



## **SENATE OF MYKOLAS ROMERIS UNIVERSITY**

### **RESOLUTION ON THE APPROVAL OF THE MYKOLAS ROMERIS UNIVERSITY PROCEDURE FOR SELECTION, PERFORMANCE EVALUATION AND ATTESTATION OF LECTURERS AND RESEARCHERS**

Pursuant to Articles 115 and 117 of the Statute of Mykolas Romeris University, the Senate of Mykolas Romeris University on 25th of June 2025 decided:

1. To approve The Mykolas Romeris University Procedure for Selection, Performance Evaluation and Attestation of Lecturers and Researchers (attached).

2. Declare the following null and void:

2.1. the Resolution of the Senate of the Mykolas Romeris University No. 1SN-91 of 28 December 2020 “On the Approval of the Mykolas Romeris University Procedure for Selection, Performance Evaluation, and Attestation of Lecturers and Researchers”;

2.2. the Resolution of the Senate of the Mykolas Romeris University No. 1I-262 of 8 October 2021 „On the Establishment of the Labour Disputes Commission at Mykolas Romeris University“;

2.3. the Resolution of the Senate of the Mykolas Romeris University No. 1I-174 of 20 June 2019 „On the Approval of the Rules of Procedure of the Labour Disputes Commission of Mykolas Romeris University“.

3. It shall be established that for positions to which no specific requirements were set at the time of recruitment, evaluation and certification during the term of office shall be carried out in accordance with the activity plan approved at the time of recruitment.

President of the Senate

prof. dr. Romas Prakapas

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6027, 6086

APPROVED by  
Mykolas Romeris University  
Senate Resolution No 1SN-46 of  
26 June 2025.

## **MYKOLAS ROMERIS UNIVERSITY PROCEDURE FOR SELECTION, PERFORMANCE EVALUATION AND ATTESTATION OF LECTURERS AND RESEARCHERS**

### **I. GENERAL PROVISIONS**

1. The Regulations on Selection, Performance Evaluation and Attestation of Lecturers and Researchers of Mykolas Romeris University (hereinafter - the Regulations) regulate the procedure for the organisation of selection, performance evaluation and attestation of lecturers and researchers of the University.

2. The selection, performance evaluation and attestation of lecturers and researchers shall be organised and carried out in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of the University, the Recommendation of the European Commission on the European Charter for Scientists and the Code of Conduct for the Recruitment of Scientists, and the General Principles of the Personnel Management of the Mykolas Romeris University approved by the University Council Resolution of 16 March 2023 No. 1UT-6, the Qualification Requirements for Academic Staff and the Requirements for Obtaining the Pedagogical or Emeritus Title, Associate Lecturer or Researcher Status of Mykolas Romeris University, approved by the University Senate Resolution No. 1SN-30 (hereinafter referred to as the Qualification Requirements), the Outline of Workload Formation and Accounting Procedures for Academic Staff of Mykolas Romeris University, approved by the Order of the Rector of Mykolas Romeris University No. 1I-245 of 19 November 2024, other legal acts, as well as these Regulations.

3. If the Rector of the University has been elected, and the Vice-Rectors, Heads of Academic Departments, Vice-Deans and Heads of Administrative Departments have been approved from among the employees of the University, they shall be guaranteed the right to take up the teaching or research positions they previously held at the University. Staff members who have previously been recruited by public competition shall have an open-ended contract.

4. The Centre for Personnel Management (hereinafter referred to as the "CPM") shall administer the public competition for teaching and research staff, the recruitment without competition under a fixed-term contract, and the process of performance appraisal and attestation.

### **II. PROCEDURES FOR CONDUCTING PUBLIC COMPETITIONS FOR TEACHING AND RESEARCH POSTS**

5. The selection of lecturers and researchers to be recruited to the main positions for a 5-year term of office through a public competition shall be carried out by the Mykolas Romeris University Commission for Recruitment of Lecturers and Researchers (hereinafter referred to as the Admissions Commission) established by the Order of the Rector of the University. At least one third of the members of the Admissions Committee shall be persons not employed at the University. In the case of a competition for the post of professor or senior researcher, the Admissions Committee must include at least one

international expert. The Rules of Procedure of the Admissions Committee shall be approved by order of the Rector.

