

**DESCRIPTION OF PROCEDURES FOR ATTESTATION AND EVALUATION OF
RESEARCHERS
OF
STATE RESEARCH INSTITUTE
CENTER FOR PHYSICAL SCIENCES AND TECHNOLOGY**

**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for the Attestation and Evaluation of Researchers (hereinafter - the Description) of the State Research Institute Center for Physical Sciences and Technology (hereinafter - FTMC) is prepared in accordance with the Law of the Republic of Lithuania on Science and Studies, the description of the mandatory competencies of the career stage researchers of science and study institutions, approved by the chairman of the Research Council of Lithuania on 29 June 2023 by the order No. V-352 "On the Approval of the List of Mandatory Competences for the Career Stage Researchers of the Science and Study Institutions" and the statute of the FTMC, approved by the Government of the Republic of Lithuania on 20 October 2021 by the resolution No. 852 "On the reorganization of the State Research Institute Center for Physical Sciences and Technology, the approval of the statute of the State Research Institute Center for Physical Sciences and Technology, and the investment and transfer of the state property in accordance with the agreement on state property trust", and describes the minimum qualification requirements for the positions of researchers at FTMC.

2. Terms used in the Description:

2.1. **Ordinary attestation** – evaluation of the scientific activity of a researcher working under an open-ended employment contract, with the exception of intern researchers and junior researchers, at the end of the cadence, in order to determine whether the researcher meets the qualification requirements to continue in his position.

2.2. **Extraordinary attestation** – evaluation of the scientific activity of a researcher working under an open-ended employment contract, with the exception of intern researchers and junior researchers, during the cadence, if the direct chief, supervising deputy director or director has reasonable suspicions that the scientific activity plan of the researcher has not been implemented or has been implemented improperly since the beginning of the cadence;

2.3. **Evaluation of the scientific activity** – evaluation of the scientific activity of a researcher working under a fixed-term employment contract, with the exception of intern researchers and junior researchers, at the end of the cadence, in order to determine whether the researcher meets the qualification requirements to continue in his researcher position under an open-ended employment contract.

2.4. **A researcher who works under a fixed-term contract** – in this Description, this term applies to researchers who started working as a researcher for a fixed term of 5 years through a public competition.

3. The evaluation of researchers is subject to a procedure similar to the ordinary attestation, therefore the rules specified in the following text are *inter alia* also applicable to the evaluation of the activities of researchers.

CHAPTER II

PROCEDURE FOR THE ORGANIZATION OF ATTESTATION AND EVALUATION

4. The attestation of researchers is announced by the Director of FTMC no later than 4 months before the end of the fixed-term employment contract or cadence of the researcher.

5. The attestation is attended by researchers, with the exception of intern researchers and junior researchers, in order to determine the conformity of their qualifications to their current positions.

6. The extraordinary attestation of a researcher can be announced no earlier than 1 year after the researcher started working. For a researcher, extraordinary attestation can be announced no more than once a year and no more than 2 times during the cadence.

7. The attestation is organized by FTMC Department of Scientific Information and Doctoral Studies, the qualification of researchers is evaluated by the Attestation and Competition Commission (hereinafter – Commission) approved by the Scientific Board of FTMC and established by order of the FTMC director, the principles of which are established in Paragraph 15 of the Description of the Procedure for Organization of the Competitions for Positions of Researchers.

8. Data and information are provided to the Commission by the FTMC Department of Scientific Information and Doctoral Studies no later than 3 months before the end of the researcher's fixed-term employment contract or cadence.

9. The following are submitted to the Commission:

9.1. A summary of the results achieved by the researcher, generated in the internal FTMC scientific results information system and coordinated with the researcher;

9.2. Other important information, documents and data substantiating the scientific qualification provided by the researcher at his discretion;

9.3. Feedback from the direct chef about the attested researcher. The feedback must discuss the characteristics and competencies of the researcher: professionalism, initiative, organizational skills, ability to work in a team, etc. and evaluate the results achieved by the researcher, at the same time indicating their evaluation in the form of a numerical expression.

10. Attestation is carried out no less than 2 months after the date of announcement. The FTMC Department of Scientific Information and Doctoral Studies informs the attested researcher about the set attestation date via the researcher's official e-mail.

11. The Commission makes decisions at meetings. The meeting is legal if more than half of the members of the Commission are attending. If necessary, the members of the Commission are given the opportunity to participate in the meeting of the Commission remotely or to express their opinion in writing. When determining the quorum, the votes of the members of the Commission who participated in the Commission meeting and submitted their opinions in writing or remotely are counted.

12. The meeting of the Commission is convened by the Chairman of the Commission or a person authorized by him.

13. Applicants are informed personally about the time and place of the Commission meeting at least 2 weeks before the meeting. The meetings of the Commission are closed, in addition to the members of the Commission, only persons invited by the Chairman of the Commission may participate in the meeting.

14. The Commission, acting within the limits of its authority, follows the Description, the provisions of the legal acts regulating the career opportunities of researchers, the internal legal acts of FTMC and the Commission's work regulations.

