**RIGA TECHNICAL UNIVERSITY (RTU)  
COUNCIL RESOLUTION**

RTU Council Meeting of 30 June 2022 (Minutes No 7)

**On regulation on candidate selection for position of the Rector of Riga Technical university**

The Council of Riga Technical University (hereinafter - RTU), considering Section 14.2, Paragraph 1, Clause 9, Section 17, Paragraph three, Clause 32.1 of the RTU Constitution, decides to approve it at the sitting of the RTU Senate on June 27, 2022 (Minutes No. 664) the approved regulations for the competition for the selection of candidates for the position of Rector of RTU.

To ensure the progress of the process, after approving the regulations, the RTU Council requests the RTU administration to organize and implement a public procurement procedure for attracting a personnel selection company.

**REGULATION ON CANDIDATE SELECTION FOR**

**POSITION OF THE RECTOR OF**

**RIGA TECHNICAL UNIVERSITY**

Elections of the Rector shall be carried out in accordance with the following internal regulatory documents drafted by RTU Senate and approved by RTU Council: *Procedure for Election of RTU Rector*, *Regulation on Candidate Selection for Position of the Rector* *of Riga Technical University* and *Regulation on the Election of RTU Rector*. These documents are interrelated (see Section 2 of the Regulation).

*issued in accordance with Paragraph 9 of Part 1 of Section 142,*

*Part 3 of Section 17* *of the Law on Higher Education Institutions,*

*Article 32.1 of the Constitution of* *Riga Technical University*

**I. General Provisions**

* 1. In accordance with Parts 2, 3, and 4 of Section 17 of the Law on Higher Education Institutions[[1]](#footnote-1) and Articles 32.1 and 32.2 of the Constitution of Riga Technical University (RTU), RTU Rector is elected by the Constitutional Assembly, whereas the candidates for the position of the Rector are selected by RTU Council (hereinafter – the Council) based on the results of open international competition. The Council shall propose one or more candidates to the position of the Rector for election at the meeting of the Constitutional Assembly.
  2. *Regulation on Candidate Selection for Position of the Rector of Riga Technical University* (hereinafter – *the Regulation on Selection)*, taking into consideration also Sections 6 and 7 ofthe *Procedure for Election of RTU Rector* (coordinated at the meeting of RTU Senate on 27 June 2022, Minutes No 664, approved at the meeting of RTU Council on 30 June 2022, Minutes No\_\_), lays down the regulatory provisions for the organization of the competition for selection (hereinafter – *the Selection Competition*) of the candidates (hereinafter – *Candidate(s)*) for the position of the Rector implemented by the Council, which cover the process until the adoption of the decision by RTU Council on the proposal of one or several *Candidates* for election to the position of the Rector by the Constitutional Assembly of RTU.
  3. In order to conduct *the* *Selection Competition,* RTU Council shall establish the Rector Nomination Committee (hereinafter – *the Committee)*, as well as shall engage a personnel recruitment company (hereinafter – *the Company*).
  4. *The Regulation on Selection* includes the body text of the *Regulation on Selection* and Annexes thereto:

Annex 1 – the form of the Declaration of the candidate for the selection competition for the position of the Rector, signed and submitted by each *Candidate* as part of the application documentation package;

Annex 2 – the form of the *Conflict of Interest Declaration,* which shall be signed by the members of RTU Council, members of the *Committee*, and employees of the *Company* involved in the *Selection Competition* upon commencing work within the *Selection Competition*;

Annex 3 – the form of the *Confidentiality Statement*, which shall be signed upon commencing work or participating in the *Selection Competition* by the members of RTU Council, members of the *Committee*, employees of the *Company* involved in the *Selection Competition*, as well as any other person involved in the *Selection Competition* in any status who can gain access to the information on the *Candidates* (for example, the Secretary of the *Committee*, observers of the *Committee* activities, experts invited by the *Committee*).

