

APPROVED  
by Resolution No 63  
of 23 November 2021  
of the Vilnius University Senate

## DESCRIPTION OF THE PROCEDURE FOR THE SELECTION AND ADMISSION OF DOCTORAL STUDENTS, POSTDOCTORAL FELLOWS AND VISITING RESEARCHERS FUNDED BY VILNIUS UNIVERSITY

### CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for the Selection and Admission of Doctoral Students, Postdoctoral Fellows and Visiting Researchers Funded by Vilnius University (hereinafter referred to as the Description) regulates the procedure for the submission of applications for doctoral students, postdoctoral fellows and visiting researchers funded by Vilnius University (hereinafter referred to as the University), as well as their selection, implementation of the projects selected, and settlement for them.

2. Terms used in the Description:

2.1. **postdoctoral fellow (fellow)** – a researcher holding a PhD degree granted by a foreign or other Lithuanian higher education and research institution (other than the University) in the last five years (the 5-year period does not include the duration of a granted pregnancy, maternal or parental leave, if any), and who has won a postdoctoral fellowship competition announced by the University;

2.2. **postdoctoral fellowship (fellowship)** – research performed by the researcher who has won a postdoctoral fellowship competition announced by the University under a fixed-term full-time employment contract under the supervision of a fellowship supervisor;

2.3. **fellowship supervisor** – a University researcher supervising the research work of an fellow, who must be a person other than the fellow's research supervisor during doctoral studies;

2.4. **visiting researcher** – a researcher working at another higher education and research institution or research organisation who visits the University for research purposes on the joint initiative of the visiting researcher and the University.

3. The activities of the doctoral students, postdoctoral fellows and visiting researchers mentioned in the Description are financed by the University and/or attracted targeted funding.

### CHAPTER II ADMISSIONS PROCEDURE FOR DOCTORAL STUDENTS FUNDED BY THE UNIVERSITY

4. The University may provide for targeted doctoral student places in relevant fields of science.

5. By the end of second quarter of the current calendar year, the number of targeted doctoral student places to be funded by the University are to be determined and announced by decision of the Rector of the University or person authorised thereby, along with a call for the core academic units (hereinafter referred to as the CAUs) to submit applications for the doctoral student places funded by the University to be allocated to them (hereinafter in this chapter referred to as the call for applications).

6. The head of the CAU submits a motivated application to the Rector of the University or person authorised thereby to allocate a doctoral student place funded by the University to the respective CAU (hereinafter in this chapter referred to as the application). The application is to specify the field of science, the topic/theme of the doctoral studies, the proposed doctoral advisor, information on the planned (partial) funding from the CAU and other resources allocated by the

CAU (if any); an extract from the minutes of the Doctoral Committee on approval of the theme and compliance of the advisor with the qualification requirements is to be attached. The University's Central Administration Research and Innovation Department (hereinafter referred to as the RID) advises the CAUs in the preparation of applications, carries out their administrative verification, and forwards them to the Committee for the Selection of Doctoral Students, Postdoctoral Fellows and Visiting Researchers Funded by the University (hereinafter referred to as the Committee) for assessment.

7. The applications submitted will be assessed taking into account:

7.1. the relevance of the topic/theme for the development of the field or branch of science at the University;

7.2. the competence of the proposed advisor;

7.3. the (partial) funding planned to be allocated from the CAU and other resources allocated by the CAU (if any);

7.4. additional evaluation criteria may be specified in the call for applications.

8. The Committee makes a recommendation to the Rector of the University or person authorised thereby regarding approval of a doctoral student place funded by the University for a certain CAU. The composition of the Committee is to be approved by order of the Rector of the University or person authorised thereby. The following members form the permanent part of the Committee: the University's Pro-Rector for Research (Committee chair), a representative delegated by the RID, a representative delegated by the board of the University Senate, a representative delegated by the University's student representation; four other representatives are to be appointed from the scientific field(s), depending on the nature of the applications under consideration. The members of the Committee must sign a declaration of impartiality (Annex 1 to the Description). Decisions of the Committee are taken by a simple majority of the members of the Committee. In the event of a tie, the Committee chair has the casting vote. The final decision on approval of a doctoral student place funded by the University for a certain CAU is taken by the Rector of the University or person authorised thereby, taking the Committee's recommendation into account.

9. Once a doctoral student place funded by the University is allocated to a certain CAU, the CAU announces a competition to fill this position (hereinafter in this chapter referred to as the competition). The competition is published in Lithuanian and English on the University's website, on Euraxess, the European Commission's researcher information portal (<https://euraxess.ec.europa.eu/>), on the website of the relevant CAU, and on other websites as needed. The terms and conditions of the competition are to specify the deadline and method for submitting applications, as well as contact persons.