6. Recruitment to the posts of lecturers and researchers shall be carried out through a public competition for at least 0.25 working hours.

7. Upon identification of a need by the Dean of an academic unit, a public competition for the posts of lecturers and researchers shall be published at least 6 months before the expected start of employment. The decision to open a public competition shall be taken by the Rector of the University.

8. The preparation and publication of the Notice of Public Competition (hereinafter - the Notice) shall be coordinated by the CPM. The Notice shall be published on the websites of the University and the Lithuanian Research Council, in national and, if appropriate, international mass media. The Notice shall include: the title of the vacant post, the expected start date, the academic unit and institute where the staff member will work, where and what documents must be submitted, the date of evaluation of the candidates' achievements and scientific activities, after which the activities carried out and the achievements acquired will not be evaluated in the course of the public competition, and any other additional information related to the public competition or the requirements for the post. Together with the other documents, the person taking part in the open competition (hereinafter referred to as "the applicant") must submit his/her action plan for a period of 5 years, drawn up in accordance with the format laid down by order of the Rector of the University, as published in the notice of the open competition. The notice shall specify a deadline for the submission of documents of at least 30 calendar days.

9. Applicants shall submit the documents to the University's e-mail address indicated in the Notice.

10. After the deadline for submission of the documents specified in the Notice, the CPM shall acquaint the heads of the academic units with the applicants' documents.

11. Applicants who have not been employed by the University in the last 5 years must attend a motivational interview with the head of the academic unit or a member of the academic unit council within 10 working days after the deadline for submitting the documents for the open competition.

12. The CPM, the Academic Affairs Centre (AAC) and the Science and Innovation Centre (SIC), within their respective areas of competence, will assess the applicants' compliance with the Qualification Requirements for the post. The responsible staff member of the CPM shall inform the University departments referred to in this point of the Regulations of the need to carry out an assessment of candidates. The assessment shall be submitted within 10 working days from the date of notification.

13. The head of the academic unit shall take note of the activity plans submitted by the applicants and, within 10 working days from the date of receipt of the applicants' documents, submit his/her opinion on them to the CPM.

14. After collecting the assessments of the University departments referred to in point 10 of the Regulations on the applicants' fulfilment of the Qualification Requirements, the CPM shall submit all the received candidates' documents to the chairpersons of the respective academic unit councils, or, if there are no councils, to the heads of the academic units.

15. Within 10 working days from the date of receipt of all applicants' documents with the assessments of the University departments, the Councils of the academic units or, if there are no Councils, the Heads of the academic units, shall make recommendations to the Admissions Committee on all applicants for the competition of the respective academic unit.

16. In selecting applicants, the Admissions Committee shall assess their compliance with the Qualification Requirements, the recommendations of the Academic Unit Councils or, in their absence, the Heads of the Academic Units, and the applicants' performance plans. The Admissions Committee shall also assess the applicants' career achievements in the fields of studies, research and scholarly applications and educational activities, and their ethical qualities. If the persons applying for a public competition for a teaching post have previously worked at the University, the feedback received from students on the candidates' teaching shall also be assessed.

17. The Admissions Committee shall take its decision within 30 working days of the closing date for the receipt of applications. The distribution of the votes of the Admissions Committee shall not be disclosed in the adoption of the decision.

18. An applicant for whom less than half of the members of the Admissions Board have voted shall be deemed not to have been elected, even if the post for which the competition was advertised remains vacant.

19. The CPM shall notify the Heads of the academic units concerned and the applicants of the results of the open competition by e-mail from which the documents for the open competition were received. The successful candidate shall be given a fixed-term contract of employment for a period of 5 years.

20. Before the contract of employment of a publicly recruited lecturer or researcher can be concluded or renewed, the lecturer or researcher and the head of the academic unit concerned must sign an agreed plan of action for the lecturer or researcher.

21. If a lecturer or researcher with a contract of indefinite duration is successful in a public competition for another lecturer or researcher post, his/her employment shall continue under a contract of indefinite duration when he/she takes up the new post.

