

APPROVED
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of 23 November 2021 of the Senate of Vilnius
University

THE DESCRIPTION OF THE PROCEDURE FOR THE SELECTION AND ADMISSION OF DOCTORAL STUDENTS, POSTDOCTORAL TRAINEES, AND VISITING RESEARCHERS FUNDED BY VILNIUS UNIVERSITY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Selection and Admission of Doctoral Students, Postdoctoral Trainees, and Visiting Researchers Funded by Vilnius University (hereinafter the 'Description') regulates the procedure for the submission of applications of doctoral students, postdoctoral trainees, and visiting researchers funded by Vilnius University (hereinafter the 'University'), the selection of the applicants, the execution of the selected projects, and the settlement for the projects.

2. Terms used in the Description:

2.1. **postdoctoral trainee (trainee)** – a researcher who holds a doctoral degree awarded by a foreign or other (non-Vilnius University) Lithuanian research and education institution, for whom no more than five years have elapsed since they were awarded the doctoral degree (the period of time during which the person has been on pregnancy and childbirth, paternity, or childcare leave is not included in such five-year period), and who has won the competition for postdoctoral fellowship announced by the University;

2.2. **postdoctoral fellowship (fellowship)** – scientific research carried out by a researcher who has won a postdoctoral fellowship competition announced by the University, under a fixed-term main position employment contract at the University on a full-time basis, under the supervision of the fellowship supervisor;

2.3. **fellowship supervisor** – a University's researcher supervising the trainee's scientific research who must be a different person than the trainee's academic supervisor during the period of their doctoral studies;

2.4. **visiting researcher** – a researcher working in another research and study institution or research organisation who visits the University for the purposes of scientific research on their and the University's joint initiative.

3. The activities of doctoral students, postdoctoral trainees, and visiting researchers referred to in the Description shall be funded by the University and/or by targeted funding raised.

CHAPTER II PROCEDURE FOR THE ADMISSION OF DOCTORAL STUDENTS FUNDED BY THE UNIVERSITY

4. The University may provide for targeted places for doctoral studies in relevant science fields.

5. No later than in the second quarter of the current calendar year, the number of targeted places for doctoral studies to be funded by the University shall be determined and published by a decision of the Rector of the University or their authorised person, and a call for applications for the allocation of places for doctoral studies to be funded by the University (hereinafter in this chapter the 'call') shall be issued to the University's core academic units (hereinafter the 'CAU').

6. The head of the CAU shall submit a reasoned application to the Rector of the University or their authorised person for the allocation of a University-funded place in the respective CAU (hereinafter in this chapter the 'application'). The application shall indicate the science field, the topic/theme of doctoral studies, the intended supervisor of a doctoral student, information on the expected (partial) funding by the CAU, and other resources allocated by the CAU (if any); it shall be accompanied by an extract from the minutes of the relevant Doctoral Studies Committee on the approval of the theme and on the compliance of the supervisor with the requirements. The Department

for Research and Innovation (hereinafter the 'MID') of the University's Central Administration advises the CAU in the preparation of applications, carries out their administrative verification, and forwards them for evaluation by the Commission for the Selection of the Doctoral Students, Postdoctoral Trainees, and Visiting Researchers Funded by the University (hereinafter the 'Commission').

7. Submitted applications are evaluated on the basis of:

7.1. the relevance of the topic/theme to the development of the science field or branch at the University;

7.2. the competencies of the intended supervisor;

7.3. the intended (partial) funding from the CAU and other resources to be allocated by the CAU (if any);

7.4. the call for applications may include additional evaluation criteria.