10. Candidates who would like to take part in the competition must submit a free-form application to participate in the competition, as well as the following documents:

10.1. copies of master's degree or equivalent higher education diploma and its supplement;

10.2. curriculum vitae;

10.3. recommendations from two researchers in the field of study being applied for;

10.4. a list and copies of research papers (if any);

10.5. other supporting documents specified in the call for applications.

11. Within 30 calendar days after the deadline for the submission of applications, the relevant Doctoral Committee for the field of science shall select the candidate to be recommended in accordance with the procedure and criteria established in the Regulations of Doctoral Studies at Vilnius University.

12. Candidates are to be selected within 12 months of the date of allocation of the doctoral student place. The successful candidate will start their doctoral studies within six months of the date of adoption of the order of the Rector of the University or person authorised thereby approving the funding for this candidate. If a candidate is not selected within 12 months of the date of allocation of the doctoral student place or the doctoral studies are not started within six months of the date of adoption of the order referred to in this item of the Description, the funds allocated by order of the

Rector of the University or person authorised thereby for the doctoral student place funded by the University are to be transferred to a new competition or other needs of the University.

13. University-funded doctoral studies are to be carried out at the University in accordance with the procedure established in the Regulations of Doctoral Studies at Vilnius University.

### **CHAPTER III ADMISSIONS PROCEDURE FOR POSTDOCTORAL FELLOWS FUNDED BY THE UNIVERSITY**

14. The duration of a postdoctoral fellowship financed by the University (hereinafter referred to as an fellowship) is up to two years (or up to three years upon extending the fellowship in accordance with item 28 of the Description). The fellowship may take place with a break(es), which is approved by order of the Rector of the University or person authorised thereby at the request of the fellow, in agreement with the fellowship supervisor and the head of the CAU. An fellowship hiatus is possible for the following reasons:

14.1. due to the fellow's illness, on the recommendation of a doctor or a medical advisory board, or due to pregnancy and childbirth leave, paternity leave or child care leave, for as long as the circumstance specified in this item of the Description continues;

14.2. for other personal reasons, for a period of no more than one year.

15. By the end of second quarter of the current calendar year, the number of targeted fellowships to be funded by the University are to be determined and announced by decision of the Rector of the University or person authorised thereby, along with a call for the CAUs to submit applications for the fellowships funded by the University to be allocated to them (hereinafter in this chapter referred to as the call for applications). Funds for fellowships are allocated taking into account the financial capacities of the University and in accordance with the University's estimates of revenue and expenditure for the current year approved by the University Council.

16. The head of the CAU submits motivated applications to the Rector of the University or person authorised thereby to allocate fellowship to the respective CAU (hereinafter in this chapter referred to as applications). The applications are to specify the preliminary fellowship theme and supervisor, as well as the (partial) funding planned to be allocated for the fellowship from the CAU and other resources allocated by the CAU (if any). The RID advises the CAUs in the preparation of applications, carries out their administrative verification, and forwards them to the Committee for assessment.

17. The applications are assessed taking into account:

17.1. the relevance of the theme for the development of the field and/or branch of science at the University;

17.2. the competence of the proposed fellowship supervisor;

17.3. the (partial) funding planned to be allocated for the fellowship from the CAU and other resources allocated by the CAU (if any);

17.4. additional evaluation criteria may be specified in the call for applications.

18. The Committee makes a recommendation to the Rector of the University or person authorised thereby regarding approval of a fellowship place for a certain CAU. The decision on approval of a fellowship place for a certain CAU is taken by the Rector of the University or person authorised thereby, taking the Committee's recommendation into account.

19. Once a fellowship place is allocated to a certain CAU, the CAU announces a competition to fill this position (hereinafter in this chapter referred to as the competition). The competition is published in Lithuanian and English on the University's website, on Euraxess, the European Commission's researcher information portal (<https://euraxess.ec.europa.eu/>), on the website of the relevant CAU, and on other websites as needed. The terms and conditions of the competition are to specify the deadline and method for submitting applications, as well as the contact persons for each fellowship topic.

20. Candidates who would like to take part in the competition must submit their applications (Annex 2 to the Description) in accordance with the procedure specified in the terms and conditions of the competition.

21. Within 30 calendar days after the deadline for the submission of applications, a committee formed by order of the head of the CAU (or other structure of the CAU that the head of the CAU appoints to evaluate fellow candidates) (hereinafter referred to as the CAU Committee), in consultation with the potential fellowship supervisors and taking into account the strategic objectives of the CAU as well as the fellow candidates' experience, previous research results, compliance with the fellowship topics and selection interview results, shall select the fellow candidate to be recommended.

