

APPROVED BY
Decision No. V7-T-13 of the Council of
Kaunas University of Technology
of 21 December 2022

GUIDELINES FOR THE RECTORIAL ELECTION OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The rectorial election of Kaunas University of Technology (hereinafter – University) is organised under the procedure of public competition and conducted according to the Law on Higher Education and Research of the Republic of Lithuania, the University's Statute and these guidelines.

2. The Guidelines for the Rectorial Election of Kaunas University of Technology (hereinafter – Guidelines) regulate the procedures for the announcement of the rectorial election, the reception of the documents submitted by the applicants to the position of the rector, and the 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 the organisation of the rectorial election. The non-academic departments of the University contribute to the organisation of the rectorial election at the assignment of the chairperson of the Electoral Commission. The director of organisational development is responsible for the timely execution of these assignments. He/she is appointed as the chairperson of the working group responsible for the execution of the assignments of the University's Electoral Commission. For the election organisation or the applicants' search, 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. An applicant is a person aiming to participate in the public competition for the position of the rector.

4.2. A candidate is 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 CANDIDATES FOR THE POSITION OF THE RECTOR AND PROCEDURE FOR APPLICANTS' DOCUMENT SUBMISSION

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 for the position of the rector have to comply with the following minimum requirements:

7.1. They have to be scientists or renowned 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 on Higher Education and Research.

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

8.1. The key functions of the position of the rector;

8.2. The essential requirements for the applicants/candidates;

8.3. Documents to be submitted by an applicant/candidate;

8.4. The method and deadline for submission of an application for participation in the competition, the declaration and other documents.

9. An announcement of the international competition for 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 has to submit the following documents:

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

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

10.3. A curriculum vitae in free format;

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

10.5. The documents certifying their pedagogical and managerial experience;

10.6. Their operational guidelines formulated according to the University strategy;

10.7. Data form (Appendix 3);

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

11. The Announcement has to indicate the date for document submission 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. Using electronic means of communication, verifying the authenticity of 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 12.1 and 12.3 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 Office under the procedure established by the University. In case the documents are delivered in person or sent by post, the date and time of their receipt are indicated on them.

16. The envelopes submitted by the applicants by post or in person are not opened and are forwarded to the Electoral Commission sealed, as indicated in paragraph 18. If the purpose of the documents is unclear and the envelope is opened at the Document Management Office, it is sealed immediately and put into another envelope, which is sealed and stored until the date indicated in paragraph 11.

17. Only the documents received until the indicated deadline are assessed. The applicants are responsible for the timely delivery of the documents. The delayed documents of the applicants are not assessed.

18. After the expiration of the deadline for document submission, the head of the Document Management Office immediately forwards the received sealed envelopes containing the applicants' documents to the Electoral Commission with a delivery and acceptance certificate. The Electoral Commission receives the documents, submitted in a manner indicated in paragraph 12.2, via email to which these documents have been emailed.

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

19. Upon receiving the applicants' documents, the Electoral Commission organises a meeting including the following:

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

19.2. Verification if all required documents indicated in paragraph 10 of the Guidelines and the Announcement are submitted. The applicants, who failed to submit all required documents, do not participate in the further procedure of the competition;

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

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

19.5. Making a list of the applicants for the position of the rector.

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

21. The chairperson 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 decides regarding the compliance of the pedagogical and research activities of the applicants to the position of the rector with the requirements set 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 21, the Electoral Commission prepares its conclusions on the applicants who can become candidates. After the receipt of the conclusions of the Electoral Commission, the chairperson of the Council organises the meeting of the Council. During this meeting, the Council members approve the Electoral Commission's conclusions regarding the recognition of the applicants as candidates. The meeting of the Council for the approval of a list of candidates can be organised in any manner indicated in the rules of procedure of the Council.

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 for the position of the rector with the members of the Council and the University's community. Participation in the open meeting of the Council is mandatory for the candidates either in person or remotely; 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 chairperson of the Council introduces the conclusions of the Senate regarding the compliance of the pedagogical and research activities of the applicants to the position of the rector with the requirements set by the University to the participants of the meeting. The candidates are provided with the possibility to introduce their vision and operational guidelines at the meeting. The members of the Council and the University's community can address questions to the candidates.

26. A closed meeting of the Council for the 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

notified about the closed meeting of the Council for the 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 $\frac{3}{5}$ of all members of the Council vote for him/her. Repeated voting is held if none of the candidates is elected as the rector during the first voting. During the repeated voting, 2 candidates who have received the highest number of votes during the first voting are entered in the ballot for the election of the rector. If none of the candidates collects at least $\frac{3}{5}$ of the votes of the members of the Council during the repeated voting, the Council decides 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 notified about the results of the election. This information is publicly announced on the University's website.

30. A fixed-term 5-year employment contract is made with the elected rector. The employment contract is signed by the chairperson of the Council or another 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 the 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. The Guidelines can be amended or repealed by the decision of the Council.

Translation from the Lithuanian language

Appendix 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 the 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 scientific degree awarded to the applicant.
- 4) Documents (copies thereof) certifying the applicant's pedagogical and managerial experience.
- 5) The applicant's data form.
- 6) The applicant's vision and operational guidelines.
- 7) The applicant's declaration of an impeccable reputation.

I consent 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]

*Translation from the Lithuanian language*Appendix 2 to the
Guidelines for the Rectorial Election of
Kaunas University of Technology**Declaration of the applicant to become a candidate for the rector of Kaunas University of Technology regarding an impeccable reputation and disclosure of the conflict of interests**

I, _____, aiming to become a candidate for 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 Higher Education and Research 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 impartially and objectively.

I confirm that in case I am elected as the rector of Kaunas University of Technology and, 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 for 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 before the 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 as defined in the Law on the Adjustment of Public and Private Interests in the Public Service of the Republic of Lithuania and the Rules on Filling, Clarification and Submission of the Declarations of Private Interests approved by the Decision No. KS-176 of the Chief Official Ethics Commission of 30 December 2020.

Translation from the Lithuanian language

Appendix 3 to the
Guidelines for the Rectorial Election of
Kaunas University of Technology

**DATA FORM OF THE APPLICANT TO THE CANDIDATES FOR THE RECTOR OF
KAUNAS UNIVERSITY OF TECHNOLOGY**

**Photograph
in jpg
format**

1. Name, surname	
2. Date of birth	
3. Place of residence	
4. Telephone	
5. Email address	

6. Education

<i>Education</i>	<i>Educational institution</i>	<i>Speciality</i>	<i>Year of graduation</i>

7. Pedagogical title, scientific degree	
8. Pedagogical experience	
9. Managerial experience	
10. Foreign languages	
11. Main workplace, position	
12. Other workplaces (<i>if any</i>)	
13. Public activities	

I am aware that the information provided in paragraphs 1 and 6-13 of this form will be publicly available.

(date)

(name, surname, signature)