##### II. Stages of the Selection Competition

1. *The Selection Competition* in accordance with the *Procedure for Election of RTU Rector* and this Regulation shall be organized in the following stages:
   1. Engagement of the *Company*. Upon approval of *the Regulation on Selection*, RTU Council shall approve the work task for the *Company* engaged in the public procurement process and RTU management shall organize the procurement procedure.The task ofthe *Company* is to collaborate with RTU Council and the *Committee* in determining the criteria and requirements for the candidates and *Candidate* evaluation process, including assessment of reputation risks, and to provide consultancy services in accordance with the task specified in the agreement on provision of personnel selection services, which has been concluded between the *Company* and RTU. In the agreement, the *Company*, both in general and in relation to the personnel involved in the provision of services, also undertakes not to disclose information about the *Candidates* and other natural persons. Various services provided by the *Company* may be specified in the task, including the following:
      1. to organize discussions with RTU Council, *Committee,* Strategic Committee of the Senate, and other stakeholders (at the discretion of RTU Council)and, as a result, define the offer of the profile of the position of the Rector with regard to the set of competences, qualifications, and experience, evaluation algorithms, and evaluation methodology relevant for RTU specifics;
      2. to conduct labor market research and headhunting of the *Candidates*, to use the database and contact network selecting (performing compliance check) and addressing potentially suitable candidates for participation in the *Selection Competition*;
      3. to conduct a study on the competitiveness of remuneration, to present the report to the *Committee*;
      4. to organize the application submission process, to provide an overview of the received applications; to carry out a conformity assessment of initial applications and present the report to the *Committee*;
      5. to organize interviews in several rounds, to draw up interview reports;
      6. to ensure communication with the *Candidates* during the selection process, including accepting applications, providing feedback, etc.;
      7. to assess the competences of the *Candidates* using interviews or other methods of competence assessment;
      8. to evaluate the suitability of the *Candidates*, using tests and other personnel selection tools;
      9. to collect the references on the *Candidates*;
      10. to provide consultancy service to the *Committee*;
      11. to organize training for the *Committee* on the selection process;
      12. at the request of the *Committee* to provide support to the *Committee* activities.
   2. Establishment of the *Committee*. This stage shall be implemented until the conclusion of an agreement with the *Company*. At this stage, RTU Council shall establish the *Committee* by its own decision, provided that:
      1. the *Committee* shall comprise at least 11 (eleven) representatives. If, in the opinion of RTU Council, it is necessary or expedient, the *Committee* may invite experts or observers, determining the functions and scope of activities of the invited persons;
      2. the *Committee* shall include representatives of RTU personnel (including at least 3 (three) representatives of the academic staff), RTU Council, RTU Student Parliament, RTU Alumni Association, Ministry of Education and Science, Latvian Chamber of Commerce and Industry, Employers’ Confederation of Latvia, Foreign Investors Council in Latvia and, to the extent possible, also of other organizations or institutions if the involvement of the definite representatives in the work of the *Committee* is deemed useful in the opinion of RTU Council and the representatives agree to participate in the work of the *Committee*;
      3. members of RTU Constitutional Assembly may not be members of the *Committee* holding the voting rights. A member of RTU Constitutional Assembly may participate in the work of the *Committee* with permission of RTU Council as an observer;
      4. the *Committee* may set a limit on the number and range of the observers, taking into account also the interests of the *Candidates* and their desire to retain confidentiality in the process of the *Selection Competition*, as well as the ongoing operation concerns of the *Committee*;
   3. Approval of the additions to the *Regulation on Selection* by RTU Council. At this stage, within the framework of the service provided by the *Company*, the *Regulation on Selection* shall be supplemented with those content elements that were not included in the initial edition of the *Regulation on Selection* – criteria for assessment of the competences, qualifications, and experience of the candidates for the potion of the Rector, evaluation algorithms, evaluation methodology, and other content elements. This information is included in the *Regulation on Selection* as Annex 5 thereto;
   4. Announcement of the selection competition. At this stage, the *Committee* shall organize the announcement of the *Selection Competition*, coordinate the text of the announcement developed by the *Company*, and instruct the *Company* to publish it in various sources;
   5. Assessment of the submitted applications and *Candidates*. Assessment of the applications and *Candidates* shall be carried out in rounds;
   6. Drafting of the proposal by the *Committee* on the best but not more than 6 (six) *Candidates* and submission of the proposal for consideration by RTU Council;
   7. Assessment of the proposal submitted by the *Committee* by RTU Council and decision of RTU Council on the nomination of one or several *Candidates*, but not more than 4 (four), for election to the position of RTU Rector. RTU Council shall be eligible to obtain current information on the *Selection Competition* process and documentation. RTU Council shall independently decide on the procedures for the implementation of the measures to be taken at this stage and make decisions.