8. The Commission shall make a recommendation to the Rector of the University or their authorised person on the approval of a University-funded place for a specific CAU. The composition of the Commission shall be approved by the order of the University Rector or their authorised person. The following are permanent members of the Commission: the Pro-Rector for Research of the University (Chairperson of the Commission), a representative delegated by the MID, a representative delegated by the Board of the University Senate, a representative delegated by the Students' Representation of the University, and four other members appointed from among the representatives of the science field(s) concerning the applications to be examined. Members of the Commission shall sign a declaration of impartiality (Annex 1 to the Description). Decisions of the Commission shall be passed by a simple majority of votes of the members of the Commission. In the event of a tie, the Chairperson of the Commission shall have a casting vote. The final decision on the approval of a place funded by the University for a specific CAU shall be taken by the Rector of the University or their authorised person, by taking into account the recommendation of the Commission.

9. Once the allocation of a place for doctoral studies funded by the University for a specific CAU is approved, the CAU shall launch a call for applications for that place (hereinafter in this chapter the 'competition'). The competition is open in Lithuanian and English on the University's website, on the European Commission's researcher information portal *Euraxess* (<https://euraxess.ec.europa.eu/>), on the website of the relevant CAU, and on other websites as appropriate. The conditions of the competition shall specify the time limit and the method for the submission of applications, as well as contact persons.

10. Applicants wishing to take part in the competition shall submit a free-form application to participate in the competition and the following documents:

10.1. copies of the master qualification diploma or of a higher education diploma equivalent to it, and the copies of the supplements to the diploma;

10.2. a curriculum vitae;

10.3. references by two researchers from the science field concerned;

10.4. a list of their research papers (if any) and their copies;

10.5. any other supporting documents specified in the call for applications.

11. After the expiry of the time limit for the submission of applications, the Doctoral Studies Committee of the relevant science field shall select the recommended candidate within 30 calendar days at the latest, in accordance with the procedure and criteria established in the Regulation of Doctoral Studies at Vilnius University.

12. Candidates shall be selected no later than 12 months from the date of the allocation of a place for doctoral studies. The successful candidate shall commence their doctoral studies no later than within six months from the date of adoption of the order of the Rector of the University or their authorised person approving the funding for this candidate. If the candidate is not selected within 12 months from the date of the allocation of the place for doctoral studies, or if the doctoral studies do not commence within six months from the date of the adoption of the order referred to in this Item of the present Description, the funds allocated for the doctoral place funded by the University shall be transferred for a new competition or for other needs of the University by a decision of the Rector of the University or their authorised person.

13. Doctoral students funded by the University shall study at the University in accordance with the procedure established in the Regulation of Doctoral Studies at Vilnius University.

CHAPTER III

PROCEDURE FOR THE ADMISSION OF POSTDOCTORAL TRAINEES FUNDED BY THE UNIVERSITY

14. The length of a postdoctoral fellowship (hereinafter the ‘fellowship’) funded by the University is up to two years (up to three years if the fellowship is extended in accordance with Item 28 of the Description). The fellowship may be interrupted upon the trainee’s request as approved by the supervisor of the fellowship and the heads of the CAU, and it shall be approved by the order of the Rector of the University or their authorised person. Interruption of a fellowship is possible for the following reasons:

14.1. due to the trainee’s illness, on the recommendation of a doctor or a medical consultation board, or due to pregnancy and childbirth leave, paternity leave, or childcare leave, for as long as the circumstance referred to in this Item of the Description continues;

14.2. also for other personal reasons, for a maximum period of one year.

15. No later than in the second quarter of the current calendar year, the number of targeted fellowship places shall be determined and published by a decision of the Rector of the University or their authorised person, and an invitation shall be issued to the CAU to apply for fellowship places funded by the University (hereinafter in this chapter the ‘invitation’). The funding of fellowships shall be subject to the financial situation of the University and in accordance with the University Revenue and Expenditure Estimate for the Current Year, as approved by the University Council.

16. The head of the CAU shall submit to the Rector of the University or their authorised person motivated applications for the allocation of a fellowship place in the respective CAU (hereinafter in this chapter the ‘applications’). Applications shall indicate the tentative theme of the fellowship, the supervisor, as well as the intended (partial) funding from the CAU and other resources to be allocated by the CAU (if any). The MID advises the CAU on the preparation of applications, carries out their administrative verification and forwards them to the Commission for evaluation.

