days.
16. Documents of recommended candidates for a research fellow position, research plans for the planned postdoctoral fellowship period and a document with a detailed information on the AS's resources and other internal resources provided for in Point 5 of the Procedure which a respective AS undertakes to allocate for the implementation of the recommended postdoctoral fellowship shall be submitted to the RID together with the applications of the candidates that are not recommended for implementation, including all related documents.
17. The documents provided for in Point 16 of the Procedure shall be discussed at the Commission, which, by taking into consideration the University's strategic goals and the recommendations of a respective AS and having taken into account the quality of all submitted applications, shall make a priority list of research fellows eligible for financing. The Commission shall have the right to address the candidates for research fellow positions, proposed postdoctoral advisors and (or) the head of the respective AS for additional information related to the planned postdoctoral fellowship prior to making their decision. Having taken into account the funding that the University has allocated for postdoctoral fellowships that particular year, the Commission shall make a list of postdoctoral fellowships that it suggests should be financed, including a reserve list of eligible postdoctoral fellowships, and submit them to the Pre-Rector for Research. The Pro-Rector for Research shall approve

the list of postdoctoral fellowships that the commission suggests financing, including a reserve list of eligible postdoctoral fellowships, by issuing a respective order.

18. Respective AS shall be informed about the lists of research fellows approved by the Pro-Rector for Research. Having received the information about the financing of postdoctoral fellowships, the AS shall inform candidates for research fellow positions and their postdoctoral advisors about it and initiate the required employment procedures by following the order provided for by the University.
19. Should an approved candidate for the position of a research fellow refuse to implement the planned postdoctoral fellowship, a respective AS shall immediately inform the Pro-Rector for Research about it and the Pro-Rector for Research shall issue another order approving the allocation of the funding to another candidate for the position of a research fellow from the reserve list of eligible postdoctoral fellowships.
20. A candidate for the position of a research fellow shall be employed no later than within 6 months as of the date of the order of the Pro-Rector for Research approving the allocation of respective funding for their postdoctoral fellowship. Should the postdoctoral fellowship period not start within the specified timeframe, the funds allocated for it shall be assigned to a new call for applications for postdoctoral fellowships or for other needs of the University.

### **CHAPTER III REPORTING FOR POSTDOCTORAL FELLOWSHIPS**

21. After the first year of the postdoctoral fellowship period ends, the research fellow together with the postdoctoral advisor shall submit their postdoctoral report to the respective AS and the AS Council with the course of the postdoctoral fellowship and the progress with research outcomes described.
22. The AS Council shall then evaluate the postdoctoral research fellow progress report and may:
  - 22.1. approve the postdoctoral research fellow progress report;
  - 22.2. recommend that the research plan of a particular research fellow be amended;
  - 22.3. suggest that the postdoctoral advisor initiates a discontinuation of the postdoctoral fellowship. A postdoctoral fellowship shall be discontinued upon a respective order of the Pro-Rector for Research after the Research Committee approves of the discontinuation as suggested by the head of the respective AS.
23. The progress reports together with information about the expenditure of the respective AS related to the implementation of the postdoctoral fellowship shall be submitted to the RID which shall systematise the information and submit it to the Pro-Rector for Research and the Research Committee.
24. After the postdoctoral fellowship period ends, the research fellow together with the postdoctoral advisor shall prepare and submit to the head of the respective AS and the AS Council their postdoctoral research fellow final report describing the course of the postdoctoral fellowship and the research outcomes achieved, including other substantial results.
25. The AS shall then submit the postdoctoral report(s) together with the information about the funds of the AS used to implement the postdoctoral fellowship(s) to the RID which shall systematise the information and submit it to the Pro-Rector for Research and the Research Committee.

26. The Research Committee may provide recommendations aimed at improving the calls for applications for postdoctoral fellowships and the actual implementation of postdoctoral fellowships.
27. The progress and final reports prepared by the research fellow together with the postdoctoral advisor shall be submitted in Lithuanian or English. The postdoctoral report shall be concise, logical and consistent.

#### **CHAPTER IV FINAL PROVISIONS**

28. Information about the postdoctoral fellowships funded by the University shall be published on the websites of the University and the respective AS.
29. A research fellow, a postdoctoral advisor and (or) the head of the respective AS shall have the right to initiate the discontinuation of a postdoctoral fellowship by indicating the reasons for it. The decision regarding the discontinuation of a postdoctoral fellowship shall be made by the Pro-Rector for Research. Should a postdoctoral fellowship be discontinued, the funds allocated for it by the University shall be assigned to a new call for applications for postdoctoral fellowships or for other needs of the University.
30. A research fellow, a postdoctoral advisor and (or) the head of a respective AS shall have the right to initiate the replacement of a postdoctoral advisor by indicating the reasons for it. The decision regarding the replacement of a postdoctoral advisor shall be made by the Pro-Rector for Research.
31. Any amendments to the Procedure shall be made by way of a respective order issued by the Rector and by taking into account the opinion of the Senate.