

APPROVED
by Order No. 600000-TP-7-1 as of 5 July 2024 of
the Council of Vilnius University Life Sciences
Center

DESCRIPTION OF THE ELECTION PROCEDURE FOR THE DIRECTOR OF THE LIFE SCIENCES CENTER OF VILNIUS UNIVERSITY

I. GENERAL PROVISIONS

1. The description of the election procedure for the director of the Vilnius University Life Sciences Center (hereinafter, the Description) determines the procedure for organizing the election of the director (hereinafter, the Director) of the Vilnius University Life Sciences Center (hereinafter, the Center).
2. The Description was prepared in accordance with the Vilnius University Statute and the Center's Regulations.
3. The election of the Director is based on the principles of legality, publicity, impartiality, transparency, fairness, equality and academic freedom.

II. PROCEDURE FOR THE ORGANIZATION OF THE DIRECTOR ELECTION

4. The Director shall be elected for five years by secret ballot by the Center's Council (hereinafter referred to as the Council).
5. A public international competition (hereinafter, the Competition) for the position of the Director shall be published by the Council at least four months before the end of the term of office of the outgoing Director. The provisions of this paragraph do not apply in cases where the powers of the Director are terminated prematurely for other reasons.
6. The Council shall approve the content of the notice of invitation about the Competition and fix the date of the invitation to the Competition and a time limit of at least 30 calendar days for applicants to submit application documents.
7. The Competition for the position of the Director and the election of the Director shall be organized (as well as the registration of the candidates) and the results thereof shall be determined by the Electoral Commission of the Center. Members of the Electoral Commission cannot be candidates for the position of the Director.
8. The Chairperson of the Center's Electoral Commission shall publish the notice of the Competition approved by the Council on the Center's website and in other places specified by the Council's decision and in the media in Lithuanian and English.
9. The notice of the Competition shall specify:
 - 9.1. position for which the Competition is put out – the Director's position and term of office is 5 years;
 - 9.2. qualification and other requirements imposed;
 - 9.3. the list of documents to be submitted by each applicant, the deadline for their submission (with an exact indication of the latest date and hour of the submission of the documents) and the procedure;
 - 9.4. the date and place of the Council meeting for the election of the Director;
 - 9.5. ways of providing additional information about the Competition (email address, telephone number).
10. A person of impeccable reputation with a doctorate in science, pedagogical and managerial experience and who has not yet reached the retirement age set by the laws of the Republic of Lithuania on the first day of the Director's term of office may be the Director.
11. Each applicant must submit the following application documents in Lithuanian to the Electoral

Commission of the Center (foreign nationals can submit documents in English):

- 11.1. a request to participate in the Competition;
 - 11.2. the applicant's CV, in which it is necessary to indicate the pedagogical and managerial experience available;
 - 11.3. a copy of the applicant's identity document;
 - 11.4. a copy of the document certifying the degree awarded to the applicant;
 - 11.5. the program of the applicant's activities after their election as the Director (up to 2 pages);
 - 11.6. the applicant's declaration on the disclosure of conflicts of interest (Annex No. 1);
 - 11.7. the other documents specified in the Competition notice.
12. All the application documents must be submitted to the Electoral Commission of the Center by the applicant in person, sent by post, courier service or by email (the address is indicated in the notice of the Competition) no later than the deadline specified in the notice of the Competition. After the expiration of the deadline specified in the notice, the applicant's documents are not accepted. The application documents, submitted to the postal (courier) service on the last day of the deadline and there is a stamp of the postal (courier) service on the envelope confirming this, are considered to be submitted on time. Original documents submitted by email must be signed with an electronic signature.
13. After the expiry of the deadline for the submission of the applicants' documents specified in the notice of the Competition, it shall be determined, not earlier than four working days later, at a meeting of the Center's Electoral Commission, whether all the specified application documents have been submitted.
14. The Chairperson of the Center's Electoral Commission shall present to the Council for consideration all the applicants who have submitted the application documents. The Council evaluates the documents submitted and makes a decision on whether all the applicants meet the established requirements. The member(s) of the Council who have submitted the documents for the Competition for the position of the Director shall be excluded from this decision.
15. Upon receipt of the Council's decision on the compliance of applicants with the established requirements, the Center's Electoral Commission shall register eligible applicants as candidates for the position of the Director and publish a list thereof and the documents referred to in subparagraphs 11.2, 11.5 and 11.6 of paragraph 11 of this Description on the Center's website. The Electoral Commission of the Center shall organize a meeting of the candidates with the Center's community, which shall take place no later than 3 days before the Council meeting for the election of the Director.