17. Applications are evaluated on the basis of:

17.1. the relevance of the theme to the development of the science field and/or branch at the University;

17.2. the competencies of the intended fellowship supervisor;

17.3. the intended (partial) funding of the fellowship by the CAU and other resources to be allocated by the CAU (if any);

17.4. the call for applications may include additional evaluation criteria.

18. The Commission shall make a recommendation to the Rector of the University or their authorised person on the approval of the fellowship place for a specific CAU. The decision on the approval of a fellowship place for a specific CAU shall be taken by the Rector of the University or their authorised person, taking into account the recommendation of the Commission.

19. Once the allocation of a fellowship place for a specific CAU has been approved, the CAU shall announce a competition to fill the fellowship place (hereinafter in this chapter the ‘competition’). The competition is open in Lithuanian and English on the University’s website, on the European Commission’s researcher information portal *Euraxess* (<https://euraxess.ec.europa.eu/>), on the website of the relevant CAU and on other websites as appropriate. The conditions of the competition shall specify the time limit and the method for the submission of applications, as well as the contact persons for each fellowship topic.

20. Applicants wishing to take part in the competition shall submit their applications (Annex 2 to the Description) in accordance with the procedure set out in the conditions of the competition.

21. After the expiry of the time limit for the submission of applications, a commission formed by an order of the head of the CAU (or another CAU entity designated by the head of the CAU to evaluate candidates for the fellowship) (hereinafter the ‘CAU Commission’), in consultation with potential fellowship supervisors and taking into account the strategic objectives of the CAU, the experience of the candidates for the fellowship, the results of their previous research activities, the relevance of the fellowship topics, and the results of the selection interviews, shall select a recommended candidate for the fellowship within a maximum of 30 calendar days.

22. The application and related documents of the recommended candidate for the fellowship and the information referred to in Item 17(3) of the Description, as well as the applications and related documents of non-selected candidates for the fellowship, shall be submitted by the head of the CAU

to the MID, which shall forward these documents to the Commission.

23. The documents referred to in Item 22 of the Description shall be considered by the Commission, which shall, in the interests of the University's strategic objectives, taking into account the recommendation of the CAU Commission, and having evaluated the quality of all applications received, either approve the recommendation of the CAU Commission and submit it to the Rector of the University or their authorised person for approval, or propose an extension of the competition. Before taking a decision, the Commission may ask candidates for the fellowship, indicated potential fellowship supervisors and/or heads of CAUs to provide additional information relevant to the intended fellowship.

24. The final list of selected trainees shall be approved by an order of the Rector of the University or their authorised person.

25. The MID shall inform the relevant CAUs of the approved list of selected trainees. These CAUs shall inform the candidates for the fellowship and their supervisors of the selection results and shall initiate the procedures for the recruitment of the approved trainees at the University in accordance with the legislation of the Republic of Lithuania and the University. The selected trainee and their supervisor shall draw up and agree on a fellowship work plan no later than one month after the start of the employment.

26. If an approved trainee refuses to undertake the intended fellowship, the relevant CAU must immediately inform the Rector of the University or their authorised person thereof.

27. Candidates for the fellowship shall be selected within a maximum period of 12 months from the date of approval of the fellowship place. The trainee shall be recruited no later than six months from the date of the order of the Rector of the University or their authorised person approving the funding for the fellowship. If the candidate is not selected within 12 months from the date of confirmation of the fellowship place or the fellowship does not start within six months from the date of the adoption of the order referred to in this Item of the Description, the funds allocated for the fellowship shall be transferred for a new fellowship competition or for other needs of the University by a decision of the Rector of the University or their authorised person.

28. At the end of the two-year fellowship, the CAU shall have the right to extend the fellowship for one year. In such a case, all costs related to the extension of the fellowship, including the trainee's remuneration, shall be funded from the CAU funds.

