

## DESCRIPTION OF THE ELECTION PROCEDURE OF THE RECTOR OF LITHUANIAN SPORTS UNIVERSITY

### CHAPTER ONE GENERAL PROVISIONS

1. The Description of the Election Procedure of the Rector of Lithuanian Sports University, organized by an open competition (hereinafter referred to as the Description) shall establish the election procedure of the Rector (hereinafter referred to as the Rector) of Lithuanian Sports University (hereinafter referred to as the University), organized by an international open competition, including the procedure for the announcement of an international open competition, document submission of the Applicants to become Candidates to fill the position of the Rector, registration of Candidates, Candidate introduction and consideration by the University Senate (hereinafter referred to as the Senate) and the University Council (hereinafter referred to as the Council), the results and determining the successful Candidate as well as conclusion of the employment contract with the elected Rector.
2. The Description has been developed in accordance with the provisions laid down in the University Statute (hereinafter referred to as the Statute) and the Law on Higher Education and Research of the Republic of Lithuania (hereinafter referred to as the Law on Higher Education and Research).
3. Definitions:
  - 3.1. **Applicant** means a person who has submitted documents for participation in an open competition to fill the position of the Rector.
  - 3.2. **Candidate** means an applicant who has been registered in the Office of Personnel and Law as a candidate to fill the position of the Rector.
  - 3.3. **Elected Rector** means a Candidate who has won the open competition to fill the position of the Rector.
  - 3.4. **Application documents** means documents listed in paragraph 12 of the present Description, which have to be submitted by every Applicant who wants to participate in the open competition.
  - 3.5. **Open competition** means an international open competition to fill the position of the Rector, announced by the Council and encompassing the announcement of the competition, Applicants' document submission, registration of Candidates, Candidate introduction and consideration by the University Senate and the Council, determining the results as well as the successful Candidate.
4. Rector's election shall be based on the principles of lawfulness, publicity, impartiality, transparency, fairness, equality and academic freedom.

### CHAPTER TWO ELECTION PROCEDURE

#### ARTICLE ONE ANNOUNCEMENT OF AN OPEN COMPETITION, SUBMISSION OF APPLICATION DOCUMENTS, CANDIDATE INTRODUCTION TO THE UNIVERSITY COUNCIL AND CONSIDERATION OF THE SENATE

5. The Rector shall be elected by an open competition for the term of office of 5 years by the Council.
6. The Council shall make a resolution on the announcement of an open competition. In the resolution, the Council shall adopt the content of the announcement of an open competition (in accordance with the form approved by the Council - Description Annex No 1) and determine at least 30 calendar days for the submission of applicants' application documents.

7. The Chairman of the University Council shall announce an open competition (in the Lithuanian and English languages) on the University website and, upon the decision of the Council, in other media indicated in the resolution of the Council not later than on the next working day after the adoption of the resolution by the Council, indicated in paragraph 6 of the present Description.

8. No amendments shall be made to the Description after the announcement of an open competition. An announced open competition can be withdrawn by a reasoned decision of the Council.

9. The announcement of an open competition shall specify:

9.1. the position to be filled – the position of the Rector and duration of the term of office – 5 years;

9.2. qualification and other requirements, indicated in paragraphs 10 and 11 of the present Description;

9.3. a list of application documents to be submitted by every Applicant, submission deadline (specifying the latest submission date and time) and procedure, including the requirement to submit the documents in a sealed envelope;

9.4. the date and place of the Council meetings for Candidates to present themselves to the Council;

9.5. ways to access additional information on the open competition (e-mail address, phone number).

10. The competition shall be open to a person of an impeccable reputation with an academic degree or an established artist who has the experience in pedagogy and management, knowledge and skills contributing to the achievement of the goals of a higher education institution and implementation of its mission, i.e. to develop studies and research, corresponding to the international standards and promote experimental (social, cultural) development in sports, physical education, health, rehabilitation, recreation and tourism, adapted physical activity and other sports-related areas. The Candidate's activity must demonstrate that he / she understands the mission of the University, fosters the values of the University, is motivated to take care of the quality of the University activities and has the knowledge, experience and skills required for the position of the Rector. A person not employed at the University can also stand as a Candidate. A person shall be considered to be of an impeccable reputation, if he / she fulfils all the criteria listed below:

10.1. his / her behaviour is consistent with the rules of the Code of Academic Ethics of the University;

10.2. he / she is not accused of a criminal offense by a final court judgment;

10.3. he / she has not been dismissed from service or employment for gross breach of conduct or more than five years have passed from dismissal;

10.4. he / she neither overindulges in alcoholic drinks, nor uses narcotics, psychotropic or toxic substances.