22. If the conditions of the public competition are met by a single applicant who holds the position of associate professor, assistant professor, lecturer, senior researcher or researcher at the University under a contract of indefinite duration, he/she may be transferred to a higher position at the University (professor, associate professor, senior lecturer, senior researcher and senior researcher, respectively) without a competition. In order for an applicant to be promoted to a higher post in a specified position, the head of the academic unit shall apply to the CPM, stating the terms of the public competition which there is a need to launch in the academic unit, confirming that one applicant meets those terms and submitting a performance plan signed by him/her and the lecturer or researcher, covering a period of 5 years. The submission of the Head of Academic Unit and the performance of the proposed applicant shall be evaluated by the Attestation Panel. In the event of a positive evaluation of the performance, the Attestation Committee shall take a decision on the applicant's transfer to a higher post. Once the Promotion Board has taken a decision to promote the applicant, the staff member's performance plan shall be deemed to have been approved.

23. Recruitment to the post of research trainee is by public competition and is based on a fixed-term contract until the end of the traineeship, which lasts between 1 and 3 years. The public competition shall be organised as described above, except where the recruitment of a trainee researcher is subject to the terms of a publicly advertised call for proposals. In this case, the public call for proposals shall be treated as a public call for proposals organised by the University and no further public call for proposals shall be organised by the University.

24. Applicants who disagree with the results of a public competition may lodge a complaint with the Rector no later than 5 working days from the date of receipt of the notification of the results of the competition, solely on the grounds of possible irregularities

in the public competition procedure. The complaint shall be examined by an ad hoc committee set up by the Rector. Applicants working for the University must submit their complaint from an e-mail address provided by the University, and applicants not working for the University must submit their complaint signed with a qualified electronic signature. The complaint must be examined no later than 14 working days from the date of receipt of the complaint. If the complaint is upheld, the applicant shall be reconsidered by the Admissions Committee. The Admission Board shall take its final decision on the admission of the applicant within 5 working days. The decision of the Admission Board may be appealed against in accordance with the procedure laid down by the laws of the Republic of Lithuania.

### **III. PROCEDURE FOR THE RECRUITMENT OF LECTURERS AND RESEARCHERS WITHOUT COMPETITION UNDER A FIXED-TERM CONTRACT**

25. By the decision of the Rector of the University, persons may be recruited to the positions of lecturers and research staff without competition under a fixed-term employment contract.

26. The Personnel Commission of Mykolas Romeris University (hereinafter referred to as the Personnel Commission), considering the conclusion submitted by the CPM, AAC and SIC on the applicants' compliance with the Qualification Requirements, shall assess whether the applicants, except for the applicants participating in the University's projects, meet the Qualification Requirements for the positions applied for. The Personnel Commission shall be set up and its rules of procedure shall be approved by order of the Rector.

27. The eligibility of lecturers and researchers participating in the University's projects shall be verified by the AAC, the SIC and the CPM in their respective areas of competence, and a decision on admission to the post shall be taken by the Rector of the University, considering the recommendation of the Science and Innovation Centre.

28. The evaluation of applicants for teaching positions is carried out in the University's electronic applicant evaluation system. Normally, the staff member appointed by the dean of the academic unit shall upload the applicants' data - name and surname, year of study, academic unit, institute, and the post applied for - to the system by 14 June. For the evaluation of the scientific activity of lecturers working at the University, the data is taken from the MRU CRIS system. Applicants who are not employed by the University shall fill in an electronic application form. The AAC, SIC and CPM shall assess, within their respective areas of competence, whether the applicants meet the Qualification Requirements by 23 June. Applicants may submit additional documents and clarifications no later than 13 August. If necessary, persons may be recruited to a non-competitive teaching post on a fixed-term contract during the following academic year, subject to an assessment of their competences by the University departments referred to in this point. In such cases, a member of staff designated by the Dean of the academic unit shall upload the candidate's details into the system and persons not employed by the University shall complete an online application form at least 5 working days before the start date.

