

Regulation for Rīga Stradiņš University Rector Election

Issued pursuant to Section 72, Paragraph one, Clause 1 of the State Administration Structure Law and Section 14², Paragraph one, Clause 9 of the Law on Higher Education Institutions

I General provisions

1. The election regulations of the Rector of Riga Stradins University (hereinafter – the Regulations) determine the procedures for preparation and conduct of elections of the Rector of Riga Stradins University (hereinafter – RSU), the procedures for evaluation of applicants, as well as the activities of the vote counting Commission, regulating issues not specified in other external and internal laws and regulations.
2. The Rector shall be elected by the Constitutional Assembly for a period of five years in accordance with the procedures laid down in the Law on Higher Education Institutions and this Regulation.¹

II Election preparation

3. The election of the Rector shall be organised by the Council of the RSU (hereinafter - Council).² For the compilation of information and preparation of draft Council decisions, the Council shall establish a Nomination Commission (hereinafter - Nomination Commission) composed of not less than three members of the Council.
4. The Nomination Commission shall prepare a draft advertisement (including requirements for candidates and information regarding submission of documents), provide information regarding elections, as well as perform other activities necessary for preparation of elections. The Nomination Commission shall invite representatives of the Human Resources Department and other departments of the RSU, as appropriate, as well as experts from the necessary fields.
5. Candidates for Rector position shall be subject to the following **requirements**:³
 - 5.1. Doctor of Science degree;
 - 5.2. experience and achievements in science;
 - 5.3. experience and achievements in higher education;
 - 5.4. academic work experience;
 - 5.5. at least three-year experience in a leading position in the last 10 years (positions of senior or middle level managers in state or municipal institutions, as well as senior management positions in capital companies shall be considered as leading positions; leading

¹Section 17, Paragraphs four and six of the Law on Higher Education Institutions.

²Section 17, Paragraph eight of the Law on Higher Education Institutions.

³See Section 17, Paragraph seven of the Law on Higher Education Institutions.

- administrative positions in institutions of higher education – rector, vice-rector and dean – shall be considered an advantage);
- 5.6. the skills of the official language in the amount specified in the regulatory enactments in the field of the use of the official language (level C1 or higher), applying the requirement for the management of the official language in so far as it is not otherwise specified in external regulatory enactments;
 - 5.7. knowledge of English at least at B2 level (the level of knowledge shall be determined in accordance with the self-assessment table of the *Common European Guidelines for language learning*);
 - 5.8. impeccable reputation (i.e. there is no reasonable doubt as to the applicant's impeccable reputation and no evidence to suggest otherwise)
6. Applicants for the Rector position shall submit the following **documents**:
- 6.1. A letter of motivation addressed to the Council of the RSU, including its contact details (telephone number, e-mail address), information regarding compliance with the requirements laid down in the Regulation for candidates for the office of Rector (Paragraph 5 of this Regulation), evidence of impeccable reputation, as well as evidence of acceptance of the status of official of the State;
 - 6.2. a personally signed and dated life course description (*Curriculum Vitae – Europass* format), including self-assessment of language proficiency;
 - 6.3. a vision of the strategic development of the RSU over the next five years (in the form of theses);
 - 6.4. copies of documents certifying higher education, experience, skills and knowledge.
7. The advertisement for the Rector's election shall be prepared by the nomination Commission and approved by the Council. The advertisement shall be published on the RSU website in Latvian and English. The advertisement shall contain the following information:
- 7.1. the announcement of the election;
 - 7.2. requirements for candidates for the RSU Rector position (paragraph 5 of this Regulation);
 - 7.3. information on documents submitted by applicants (paragraph 6 of this Regulation);
 - 7.4. document submission procedure (to be sent by post or to be submitted to the RSU Records Management and Archives Department, Dzirciema Street 16, Riga, or to be sent signed with a secure electronic signature to the e-mail address of rsu@rsu.lv);
 - 7.5. the time period for submission of documents (not less than four weeks from the day of publication of the advertisement);
 - 7.6. information on the selection procedure, the competence of the Rector, salary and other information related to the competition.