##### III. Scope of Authority of the *Committee* and Organization of Work Thereof

1. In accordance with the Law on Higher Education Institutions, taking into consideration the *Regulation on Selection* and the decisions of RTU Council, the *Committee* shall determine its own operational procedures and decision-making process. The *Committee* shall:
   1. independently determine the regulation of its activities, insofar as not stipulated by this Regulation;
   2. ensure the announcement of the *Selection Competition*, *Candidate* application and evaluation process, including the coordination and supervision of the *Company’s* operations in the performance of the tasks assigned thereto;
   3. coordinate the text of the announcement drawn up by the *Company*, which will be published for the announcement of the *Selection Competition*;
   4. approve the procedures and regulations for the conformity assessment of the *Candidates*, including the design of a *Candidate Evaluation Form* for the candidates, if the *Committee* deems it necessary;
   5. assess the compliance of the *Candidates* with the requirements set for the *Candidate* for the position of RTU Rector;
   6. decide on the exact *Candidates* to be evaluated in the next rounds of the *Selection Competition*;
   7. draft a proposal for RTU Council recommending the most suitable *Candidates* for evaluation for further nomination to the position of the Rector to be elected by RTU Constitutional Assembly;
   8. if necessary, conduct consultations with the *Company* to facilitate decision-making and coordination of activities.
2. The work of the *Committee* is managed by a representative of RTU Council (hereinafter – the Head of the *Committee*).
3. Meetings of the *Committee* shall be its basic operational mode. The meetings of the *Committee* shall be conducted *in presentia*, and if appropriate and technically feasible – remotely. In order to ensure prompt circulation of information and if agreed so by the members of the *Committee*, the decisions of the *Committee* may be reconciled electronically, which shall be indicated in the minutes of the *Committee* meeting.
4. The *Committee* shall evaluate the *Candidates* and make decisions at the meetings scheduled, organized, convened, and chaired by the Head of the *Committee* or, in their absence, by a member appointed by the Head of the *Committee*.
5. The *Committee* shall be eligible to make decisions if more than half of the members of the *Committee* with voting rights participate in the meeting. Each member of the *Committee* shall have one vote. The *Committee* shall take decisions by a simple majority of votes. In the event of a draw, the Head of the *Committee* or, in their absence, the Chair of the meeting of the *Committee* shall have the casting vote.
6. The meetings of the *Committee* shall be minuted, in the minutes indicating information on the time and place of the meeting, the composition of the *Committee* and the members of the *Committee* attending the meeting in person or remotely, the Secretary of the *Committee* (the minute taker), experts, observers, invited attendees, agenda, the documents added to the agenda, proceedings of the meeting, discussion held at the meeting, differing opinions expressed (at the request of a participant of the *Committee* meeting), the results of voting and the decisions taken. The draft minutes shall be drawn up within 3 (three) business days after the meeting of the *Committee* and shall be electronically reconciled with the members of the *Committee* who participated in the respective meeting, reconciling the content thereof within 3 (three) business days. If no suggestions regarding the changes to the draft minutes have been received within 3 (three) business days, the minutes shall be deemed reconciled. The minutes of the meetings of the *Committee* shall be signed by all members of the *Committee* attending the meeting and shall be transferred to the Chair of the Council at the end of the term of office of the *Committee*.
7. The *Committee* shall organize and document its activities in such a way that RTU Council, if necessary, may check the compliance of its operations with the *Regulation on Selection*. The interviews with the *Candidates* shall be recorded in audio format and stored for 6 (six) months after completion of the *Selection Competition*. Recordings of all interviews (including those in Round 3) are made and stored by the *Company*, which after the completion of the *Selection Competition* shall transfer all recordings together with the *Committee* materials to RTU Council.
8. The head of RTU Personnel Unit shall be appointed the Executive Secretary of the *Committee* (also the minute taker of the meetings). In the event of an unplanned absence, the Head of the *Committee* may appoint an alternative Secretary to minute the *Committee* meetings. The duties of the Executive Secretary of the *Committee* shall include:
   1. as instructed by the Head of the *Committee* or, in their absence, by a member of the *Committee* appointed by the Head of the *Committee,* to draw up the agenda of the *Committee* meeting containing information on the venue, time, and issues to be considered and circulate it electronically to the members of the *Committee*;
   2. to ensure the drafting of the necessary materials for the agenda of the *Committee* meetings;
   3. to send relevant information to all members of the *Committee* not later than 1 (one) business day prior to the meeting of the *Committee*;
   4. to take minutes of the meetings of the *Committee*, to draw up and circulate the minutes for approval, as well as to prepare them for signing;
9. When the documents of the *Committee* meetings are circulated electronically, they shall be protected against unauthorized access. The *Company’s* assessment of the *Candidates* shall be submitted to the Head of the *Committee* in the paper or electronic format, which shall be protected against unauthorized access.
10. If necessary, the Head of the *Committee* shall be entitled to invite experts or observers with advisory rights, but without voting rights.
11. A member of the *Committee* may commence performance of the functions they are responsible for only upon signing of the *Conflict of Interest Declaration* and the *Confidentiality Statement.*
12. If a member of the *Committee*, observers, or experts identify a situation of a conflict of interest (the indications of the conflict of interest are included in the text of the declaration to be signed), they are obliged to refrain from the evaluation of the particular *Candidate*.
13. In the evaluation process, the *Committee* is entitled to request additional information from the *Candidates*, for example, qualification credentials required for the evaluation of the *Candidates’* qualifications.
14. If the *Committee* receives information that could indicate that the *Candidate’s* reputation is not immaculate, the *Committee* shall be obliged to assess this information and make a decision on further participation of the *Candidate* in the evaluation process. The *Candidate* may be excluded from the further evaluation process on this ground by a unanimous decision of all members of the *Committee*.