22. The head of the CAU submits the application of the fellow candidate to be recommended, related documents and the information specified in item 17.3 of the Description, as well as the applications of the fellow candidates who were not selected and related documents, to the RID, which forwards these documents to the Committee.

23. The documents referred to in item 22 of the Description are then considered by the Committee, which, in order to achieve the strategic goals of the University, and upon taking the recommendation of the CAU Committee into account and evaluating the quality of all of the applications received, either approves the recommendation of the CAU Committee and submits it to the Rector of the University or person authorised thereby for certification, or proposes the competition to be extended. Before taking a decision, the Committee may ask the fellow candidates, the potential fellowship supervisors specified, and/or the CAU heads to provide additional information related to the planned fellowship.

24. The final list of selected fellows is approved by order of the Rector of the University or person authorised thereby.

25. The RID informs the relevant CAUs of the approved list of selected fellows. These CAUs inform the fellow candidates and their supervisors about the results of the selection and initiate the procedures for employing the approved fellows at the University in accordance with the legislation of the Republic of Lithuania and the University. The fellows selected and their supervisors prepare and coordinate the fellowship work plan within one month of the beginning of employment.

26. If an approved fellow declines the planned fellowship, the relevant CAU must inform the Rector of the University or person authorised thereby immediately.

27. Fellow candidates are to be selected within 12 months of the date of approval of the fellowship. Fellows are to be employed within six months of the date of adoption of the order of the Rector of the University or person authorised thereby approving funding for their fellowship. If a candidate is not selected within 12 months of the date of approval of the fellowship or the fellowship is not started within six months of the date of adoption of the order referred to in this item of the Description, the funds allocated for the fellowship by decision of the Rector of the University or person authorised thereby are to be transferred to a new fellowship competition or other needs of the University.

28. At the end of a two-year fellowship, the CAU has the right to extend the fellowship for one year. In this case, all costs related to the extension of the fellowship, including the fellow's salary, are to be funded by the CAU.

29. A University-funded fellowship can only be awarded to the same person once.

30. During the fellowship, the fellow must present the research being carried out under the fellowship work plan and/or its results to the University community and/or the public at least once (public lecture, publication promoting science, etc.).

31. After the first year of the fellowship, the fellow, together with the fellowship supervisor, submits an interim fellowship report on the progress of the fellowship and the interim research results achieved to the head of the branch academic unit (hereinafter referred to as the BAU) or, if there is no BAU, to the head of the CAU.

32. The CAU Committee assesses the interim report submitted and takes one of the following decisions:

- 32.1. approves the interim fellowship report;
- 32.2. recommends that the fellow's research plan be revised;
- 32.3. suggests that the head of the CAU initiate termination of the fellowship.

33. The interim fellowship reports, together with information on the CAU's expenses in ensuring implementation of the fellowships, are forwarded to the RID, which systematises the information received and submits it to the University's Pro-Rector for Research.

34. At the end of the fellowship, the fellow prepares the final fellowship report, coordinates it with the fellowship supervisor, and submits it to the head of the CAU and the CAU Committee; this report provides information on the progress of the fellowship and the results of the research and other significant activities carried out during the fellowship.

35. The CAU submits the fellowship reports together with information on the funds and other resources used by the CAU to ensure implementation of the fellowship(s) to the RID. The RID systematises the information received and submits it to the University's Pro-Rector for Research.

36. The fellow, the fellowship supervisor and/or the head of the CAU have the right to initiate termination of the fellowship, indicating the reason(s) for said termination. Upon terminating an fellowship, the University funds allocated by decision of the Rector of the University or person authorised thereby are to be redistributed for a new fellowship competition or other needs of the University.

#### **CHAPTER IV ADMISSION PROCEDURES FOR VISITING RESEARCHERS FUNDED BY THE UNIVERSITY**

37. The duration of a visiting researcher's visit is from three months to two years. A visit of 12 months or more may be planned with a break(es) of no more than 12 months in total. If the visit is longer than six months, part of the visit, but no more than half of it, may take place remotely.

38. By the end of second quarter of the calendar year, a call for the CAUs to submit applications for the visiting researcher place funded by the University to be allocated to them (hereinafter in this chapter referred to as the call for applications) is to be announced by decision of the Rector of the University or person authorised thereby. CAUs looking to invite visiting researchers must submit a free-form application (hereinafter in this chapter referred to as applications) to the Rector of the University or person authorised thereby by the deadline specified in the call for applications, specifying the visiting researcher they would like to invite (if known), the research theme, the estimated duration of the visit, and the resources that the CAU plans to allocate for implementation of the activities (for materials, work equipment, reagents and other expenses of the CAU related to retention).

