

DESCRIPTION OF THE PROCEDURES FOR ORGANIZATION OF THE COMPETITIONS FOR THE POSITIONS OF RESEARCHERS OF STATE RESEARCH INSTITUTE CENTER FOR PHYSICAL SCIENCES AND TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Organization of the Competitions for Positions 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 Mandatory Competences for the Career Stage Researchers in 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 State Research Institute Center for Physical Sciences and Technology, 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 the FTMC researchers.

2. The Description regulates competitions for positions of researchers at FTMC and the procedure for attestation of researchers, qualification and competency requirements for positions of researchers, and criteria for evaluation of suitability for positions.

3. The FTMC provides the positions of chief researcher, senior researcher, researcher, intern researcher and junior researcher:

3.1. The position of chief researcher can be held by the leading researcher. The chief researcher must train scientists, lead research and experimental development, and publish research results.

3.2. The position of senior researcher can be held by a researcher who is ranked as not lower than a recognized researcher. A senior researcher must lead research and experimental development, publish research results.

3.3. The position of a researcher can be held by a researcher at a level no lower than an approved researcher. A researcher must carry out research and conduct experimental development, publish the results of this activity.

3.4. The position of researcher intern can be held by a researcher who is at a level not lower than an approved researcher and has defended his doctoral thesis at another institution no earlier than 7 years before the date of appointment to this position. The period during which the person was granted maternity leave, paternity leave or child care leave is not included in this 7-year period.

3.5. The post of junior researcher can be held by a beginning researcher studying in doctoral studies at the FTMC. The junior researcher must carry out or assist in carrying out research and experimental development work.

4. Persons who meet the qualification requirements of the relevant position and the mandatory competencies of researchers may be accepted for the positions of researchers at FTMC. Researchers are accepted for positions through a public competition for a working time rate of at least 0.25, for a term of 5 years or the period of

implementation of a specific project (if a competition for work in a specific project is announced for a researcher), except for the cases specified in the Paragraphs 6 and 10 of the Description.

5. Persons are accepted for the position of researcher intern through a public competition and employed under a fixed-term employment contract until the end of the internship, which lasts from 1 to 3 years. Candidates for these positions must meet at least the requirements provided in Subparagraph 3.4.

6. Persons are admitted to the position of junior researcher on the recommendation of the head of the structural unit and the decision of the director of FTMC. Candidates for these positions must meet at least the requirements provided in Subparagraph 3.5. Fixed-term employment contracts lasting no longer than until the end of their doctoral studies are concluded with persons admitted to the position of junior researcher. These contracts can be extended for a maximum period of one year.

7. If the position of a researcher is established to perform a specific scientific work, the person who won the public competition is accepted for the position for the period required to perform the specific work.

8. By the decision of the FTMC Scientific Board, a researcher who has worked at the FTMC, maintains scientific relations with FTMC, but temporarily (no longer than until the end of the cadence) works elsewhere, may be granted the status of an associate researcher. An associate researcher, if approved by the FTMC Scientific Board, can return to his previous position without a competition (or attestation) and hold it until the end of the cadence. The term of cadence also includes the periods when the researcher worked elsewhere.

9. At the request of the head of the structural unit the director of FTMC may invite researchers from other scientific and study institutions who meet the requirements of the career stage of a leading or recognized researcher to work at FTMC for a period of no longer than 2 years. A fixed-term employment contract is concluded with the invited researchers.

10. According to the decision of the director of FTMC, persons may be accepted for the positions of researchers of FTMC without competition under a fixed-term employment contract. These persons must meet the qualification requirements established by FTMC for the respective position of researcher. Without a competition, persons, except persons participating in scientific projects, are admitted to the positions of researchers for a period of no longer than one year, concluding a fixed-term employment contract. This contract can be extended for another period no longer than one year. These persons may be re-hired for the positions of the FTMC researchers without competition no earlier than 2 (two) years after the end of the fixed-term employment contract. Unattested persons without competition can only be accepted for lower positions.

CHAPTER II

CONTEST ORGANIZATION PROCEDURE

11. The director of FTMC announces a public competition for the positions of researchers of FTMC no later than 6 months before the expected start of work. The announcement of the competition for positions is published on the websites of FTMC and the Research Council of Lithuanian, national and, if appropriate, international means of informing the public. The public announcement of the competition specifies the nature of the future work and the minimum qualification requirements for the position of researcher.

12. The person seeking to participate in the competition (hereinafter – Applicant) must submit the following documents to the responsible person from the FTMC Department of Scientific Information and Doctoral Studies by the date specified in the announcement:

12.1. a request on behalf of the director of FTMC to participate in the competition, specifying which position is applied for and a description (free form) of the documents to be submitted;

12.2. a copy of the document confirming the identity of the person, if the person did not have an employment relationship with FTMC before;

12.3. *curriculum vitae*;

12.4. copies of higher education and scientific degree documents (if the person did not work at FTMC before);

12.5. an activity plan for a period of 5 years agreed with the head of the scientific department to which he is applying;

12.6. the list of scientific and science popularization publications generated in the eLABa system; in his absence, a completed list of scientific and science popularization publications;

12.7. other documents substantiating scientific qualifications relevant to the applicant's discretion.

