

APPROVED
By Mykolas Romeris University
Council Resolution
of 6th February, 2015
No. 1UT-5

THE PROCEDURE FOR ORGANIZING THE ELECTION OF MYKOLAS ROMERIS UNIVERSITY RECTOR BY PUBLIC CONTEST

1. The procedure for organizing the election of Mykolas Romeris University rector by public contest (hereinafter referred to as the Procedure) regulates the election announcement, acceptance of applicants' documents, and the process of contest organization.

2. The election of the rector by means of a public contest is organized and carried out in accordance with the Law of Science and Studies of the Republic of Lithuania, the Statute of Mykolas Romeris University, the work regulation of Mykolas Romeris University Council and Senate and this Procedure.

3. The Council shall announce a public contest for the rector's position. The Senate shall consider and submit recommendations to the Council on the eligibility of candidates for the rector's position.

4. For the organization of elections and the coordination of the Council and the Senate work during the elections, a commission is formed (hereinafter referred to as the Commission), consisting of 2 members from the Council and 1 member from the Senate. After the Senate has delegated its Commissioner, the composition of the Commission shall be approved by the Council.

5. The Council shall provide for a time limit of at least 30 calendar days for the submission of applicants' documents.

6. The notice of public contest for the rector's position indicates the position, the requirements for the applicant, where and what documents shall be submitted, and the deadline for their submission. The announcement is published on the websites of Mykolas Romeris University, the Research Council of Lithuania, the Lithuanian Academy of Sciences and the International Association of Universities, as well as on one of the Lithuanian national dailies.

7. The rector shall be a person who has a scientific degree or is a recognized artist with pedagogical and managerial experience.

8. The applicants shall provide documents proving the granted degree, pedagogical and managerial experience, signed motivational letter, five-year programme concept, and other documents that, in the applicants' opinion, are applicable to, indicate his / her e-mail address and other contact information. The applicant is responsible for the correctness and accuracy of the information provided.

9. The applicant shall submit the documents in person or send them via e-mail to pas@mruni.eu.

10. Applicants' documents are accepted by Mykolas Romeris University Personnel Department.

11. After the deadline for submitting documents, the Commission checks the received applicants' documents within 7 calendar days and approves the list of candidates which shall be published on Mykolas Romeris University's website.

12. No later than 14 calendar days after the publication of the lists of candidates on Mykolas Romeris University website, the Senate meeting is organized during which the Senate members vote on the suitability of candidates for the rector's position.

13. The candidates shall attend the Senate meeting during which the candidates' suitability for the rector's position is considered, and present the five-year program concept. The Commission shall inform the candidates of the Senate meeting by e-mail provided by them at least 5 calendar days before the Senate meeting.

14. If the candidate does not appear at the Senate meeting without good reason, his / her candidacy shall be considered in his / her absence. The candidate notifies the Personnel Department indicating the reason why he / she attend the Senate meeting by submitting a letter or e-mail message via pas@mruni.eu. The Senate shall decide whether that reason can be considered justified.

15. The Council meeting on the rector's election shall be carried out no later than 14 calendar days after the Senate meeting.

16. The candidates shall attend the Council meeting on the rector's election and present the five-year program concept. The Commission shall inform the candidates of the Council meeting by e-mail indicated by them at least 5 calendar days before the Council meeting.

17. If the candidate does not appear without good reason, his / her candidacy shall be considered in his absence. The candidate notifies the Personnel Department about the reason why he / she cannot attend the Council meeting by submitting a letter or e-mail message via pas@mruni.eu. The Council shall decide whether that reason can be considered justified.

18. When electing the rector, the Council evaluates the outcome of the Senate vote on the suitability of the candidates for the rector's position (the approval expressed by the Senate, based on the number of votes). The rector shall be deemed to be elected if at least 6 members of the Council vote in favor of him /her. If, during the election of the rector, at the first ballot, none of the candidates is elected, a re-vote is held and no more than two candidates with the highest number of votes on the first ballot take part in the contest.

19. The results of the rector's elections are published on the websites of Mykolas Romeris University, the Research Council of Lithuania, the Lithuanian Academy of Sciences and the International Association of Universities.

20. The elected rector signs employment contract for a five-year term. The Council Chair signs the employment contract on behalf of the University or another person authorized by the Council.

ACCEPTED

By Mykolas Romeris University

Senate meeting of January 29, 2015