39. University funds, taking into account the financial capacities of the University and in accordance with the estimates of revenue and expenditure for the current year approved by the University Council, are to be allocated:

39.1. for the salary of the visiting researcher. The salary of the visiting researcher is to be determined in accordance with the procedure established by the legislation of the University, taking into account the qualification of the visiting researcher, the duration of the visit, and the planned full-time equivalent;

39.2. for a fixed amount per month to cover the costs of research activities. The exact amount is to be specified in the call for applications.

40. The applications are assessed by the Committee, taking into account:

40.1. the relevance of the theme for the development of the field or branch of science at the University;

40.2. the relevance of the theme for the development of Lithuanian science and/or society;

- 40.3. the objectives of the visit and the planned results;
- 40.4. the (partial) funding planned to be allocated from the CAU and other resources allocated by the CAU (if any);
- 40.5. the period and full-time equivalent – priority is given to those who come for a longer period and for a full-time position.

40.6. additional evaluation/priority criteria may be specified in the call for applications.

41. The Committee makes a recommendation to the Rector of the University or person authorised thereby regarding approval of a visiting researcher place for a certain CAU. The decision on approval of a visiting researcher place for a certain CAU is taken by the Rector of the University or person authorised thereby, taking the Committee's recommendation into account.

42. Once a visiting researcher place is allocated to a certain CAU, the CAU announces a competition to fill this position (hereinafter in this chapter referred to as the competition). The competition is published in Lithuanian and English on the University's website, on Euraxess, the European Commission's researcher information portal (<https://euraxess.ec.europa.eu/>), on the website of the relevant CAU, and on other websites as needed. The terms and conditions of the competition are to specify the deadline and method for submitting applications, as well as contact persons.

43. Candidates who would like to take part in the competition must submit their applications (Annex 3 to the Description) in accordance with the procedure specified in the terms and conditions of the competition.

44. Within 30 calendar days after the deadline for the submission of applications, the CAU Committee shall select the visiting researcher candidate to be recommended, taking into account the strategic objectives of the CAU as well as the candidates' experience, previous research results, and compliance with the terms and conditions of the call for applications.

45. The head of the CAU submits the applications of the visiting researcher candidates to be recommended, related documents, the plans prepared for the planned visit, and the information specified in item 40.4 of the Description, as well as the applications of the candidates who were not selected and related documents, to the RID.

46. The documents referred to in item 45 of the Description are then considered by the Committee, which, in order to achieve the strategic goals of the University, and upon taking the recommendation of the CAU Committee into account and evaluating the quality of all of the applications received, either approves the recommendation of the CAU Committee and submits it to the Rector of the University or person authorised thereby for certification, or proposes the competition to be extended. Before taking a decision, the Committee may ask the CAU heads to provide additional information related to the researcher's planned visit.

47. The final list of selected visiting researchers, the duration of their visits, and the funds allocated by the University are approved by order of the Rector of the University or person authorised thereby.

48. After receiving information from the RID regarding visit funding, the CAUs inform the visiting researcher candidates about the results of the selection and initiate the procedures for employing the approved visiting researchers at the University in accordance with the legislation of the Republic of Lithuania and the University.

49. On the initiative of the visiting researcher, an agreement may be concluded on the participation of teaching and research/art staff in the academic activities of the University under exchange or cooperation programmes to waive the salary. In this case, the amount allocated to research related to the researcher's visit may be increased by no more than 100 per cent.

50. If an approved visiting researcher declines the position, the relevant CAU must inform the Rector of the University or person authorised thereby immediately.

51. Visiting researcher candidates are to be selected within 12 months of the date of approval of the visiting researcher place. The employment or adjunct contract with the visiting researcher is to be concluded within six months of the date of adoption of the order of the Rector of the University or person authorised thereby approving the funding for the visit. If a candidate is not

selected within 12 months of the date of approval of the visiting researcher place or the visit is not started within six months of the date of adoption of the order referred to in this item of the Description, the funds allocated by decision of the Rector of the University or person authorised thereby are to be transferred to a new competition or other needs of the University.

52. During the visit, the visiting researcher must hold at least one seminar or methodological training session for the University community or give a public lecture on the theme of the research related to his or her research visit.

53. At the end of the visit, the visiting researcher and/or the CAU shall prepare a visit report and submit it to the RID; this report provides information on the progress of the visit and the results of the research and other significant activities carried out during the visit. The RID systematises the information received and submits it to the University's Pro-Rector for Research.