##### IV. Requirements for the *Candidates*

1. The following **minimum requirements** are set forth for the Candidates for the position of RTU Rector:
2. A PhD degree in one of the scientific fields or sub-fields of strategic specialization of RTU defined in RTU Constitution;
3. immaculate track record;
4. excellent achievements in science and scientific management;
5. the Latvian and English language proficiency level C1 minimum;
6. in case of election, all requirements of the Immigration Law shall be fulfilled;
7. work experience in the leading position in the academic environment;
8. experience in working at international organizations.
9. Requirements for the *Candidates* for the position of RTU Rector are formulated taking into consideration the aims and tasks set in RTU Strategy in the areas of studies, research, and institutional development, as well as taking into consideration that the set of evaluation criteria shall allow gaining confidence that the *Candidate’s* competence complies with the provisions of Section 17¹ of the Law on Higher Education Institutions:

21.1. **requirements with regard to skills and experience** shall be determined in accordance with Articles 5.1 and 5.3 of this Regulation. The *Committee* approves the Rector profile offer, and evaluation criteria for assessment of qualification and experience of the *Candidates* for the position of the Rector developed by the *Company*,

21.2. **requirements** **with regard to** **management competence** shall be determined in accordance with Articles 5.1 and 5.3 of this Regulation. The *Committee* approves the Rector profile offer that specifies the competences associated with the position of the Rector developed by the *Company*.

1. In addition to the minimum requirements, after consulting with the *Company,* the Council determines the evaluation criteria, taking into consideration the aims and tasks set in RTU Strategy in the areas of studies, research, and institutional development, as well as taking into consideration that the set of evaluation criteria shall allow gaining confidence that the *Candidate’s* competence complies with the provisions of Section 17¹ of the Law on Higher Education Institutions.
2. The detailed procedure and guidelines for the organization of the evaluation of the *Candidates* shall be determined by the *Committee* in accordance with the *Regulation on Selection*.

##### V. Announcement of the Selection Competition and Application Procedure

24. In order to announce the *Selection* *Competition*, the *Committee* shall draft the text of the announcement to be published in accordance with the provisions of Articles 20 and 21 of this Regulation. The announcement shall contain information on the requirements set for the *Candidates*, the documents to be submitted, the level of remuneration, the deadline for submission of applications, the place and procedure for obtaining information related to participation in the *Selection Competition*, and other information at the discretion of the *Committee*.

25. The *Company* shall announce the *Selection Competition* by publishing the *Regulation on Selection* and the vacancy announcement for the position of the Rector approved by the *Committee* on the vacancy portal of the State Employment Agency [www.nva.gov.lv](http://www.nva.gov.lv), on the website of the Ministry of Education and Science [www.izm.gov.lv](http://www.izm.gov.lv/) and home page of RTU [www.rtu.lv](http://www.rtu.lv) and their accounts in the social networks, including the home page of the Cross-Sectoral Coordination Center [pkc.gov.lv/](https://pkc.gov.lv/) and international higher education-related portals, such as *THEunijobs* section of [www.timeshighereducation.com/](http://www.timeshighereducation.com/) and [www.higheredjobs.com/](http://www.higheredjobs.com/). The vacancy announcement (see Article 21) shall lay down the requirements for the candidate for the position of the Rector, competences in the definite areas of experience, documents to be submitted, the application term, the reference telephone number, format and place of submission of the documents.

26. Reconciling the process with the *Committee*, the *Company* shall deal with direct headhunting of the *Candidates* using its database and contact network.

27. The term for application and submission of the required documents by the *Candidates* shall be specified in the announcement of the *Selection Competition*. If necessary, the application term for the *Candidates* may be extended by the *Committee,* coordinating the issue with RTU Council.

28*.* A person who has submitted the following documents within the specified term may participate in the competition:

28.1. a handwritten or electronically signed and dated application, including information confirming that the *Candidate* possesses the education, experience, and skills specified in the vacancy announcement, as well as their contact information;

28.2. a Curriculum Vitae, including a detailed description of the work experience, a self-assessment of language skills, indicating the size of the work team managed in the last ten years, essential information on the activity area of the company/organization, responsibilities and duties of the *Candidate*, and the most significant achievements at the respective company/organization;

28.3. documents confirming the *Candidate’s* compliance with the requirements for the position (certified copies), if necessary, indicating that the process of alignment of the degree and professional qualification has been started;

28.4. *Candidate’s* declaration and other documents indicated in the vacancy announcement;

29.The *Candidate* may submit an application to participate in the *Selection Competition*:

29.1. electronically, using a secure electronic signature and sending the documents to the e-mail: [konkurss@kompanija.lv](mailto:konkurss@kompanija.lv) (*to be specified when the company is known*), sending a copy to RTU e-mail: *konkurss@rtu.lv*;

29.2 physically signed paper documents, enclosed in a sealed envelope with the inscription “To the *Selection Committee*. For participation in the *Selection Competition* for the position of RTU Rector”, submitted to RTU Record-Keeping Office, Ķīpsalas Street 6b – 200, Riga. The Record-Keeping Office shall ensure registering and timely transfer of the documents to the Executive Secretary of the *Committee*;

30*.* The Secretary of the *Committee* shall register the applications of the *Candidates*. Only the *Candidate* applications received within the specified application terms shall be accepted for the *Selection Competition*.