III Evaluation of applicants

8. Documents submitted by the applicants shall be examined by the Nomination Commission and, if they comply with the specified requirements, submitted for evaluation to the Council. The documents submitted by applicants, which do not comply with the regulatory enactment requirements, shall not be submitted to the Council.

9. The Nomination Commission is entitled to request applicants to rectify any deficiencies in the submitted documents or submit additional information within the time period specified by the Commission.
10. The Nomination Commission is also entitled to contact other institutions to clarify information related to the applicant.
11. The Nomination Commission shall report on the received documents in the Council meeting.
12. In Round 1 of the evaluation of applicants, the Council shall evaluate the applicant and submitted document conformity with the requirements laid down in external and internal laws and regulations, as well as in this Regulation. As a result of the evaluation, the Council shall decide to submit the applicants for evaluation in Round 2:
 - 12.1. the applicants who comply with the aforementioned requirements shall be submitted by Council for evaluation in Round 2;
 - 12.2. the applicants who do not comply with the aforementioned requirements shall not be submitted by Council for evaluation in Round 2.
13. Applicants for the 2nd round of the competition shall, within two weeks of the transmission of the relevant Council request, prepare a detailed vision of the strategic development of the RSU over the next five years.
14. In Round 2 of the evaluation, the Council shall assess the applicants':
 - 14.1. competence in accordance with the requirements laid down in Paragraph 5 of this Regulation;
 - 14.2. the detailed vision presented by the applicants on the strategic development of the RSU over the next five years.
15. The procedure for the evaluation of applicants shall be determined by the Council.
16. The Council is entitled to interview applicants in closed Council meetings, either face-to-face or remotely. During the interview, the members of the Council shall ask all applicants the same questions in the same order, in accordance with the principle of equal treatment. If, during the interview, the need to ask additional questions for the applicant arises, the members of the Council are entitled to ask additional questions. During the interview, the applicant may be asked questions in English, thus verifying the compliance of the applicant's level of knowledge of the English language with the requirements and the level of knowledge of the English language indicated in the applicant's application.
17. After evaluation of applicants in round 2, the Council shall take a decision to direct one or more candidates for the position of Rector selected as a result of the competition for election to the Constitutional Assembly⁴ (hereinafter – Council decision on nomination). The Council shall inform the Chair of the Constitutional Assembly of its decision within two working days.
18. The Nomination Commission shall inform the RSU personnel and the public on the RSU website of one or more candidates for the post of Rector selected as a result of the competition, which have been selected by the Council for election to the Constitutional Assembly, and publish the following documents submitted by the candidate (candidates):

⁴Section 17, Paragraph four of the Law on Higher Education Institutions.

- 18.1. a life course description (*Curriculum Vitae*; without specifying the personal identity number, contact details and other information of the candidate, which is not permitted to be made public by regulatory enactments);
- 18.2. the expanded vision of the strategic development of the RSU over the next five years (in full).
- 19. The Council and the Nomination Commission shall contact the candidates using the email address or telephone number provided by the candidate.
- 20. In order to assess the compliance of candidates with the minimum mandatory requirements, to organise interviews, to ascertain the foreign language skills, work experience and professional knowledge of candidates; assess the competencies of candidates using the competence assessment method; to assess the suitability of candidates using tests and other tools used in the selection of staff, as well as to obtain feedback on the applicant, the Council shall have the right to engage a personnel recruitment company, experts or advisors in the selection process.
- 21. If the Council has information which might indicate that the reputation of the applicant is not impeccable, the Council is obliged to assess it and take a decision on advancing the applicant to the subsequent evaluation process. If the reputation of the applicant is not impeccable, the Council may exclude the candidate from the subsequent evaluation process only by unanimous decision of all members of the Council.