CHAPTER III DECISION-MAKING PROCEDURE

15. The chairman of the commission introduces the members of the commission to the information of attested researchers, the planned and achieved scientific activity results, other submitted documents and data.

16. During the meeting, the Commission performs a formal and expert evaluation of the results of the attested researcher according to the Evaluation Methodology and makes a decision on whether the attested employee meets the qualification requirements for the position.

17. If necessary, the Commission may request the attested researcher to provide additional documents and/or data, invite the attested researcher and/or their immediate chief to participate in the Commission's meeting and answer questions raised by the Commission.

18. The Commission makes a decision on the compliance of each attested researcher with the qualification requirements of the position by open voting by a simple majority of the Commission members participating in the meeting. The members of the Commission participating in the meeting in writing or remotely submit their votes to the Secretary of the Commission. Ballots and votes are counted by the Secretary of the Commission. If several evaluations are marked on the ballot or none of them are marked, the ballot is considered invalid.

19. In the case when a member of the Commission or persons close to the member of the Commission participate in the attestation (the person's spouse, cohabitant, partner, when the partnership is registered according to the procedure prescribed by law (hereinafter - the partner), as well as parents (adoptive parents), children (adopted children), brothers (step-brothers), sisters (step-sisters), grandparents, grandchildren and their spouses, cohabitants or partners), the member of the Commission must abstain from voting.

20. Voting results are recorded by the secretary of the Commission in the protocol of the Commission meeting.

21. Each researcher who participated in the attestation is informed about the results of the attestation personally by official e-mail, providing an extract of the protocol of the Commission meeting.

CHAPTER IV DECISIONS APPEAL PROCEDURE AND EFFECTIVE TERMS

22. The Commission must submit a decision on the results of the attestation to the Scientific Board of FTMC within 5 working days of their acceptance.

23. The Council approves the Commission's decision on the results of the attestation no later than within 10 working days, except in cases when the Council has received an appeal against the Commission's decision.

24. A researcher who disagrees with the decision of the Commission may file an appeal no later than within 5 working days from the date of sending by e-mail the information about the attestation results. The appeal is submitted to the chairman of FTMC Scientific Board.

25. Upon receiving an appeal, the chairman of the FTMC Scientific Board initiates the meeting of the FTMC Scientific Board and, not later than within 5 working days from the day of receiving the appeal, forms a working group to consider the appeal (hereinafter – the Working Group).

26. The Working Group must consider the appeal and provide an evaluation to FTMC Scientific Board no later than within 10 working days from the date of formation of the Working Group. The Working Group considers the arguments presented in the appeal and makes the following decisions:

26.1. if the arguments presented in the appeal form the basis for revising the results of the researcher's attestation, the Working Group returns the Commission to re-consider the compliance with the qualification requirements of the position. The Commission,

within 5 working days, must provide a reasoned decision regarding the researcher's compliance with the qualification requirements;

26.2. if the arguments presented in the appeal do not constitute grounds for the revision of the results of the researcher's attestation, the appeal is rejected.

27. The final decision on the appeal is made by FTMC Scientific Board.

28. The attestation results come into force from the day of their approval at the meeting of FTMC Scientific Board.

CHAPTER V ATTESTATION AND EVALUATION RESULTS

29. After completing the evaluation of the scientific activity of a researcher under a fixed-term employment contract, one of the following decisions is made:

29.1. If the scientific activity is evaluated positively, the employment relationship with the researcher is continued in the same position, changing the condition of the employment contract from fixed-term to open-ended;

29.2. If the scientific activity is evaluated negatively, the employment relationship with the researcher is terminated, the notice of termination of the employment contract is given to the researcher no later than 10 working days in advance. The dismissed researcher is paid a benefit equal to one month's average salary.

30. Upon completion of the attestation of a researcher working under an open-ended employment contract, one of the following decisions is made:

30.1. after the researcher has been attested, the employment relationship with him is continued in the same position;

30.2. if the researcher is not attested, the employment relationship with him is terminated. To the dismissed researcher the guarantees laid down in Paragraphs 7 – 9 of the Article 57 of the Labour Code of the Republic of Lithuania are applied.

31. The open-ended employment contract of a researcher ends on the last working day of the year in which the researcher reaches retirement age. Employment relationship with a researcher who has reached retirement age may be continued under a fixed-term employment contract for the same position for a period of no longer than 3 years. Such a fixed-term employment contract must be approved by the FTMC Scientific Board, which has assessed that the work of this researcher is necessary to ensure the continuity of research conducted at the FTMC. Such an employment contract can be renewed once with the approval of the FTMC Scientific Board. After concluding a repeated fixed-term employment contract, researchers are attested according to the procedure specified in the Description, the attestation period is counted from the day of the last attestation performed while working under an open-ended employment contract at the FTMC.

CHAPTER VI FINAL PROVISIONS

32. The Description applies to the attestation of researchers. To the researchers admitted to the position until 1 January 2024 the provisions of this Description are applied only with their consent.

33. The Provisions of the Description come into force from 1 January 2024.