##### VI. Evaluation of the *Candidates*

31. The compliance of the *Candidates* with the set requirements is checked in 4 (four) rounds:

31.1. Round 1 of the *Selection* *Competition* – based on the initial evaluation of the information submitted by the *Candidates* and the minimum requirements compliance check, the *Company* decides which *Candidates* may participate in Round 2 of the *Selection Competition*;

31.2. Round 2 of the *Selection* *Competition* – detailed examination and analysis of the information submitted by the *Candidates* in accordance with the approved approach and criteria for the evaluation of the candidates; the *Committee* shall make a reasoned decision on the most suitable candidates to be nominated for Round 3 of the *Selection Competition*;

32.2. Round 3 of the *Selection* *Competition* – a semi-structured interview conducted by the *Committee*;

33.3. Round 4 of the *Selection* *Competition* – detailed assessment of the management competences of the *Candidates* conducted by the *Company*.

1. 32.**Round 1 of the *Selection Competition*:** The *Company* shall perform document analysis to verify the *Candidate’s* compliance with the minimum requirements in accordance with Article 20:
   1. The *Company* reviews the applications submitted by all *Candidates* and the documents attached thereto, evaluates the information presented by the *Candidates* and checks its compliance with the minimum requirements;
   2. The *Company* invites the *Candidates* who have not submitted all documents specified in Article 28 of the *Regulation on Selection* to submit the missing documents within 3 (three) business days*.* If the documents are not submitted, the *Candidate* shall be excluded from further participation in the *Selection Competition;*
   3. If certain discrepancies not related to the content of the documents are detected in the documents, the *Company* may request to eliminate them within 3 (three) business days;
   4. The *Company* shall exclude the *Candidates* who do not meet the minimum requirements from further participation in the *Selection Competition*;
   5. The *Company* in cooperation with the Secretary of the *Committee* collects and reviews information and evaluates the *Candidate* by filling in the *Candidate* Evaluation Form. The *Company* presents the applications of the *Candidates* to the *Committee*, submits a list of *Candidates* to the *Committee* in accordance with the approved *Candidate* Evaluation Form, which includes all *Candidates* who meet the minimum requirements, as well as presents information on the evaluation of the eligible *Candidates*;
   6. After summarizing the results, the *Committee* takes one of the following decisions:
      1. to nominate the *Candidates* who meet the minimum requirements for the second selection round, determining the additional documents to be submitted if the *Committee* deems them necessary for the *Candidate*;
      2. if fewer than 6 (six) *Candidates* meet the minimum requirements, the *Committee* shall inform RTU Council thereof and provide proposals for further action. In this case, including the subsequent selection rounds, the number of candidates forwarded for the next rounds may also be adjusted by the decision of RTU Council.
   7. The *Company* shall contact the *Candidates* nominated for Round 2 and, if necessary, shall request the submission of additional documents.
   8. If the *Committee* gains information that the *Candidate’s* reputation is not immaculate, the *Committee* shall evaluate this information and, if the *Candidate’s* non-compliance is detected, shall decide on the refusal to forward the *Candidate* to the next selection round.
2. **Round 2 of the *Selection Competition*:** The *Company* shall conduct detailed research and analysis of the information submitted by the *Candidates* after the interview with each *Candidate*:
   1. The *Company* examines the *Candidate’s* previous work experience in addition to the initially submitted documents, checks the *Candidate’s* level of the Latvian and English proficiency for compliance with the requirements and evaluatesthe *Candidates* in accordance with the approved *Candidate Evaluation Form.* The *Company* processes and presents the result to the *Committee;*
   2. The *Company* checks the track record of the *Candidates*. In case the *Company* has identified risks to good reputation in the course of track record research in the digital environment and the public space, this shall be reported to the *Committee* and the *Candidate’s* track record shall be examined in detail;
   3. The *Committee* examines the information drawn up by the *Company*, assigns an evaluation score to each *Candidate* by filling in the *Candidate Evaluation Form*, and after summarizing the results, makes one of the following decisions:
3. to nominate no more than 8 (eight) most suitable *Candidates* for the third selection round;
4. if no more than 4 (four) *Candidates* meet the requirements for forwarding to the next selection round, the *Committee* shall inform RTU Council thereof and provide proposals for further action.
   1. The members of the *Committee* agree on specific questions to be asked to the *Candidates* in Round 3 of the competition during the interview.