IV General provisions for the Election

- 22. The meeting of the Constitutional Assembly of the RSU, which holds the elections of the Rector, is held on November 23, 2022. The meeting of the Constitutional Assembly shall be convened by its chair on the basis of a proposal from the Council - a decision of the Council regarding nomination. When announcing the meeting of the Constitutional Assembly, the chair thereof shall observe the time periods for convening and announcing specified in the Law on Higher Education Institutions.⁵
- 23. The Constitutional Assembly shall be entitled to act if more than half of the members participate in it.⁶
- 24. The Constitutional Assembly of the RSU shall approve the agenda at the beginning of its meeting, as well as agree on the course of the meeting (determine the time for the performance of the speech, time for questions etc.).

V Vote Counting Commission

- 25. The Constitutional Assembly of the RSU shall approve the Vote Counting Commission, including not less than two representatives from each group of RSU staff (students, academic and general staff). The Vote Counting Commission shall elect a Chair from its members.
- 26. In order to prevent errors of vote counting, the Vote Counting Commission shall observe the so-called *four eyes principle* – the counting of all or a part of votes shall not be entrusted to one member of the Vote Counting Commission alone, but the members of the Commission shall control each other.

⁵Section 13, Paragraph eight of the Law on Higher Education Institutions.

⁶Paragraph 21 of the Constitution of the RSU.

27. The chair of the Vote Counting Commission shall report on the results of the elections to the RSU Constitutional Assembly after each election round.
28. Where necessary, the Vote Counting Commission shall take decisions by open majority voting. If the votes are equally divided, the chair's vote shall be decisive.

VI Conduct of elections

29. A Nomination Commission representative shall report at the meeting of the Constitutional Assembly on the Council decision regarding nomination and the documents submitted by the nominated candidate (candidates).
30. After the report of the Nomination Commission representative, the Constitutional Assembly shall decide on the approval of the candidate (candidates).
31. The candidate (candidates) present the vision of the strategic development of the RSU over the next five years to the Constitutional Assembly. Members of the Constitutional Assembly may ask questions to the candidate (candidates), as well as comment on the candidate's (candidates') vision of the strategic development of the RSU over the next five years.
32. The Rector's election is open.
33. If the Council has nominated more than one candidate, the members of the Constitutional Assembly shall vote on the selected candidates in alphabetical order by raising the Constitutional Assembly member mandates.
34. The Rector shall be elected if more than half of all members of the Constitutional Assembly vote for the candidate.⁷
35. If, in the first round of elections, neither candidate has obtained the required number of votes, the election shall be re-run, with the candidate who received the lowest number of votes in the previous round not included in the vote in each subsequent round.
36. In the case specified in the previous paragraph, elections shall be held in one or more rounds until:
 - 36.1. one of the candidates has obtained the required number of votes, or
 - 36.2. there is only one candidate remaining who has obtained the highest number of votes, but it does not reach the necessary level for election – in this case, a separate round of voting shall be held for one remaining candidate.
37. If the Council has nominated one candidate, who does not obtain the required number of votes, a separate additional round of voting shall not be held for that candidate.
38. The voting results shall be approved by the RSU Constitutional Assembly, by an open vote, by a simple majority of the present members of the Constitutional Assembly.

VII Final provisions

39. If, for security reasons, the meeting planned in this Regulation cannot be held in person, the meeting shall be held online, complying with the arrangements set by this Regulation for a meeting in person as much as possible.

⁷Section 17, Paragraph four of the Law on Higher Education Institutions.

40. Matters not resolved in regulatory enactments and this Regulation shall be decided by the Council and the Constitutional Assembly – in conformity with their competence.
41. If one or more candidates nominated by the Council do not obtain the majority vote in the Constitutional Assembly, the Council shall nominate another candidate to the Constitutional Assembly, selected as a result of the competition. If this candidate for the Rector position does not obtain a majority vote in the Constitutional Assembly, the Council shall, within six months, hold a new open international competition in order to select the next candidate for the Rector position.⁸

Council Chair

R.Bērziņš

⁸Section 17, Paragraph four of the Law on Higher Education Institutions.