

APPROVED BY
Decision No. V7-T-27 of the Council of
Kaunas University of Technology
Of 6 December 2017

GUIDELINES FOR THE RECTORIAL ELECTION OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. Rectorial election of Kaunas University of Technology (hereinafter – University) is organised under the procedure of open competition and conducted in accordance with the Law on Science and Studies of the Republic of Lithuania, the University's Statute and these Guidelines.

2. Guidelines for the Rectorial Election of Kaunas University of Technology (hereinafter – Guidelines) regulate the procedures for announcement of the rectorial election, reception of the documents submitted by the applicants to the position of the Rector, and organisation of the competition.

3. The Rector is elected and appointed for a 5 year term of office by the University's Council (hereinafter – Council). The Council assembles an electoral commission (hereinafter – Electoral Commission) from its members, consisting of at least 3 members, for organisation of the rectorial election. Non-academic units of the University contribute to the organisation of the rectorial election on assignment of the chairman of the Electoral Commission. Executive director is responsible for timely execution of these assignments. For organisation of the election or for search of the applicants the Council can invoke the companies or organisations providing such services or use their services.

4. The following terms are used in these Guidelines:

4.1. Applicant – a person aiming to participate in the public competition for the position of the Rector.

4.2. Candidate – an applicant who is subject to the Council's decision indicated in paragraph 22 of the Guidelines.

5. A public international competition for the position of the Rector is announced by the Council.

CHAPTER II REQUIREMENTS FOR THE CADIDATES TO THE POSITION OF THE RECTOR AND PROCEDURE FOR SUBMISSION OF THE DOCUMENTS OF THE APPLICANTS

6. The Council approves a list of the requirements for the applicants, as well as a text of the public announcement of the rectorial election (hereinafter – Announcement).

7. The applicants to the position of the Rector shall comply with the following minimum requirements:

- 7.1. They have to be scientists or honoured artists;
- 7.2. They have to have pedagogical and managerial experience;
- 7.3. They have to meet the criterion of impeccable reputation stipulated by the Law Science and Studies.

8. The following mandatory information shall be specified in the announcement of the public international competition:

- 8.1. Title and key functions of the position of the Rector;
- 8.2. Essential requirements for the applicants / candidates;
- 8.3. Documents to be submitted by an applicant / candidate;
- 8.4. Manner and terms for submission of an application to participate in the competition, declaration and other documents.

9. An announcement of the international competition to the position of the Rector is published on the websites of the University, the Research Council of Lithuania, the European University Association the European Consortium of Innovative Universities, and in other selected sources of public information.

10. An applicant shall submit the following documents:

10.1. A filled application to participate in the public international competition to the position of the Rector and a consent to use the provided information (except for an address, a date of birth, a personal identification number and contact data) for public organisation and execution of the rectorial election (Appendix 1);

10.2. A declaration of compliance with the requirement of impeccable reputation and regarding a disclosure of the conflict of interest (Appendix 2);

10.3. Curriculum vitae in Europass format;

10.4. A copy of a document certifying the awarded academic degree;

10.5. The documents certifying their pedagogical and managerial experience;

10.6. Their operational guidelines stated in accordance with the University's strategy;

10.7. Other documents and data that an applicant considers appropriate to submit.

11. The Announcement shall indicate the date for submission of the documents, which has to be at least 30 days from the date of the announcement of the rectorial election.

12. The documents can be submitted:

12.1. In person at the address indicated in the Announcement;

12.2. Via electronic means of communication, verifying the documents by an electronic signature;

12.3. Delivered by registered mail to the indicated address.

13. The applicants have to clearly indicate that the submitted documents are sent for participation in the rectorial election.

14. The documents submitted in a manner indicated in paragraphs 11.1 and 11.3 have to be submitted in a sealed envelope with a submitting person's signature at the back flap.

15. The received documents are registered at the Document Management and Administration Office under the procedure established by the University. In case the documents are delivered in person or sent by mail, the date and time of their receipt is indicated on them.

16. The envelopes submitted by the applicants by mail or in person are not opened. They shall be forwarded to the Electoral Commission sealed, as indicated in paragraph 17. In case the purpose of the documents is unclear and the envelope is opened at the Document Management and Administration Office, it shall be sealed immediately and put into another envelope, which is sealed and stored until the date indicated in paragraph 10.