## **CHAPTER V FINAL PROVISIONS**

54. The results of the activities of doctoral students, postdoctoral fellows and visiting researchers funded by the University achieved during doctoral studies, fellowships and scientific visits at the University must have a University affiliation.

55. CAUs have the right, in coordination with the Rector of the University or person authorised thereby, to initiate the recruitment of doctoral students, postdoctoral fellows and visiting researchers exclusively at their own expense, in accordance with the selection principles set out in the Description.

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Description of the Procedure for the Selection  
and Admission of Doctoral Students,  
Postdoctoral Fellows and Visiting  
Researchers Funded by Vilnius University  
Annex 1

**DECLARATION OF IMPARTIALITY**  
Vilnius University

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(Committee member's full name)

\_\_\_\_\_ 20\_\_ No \_\_\_\_\_

As a member of the Committee for the Selection of Doctoral Students, Postdoctoral Fellows and Visiting Researchers Funded by Vilnius University (hereinafter referred to as the Committee), I hereby promise and undertake to adhere to the following principles of impartiality, confidentiality, honesty and transparency:

1. in expressing my opinion or proposing a solution, to rely on objective criteria rather than preconceived notions (positive or negative) about the applicants and/or their research subjects;
2. to use all material related to the evaluation of applications only for the purposes of evaluation and the improvement thereof, and not to disclose the views expressed by other members of the Committee in the decision-making process or interim evaluation results;
3. to be guided by my conscience, and in evaluation, to feel a responsibility for the work assigned, rely on the ideals of the pursuit of truth, and treat the applicants and my colleagues with respect;
4. to comply with the pre-announced legislation in force, carry out the assessment in accordance with the procedures established by legislation, and draw clear and reasoned conclusions on the application for evaluation.

If any one of the following circumstances comes to light:

1. a person with an interest in the assessment of the application is related to me by blood or affinity;
2. a person with an interest in the assessment of the application is a researcher working with me at the same Vilnius University branch academic unit;
3. a conflict of interest could arise on other grounds, making it difficult for me to follow the principles listed above,

I undertake to immediately notify the Vilnius University Pro-Rector for Research thereof and to refrain from discussions on the issue that involves a conflict of interests.

It has been explained to me that persons related to me by blood or affinity include: spouses, children/adopted children, their spouses and their children/adopted children, my and my spouse's parents/adoptive parents, grandparents and siblings, their spouses and their children/adopted children, and cousins and their spouses.

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(Committee member's signature)

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(Committee member's full name)

Description of the Procedure for the  
Selection and Admission of Doctoral  
Students, Postdoctoral Fellows and Visiting  
Researchers Funded by Vilnius University  
Annex 2

**SAMPLE APPLICATION FORM FOR VILNIUS UNIVERSITY POSTDOCTORAL  
FELLOWSHIPS**

Title of the fellowship		
Acronym		
Host Vilnius University core academic unit		
Planned fellowship supervisor:		
Position	Name	Surname

Information about the fellow	
Name	
Surname	
Citizenship	
Year of birth	
Phone number	
E-mail address	
Dissertation defence date	
Dissertation supervisor	
Dissertation topic	
Institution where the dissertation was prepared/defended	
Duration of pregnancy and childbirth, paternity or child care leave (if applicable)	from ... ..... 20... to ... ..... 20...

Contribution to development of the theme:

*Briefly describe your competencies and reasons for wanting to participate in the fellowship, and specify how you could contribute to development of the theme  
400-1,000 words.*

Application attachments:

1. Free-form description of life and scientific activities (CV).
2. List of scientific publications and/or list of patents.  
(list up to 10 of your most important publications)
3. Recommendations from two researchers.

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(application submission date)

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(fellow candidate's full name and signature)

**SAMPLE APPLICATION FORM FOR VILNIUS UNIVERSITY VISITING  
RESEARCHERS**

Information about the visiting researcher	
Name	
Surname	
Citizenship	
Year of birth	
Degree year	
Phone number	
E-mail address	
Current workplace and position	
Main research directions:	
Most important research achievements, their visibility and impact:	
Five most important scientific publications <b>indicating your contribution to their preparation:</b>	
List of main/most important scientific projects conducted/in progress, indicating your responsibilities in the project:	
Experience supervising researcher/artist teams, doctoral students, postdoctoral fellows:	
Other important information:	

**Purpose of the visit and research plan:**

<p><i>Specify the duration of the visit</i> <i>Provide a brief activity plan for the visit</i> <i>400-1,000 words.</i></p>
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**Application attachments:**

1. Free-form description of life and scientific activities (CV).

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(application submission date)

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(visiting researcher's full name and signature)