29. Research staff positions shall be filled on a non-competitive basis under a fixed-term contract of employment on an as-needed basis, considering the specific strategic objectives of the University and the academic unit. The evaluation of applicants for research staff shall take place at a meeting of the Personnel Commission, to which the Dean and the Vice-Dean for Research of the academic unit to which the research staff member will be assigned shall be invited. The dean of the academic unit's designated staff member shall forward the data of the applicant for the post of researcher - name and surname, period of employment, academic unit, position applied for, researcher's

performance plan drawn up in accordance with the format established by the Rector's order, in line with the University's strategic priorities and in coordination with the dean of the academic unit and the responsible staff member of the Centre for Research and Innovation to the PIPC. The data of the persons employed at the University shall be taken from the MRU's CRIS system for the evaluation. Persons not working at the University shall submit their curriculum vitae, list of publications and other documents demonstrating possession of the required competences for the relevant research career stage. Applicants for the post of Research Trainee shall be assessed by the Centre for Academic Affairs, the Centre for Science and Innovation and the CPM within their respective areas of competence within 10 calendar days.

30. After the evaluation by the Personnel Commission, staff members working at the University shall apply for admission to a lecturer's position without competition under a fixed-term contract in the eDVS system. This application shall be subject to the approval of the Director of the Institute, the Head of the Academic Unit and the Head of the Academic Affairs Centre. Persons who are not employed by the University shall submit their application for admission to a non-competitive post on a fixed-term contract, together with all the documents required for recruitment (curriculum vitae, all educational and identity documents, medical examination form, etc.), to the Head of the Academic Unit or to a member of staff designated by the Head of the Unit. The Head of Academic Unit or his/her nominee shall upload the applicant's documents to the eDVS register P9. The documents must be countersigned by the Director of the Institute, the Head of the Academic Unit and the Head of the Academic Affairs Centre.

31. Employees working at the University shall apply for admission to the position of a researcher without a competition under a fixed-term employment contract and a researcher's plan of action agreed with the head of the academic unit to the eDVS system. This application must be endorsed by the Vice-Dean for Science of the academic unit, the head of the academic unit, the responsible staff member of the Centre for Science and Innovation, the head of the Centre for Science and Innovation and the Vice-Director for Science and Innovation. Persons not employed by the University shall submit an application for admission to a non-competitive post on a fixed-term contract and all documents required for recruitment (curriculum vitae, all educational and identity documents, medical examination form, etc.) to the Head of the Academic Unit or to a member of staff designated by the Head of the Unit. The Head of Academic Unit or his/her nominee shall upload the applicant's documents to the eDVS register P9. The documents must be validated by the academic unit's Vice-Dean for Science, the head of the academic unit, the member of staff in charge of the Science and Innovation Centre, the Head of the Science and Innovation Centre and the Vice-Rector for Science and Innovation.

32. For each academic year, the responsible staff member of the Academic Unit Institute shall, in the Academic Staff Workload Accounting Module of IS 'Studijos', by 15 August at the latest, create individual planned workload plans for lecturers, and the Head of the Academic Unit shall approve them by 15 October at the latest. The AAC shall verify the individual planned workload plans no later than 15 December.

33. For the recruitment period, the academic staff workload module of IS 'Studijos' shall be used to enter the minimum workload hours indicated in the minimum workload plan submitted by the researcher with the recruitment application. The plan shall be entered by the staff member responsible at the Science and Innovation Centre.

34. Undergraduate and postgraduate students at the University may take up the position of research assistant. Research assistants shall have fixed-term contracts of employment lasting no longer than until the end of their studies at the University or the date of termination of their studies, but for a maximum period of 5 years.

#### **IV. PROCEDURE FOR THE EVALUATION AND ATTESTATION OF THE PERFORMANCE OF TEACHING AND RESEARCH STAFF SELECTED BY COMPETITION**

35. The evaluation and attestation of the performance of lecturers and researchers, except for interim evaluation and interim attestation, shall be carried out by the Mykolas Romeris University Commission for Evaluation and Attestation of the Performance of Lecturers and Researchers (hereinafter - the Attestation Commission). The Attestation Commission shall be established, and its rules of procedure shall be approved by an order of the Rector of the University.