III. ELECTION OF THE DIRECTOR AT A MEETING OF THE COUNCIL

16. A public meeting of the Council shall be convened at the time and place specified in the notice of the Competition for the candidates to present their programs of activities and to conduct the election. A meeting of the Council must take place no later than 30 calendar days after the registration of the candidates.
17. The candidate's presence at this Council meeting is mandatory. A candidate who is not present at a meeting of the Council shall be considered to have withdrawn their candidacy irrespective of the reasons for their absence. If necessary, the possibility for the candidate(s) to attend the Council meeting remotely shall be ensured.
18. The Council meeting shall begin with an announcement by the Chairperson of the Center's Electoral Commission on the registered candidates for the position of the Director. After the announcement, the Chairperson of the Electoral Commission of the Center answers questions from the participants of the meeting.
19. Each candidate by surname in alphabetic order briefly introduces themselves and presents a program of their activities as the Director. Each candidate is given up to 30 minutes to introduce themselves. After each candidate's presentation, members of the Council and other participants in the meeting may put questions to the candidate.
20. After hearing all the candidates, a secret ballot is announced. Members of the Council shall vote in accordance with the procedure for ensuring the secrecy of the vote and under the watchful eye of the

members of the Electoral Commission of the Center they shall throw the ballot papers into the ballot box.

21. At the end of the secret ballot, the Center's Electoral Commission opens the ballot box and counts the votes. The Chairperson the Electoral Commission of the Center announces the results of the vote. Ballot papers shall be annexed to the minutes of the Council meeting.

22. The Director shall be considered to be elected if more than half of all the members of the Council voted in favor of them.

23. If no candidate obtains more than half of the votes of all the members of the Council, a secret rebalot shall be held at the same Council meeting, in which the two candidates who received the most and unequal votes in the first round of voting or all the candidates who received the most and equal number of votes, shall take place. If, after the revote, the Director is not elected, the Council shall launch a new competition for the position of the Director.

24. The results of the election of the Director shall be published by the Center's Electoral Commission no later than the working day after the election on the Center's website and in other media. The results of the Director's election may be appealed to the Central Electoral Commission no later than two working days after their publication, which, after examining the complaint, no later than in five working days may leave the election results unchanged or invalidate the election. When election is invalidated, a secret rebalot is held, in which all candidates participate.

25. The results of the election of the Director shall be notified in writing by the Center's Electoral Commission to the Rector no later than the next working day. If, by reasoned decision of the Rector, an employment contract is not concluded with the elected Director, the Council shall announce the reelection of the Director.

IV. FINAL PROVISIONS

26. The same person may serve a maximum of two consecutive terms as the Director.

27. The director shall be responsible and accountable to the Council and the Rector, and shall be accountable to the Chancellor of the University on economic and asset management and other non-academic matters of the Center. The Director is a member of the Rectorate by position and participates in the strategic management of the University.

Vilnius University Life Sciences Center
Description of the Procedure for the Election of the Director
Annex 1

**Declaration of the applicant to be a candidate for the Director of the Life Sciences Center
of Vilnius University regarding the disclosure of conflicts of interest**

I, _____, in order to become a candidate for the Director of the Life Sciences Center of Vilnius University, confirm that I meet the requirements for a candidate for the position of the Director established in the Law on Science and Studies of the Republic of Lithuania, the Statute of Vilnius University and the Description of the Procedure for the Election of the Director of the Life Sciences Center of Vilnius University.

I confirm that there is no conflict of interest between me and the Life Sciences Center of Vilnius University, i.e., there are no reasons related to my family, political or civic affiliation, economic interests or common interests with Vilnius University posing risk that I would not be able to perform my duties impartially and objectively as the Director of the life Sciences Center of Vilnius University. I hereby confirm that during the election of the Director of the Life Sciences of Vilnius University or, if I am elected Director of the Life Sciences Center of Vilnius University, during my term of office, if I find that such a conflict of interest exists, arises or becomes apparent, I will immediately notify the Electoral Commission of the Life Sciences Center of Vilnius University, the Council of the Life Sciences Center of Vilnius University (in the event of a conflict of interest or clarification during the term of office), and if the fact of a conflict of interest is confirmed, I will resign from the position of the Director of the Life Sciences Center of Vilnius University.

In order to become a candidate for the Director of the Life Sciences Center of Vilnius University, I also confirm that all my relations with legal entities (membership, position or other participation in the activities of a legal entity)* within 5 years before the submission of the declaration are presented below:

<i>Legal entity</i>	<i>Obligations</i>	<i>Nature of the activity</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am aware that the information contained in this declaration will be made public.

Signature (date and place): _____

Name: _____

***Note:** relations with legal entities are understood as they are described in the Law on the Coordination of Public and Private Interests in the Public Service of the Republic of Lithuania and in the Rules for Filling in, Revising and Submitting Declarations of Private Interests approved by Decision No. KS84 of the Chief Official Ethics Commission as of 5 July 2012.