

**THE COUNCIL OF KLAIPEDA UNIVERSITY**

**RESOLUTION**

**ON THE APPROVAL OF THE DESCRIPTOR OF THE PROCEDURE FOR THE ELECTION OF RECTOR OF KLAIPEDA UNIVERSITY**

**No 9N-02**

**28 June 2023**

**Klaipėda**

The Council, in accordance with Article 18.6 of the Statute and given Senate Resolution No 11-41, 15 June 2023, r e s o l v e s to approve a new version of the Descriptor of the Procedure for the Election of Rector of Klaipeda University.

ATTACHED: Descriptor of the Procedure for the Election of Rector of Klaipeda University and appendices, 6 pages.

Chairman of the Council Arnoldas Šileika

APPROVED

by Resolution No 9N-02, 28 June 2023,

of the Council of Klaipeda University

**DESCRIPTOR OF THE PROCEDURE FOR THE ELECTION OF RECTOR OF KLAIPEDA UNIVERSITY**

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Descriptor of the Procedure for the Election of Rector of Klaipeda University (hereinafter referred to as the Descriptor) regulates the procedure for the organization of the election of Rector of Klaipeda University (hereinafter referred to as Rector) through a public competition (hereinafter referred to as the Competition).

2. The Descriptor has been prepared in accordance with the Republic of Lithuania Law on Science and Studies (hereinafter referred to as the Law on Science and Studies) and the Statute of Klaipeda University (hereinafter referred to as the Statute).

3. The Rector shall be elected by the Council of Klaipeda University (hereinafter referred to as the Council) for a 5-year term of office through a public competition. The Council shall form a five-member Rector's Election Commission (hereinafter referred to as the Commission), which shall organize theelection of the Rector.

4. The terms to be used in the present Descriptor:

**4.1**. **Applicant:** a person who has applied for participation in the Competition.

**4.2. Candidate**: an Applicant registered as a Candidate for Rector by the Rector's Election Commission.

**4.3.** **Competition**: a public competition for the election of Rector announced by the Council, including the announcement of the Competition, the acceptance of the documents of the Applicants, the registration of the Candidates, their self-presentations and deliberation in the Senate, in the University community, and in the Council, and the determination of the results and the winner of the Competition.

**CHAPTER II**

**ORGANISATION OF THE ELECTION OF RECTOR,**

**REQUIREMENTS FOR CANDIDATES, AND THE PROCEDURE FOR SUBMITTING DOCUMENTS**

5. The Council shall announce the Competition, setting a deadline of at least 60 calendar days for the submission of the Applicants' documents. The Council may, by a reasoned decision, cancel a Competition already announced.

6. The announcement of the Competition shall be published on the websites of Klaipeda University, the Research Council of Lithuania, and one of the national daily newspapers.

7. The announcement of the Competition shall specify: the position for which the Competition is open and the duration of the term of office, the requirements for the Applicant, the list of documents to be submitted, and the place, way, and deadline for their submission. The Council shall approve the content of the announcement of the open Competition.

8. An Applicant for the position of Rector shall be of good repute, hold a doctoral degree in science (art) or be a recognised artist, have teaching and managerial experience, be familiar with the Statute, and be proficient in the state language (the requirement of at least the third category of proficiency in the state language applies to Applicants whose mother tongue is a language other than Lithuanian and who do not have the citizenship of the Republic of Lithuania). A person shall be considered to be of good repute if they fulfil all the criteria listed below:

8.1. their conduct complies with the norms of the University's Code of Academic Ethics;

8.2. they have not been convicted of a criminal offence by a final court judgement;

8.3. they have not been dismissed from service or employment for serious misconduct, or at least five years have elapsed since the dismissal;

8.4. they are not abusers of alcohol or users of narcotic, psychotropic, or toxic substances.