36. Interim performance evaluation and interim attestation of lecturers and researchers shall be carried out by the Commission for Performance Evaluation and Attestation of Lecturers and Researchers of Academic Units (hereinafter referred to as the 'Academic Unit Attestation Commission'). The Academic Unit Attestation Committee shall be established and its rules of procedure approved by order of the Head of the academic unit. The Academic Unit Attestation Board must include one of the members of the Attestation Board.

37. Lecturers and researchers with fixed-term contracts of 5 years are subject to an interim performance evaluation after 2.5 years and a performance evaluation after 5 years. The performance evaluation shall take place at least 3 months before the end of the successful lecturer's or researcher's fixed-term contract. If, 3 months before the end of the fixed-term contract, the person is temporarily incapacitated or on maternity, parental or paternity leave, the performance evaluation shall be carried out at the end of the temporary incapacity to work or on return from the leave referred to in this point.

38. Lecturers and research staff with contracts of indefinite duration shall be subject to attestation every 5 years and to intermediate attestation 2.5 years before the attestation. These periods shall be calculated according to the year of service of the teacher or researcher and shall begin on the first day of the teacher's or researcher's employment under a contract of indefinite duration, with subsequent periods of attestation starting on the day after the attestation period, as the case may be, taking into account the deferral provided for in points 38 and 39 of the Regulations. For lecturers and research staff, certification shall be announced at least 30 calendar days before the end of the lecturer's or research staff member's certification period.

39. If a lecturer or researcher has been absent for more than 3 months continuously due to sickness, pregnancy and childbirth, parental leave or paternity leave, this time shall not be included in the period of evaluation or attestation, with the corresponding extension of the attestation period. If, at the time of the evaluation or attestation, the teacher or researcher is on sick leave or on maternity, parental or paternity leave, his/her evaluation or attestation shall take place at the end of his/her sick leave or on his/her return from the leave referred to in this point at the next meeting of the Attestation Board following the end of the attestation period.

40. The period of evaluation and attestation shall not include any time when the teacher or researcher has held or is holding the position of Vice-Dean, unless the teacher requests the Attestation Board to include this period in the evaluation and attestation period.

41. If the performance of a lecturer or researcher with a fixed-term employment contract of 5 years is evaluated negatively, he/she shall be dismissed in accordance with the procedure laid down in the Law on Science and Studies. If the staff member's performance is evaluated positively, the employment relationship shall be continued by concluding a contract of indefinite duration for the same post.

42. An associate professor or associate researcher shall, on application for reinstatement, be subject to an extraordinary attestation in accordance with the



requirements in force at the time of the conclusion of the contract of employment or at the time of the most recent attestation carried out. An associate lecturer or researcher may be reinstated without competition, subject to the approval of the University Senate.

43. When the Rector of the University has been elected, and the Vice-Rectors, Deans, Vice-Deans, Directors of academic departments, heads of administrative units have been appointed to these positions from among the University's lecturers or researchers recruited by public competition, and, after the expiry of their term of office, have exercised their right to take up the University's teaching or research positions previously held by them, they shall be subjected to the requirements for certification in accordance with the requirements applicable to the first day of employment in such positions.

44. An extraordinary evaluation or an extraordinary attestation may be held for the University's teaching and research staff. An extraordinary evaluation or an extraordinary attestation may be held at the request of a lecturer, or at the request of the dean of an academic unit, on the grounds of possible failure to meet the qualification requirements, inadequate performance of duties, or based on a request by an associated lecturer or an associated researcher for reinstatement to his/her former position.

45. The Chairperson of the Attestation Committee or the Chairperson of the relevant Academic Unit Attestation Committee shall set the date for the evaluation and attestation meeting. The Appraisal Board or the relevant Academic Unit Appraisal Board shall inform the head of the academic unit of the University in which the teacher or researcher to be appraised is employed, as well as the teachers or researchers to be appraised and appraised, of the scheduled appraisals, attestations and dates of the hearings. The Assessment Board or the relevant Academic Unit Assessment Board shall inform the lecturers or researchers and the heads of academic units of the announced assessment or attestation by e-mail provided by the University at least 30 calendar days before the scheduled meeting of the Assessment Board or the relevant Academic Unit Assessment Board.