29. A University-funded fellowship can only be awarded once per person.

30. During the fellowship, the trainee must make at least one public presentation of the research and/or results of the research carried out in the framework of the fellowship work plan to the University's community and/or the general public (by delivering a public lecture, publishing a popular science publication, etc.).

31. After the first year of the fellowship, the trainee, together with the fellowship supervisor, shall submit an interim fellowship report on the progress of the fellowship and the interim research results achieved to the head of the branch academic unit (hereinafter the 'BAU'), or, in the absence of the BAU, to the head of the CAU.

32. The CAU Commission shall evaluate the interim report submitted and take one of the following decisions:

32.1. approve the interim fellowship report;

32.2. recommend revising the trainee's research plan;

32.3. propose to the head of the CAU to initiate the termination of the fellowship.

33. Interim fellowship reports, together with information on the costs of the CAU for the fellowships, shall be forwarded to the MID, which compiles the information received and submits it to the University's Pro-Rector for Research.

34. At the end of the fellowship, the trainee shall prepare, coordinate with the fellowship supervisor, and submit to the head of the CAU and the CAU Commission the final fellowship report containing information on the progress of the fellowship and the results of the research and other relevant activities carried out during the fellowship.

35. The CAU shall submit reports on the fellowship(s) to the MID together with information on the funds and other resources used by the CAU to carry out the fellowship(s). The MID shall organise the information received and submit it to the Pro-Rector for Research of the University.

36. The trainee, the fellowship supervisor and/or the head of CAU shall have the right to initiate the termination of the fellowship, stating the reason(s) for such termination. In the event of

termination of a fellowship, the funds allocated by the University shall be reallocated for a new fellowship competition or for other needs of the University, as decided by the Rector of the University or their authorised person.

CHAPTER IV

PROCEDURE FOR THE ADMISSION OF VISITING RESEARCHERS FUNDED BY THE UNIVERSITY

37. The length of a visiting researcher's visit is between three months and two years. A visit lasting 12 months or more can be planned with a maximum break(s) not exceeding 12 months. If a visit is longer than six months, a part of the visit, up to half of it, may be conducted remotely.

38. No later than in the second quarter of the calendar year, a call for applications for University-funded visiting researchers' places for CAUs shall be launched by a decision of the Rector of the University or their authorised person (hereinafter in this chapter the 'call'). CAUs wishing to attract visiting researchers shall submit to the Rector of the University or their authorised person a free-form application (hereinafter in this chapter the 'applications') within the time limits set out in the call, specifying the intended visiting researcher (if known), the research theme, the expected length of the visit, and the resources for the activities intended to be allocated by the CAU (for materials, work equipment, reagents, and other expenses of the CAU related to the maintenance of the job position).

39. The University's funds, in accordance with the University's financial capacity and in accordance with the University's Revenue and Expenditure Estimate for the Current Year, as approved by the University Council, shall be allocated for:

39.1. the remuneration of the visiting researcher. The visiting researcher's remuneration shall be determined in accordance with the procedure laid down by the University's legislation, taking into account the qualifications of the visiting researcher, the length of the visit and the intended size of the post;

39.2. a fixed amount per month to cover the costs of the research activities. The specific amount is indicated in the call for applications.

40. The Commission shall evaluate the applications by taking into account:

40.1. the relevance of the theme to the development of the science field or branch at the University;

40.2. the relevance of the theme to the development of Lithuanian research and/or society;

40.3. the objectives of the visit and the expected results;

40.4. the intended (partial) funding by the CAU and other resources to be allocated by the CAU (if any);

40.5. the period and the size of the post – priority is given to longer-term and full-time applicants.

40.6. the call for applications may include additional evaluation/priority criteria.

41. The Commission shall make a recommendation to the Rector of the University or their authorised person on the approval of the visiting researcher's place for a specific CAU. The decision on the approval of a visiting researcher's place for a specific CAU shall be taken by the Rector of the University or their authorised person, taking into account the recommendation of the Commission.