   2. Within 5 (five) business days, *Candidates* shall develop and submit to the *Committee* their strategic vision in the form of a presentation (no longer than 15 minutes) dedicated to the main future challenges to be faced by RTU, providing insight into the most important priorities and proposals for their implementation, as well as possible solutions for RTU operations (hereinafter – the *Vision*).
   3. The Secretary of the *Committee* shall inform the *Candidates* about the decision of the *Committee* by sending it electronically to the e-mail indicated in the *Candidate’s* application. The Secretary shall inform the *Candidates* nominated for the third round of the competition of the time and place of the interview and shall request additional documents if required by the *Committee*. The candidate shall develop and submit the *Vision* to the *Committee* within 5 (five) business days by sending it to e-mail: [*konkurss@kompanija.lv*](mailto:konkurss@kompanija.lv) *(to be specified when the company is known),* sending a copy to the e-mail of RTU: [*konkurss@rtu.lv*](mailto:konkurss@rtu.lv) , as well as confirm the receipt of the e-mail and their participation in the interview. The term of submission of the *Vision* starts from the moment when the relevant information is sent to the e-mail indicated in the *Candidate’s* application.
   4. The Secretary of the *Committee* shall ensure that the members of the *Committee* can get acquainted with the *Vision* submitted by the *Candidate* at least 3 (three) business days before the scheduled interview.
5. **Round 3 of the *Selection Competition*:** a semi-structured interview, during which the *Committee* evaluates the *Candidate’s* experience, their presentation – the *Vision*, and professional knowledge according to the criteria approved by the *Committee.* The members of the *Committee* shall agree on specific questions to be asked to the *Candidates* during the interview.
   1. Interviews with the *Candidates* nominated for Round 3 of the *Selection Competition* shall be conducted in person or by video conference*.* During the interview, the members of the *Committee* shall ask all *Candidates* the same questions in the same order,observing the principle of equal treatment.If during the interview the members of the *Committee* have additional questions to the *Candidate,* the members of the *Committee* are entitled to ask them;
   2. The *Candidates* answer thequestions asked by the *Committee* related to the knowledge and competences required for the position ofRTU Rector and present their *Vision*;
   3. During the interview, each member of the*Committee* evaluates the *Candidate’s* knowledge*,* competences, and compliance with the criteria set for the position of RTU Rector,as well as the *Candidate’s Vision,* analytical depth, the data used, andthe reasoning for the arguments, and awards an appropriate number of points in accordance with the approved evaluation criteria by completing the *Candidate Evaluation Form*.
6. After summarizing the results of Round 3 of the selection procedure, the Committee shall make one of the following decisions:
7. to nominate no more than 6 (six) most suitable *Candidates* for Round 4 of the *Selection Competition* for the detailed evaluation of the *Candidates*, including the assessment of their competences conducted bythe *Company*;
8. to exclude some of the *Candidates* or reject all *Candidates*, if in the opinion of the *Committee* none of them has received an appropriate assessment score that would be sufficient to forward the *Candidate* to the next selection round. If no more than 3 (three) *Candidates* are considered eligible and suitable for consideration in Round 4, the *Committee* shall inform RTU Council thereof and make proposals for further action.
9. The *Company* shall contact those *Candidates* who have been nominated for Round 4 of the *Selection Competition*.
10. The *Company* shall also inform those *Candidates* who have not been nominated for Round 4 of the *Selection Competition* by decision of the *Committee* by sending the rejection notice electronically to the e-mail indicated in the *Candidate’s* application.
11. **Round 4 of the *Selection Competition*:** The *Candidates* participate in the detailed assessment of the management competences, which is conducted by the *Company.*
    1. The *Company* may collect the references on the *Candidates* nominated for participation in Round 4 of the *Selection Competition*;
    2. The *Company* shall assess the management competences of the *Candidates* using the same competency assessment methods – analytical tests and the personality survey to identify universal management competences, as well as business case studies aimed at the recognition of strategic and business thinking;
    3. The *Company* shall submit to the *Committee* a written reasoned review of each *Candidate*, taking into account the requirements and criteria set for the *Candidates* for the position of the Rector when assessing their competences, as well as shall present information on the results of the assessment of the *Candidates’* competences to the *Committee*.
    4. The *Committee* shall get acquainted with the information collected by the *Company* and assign an evaluation score toeach *Candidate* by filling in the *Candidate Evaluation Form.*
12. After summarizing the results of Round 4 of the *Selection Competition*, the *Committee* shall make one of the following decisions:
13. to submit a proposal to RTU Council – to nominate no more than 4 (four) most suitable *Candidates* for the position of the Rector, providing substantiated reasoning for that decision. It is possible to create a reserve of candidates (up to 2 (two) additional candidates) by fulfilling the provisions of Paragraph 4 of Section 17[[2]](#footnote-2) of the Law on Higher Education Institutions and to inform RTU Council thereof, providing substantiated reasoning for that decision;
14. not to nominate any *Candidate* to RTU Council, if in the opinion of the *Committee* none of them has received an appropriate evaluation score and does not meet the requirements set for the position, recommending the termination of the *Selection Competition* without reaching the result. The *Committee* shall inform RTU Council thereof and submit proposals for further action.
15. The *Company* shall inform the *Candidates* – participants of Round 4 of the *Selection Competition* whose candidacies have been *rejected* or *included* in the list of reserve candidates (Paragraph 1 of Section 39) on the taken decision.
16. The *Committee* shall make a decision regarding the compliance of the *Candidates* with the set requirements on the basis of the total scores obtained in the selection rounds of the *Selection Competition*. In each round of the *Selection Competition*, the Secretary of the *Committee* summarizes the data inserted in the evaluation sheets and calculates the average score. The *Committee* shall rank the *Candidates* according to their eligibility score, calculated as the average number of points received in all rounds of the competition. If several *Candidates* obtain the same score, the *Candidate* who has obtained a higher score in Round 3 of the *Selection Competition* (interview) shall be considered more suitable. If the result is still the same, the *Committee* shall conduct discussions and vote on the *Candidates* with equal scores.
17. Upon receipt of the proposal from the *Committee*, RTU Council shall evaluate it and, if appropriate *Candidates* have been identified, make a decision to nominate one or more, but not more than 4 (four) *Candidates* to RTU Constitutional Assembly for election to the position of the Rector. Upon the adoption of this decision and after the implementation of provisions of Article 40, information on the *Candidates* nominated by RTU Council for election to the position of the Rector by RTU Constitutional Assembly shall be made public. The *Candidates* shall be informed about the disclosure of information during the interviews.
18. The *Chair of the Council* shall contact those *Candidates* who have been nominated for election to the position of the Rector at the meeting of RTU Constitutional Assembly. The *Company* shall contact the *Candidates* included in the *Candidate Reserve* (potential candidates, formed based on the results of Round 4 of the *Selection Competition* and those *Candidates* who were presented to RTU Council for adopting a decision, but were not nominated for election to the position of the Rector by RTU Constitutional Assembly). The *Candidates* shall be informed about the selection process and the provisions of Paragraph 4 of Section 17 of the Law on Higher Education Institutions that in case of non-election of the candidate by RTU Council, the *Candidate* may be additionally evaluated as one of the potential next *Candidates*.
19. In order to make a decision within the evaluation process, RTU Council shall be eligible to inspect all documentation and procedures employed within the *Selection Competition*, as well as to invite representatives of the *Committee* and the *Company,* and other experts or observers to the meeting. The information submitted by the *Committee* to RTU Council on the ranking of the *Candidates* according to the scores they received in the competence assessment process is not binding on RTU Council when making the final decision to nominate one or more *Candidates* for election to the position of the Rector at the meeting of RTU Constitutional Assembly.
20. If the *Candidate* has not provided information on the reasons for non-attendance before the scheduled meeting, their absence and non-participation in any of the rounds of the *Selection Competition* at the previously agreed time, place, or format shall be considered as withdrawal of the *Candidate’s* candidacy.
21. The information obtained in the evaluation process of the *Candidates* (number of points awarded and individual evaluations of the members of the *Committee*, name, surname, and other personal information of the *Candidate*) is classified as restricted information that cannot be disclosed outside the range of subjects who need this information to organize the *Selection Competition*. Exceptions are allowed by the decision of RTU Council, for example, when publishing the names of the nominated *Candidates*.
22. The work of the *Committee* in the evaluation of the *Candidates* shall be deemed completed at the moment when the decision is made, the minutes on the results of the *Selection Competition* are signed and the proposal is submitted to RTU Council.
23. The *Company* shall inform the *Candidates* – participants of Round 4 of the *Selection Competition* who are not elected Rector of RTU after the entry into force of the decision of RTU Constitutional Assembly.