46. After the notification of the evaluation or certification, the evaluated or certified lecturer or researcher must complete or update his/her profile in the MRU CRIS scientific data management system within 5 working days. The CPM, taking into account the information on scientific activities provided in the profile of the person being evaluated or certified in MRU CRIS and having collected data on other activities from other units of the University, shall prepare a summary of the fulfilment of the minimum qualification requirements during the term of office within 10 working days, which shall indicate the data on the performance results achieved in science, studies, other evaluated activities that are important for the evaluation or certification, and shall submit it to the person being evaluated or certified for familiarisation, which may clarify and supplement the data within 5 working days. The revised and supplemented summary shall be submitted by the evaluated or attested lecturer or researcher to the CPM, which shall submit it to the Attestation Committee, or the Attestation Committee of the Academic Unit concerned.

47. Lecturers and research staff shall be invited to the meeting of the Attestation Commission or the Attestation Commission of the relevant Academic Unit by mail provided by the University at least 15 working days in advance, indicating the date of the meeting, the method of organisation (physical or remote), the time and the place. Lecturers and research staff who have fulfilled the requirements during their term of office may be absent from the meetings of the Attestation Board or the Attestation Board of the relevant Academic Unit due to important circumstances. If a teacher or researcher has not fulfilled the requirements during his/her term of office and has given a valid reason for not being able to attend a meeting of the Attestation Board or the relevant Academic Unit Attestation Board, the meeting of the relevant boards shall be adjourned until the teacher or researcher is able to attend the meeting. If the staff member does not inform the

Committee that he/she will be unable to attend the meeting for a valid reason, or if he/she refuses to attend, the meeting shall be held in his/her absence.

48. The performance evaluation and attestation shall assess the fulfilment of the qualification requirements of the lecturers or researchers during the term of office, compliance with the University's Code of Academic Ethics, the fulfilment of the approved performance plan, and the performance plan for the next term of office, as approved with the head of the academic unit or the director of the academic unit. If the lecturer or researcher plans to take up a higher post, the performance plan for the higher post shall be assessed accordingly. The evaluation shall consider the individual's professional and work experience and professional qualities, as well as feedback from students. The Attestation Board may invite additional experts who can objectively assess the academic performance of the lecturers or research staff being attested and provide conclusions on their suitability for the post.

49. The mid-term performance evaluation and mid-term attestation evaluate the work of teaching or research staff in meeting the qualification requirements during the term of office, compliance with the University's Code of Academic Ethics, and the fulfilment of the activity plan approved for the employee. The evaluation shall take into account the staff member's professional and work experience and professional qualities, as well as student feedback. During the mid-term attestation, the results achieved by the lecturer or researcher shall be evaluated, as well as the viability of his/her activities, which may be substantiated by documents if necessary (certificates of scientific publications accepted for publication, monographs being written, new study programmes being developed, etc.), and the professional plans related to the implementation of the action plan approved for the person. The Attestation Board or the relevant Attestation Board of the Academic Unit may invite additional experts who can objectively assess the academic performance of the lecturers and research staff being attested and provide conclusions on their suitability for their duties.

50. For the purposes of mid-term and performance appraisal, the qualification requirements for teaching and research posts approved by the Senate of the University and in force at the time of the conclusion of the employment contract shall apply. For the first interim evaluation and appraisal, the qualification requirements for teaching and research posts in force at the time of the conclusion of the contract of indefinite appointment shall be applied, and for the subsequent appraisals, the qualification requirements in force at the time of the most recent appraisal shall apply. In the case of part-time staff, the quantitative qualification requirements shall be reduced proportionately.

51. During performance appraisal and attestation, the performance of teaching or research staff is evaluated as follows: attested (positively evaluated), not attested (negatively evaluated). The mid-term attestation and mid-term performance evaluation shall assess the extent to which the teacher/scholar has met the qualification requirements during the term of office and the requirements of his/her approved action plan, the extent to which there is a reasonable and realistic plan for meeting the remaining qualification requirements during the term of office and for meeting the entire approved action plan, and the recommendations for meeting the requirements and the plan as discussed with the teacher or scholar.