11. A person cannot stand as a Candidate to the Rector's position in the case that:

11.1. he / she is a member of the Council and did not withdraw from participation in the preparation, consideration and adoption of this Description and its execution or otherwise had an impact on the procedures under this Description that could cause a conflict of interest. Before the preparation, consideration and adoption of the Council's Resolution on this Description or during the procedure, the member of the Council shall inform other Council members, participating in the preparation, consideration and adoption of the Resolution about the present conflict of interest. He / she shall exclude from participation in the procedure.

11.2. he / she has held the office of the Rector two terms in succession before the on-going elections.

12. Every Applicant shall submit the following application documents in the Lithuanian language or add translations into the Lithuanian language approved in accordance with the legislation to the Office of Personnel and Law:

12.1. an application to participate in the open competition in accordance with the form approved by the Council - Description Annex No 2;

12.2. a copy of a document confirming the Applicant's personal identity;

12.3. a copy of a document confirming the Applicant's higher education;

12.4. a copy of a document confirming the Applicant's academic (art) degree;

12.5. Documents (or their copies) confirming the Applicant's experience in pedagogy and management;

12.6. An Applicant data form, filled in accordance with the form approved by the Council - Description Annex No 3;

12.7. the programme of the Applicant's activities after his / her election as the Rector (recommended volume - about 2,500 words);

12.8. Applicant's Declaration on the impeccable reputation and disclosure of a conflict of interest filled in accordance with the form approved by the Council - Description Annex No 4;

13. The copies of the application documents indicated in subparagraphs 12.2–12.5 of paragraph 12 shall be certified by a notary. All the application documents shall be submitted to the representative of the Office of Personnel and Law in person, sent by a registered letter or handed in to a courier office in a sealed envelope not later than the deadline specified in the announcement of an open competition. After the deadline, indicated in the announcement, application documents shall not be accepted. Application documents submitted to the post (courier) office on the closing day in an envelope with a stamp of the post (courier) office proving the date shall be considered to be submitted on time. The representative of the Office of Personnel and Law shall hand the Applicant a certificate proving the submission of application documents to the Office of Personnel and Law.

14. After the deadline for submission of application documents, indicated in the announcement of an open competition, after at least three working days, in the meeting of the University Council, the envelopes shall be opened and it shall be ascertained if all application documents indicated in paragraph 12 of the Description are submitted and if all the Applicants meet the eligibility requirements set forth in paragraphs 10 and 11 of the Description (if a person has an academic degree or is an established artist, or if a person is not the one mentioned in subparagraphs 11.1 – 11.2 of the Description). Upon the decision of the University Council, all the Applicants who meet eligibility requirements and have submitted all the application documents shall be registered as Candidates to fill the position of the Rector.

15. The University Council shall present the list of the Candidates accompanied with the copies of application documents of each Candidate to the Chairman of the Senate and publish it on the University website not later than seven working days after the deadline for submission of application documents, indicated in the announcement of an open competition.

16. The Chairman of the Senate, on receipt of the list of Candidates and application documents to fill the position of the Rector, within a reasonably short period of time shall convene a meeting (meetings) of the Senate to consider the candidatures. The Senate, after familiarizing with the Candidates' application documents, shall draw conclusions concerning the suitability (unsuitability) of the Candidates to fill the position of the Rector in accordance with the requirements set forth in paragraphs 10 and 11 of the Description. The Secretary of the Senate shall inform the Candidates about the place and date of the Senate meeting personally (over the phone and (or) by e-mail).

17. The conclusions of the Senate concerning the suitability (unsuitability) of the Candidates to fill the position of the Rector shall be presented to the Council no later than 7 days after the submission of the list of Candidates and application documents to the Chairman of the Senate.