17. Only the documents received until the indicated date are assessed. The applicants are responsible for a timely delivery of the documents. The delayed documents of the applicants shall not be assessed.

18. After the expiration of the deadline for the document submission, the head of the Document Management and Administration Office shall immediately forward the received sealed envelopes containing the documents of the applicants to the Electoral Commission with a delivery and acceptance certificate. The Electoral Commission receives the documents, submitted in a manner indicated in paragraph 11.2, via email to which these documents have been emailed.

CHAPTER III PROCEDURE AND TERMS FOR THE ASSESSMENT OF THE DOCUMENTS OF THE APPLICANTS

19. After receipt of the documents of the applicants, the Electoral Commission organises a meeting which activities include:

19.1. Opening of the envelopes and registration of the documents they contain;

19.2. Verification if all required documents indicated in paragraph 9 of these Guidelines and in the Announcement are submitted. The applicants, who failed to submit all required documents, do not participate in further procedure of the competition;

19.3. Preparation of the conclusions of the assessment, indicating whether the applicants submitted all required documents;

19.4. Making of copies of the documents submitted by the applicants which the Electoral Commission considers to be appropriate for submission to the Council;

19.5. Making a list of the applicants to the position of the Rector.

20. After the meeting the chairman of the Electoral Commission delivers a list of the applicants and the documents submitted by the applicants to the chairman of the University's Senate (hereinafter – Senate). A list of the applicants, conclusions of the Electoral Commission and copies of the documents of the applicants are also delivered to the chairman of the Council.

21. The chairman of the Senate organises a meeting of the Senate within one month of the date of the receipt of a list of the applicants and their documents at the latest. During this meeting the

Senate makes decision regarding compliance of the pedagogical and research activities of the applicants to the position of the Rector with the requirements posed by the University. The Senate makes a decision (decisions) on the matter by secret ballot.

22. When the Senate makes the decision (decisions) indicated in paragraph 20, the Electoral Commission prepares its conclusions on the applicants, who can become candidates. After receipt of the conclusions of the Electoral Commission, the chairman of the Council organises the meeting of the Council. During this meeting the members of the Council approve the conclusions of the Electoral Commission regarding the recognition of the applicants as candidates. The meeting of the Council for approval of a list of candidates can be organised in any manner indicated in the Council's rules of procedure.

23. An approved list of candidates is publicly announced on the University's website.

CHAPTER IV ORGANISATION AND EXECUTION OF THE ELECTION

24. An open meeting of the Council is convened for the meeting of the approved candidates to the position of the Rector with the members of the Council and the University's community. Participation in the open meeting of the Council either in person or at a distance is mandatory for the candidates; however, the absence can be justified by the decision of the Council due to important reasons. The candidates who fail to participate in the open meeting of the Council are removed from the election and the Council does not vote for their candidacy. The University's community and the candidates are informed about the scheduled date, time and location of the meeting at least 14 calendar days before the meeting. Information about the meeting is publicly announced on the University's website.

25. At the beginning of the meeting the chairman of the Council introduces the conclusions of the Senate regarding compliance of the pedagogical and research activities of the applicants to the position of the Rector with the requirements posed by the University to the participants of the meeting. The candidates are provided with a possibility to introduce their vision and operational guidelines at the meeting. The members of the Council and the University's community have a possibility to address questions to the candidates.

26. A closed meeting of the Council for election of the Rector is convened within 20 calendar days after the date of the open meeting of the Council at the latest. The candidates are informed about the closed meeting of the Council for election of the Rector at least 7 days before the meeting. Participation in the meeting is not mandatory for the candidates.

27. The Rector is elected by secret ballot.

28. The Rector is considered elected if at least 3/5 of all members of the Council vote for him/her. If none of the candidates is elected during the first voting, a repeated voting is held. During the repeated voting 2 candidates who have received the highest number of the votes during the first voting are entered in the ballot for the election of the Rector. If none of the candidates received at

least 3/5 of the votes of the members of the Council during the repeated voting, the Council makes a decision regarding another voting or announcement of a new rectorial election.