42. Once the allocation of a visiting researcher to a specific CAU has been approved, the CAU shall launch a call for applications for that place (hereinafter in this chapter the 'competition'). The competition is open in Lithuanian and English on the University's website, on the European Commission's researcher information portal *Euraxess* (<https://euraxess.ec.europa.eu/>), on the website of the relevant CAU, and on other websites as appropriate. The conditions of the competition shall specify the time limit and the method for the submission of applications, as well as the contact persons.

43. Applicants wishing to take part in the competition shall submit their applications (Annex 3 to the Description) in accordance with the procedure set out in the conditions of the competition.

44. After the expiry of the time limit for the submission of applications, the CAU Commission shall select the recommended candidate for visiting researchers within a maximum of 30 calendar days, taking into account the strategic objectives of the CAU, the experience of the candidate, the results of their previous research activities, and the compliance with the conditions of the call.

45. The applications and related documents of the recommended candidates for visiting researchers, the plans for the intended visit, and the information referred to in Item 40(4) of the Description, as well as the applications and related documents of the non-selected candidates, shall be submitted by the head of the CAU to the MID.

46. The documents referred to in Item 45 of the Description shall be considered by the Commission, which, in order to achieve the University's strategic objectives, taking into account the recommendations of the CAU Commission and having assessed the quality of all applications received, shall either approve the recommendation of the CAU Commission and shall submit it to the Rector of the University or their authorised person for approval, or shall propose the extension of the competition. Before taking a decision, the Commission may request additional information from the heads of CAUs regarding the intended visit of the researcher.

47. The final list of selected visiting researchers, the length of their visits, and the funds allocated by the University shall be approved by an order of the Rector of the University or their authorised person.

48. After receiving information from the MID on the funding of the visit, the CAU informs the candidates for visiting researchers about the results of the selection process and initiates the procedures for the recruitment of the approved visiting researchers at the University in accordance with the legal acts of the Republic of Lithuania and the University.

49. At the initiative of the visiting researcher, an agreement of a member of the teaching staff and research/art staff participating in the academic activities of the University under exchange or cooperation programmes to waive remuneration may be signed. In this case, the amount available for research related to the visiting researcher's visit may be increased up to a maximum of two times.

50. If an approved visiting researcher refuses to arrive, the relevant CAU must immediately inform the Rector of the University or their authorised person thereof.

51. Candidates for visiting researchers shall be selected within a maximum period of 12 months from the date of confirmation of the visiting researcher's place. The employment contract or adjunct contract with the visiting researcher shall be concluded no later than within six months from the date of adoption of the order of the Rector of the University or their authorised person approving the funding for the visit. If the candidate is not selected within 12 months from the date of approval of the visiting researcher's place or the visit does not start within six months from the date of adoption of the order referred to in this Item of this Description, the funds allocated shall be transferred for a new competition or for other needs of the University, as decided by the Rector of the University or their authorised person.

52. During the visit, the visiting researcher must give at least one seminar or methodological training to the University community or deliver a public lecture on research related to their research visit.

53. At the end of the visit, the visiting researcher and/or the CAU shall prepare and submit to the MID a visit report, which shall include information on the progress of the visit and the results of the research and other relevant activities carried out during the visit. The MID shall organise the information received and submit it to the Pro-Rector for Research of the University.

CHAPTER V FINAL PROVISIONS

54. The results of the performance of doctoral students, postdoctoral trainees, and visiting researchers funded by the University achieved during their doctoral studies, fellowships, and research visits at the University must indicate the University affiliation.

55. The CAU shall have the right, in agreement with the Rector or their authorised person, to initiate the attraction of doctoral students, postdoctoral trainees, and visiting researchers exclusively at its own expense, in accordance with the principles of selection established in the Description.