## ARTICLE TWO

### ELECTION OF THE RECTOR AT THE COUNCIL MEETING

18. The Chairman of the Council shall convene a meeting to consider the conclusions of the Senate concerning the suitability of the Candidates to fill the position of the Rector at least three working days before the public meeting of the Council, publicized in the announcement of an open competition. If the Council approves the negative conclusion of the Senate, the Secretary of the Council shall immediately inform the Candidate personally (over the phone and (or) by e-mail) and the Candidate shall be deleted from the final list of Candidates.

19. Not later than the next working day after the Council meeting, scheduled in paragraph 18 of the Description, the Secretary of the University Council shall inform every Candidate personally (over the phone and (or) by e-mail) about the decision made by the Council. The Secretary shall invite the Candidates, included in the final list of Candidates to the Council meeting to present themselves.

20. The public meeting of the Council for the Candidates to present themselves shall be held at a time and place specified in the announcement of an open competition. The Candidate's participation in the meeting of the Council shall be mandatory. The Candidate must have a personal identity document with him / her (identity card, passport or driver's license). The Candidate who is not involved in the meeting of the Council shall be deemed to have withdrawn his / her candidature having no regard to the reason of absence.

21. The public meeting of the Council for the Candidates to present themselves shall be carried out as follows:

21.1 at the beginning of the meeting, the Candidates shall be invited into the Council meeting room and asked to provide their identity documents; their arrival shall be certified on the Candidate registration sheet. The Chairman of the meeting shall introduce the Secretary of the meeting and the members of the Council participating in the meeting to the Candidates and briefly explain the conduct of the meeting;

21.2. each Candidate briefly presents himself / herself and the programme of his / her activities as a Rector (recommended duration - up to 20 min.) in alphabetical order by last name. The members of the Council shall ask each Candidate questions in order to ensure their eligibility set forth in paragraphs 10 and 11 of the present Description. All the questions asked shall be basically the same.

22. After the Candidate's presentation in the public meeting of the Council, a closed meeting of the Council shall be convened. During the meeting, the members of the Council shall ask the Candidates additional questions in order to assess their professional experience, personal qualities and the ability to act as the Rector. The Candidates shall be invited to the room of the Council meeting one at a time in alphabetical order by their last name. After having answered the questions, the Candidate shall be asked to leave the room of the Council meeting; another Candidate shall be invited.

23. After hearing all the Candidates at the Council meeting, set forth in paragraph 22 of the Description, a closed meeting of the Council shall be convened to elect the Rector. The meeting shall take place as follows:

23.1. the Council members shall go into a separate room where the secrecy of the vote is ensured and fill in a voting ballot, selecting the Candidate. After exiting the room, the member of the Council shall put a voting ballot into a ballot box with the other members of the Council observing;

23.2. upon completion of a secret vote, the Chairman of the Council shall open the ballot box, announce the number of the voting ballots found as well as the number of faulty voting ballots and calculate the votes each Candidate has collected. Voting ballots shall be attached to the minutes of the Council.

24. The Rector shall be considered to be elected if at least 6 Council members vote for him / her. If, in accordance with the procedure laid down in paragraph 23 of the Description, no Candidate is elected as the Rector during the first ballot, upon the decision made by the Council, the second ballot shall be organized with no more than two Candidates with the majority of votes from the first ballot. If there is a necessity, additional meetings of the Council may be organized to elect the Rector.

25. If, within a reasonably short period of time, which may not be longer than 1 month after the day of the Council meeting, scheduled in paragraph 23 of the present Description, the Rector is not elected, elections shall be considered to be unaccomplished and a new open competition shall be announced immediately.

26. The election results shall be published on the University website by the Chairman of the Council.

27. Candidates who disagree with the election results have the right to appeal to the Council with a substantiated complaint to cancel the election results not later than within two working days after the announcement of election results on the University website. The complaint must be based on the reference to the procedural election irregularities and / or existing legislation. Unsubstantiated and unreasoned complaints shall not be examined.