##### VII. Final Provisions

1. The *Candidates* shall agree and respect the fact that in the framework of the *Selection Competition,* the opinion of RTU Council and the *Committee* on various aspects related to the *Candidates’* compliance or non-compliance may differ from the *Candidate’s* own opinion.
2. The documents submitted by the *Candidates* within the *Selection Competition* will not be returned but will be deposited for storage together with the *Committee* materials in the records of RTU Council.
3. Information about the *Candidates* obtained in the process of selection and evaluation of the *Candidates* shall not be transferred or disclosed to third parties; other activities that are in conflict with the provisions of the regulatory enactments in the field of personal data protection shall not be performed either.

Chair of RTU Council A.Vanags

**Annex 1**

*To the Regulation on Candidate Selection for Position of*

*the Rector of Riga Technical University*

*(approved at the meeting of RTU Council*

*on \_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 2022,*

*Minutes No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

**DECLARATION**

**Of the Participant of RTU Rector Selection Competition**

I, ,

/name, surname/

as a participant in the 2022 Selection Competition for the position of the Rector of Riga Technical University (RTU) hereby **declare** that

1. I have familiarized myself with the *Procedure for Election of the Rector of Riga Technical University*, *Regulation on Candidate Selection for Position of the Rector of Riga Technical University,* and *Regulation on the Election of the Rector of Riga Technical University;*
2. I fully comply with the minimum requirements set forth for the candidates in the *Regulation on Candidate Selection for Position of the Rector of Riga Technical University*, namely:
3. I have obtained higher education and hold a PhD degree. Field of science - \_\_\_\_\_\_\_\_\_\_\_\_\_;
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­;
9. I hereby agree
10. to comply with the restrictions stipulated in the Law “On Prevention of Conflict of Interest in Activities of Public Officials” and shall avoid any possible conflict of interest if I am elected Rector;
11. to take on the status of a public official and comply with the restrictions imposed thereon;
12. not to disclose information or make indirect indications on the participation of another candidate in the selection competition until the official announcement regarding the participation of another candidate, if I gain access to such information.
13. I certify that in accordance with the procedures specified in the regulatory enactments I am responsible for the accuracy of the submitted documents and the information contained therein, as well as for the fulfillment of the obligations laid down in this Declaration.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/ name, surname / /signature/

\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022, Riga

**Annex 2**

*To the Regulation on Candidate Selection for Position of*

*the Rector of Riga Technical University*

*(approved at the meeting of RTU Council*

*on \_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 2022,*

*Minutes No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

**Conflict of Interest Declaration Form**

**/to be submitted to RTU Council/**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/name, surname/ /status in the competition/

within *RTU Rector Selection Competition* conducted by Riga Technical University (RTU),

hereby declare that I shall ensure and further in the process of *RTU Rector Selection Competition* will continue ensuring my compliance with the following criteria to avoid any real or apparent conflict of interest:

1) I have no conflicts of interests to declare at this time and I am not aware of any circumstances that would make me be considered in any way interested in the selection of a particular candidate;

2) I do not represent the interests of any candidate, I have not acted in the capacity of the current or former direct supervisor or direct subordinate of any candidate in the last 24 months;

3) I am not a relative of any candidate up to the second degree of kinship, the spouse or an in-law up to the first degree of in-law relations, or a person who has a common household with any candidate;

4)  the decision or participation in the decision-making in favor or against any candidate does not affect the personal or property interests of myself, my relatives up to the second degree of kinship, of my spouse or an in-law up to the first degree of in-law relations or of a person with whom I maintain a common household or of my business partners;

5) while performing the duties entrusted to me within the framework of *RTU Rector Selection Competition*, including making decisions on any persons if that falls within the scope of my responsibility, I shall be completely impartial;

6) if, in connection with any of the candidates, the circumstances laid down in this Declaration or other circumstances arise that could cause doubts about the existing conflict of interests, I will withdraw from any discussions, actions, or decisions regarding the particular candidate, and I will submit an application to RTU Council disclosing the above-mentioned circumstances.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/signature/

\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022, Riga

**Annex 3**

*To the Regulation on Candidate Selection for Position of*

*the Rector of Riga Technical University*

*(approved at the meeting of RTU Council*

*on \_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_ 2022,*

*Minutes No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

**Confidentiality Statement**

**to be submitted to RTU Council**

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in my capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

/name, surname/ /status in the competition (invited expert, observer, etc./

within *RTU Rector Selection Competition* conducted by Riga Technical University (RTU),

hereby declare that

1. I will not disclose any direct and indirect information on the candidates who participate in the selection competition and any personal data of the candidates or fragments thereof in any form to any person beyond RTU Council or *Rector Nomination Committee*. Dissemination of information shall be permitted only upon prior reconciliation with RTU Council or *Rector Nomination Committee* within the framework of the tasks delegated to me;
2. in the event of non-fulfillment of the above-mentioned obligation, I assume liability and obligation to prevent damage to the candidate, RTU and other persons;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

/name, surname/ /signature/

\_\_\_\_\_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2022, Riga

1. Section 17 of the Law on Higher Education Institutions*. Rector*

   *(2) The Rector of a state higher education institution (HEI) is elected by the Constitutional Assembly [..].*

   *(3) Candidates for the position of the Rector of a state HEI […] shall be selected by the Council of the HEI as a result of open international competition.*

   *(4) [..] the Council of the HEI shall nominate one or more candidates for the position of the Rector for election of the Rector by the Constitutional Assembly [..]”.* [↑](#footnote-ref-1)
2. …. *If one or more candidates nominated by the Council do not obtain the majority of votes at the Constitutional Assembly, the Council shall nominate another candidate for the position of the Rector nominated by the Council for election to the position of the Rector at the meeting of the Constitutional Assembly.*  [↑](#footnote-ref-2)