52. After assessing the viability of the performance of a probationary lecturer or researcher with a contract of indefinite duration at the time of the attestation, the Attestation Committee may decide to postpone the attestation for up to one year, specifying the requirements to be fulfilled by the probationary lecturer or researcher by the specific deadline after which the attestation shall be carried out as described in these Rules. Attestation may be postponed only once. In the event of postponement, the next attestation shall be carried out within the normal time limits, regardless of the postponement period. That part of the results achieved during the extended period which

results in the fulfilment of the qualification requirements of the previous period shall be credited towards the previous attestation period and shall not be included in the new attestation period.

53. If the performance evaluation of a lecturer or researcher results in a negative assessment of his/her performance, he/she shall be dismissed in accordance with the procedure laid down in the Law on Science and Studies. If the performance of a lecturer or researcher is evaluated negatively during an attestation or an extraordinary attestation, he/she shall be dismissed. The dismissed employee shall be subject to the guarantees laid down in Article 57(7), (8) and (9) of the Labour Code of the Republic of Lithuania.

54. The Attestation Board or the relevant Attestation Board of the Academic Unit shall take a decision on the attestation or evaluation by drawing up the minutes of the meeting, which shall contain the conclusion of the Attestation Board or the relevant Attestation Board of the Academic Unit and the reasons for it. The minutes shall be drawn up within 10 working days after the evaluation or attestation meeting. The minutes shall be signed by the chairperson of the Attestation Board or of the relevant Academic Unit Attestation Board, or by the member of the Attestation Board or of the relevant Academic Unit Attestation Board who was chairperson of the meeting, if the chairperson of the Attestation Board or of the relevant Academic Unit Attestation Board was not able to be present at the meeting. Decisions shall be taken by a simple majority of the members of the Board of Attestation or of the Board of Attestation of the relevant academic unit. The distribution of votes of the Attestation Board or the relevant Academic Unit Attestation Board shall not be disclosed in the decision.

55. The Attestation Board or the relevant Attestation Board of the Academic Unit shall inform the Head of the relevant Academic Unit, the lecturer or researcher being evaluated or attested of the decisions taken and the reasons for the decisions taken by the relevant Academic Unit by e-mail provided by the University no later than 5 working days after the minutes have been signed.

56. The attestation committee or the relevant academic unit's attestation committee shall forward the signed and registered minutes, together with other evaluation or attestation documents, to the CPM no later than within 5 working days from the date of signing the minutes. The documents relating to the assessment and attestation shall be kept in the file of the staff member being assessed or attested.

57. Faculty and research staff who disagree with the decision of the Attestation Board or the Attestation Board of the relevant Academic Unit, no later than within 5 working days from the date of receipt of the notification of the decision of the Attestation Board or the decision of the Attestation Board of the relevant Academic Unit on the grounds of substantial procedural irregularities, may lodge a complaint to the Rector of the University by sending it by e-mail from the e-mail address provided by the University. The complaint shall be examined by an ad hoc committee set up by the Rector. The complaint shall be examined within 14 working days of receipt. If the complaint is upheld, the Assessment Board or the relevant Academic Unit's Assessment Board shall conduct the performance evaluation or attestation afresh. The new decision on the performance evaluation or attestation shall be taken by the Attestation Board or the relevant Academic Unit Attestation Board within 5 working days. The re-decision of the Attestation Board or the relevant Academic Unit Attestation Board may be appealed against in accordance with the procedure laid down by law.