28. The Council shall examine the appeal no later than two working days from the receipt of the complaint and provide the appellant with its decision. If the Council decides that there has been a serious violation of the voting procedure or legislation, election results shall be cancelled, and the Council shall announce a new open competition to fill the position of the Rector.

29. If an appellant does not agree with the Council decision, the dispute may be resolved according to the laws of the Republic of Lithuania.

30. The elected Rector shall assume office no later than five working days after the date of publication of the election results.

31. The Chairman of the Council or any other person authorized by the Council shall sign in the name of the University an employment contract with the elected Rector for the duration of his term of office. The Rector's term of office of 5 years shall start on the first working day of the Rector.

32. If the elected Rector refuses to assume office and (or) does not sign an employment contract, he / she does not get the mandate of the Rector. In this case, the Council shall announce a new open competition to fill the position of the Rector in accordance with the Description regulations not later than a month after occurrence of the facts specified in the present paragraph.

Chairman of the Council

Arūnas Kučikas

Secretary of the Council

Irena Valantinė

**ANNOUNCEMENT OF AN INTERNATIONAL OPEN COMPETITION  
TO FILL THE POSITION OF THE RECTOR  
OF LITHUANIAN SPORTS UNIVERSITY**

Pursuant to Paragraphs 50 and 51 of the Statute of Lithuanian Sports University (hereinafter – the LSU), the Council of Lithuanian Sports University announces an international open competition (hereinafter – the Competition) to fill the position of the Rector of Lithuanian Sports University (hereinafter – the Rector) with the term of office of 5 years.

The competition is open to a person of an impeccable reputation with an academic degree or an established artist who has the experience in pedagogy and management, knowledge and skills contributing to the achievement of the goals of a higher education institution and implementation of its mission, i.e. to develop studies and research, corresponding to the international standards and promote experimental (social, cultural) development in sports, physical education, health, rehabilitation, recreation and tourism, adapted physical activity and other sports-related areas. The candidate's activity must demonstrate that he / she understands the mission of the University, fosters the values of the University, is motivated to take care of the quality of the University activities and has the knowledge, experience and skills required for the position of the Rector. A person not employed at the University can also stand as a candidate.

A person cannot stand as a candidate to the Rector's position in the case that:

- He / she is a member of the Council and did not withdraw from participation in the preparation, consideration and adoption of the Description and its execution or otherwise had an impact on the procedures under the Description that could cause a conflict of interest. Before the preparation, consideration and adoption of the Council's Resolution on the Description or during the procedure, the member of the Council shall inform other Council members, participating in the preparation, consideration and adoption of the Resolution about the present conflict of interest. He / she shall exclude from participation in the procedure;

- He / she has held the office of the Rector two terms in succession before the on-going elections.

Persons wishing to participate in the competition must submit the application documents to the representative of the Office of Personnel and Law in person, send a registered letter or hand in to a courier office before 17.00 on the 21<sup>st</sup> of November, 2018 in a sealed envelope not later than the deadline specified in the Announcement of an open competition.

Every applicant must submit the following application documents in the Lithuanian language or add translations into the Lithuanian language approved in accordance with the legislation to representative of the Office of Personnel and Law:

1. An application to participate in the open competition in accordance with the form approved by the Council - Description Annex No 2;
2. A copy of a document confirming the applicant's personal identity;
3. A copy of a document confirming the applicant's higher education;
4. A copy of a document confirming the applicant's academic (art) degree;
5. Documents (or their copies) confirming the applicant's experience in pedagogy and management;
6. An applicant data form, filled in accordance with the form approved by the Council - Description Annex No 3;
7. The programme of the applicant's activities after his / her election as the Rector (recommended volume - about 2,500 words);
8. Applicant's Declaration on the impeccable reputation and disclosure of a conflict of interest filled in accordance with the form approved by the Council - Description Annex No 4;

*Note:* the copies of the application documents indicated in paragraphs 2-5 must be certified by a notary.

Council meetings for the applicants registered as candidates to introduce to the Council will be held on 14<sup>th</sup> of December, 2018 at Lithuanian Sports University, Sporto str. 6, Central building, Room 215, Kaunas, Lithuania.