9. To participate in the Competition, the Applicant shall submit the following documents in Lithuanian:

9.1. an application for participation in the public Competition (Appendix 1);

9.2. a declaration of good repute and disclosure of conflict of interest (Appendix 2);

9.3. a Curriculum Vitae (in Europass format) with contact details (telephone number, e-mail address);

9.4. the vision and programme of development for Klaipeda University for a period of 5 years;

9.5. a copy of the identity document;

9.6. a copy of the higher education qualifications;

9.7. a copy of the document confirming the degree in science (arts) awarded to them;

9.8. a copy of the teaching and managerial experience;

9.9. any other documents and data specified in the Competition announcement.

10. Documents shall be submitted in Lithuanian or accompanied by translations into Lithuanian certified in accordance with the procedure established by law. Copies of the documents submitted to the Competition shall be duly certified[[1]](#footnote-1).

11. Applicants may submit their documents by hand or by registered letter to the Personnel and Document Management Unit at the address indicated in the announcement of the Competition no later than the closing date specified in the announcement of the Competition. The documents shall be submitted in a sealed envelope marked "Not to be opened before the envelope opening meeting of the Rector's Election Commission" on the envelope. Sealed letters received shall be registered in accordance with the procedures laid down by the University, and the date and time of receipt shall be indicated on the envelopes. It is the responsibility of the Applicants to deliver the documents on time. Late submissions shall not be considered. At the end of the deadline for the submission of documents, the Personnel and Document Management Unit shall immediately hand over the registered sealed envelopes containing the Applicants' documents to the Rector's Election Commision by means of a Handover and Acceptance Act.

**CHAPTER III**

**PROCEDURE AND TIME LIMITS FOR THE EVALUATION OF APPLICANTS' DOCUMENTS**

12. On receipt of the Applicants' documents, the Commission shall hold a meeting at which it shall take the following steps:

12.1. open the envelopes and register the documents contained therein;

 12.2. check that all the required documents referred to in #9 of this Descriptor and in the announcement have been submitted. The Commission shall have the right to request, within 5 working days, the applicants who have not submitted all the documents required to clarify and submit the missing documents;

12.3. draw up the conclusions of the evaluation and indicate whether the Applicants meet the set requirements;

12.4. register all eligible Applicants who have submitted all documents as Candidates and draw up a list in alphabetical order;

12.5. make copies of the documents submitted by the Candidates;

12.6. publish on the website of Klaipeda University the vision and programme of development of Klaipeda University for a period of 5 years submitted by each Candidate.

13. After the Commission meeting, the Chairperson of the Commission shall hand over the list of candidates and copies of the submitted documents to the Chairman of the Senate and the Chairman of the Council. The documents submitted by the Candidates shall be kept in accordance with the University's internal procedures.

14. A public meeting of the Council shall be organised for the Candidates for the position of Rector to meet with members of the Council and the University community. The University community and the Candidates shall be informed of the meeting at least 10 days in advance. The Candidates shall attend the meeting in person. For important reasons, a Candidate may participate remotely by means of digital conferencing with a video camera activated.

15. The Chairman of the Senate shall convene a meeting of the Senate within a reasonably short period of time, but no later than the next scheduled meeting, at which the Senate shall consider and make proposals/conclusions to the Council on the suitability/unsuitability of the Candidates for the position of Rector. The Senate shall adopt its resolution(s) on this matter by secret ballot. The Senate shall submit its proposal on suitability/unsuitability of the Candidates for the position of Rector in alphabetical order, indicating the number of the Senate members who consider the Candidate suitable for the position of Rector.

**CHAPTER IV**

**ORGANISATION AND CONDUCTING OF THE ELECTION OF THE RECTOR**

16. After the Senate has adopted the resolution(s) referred to in #15, the Chairman of the Council shall convene a meeting to evaluate the Senate's proposals/conclusions on the suitability of the Candidates for the office of Rector. The Council shall approve the final list of Candidates for the office of Rector, which shall be published on the University's website.

17. A closed meeting of the Council for the election of the Rector shall be convened no later than within 30 working days from the deadline of the receipt of documents. The candidates shall be informed about the Council meeting at least 5 calendar days before the Council meeting. The candidates shall attend the meeting in person. For important reasons, a candidate may participate remotely by means of digital conferencing with a video camera activated.