13. Applicants submit documents in person to the address specified in the announcement or to the e-mail specified in the announcement, if the documents are signed with a qualified electronic signature. The person receiving the documents registers the submitted documents and, if necessary, approves their copies.

14. The competition for the position of a researcher is organized by the FTMC Department of Scientific Information and Doctoral Studies, applicants are evaluated by the Attestation and Competition Commission (hereinafter – Commission) approved by the Scientific Board of FTMC and established by order of the FTMC director.

15. The Commission is established for a period of 5 years, following the recommendations of the European Commission on the European Charter for Researchers and on the Code of Conduct for the Recruitment of Researchers, as well as the following requirements:

15.1. the Commission consists of at least 9 scientists holding the position of senior or chief researcher; at least 1/2 of the members of the Commission must be scientists fulfilling the requirements for the position of chief researcher;

15.2. at least 1/3 of the members of the Commission are researchers from other scientific and study institutions;

15.3. when organizing a competition for the position of chief researcher, at least 1 member of the Commission must be an international expert.

16. 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 written. 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.

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

18. Applicants are informed personally about the time and place of the Commission meeting (competition) 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.

19. 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

20. The Chairman of the Commission introduces the Commission members to the documents submitted by the Applicants.

21. During the meeting, the Commission evaluates:

21.1. Compliance of the Applicant qualification with the requirements specified in the Competition announcement;

21.2. 5-year activity plan submitted by the Applicant;

21.3. The perspective of planned scientific activities;

21.4. Applicant's ability to initiate and carry out scientific research and experimental development projects.

22. If necessary, the Commission may request the Applicant to provide additional documents and/or data not specified in Paragraph 12, invite the Applicant to participate in the Commission meeting and answer the questions raised by the Commission, as well as invite additional experts to assess the competence of the Applicant.

23. The Commission, having analysed the information provided by the Applicant, discusses the compliance of each Applicant with the qualification requirements of the position. If the Commission considers that the Applicant, despite meeting the formal requirements, is not suitable for the position, it has the right not to approve him for the desired position.

24. If there is more than one candidate for one position, the Applicant who has obtained more Commission points wins the competitive position. If the Applicants receive an equal amount of points, the vote of the Chairman of the Commission is decisive.

25. The Commission makes a decision on the compliance of each Applicant 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 are marked, the ballot is considered invalid.

26. In the case when a member of the Commission participates in the competition, or persons close to the member of the Commission (the person's spouse, cohabitant, partner, when the partnership is registered according to the procedure established 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.

27. Voting results are recorded by the Secretary of the Commission in the protocol of the Commission meeting.

28. Each Applicant is informed about the results of the competition personally by the e-mail indicated in the CV, by submitting an extract of the protocol of the Commission meeting.

CHAPTER IV DECISIONS APPEAL PROCEDURE AND EFFECTIVE TERMS

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

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

31. An Applicant 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 competition results. The appeal is submitted to the chairman of FTMC Scientific Board.

32. Upon receiving an appeal, the chairman of the FTMC Scientific Board initiates the meeting of the 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).

33. The Working Group must consider the appeal and submit an assessment to the FTMC Scientific Board no later than 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:

33.1. if the arguments presented in the appeal form the basis for revising the results of the competition, the Working Group returns the Commission to re-consider the applicant's compliance with the qualification requirements of the position. The Commission, within 5 working days, must submit a reasoned decision regarding the Applicant's compliance with the qualification requirements;

33.2. if the arguments presented in the appeal do not constitute grounds for revising the results of the Applicant's competition, the appeal is rejected.

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

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

CHAPTER V COMPETITION RESULTS

36. With the person who won the competition for the position of researcher at FTMC, within 5 working days from the date of approval of the results at the meeting of the FTMC Scientific Board:

36.1. a fixed-term employment contract for a period of 5 years is concluded and its activity plan coordinated with FTMC activity plans and strategy is approved for the same period;

36.2. the conditions of the employment contract are changed, when a researcher working at FTMC under an open-ended employment contract wins a competition for other positions as a researcher, and his activity plan, aligned with FTMC activity plans and strategy, is approved.

37. In the case when the conditions of the competition are met by the only candidate holding the position of a senior researcher or researcher at FTMC under an open-ended employment contract, he may be transferred to a higher position at FTMC (respectively to a senior researcher and a senior researcher) without a competition.

CHAPTER VI FINAL PROVISIONS

38. The provisions of the Description come into force from 1 January 2024.