For more information on the open competition, please contact via email [taryba@lsu.lt](mailto:taryba@lsu.lt) or phone number 00370 37 203489.

To: the Council of Lithuanian Sports University

**APPLICATION FOR PARTICIPATION IN AN OPEN COMPETITION  
TO FILL THE POSITION OF THE RECTOR  
OF LITHUANIAN SPORTS UNIVERSITY**

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(Date)

Kaunas

I request to authorize my participation in an international open competition to fill the position of the Rector of Lithuanian Sports University as announced by the Council of Lithuanian Sports University of \_\_\_\_\_ (*date of announcement*).

The list of enclosed documents:

1. A copy of a document confirming the applicant's personal identity.
2. A copy of a document confirming the applicant's higher education.
3. A copy of a document confirming the applicant's academic (art) degree.
4. Documents (or their copies) confirming the applicant's experience in pedagogy and management.
5. An applicant data form.
6. The programme of the applicant's activities after his / her election as the Rector.
7. Applicant's Declaration on the impeccable reputation and disclosure of a conflict of interest.

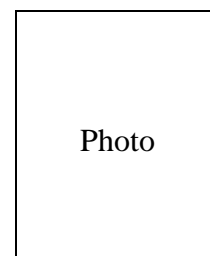
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[Applicant's name, surname]

[Signature]



**APPLICANT'S TO BECOME A CANDIDATE'S TO FILL THE POSITION OF THE  
RECTOR  
OF LITHUANIAN SPORTS UNIVERSITY  
DATA FORM**



1. Name, surname	
2. Date of birth	
3. Place of residence	
4. Telephone number	
5. E-mail address	

6. Education

Education	Name of educational establishment	Speciality	Year of graduation

7. Academic title, academic degree	
8. Educational experience	
9. Managerial experience	
10. Foreign languages	
11. Place of work, position	
12. Other employment ( <i>if any</i> )	
13. Social activities	

\_\_\_\_\_ 20\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**Applicant's to become a candidate to fill the position of the Rector of Lithuanian Sports  
University**

**Declaration on the impeccable reputation and disclosure of a conflict of interest**

I, \_\_\_\_\_, in order to become a candidate to fill the position of the Rector of Lithuanian Sports University, hereby declare that I meet the requirements for a candidate indicated in the Law on Higher Education and Research of the Republic of Lithuania, the Statute of Lithuanian Sports University and the Description of the Election Procedure of the Rector of Lithuanian Sports University.

I hereby declare, that my behaviour is consistent with the rules of the Code of Academic Ethics of Lithuanian Sports University; I am not accused of a criminal offense by a final court judgment; I have not been dismissed from service or employment for gross breach of conduct or that more than five years have passed from dismissal; I do not overindulge in alcoholic drinks, use narcotics, psychotropic or toxic substances.

I also declare, that there is no conflict of interest between me and Lithuanian Sports University, there are no grounds related to my family, political or national affinity, economic interest and shared interests with Lithuanian Sports University which would undermine impartial and objective performance of the duties of the Rector of Lithuanian Sports University.

I declare, that if a conflict of interest appears or becomes apparent during the elections of the Rector of Lithuanian Sports University or during the term of office (when I am elected as the Rector of Lithuanian Sports University), I will inform the Council of Lithuanian Sports University (if a conflict of interest appears or becomes apparent during the term of office). If the fact of the conflict of interest is proved, I will resign from the post of the Rector of Lithuanian Sports University.

In order to become a candidate to fill the position of the Rector of Lithuanian Sports University, I declare, that all my relations with legal entities (membership, duties or other participation in the activities of legal entities)\* within 5 years prior to lodging this Declaration are presented here:

<i>Legal entity</i>	<i>Position</i>	<i>Type of activity</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am aware that the information provided in this Declaration will be made public.

Signature (date and place): \_\_\_\_\_

Name, surname: \_\_\_\_\_

\* **Note:** Relations with legal entities shall be understood as they are presented in the Law of the Adjustment of Public and Private Interests in the Civil Service of the Republic of Lithuania and the Rules for Filling, Adjustment and Submission of the Declaration of Financial Interests approved by the Order No KS84 of the Chief Official Ethics Commission of 5 July 2012.