## **V. EVALUATION OF THE MID-TERM AND FINAL RESEARCH ACTIVITIES OF RESEARCH TRAINEES**

58. Mid-term performance evaluation and performance evaluation of research trainees shall be carried out by the University's Research Trainee Performance Evaluation

Committee (hereinafter - the Trainee Evaluation Committee), which shall consist of the Vice-Rector for Science and Innovation (Chairman of the Trainee Evaluation Committee), the Head of the Science and Innovation Centre, the Head of the Project Division of the Science and Innovation Centre, the Vice-Dean for Science of the relevant academic unit, and the scientist of the research field or topic of the research being conducted by the trainee researcher, who is not the supervisor. The secretary of the trainee's performance evaluation committee shall be a member of the staff of the Centre for Science and Innovation who is the project administrator. The Secretary of the Traineeship Assessment Board and the Traineeship Supervisor (a researcher working at the University who is supervising the trainee's research during the Project) shall participate in the Traineeship Assessment Board meetings without voting rights.

59. Mid-term performance evaluations of Research Trainees shall be carried out every 4 months starting from the first day of the Research Trainee's work. The performance evaluation shall be carried out no later than 30 calendar days before the end of the research trainee's contract.

60. The Secretary of the Trainee Performance Review Panel shall, within 30 calendar days of the first day of the Research Trainee's employment, prepare an order for the Research Trainee's evaluations, specifying the deadlines by which the mid-term performance evaluation and the performance evaluation must be completed, and the composition of the specific Trainee Performance Review Panel that will carry out the interim performance evaluations.

61. The Chairperson of the Trainee Performance Review Panel shall set the date of the performance review meeting.

62. The Secretary of the Performance Review Panel shall inform the Research Trainee by e-mail of the scheduled interim performance review and performance review and the dates of the performance review at least 10 working days before the scheduled meeting of the Performance Review Panel.

63. It shall be compulsory for the Research Trainee to participate in the performance evaluation, which may be organised in person or remotely. If the trainee researcher is unable to attend or participate remotely in the meeting of the Traineeship Performance Review Board based on compelling circumstances, the meeting shall be postponed until the trainee researcher is able to attend the meeting. If the staff member does not inform the meeting that he/she will be unable to attend for a valid reason, or if he/she refuses to attend, the meeting shall be held in the absence of the staff member concerned.

64. After the notification of the evaluation, the Trainee Researcher must complete and submit to the Secretary of the Trainee Evaluation Committee, within 5 working days at the latest, a report in the form approved by the Order of the Rector of the University, on the activities carried out and those planned to be carried out prior to the evaluation meeting and the results achieved, specifying the deadlines for the planned results.

65. At the interim performance evaluation, the performance of the Research Trainee shall be assessed positively or negatively by evaluating to what extent the Research Trainee has already achieved the indicators foreseen in the project or in the activity plan in accordance with the timetable for the implementation of the project's activities, and to what extent the plan for the fulfilment and achievement of the remaining indicators and results is reasonable and realistic.

66. At the time of the performance evaluation, the performance of the Research Trainee shall be evaluated positively or negatively in terms of the activities carried out during the internship and the results achieved.

67. If the performance evaluation evaluates the performance of the Research Trainee negatively, the Research Trainee shall be dismissed in accordance with the procedure laid down in the Law on Science and Higher Education, and if the performance

evaluation evaluates the performance positively, the Research Trainee may be offered another non-competitive teaching or research position or may be offered to participate in a public competition for a teaching or research position.

68. After the meeting, the Traineeship Assessment Board shall inform the Research Trainee of the decisions taken by e-mail no later than 5 working days after the minutes are signed.

69. If the performance of the Research Trainee is negatively evaluated during the interim performance evaluation, the Research Trainee shall, 30 calendar days after the decision has been taken, submit updated plans for the implementation and achievement of the indicators and outputs of the Project. This information shall be evaluated at the next interim evaluation, or an additional meeting shall be organised to evaluate the updated plan, as decided by the Fellowship Assessment Panel. If the third or subsequent interim performance evaluation results in a negative assessment of the performance of the researcher trainee within the timeframe specified in the Order on Interim Performance Evaluations of the Researcher Trainee, the Traineeship Assessment Board may initiate the termination of the employment contract with the trainee.

70. The traineeship evaluation committee shall forward the signed and registered minutes, together with other documents, to the Project Unit of the Centre for Science and Innovation no later than 5 days after the minutes have been written. The documents related to the interim evaluation shall be kept in the Project Module, in the file of the relevant Project.

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