

**Academic Department Head Election Regulations
of the Federal State Budgetary Institution of Higher Education “Saint Petersburg State
University”**

1. General Provisions

1.1. These Regulations have been developed in accordance with the laws of the Russian Federation, the Charter of the Federal State Budgetary Institution of Higher Education “Saint Petersburg State University” (hereinafter referred to as SPbU) and other local acts of SPbU. They regulate the procedure of SPbU academic department head election.

1.2. An academic department head is elected by the SPbU Academic Council by secret ballot from the most qualified and competent authorities of the relevant area of specialisation, with, as a rule, either an academic degree conferred in accordance with the procedure established by the laws of the Russian Federation, including both SPbU academic degrees and academic degrees conferred in foreign states and recognised in the Russian Federation,¹ or an academic title.

1.3. Academic department head election are appointed by an order of the Rector (his authorised representative).

1.4. An SPbU academic department head election order specifies information on the qualification requirements to SPbU academic department head nominees (with due consideration of the provisions specified in Clause 1.2).

Candidates who do not meet the specified requirements cannot be nominated for SPbU academic department head election and are not considered at the meeting of SPbU Academic Council.

1.5. The following information on SPbU academic department head election is published at the SPbU website on the Internet data telecommunications network and in mass media:

1.5.1. The SPbU academic department head election order.

1.5.2. The deadline for nomination and acceptance of applications from the nominees.

1.5.3. The date, time and place of the meeting of the SPbU academic department members, the meeting of the relevant Academic Council (Academic Councils) where the nominees are considered and elected.

1.5.4. The telephone number as well as the e-mail address and postal address for application submission (see Clause 2.2 thereof).

1.6. The academic department head nominees are entitled to be present at the meeting of the SPbU academic department members, at the meeting of the Academic Councils of SPbU academic Institutes / SPbU faculties where the candidates are discussed, at the meeting of the SPbU Academic Council where election is held.

1.7. Following the decision made by the SPbU Academic Council concerning SPbU academic department head election, the Rector (his authorised representative) enters into an additional agreement to the employment contract with the elected academic department head for

¹ A person with either an academic degree conferred by other educational organisation of the Russian Federation recognised at SPbU or an academic degree conferred in a foreign state recognised at SPbU can be elected SPbU academic department head.

a term of up to five years (within the employment contract duration) and issues a placing of academic department head duty order.

In case a person who is not an SPbU academic worker is elected SPbU department head, an employment contract is signed with such person in the academic position he/she is entitled to with due consideration of his/her qualification, academic title, work experience and professional aptitude. The employment contract specifies that the academic worker will act as SPbU academic department head. The Rector (his authorised representative) issues a placing of academic department head duty order.

Documents Submission Procedure and Taking Part in the Election

2.1. SPbU academic department head nominees submit to an authorised representative of the personnel office the relevant information on or prior to the date specified in the SPbU academic department head election announcement (see Clause 1.5.2). A person neither meeting the specified requirements nor having duly submitted the required documents shall not be eligible to take part in the SPbU academic department head election.

2.2. Persons meeting the qualification requirements and professional standards specified by the Russian legislation and SPbU local acts and having the relevant professional aptitude are eligible to submit applications for taking part in SPbU academic department head election.

2.3. The following persons are eligible to nominate candidates to the academic department head's position: the Rector, directors of SPbU academic institutes, SPbU academic workers.

The deadline for nomination is one month before the election date.

2.4. Academic department head nominees are eligible to withdraw from election at any time by submitting a written notice addressed to the Rector (his authorised representative).

2.5. The full list of SPbU academic department head nominees, with their academic degrees, academic titles, positions as well as the collective bodies and/or persons having nominated each of the candidates specified, is published at the SPbU website on the Internet data telecommunications network in accordance with the established procedure.

3. The Election Procedure

3.1. SPbU academic department head nominees undergo a preliminary consideration at a meeting of the relevant SPbU academic department members.

3.2. The meeting of the SPbU academic department members is chaired by director of the relevant SPbU academic Institute / dean of the relevant SPbU faculty. In case an acting dean of the relevant SPbU faculty is an SPbU academic department head nominee, the meeting of the SPbU academic department members is chaired by the Rector (his authorised representative).

3.3. Recommendations concerning each of the nominees are accepted by secret ballot at the meeting of the SPbU academic department members.

Each nominee is eligible to speak at the meeting.

The counting board minutes are approved at the meeting of the SPbU academic department members by open ballot.

The results of considering SPbU academic department head nominees at the meeting of the SPbU academic department members are submitted by the relevant SPbU academic department head to the academic secretary of the relevant Academic Council of the SPbU academic Institute / SPbU faculty in accordance with the established procedure.

3.4. The results of considering SPbU academic department head nominees at the meeting of the SPbU academic department members are discussed at a meeting of the Academic Council of the SPbU academic Institute / SPbU faculty. In case an acting director of the relevant SPbU academic Institute / dean of the relevant SPbU faculty is an SPbU academic department head

nominee, the meeting of the Academic Council of the SPbU academic Institute / SPbU faculty is chaired by the Rector (his authorised representative).

By secret ballot, the Academic Council of the SPbU academic Institute / SPbU faculty makes a decision concerning each nominee by a simple majority of votes.

Each nominee is eligible to speak at the meeting.

The counting board minutes are approved at the meeting of the Academic Council of the SPbU academic Institute / SPbU faculty by open ballot.

The results of voting at the meeting of the Academic Council of the SPbU academic Institute / SPbU faculty are submitted by the academic secretary of the relevant Academic Council of the SPbU academic Institute / SPbU faculty to the academic secretary of the SPbU Academic Council before the meeting of the SPbU Academic Council in accordance with the established procedure and is published at the SPbU website on the Internet data telecommunications network.

3.5. The SPbU academic department head election is held at a meeting of the SPbU Academic Council by secret ballot.

Each nominee is eligible to speak at the meeting.

3.6. The surnames of the nominees are enrolled on one secret ballot paper in alphabetic order. The voting procedure is held by striking out surnames of the nominees until only one nominee remains.

3.7. A nominee with the majority vote and over 50% of votes of the participants is considered elected.

3.8. The minutes of the counting board on SPbU academic department head election are approved at the meeting of the SPbU Academic Council by open ballot.