29. When the Rector is elected at the closed meeting of the Council, the University's community is informed about the results of the election. This information is publicly announced on the University's website.

30. A fixed-term employment contract for five years is made with the elected Rector. The employment contract is signed by the chairman of the Council or other member of the Council authorised by the Council. The Rector takes up his/her duties on the date indicated in the Council's decision regarding election of the Rector, which cannot be later than 1 month from the date of the election of the Rector.

CHAPTER V FINAL PROVISIONS

31. These Guidelines can be amended or repealed by the decision of the Council.

Appendix No. 1 to the
Guidelines for the Rectorial Election of
Kaunas University of Technology

To the Rectorial Election Commission
Kaunas University of Technology

**APPLICATION FOR PARTICIPATION IN THE PUBLIC COMPETITION OF THE
RECTORIAL ELECTION OF KAUNAS UNIVERSITY OF TECHNOLOGY**

(Date)

Kaunas

I apply to participate in the public international competition for the election of the Rector of Kaunas University of Technology announced by the Council of Kaunas University of Technology on _____ *(date of announcement)*.

Attached documents:

- 1) A copy of the applicant's personal identity document.
- 2) A copy of the document certifying the applicant's higher education.
- 3) A copy of the document certifying the academic degree awarded to the applicant.
- 4) Documents (copies thereof) certifying the applicant's pedagogical and managerial experience.
- 5) A questionnaire of the applicant's data.
- 6) The applicant's vision and operational guidelines.
- 7) The applicant's declaration regarding an impeccable reputation.

I agree for all my information submitted during participation in the election to the position of the Rector of Kaunas University of Technology as well as my personal data (except for an address, a date of birth, a personal identification number and contact information) to be made publicly available for the purposes of the election.

[Name, surname of the applicant]

[Signature]

Appendix No. 2 to the
Guidelines for the Rectorial Election of
Kaunas University of Technology

Declaration of the applicant to become a candidate to the Rector of Kaunas University of Technology regarding an impeccable reputation and a disclosure of the conflict of interests

I, _____, aiming to become a candidate to the Rector of Kaunas University of Technology, confirm that I comply with the requirements for a candidate to the Rector established by the Law on Science and Studies of the Republic of Lithuania, the Statute of Kaunas University of Technology, the Code of Academic Ethics and the Guidelines for the Rectorial Election of Kaunas University of Technology.

I confirm that there is no conflict of interests between me and Kaunas University of Technology, i.e., there are no reasons related to my family, political or civil affiliations, economic interests or mutual interests with Kaunas University of Technology that could cause a risk of me not being able to perform my duties as the Rector of Kaunas University of Technology in an impartial and objective manner.

I confirm that in case I am elected as the Rector of Kaunas University of Technology and if, during my term of office as the Rector, I identify that such a conflict of interests is present, occurs or resurfaces, I will inform the Council of Kaunas University of Technology immediately. In case the fact of the conflict of interests is confirmed, I will resign from the position of the Rector of Kaunas University of Technology.

Aiming to become a candidate to the Rector of Kaunas University of Technology, I also confirm that further provided are all of my relations with legal entities (membership, position or other participation in the activities of the legal entity)* within 1 year prior to submission of this declaration:

<i>Legal entity</i>	<i>Position</i>	<i>Nature of activities</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature (date and place): _____

Name, surname: _____

* *Note:* relations with legal entities are interpreted in accordance with the definition in the Law on the Adjustment of Public and Private Interests in the Public Service of the Republic of Lithuania and the Rules on Filing, Clarification and Submission of the Declarations of Private Interests approved by the decision of the Chief Official Ethics Commission No. KS84 of 5 July 2012.

Consent of the applicant to the candidate to the Rector of Kaunas University of Technology for the provided information (except for an address, a date of birth, a personal identification number and contact information) to be made publicly available during organisation and execution of the rectorial election

I agree for all my information submitted during participation in the election to the position of the Rector of Kaunas University of Technology as well as my personal data (except for an address, a date of birth, a personal identification number and contact information) to be made publicly available for the purposes of the election.

Signature (date and place): _____

Name, surname: _____