DECLARATION OF IMPARTIALITY

Vilnius University

(full name of the member of the Commission)

(day) (month)

20 No. __

As a member of the Commission for the Selection of Doctoral Students, Postdoctoral Trainees, and Visiting Researchers funded by Vilnius University (hereinafter the 'Commission'), I hereby undertake to abide by the principles of impartiality, confidentiality, honesty, and transparency listed below:

1. to base my opinion or proposed decision on objective criteria and not on preconceptions (positive or negative) about applicants and/or their research subjects;
2. to use all material relating to the evaluation of applications solely for the purposes of the evaluation and its improvement; not to disclose the views expressed by other members of the Commission in the context of the decision-making process, including the interim results of the evaluation;
3. to be guided by conscience, to take responsibility for the work assigned, to be guided by the ideals of the pursuit of truth, and to behave honourably towards the applicants and other colleagues;
4. to follow the pre-publicised, applicable legislation, carry out the evaluation in accordance with the procedures laid down in the legislation, and draw clear and reasoned conclusions on the application for evaluation.

If any of the following circumstances arise:

1. a person who has an interest in the evaluation of the application is related to me by marriage, kinship, or affinity;
2. a person who has an interest in the evaluation of the application is a researcher working with me in the same branch academic unit of Vilnius University;
3. where a conflict of interest could arise on other grounds and I would find it difficult to comply with the principles listed above,

I undertake to immediately inform the Pro-Rector for Research of Vilnius University and to refrain from participating in the discussion of the matter giving rise to the conflict of interest.

I have been informed that the following persons are considered to be related to me by marriage, kinship, or affinity: my spouses, my children (adoptive children), their spouses and their children (adoptive children), my and my spouse's parents (adoptive parents), grandparents, siblings, their spouses and their children (adoptive children), and cousins and their spouses.

(signature of the member of the Commission) (full name of the member of the Commission)

Annex 2
to the Description of the Procedure for the
Selection and Admission of Doctoral
Students, Postdoctoral Trainees, and
Visiting Researchers Funded by Vilnius

**MODEL APPLICATION FORM FOR THE POSTDOCTORAL FELLOWSHIP AT
VILNIUS UNIVERSITY**

Fellowship title		
Acronym of the title		
Admitting core academic unit of Vilnius University		
Intended fellowship supervisor:		
Position	First name	Surname

Trainee details	
First name	
Surname	
Nationality	
Date of birth	
Phone	
Email address	
Date of dissertation defence	
Dissertation supervisor	
Dissertation topic	
Institution where the dissertation was prepared/defended	
Length of pregnancy and childbirth, paternity or childcare leave (if applicable)	from ... (day) ... (month) 20.. to ... (day) ... (month) 20..

Contribution to the development of the theme:

*Briefly describe your competencies, your motivation to participate in the fellowship, and how you could contribute to the development of the theme.
The scope is 400 to 1,000 words.*

Annexes to the application:

1. Free-form curriculum vitae and academic resume (CV).
2. List of scientific publications and/or patents.
(list up to ten key publications)
3. References from two researchers.

(date of application)

(full name and signature of the applicant for the fellowship)

Annex 3
to the Description of the Procedure for the
Selection and Admission of Doctoral
Students, Postdoctoral Trainees, and
Visiting Researchers Funded by Vilnius

**MODEL APPLICATION FORM FOR THE VISITING RESEARCHER AT VILNIUS
UNIVERSITY**

Visiting researcher's details	
First name	
Surname	
Nationality	
Date of birth	
Year in which the degree in science was awarded	
Phone	
Email address	
Current workplace and job position therein	
<p>Main research areas:</p> <p>Most important research achievements, their visibility, and impact:</p> <p>Five most important scientific publications, indicating your contribution to their preparation:</p> <p>List of the main/most important scientific projects conducted/in progress, indicating your responsibilities in the project:</p> <p>Experience supervising research/art groups, doctoral students, postdoctoral trainees:</p> <p>Other important information:</p>	

Purpose of the visit and research work plan:

*Indicate the length of the visit.
Provide a brief plan for activities during the visit.
The scope is 400 to 1,000 words.*

Annexes to the application:

1. Free-form curriculum vitae and academic resume (CV).

(date of submission)

(full name and signature of the visiting researcher)