18. The Rector shall be elected by secret ballot. The form of the ballot paper shall be approved by the Council. A ballot paper shall be valid if no more than one candidate is left on it.

19. Rector shall be deemed elected if at least six members of the Council vote in favor. If no candidate for the office of Rector is elected in the first ballot, a re-vote shall be held, and the two candidates with the highest number of votes in the first ballot shall stand for election. More candidates may take part in the re-vote if they receive the same number of votes in the first ballot. If no candidate receives the votes of six members of the Council in the second ballot, a new election of the Rector shall be announced.

20. If only one Candidate stands for the position of Rector and fails to obtain the votes of six members of the Council in the first ballot, no re-vote shall be organised and a new election of Rector shall be announced.

21. The results of the election of Rector shall be published on the University's website.

22. The Rector-elect shall sign an employment contract within 10 working days after the announcement of the election results.

23. For the period of the Rector's term of office, the employment contract shall be signed on behalf of Klaipeda University by the Chairman of the Council or an authorised member thereof.

**CHAPTER V**

**FINAL PROVISIONS**

24. The Descriptor may be amended or repealed by a resolution of the Council.

Appendix 1

to the Descriptor of the Procedure for the Election

of Rector of Klaipeda University

**(Application form for participation in the competition)**

The Rector's Election Commission

Klaipeda University

**APPLICATION FOR PARTICIPATION IN THE PUBLIC COMPETITION FOR THE ELECTION OF RECTOR OF KLAIPEDA UNIVERSITY**

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

Klaipėda

(date)

I request to allow me to participate in the public competition for the election of Rector of Klaipeda University, announced by the Council of Klaipeda University on \_\_\_\_\_\_\_\_\_\_\_.

The documents attached:

1. A copy of the identity document.

2. A copy of the document certifying higher education.

3. A copy of the document attesting the award of the academic (arts) degree.

4. Documents certifying teaching and managerial experience (or their copies).

5. A Curriculum Vitae.

6. The vision and programme of development for Klaipeda University for a 5-year-period.

7. Declaration of good repute.

8. Other documents indicated in the announcement of the Council of Klaipeda University.

I agree that all the information provided by me in connection with the election to the position of Rector of Klaipeda University and my personal data (except for my address, date of birth, personal number, and contact details) shall be made public for the purpose of the election.

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Appendix 2

to the Descriptor of the Procedure

for the Election of Rector

of Klaipeda University

**DECLARATION OF GOOD REPUTE AND DISCLOSURE OF CONFLICT OF INTEREST BY A CANDIDATE FOR THE POSITION OF RECTOR OF KLAIPEDA UNIVERSITY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in order to become a candidate for the position of Rector of Klaipeda University, confirm that I meet the requirements for a candidate for the position of Rector as set out in the Republic of Lithuania Law on Science and Studies, the Statute of Klaipeda University, the Code of Academic Ethics of Klaipeda University, and the Descriptor of the Procedure for the Election of Rector of Klaipeda University

I confirm that there is no conflict of interest between me and Klaipeda University, i.e. there are no reasons related to my family, political or civic affiliation, economic interests, or common interests with Klaipeda University that would endanger my ability to perform my duties as Rector of Klaipeda University in an impartial and objective manner.

I confirm that if I am elected Rector of Klaipeda University, if during my term of office as Rector I discover that such a conflict of interest exists, arises, or comes to light, I shall immediately report it to the Council of Klaipeda University, and if the fact of the conflict of interest is confirmed, I shall resign from the position of Rector of Klaipeda University.

In order to become a candidate for the position of Rector of Klaipeda University, I confirm that I have declared all relations with legal entities (membership, duties and/or other participation in the activities of a legal entity) in accordance with the procedure laid down by the Republic of Lithuania Law on the Adjustment of Public and Private Interests.

I am aware that the information contained in this declaration will be made public.

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

(Date) (Name, surname, signature)

1. Copies of documents shall be certified by the authority authorised to certify documents, with the words "True copy" and the position, name (first letter of the name), surname, and date indicated, or a notarially certified transcript is submitted. [↑](#footnote-ref-1)