

Regulations

REGULATION FOR THE ELECTION OF THE RECTOR OF THE UPORTO

Adopted by the General Council on 27 November 2009

Amended by the General Council on 14 February 2014

Introduction

The purpose of this regulation is to organise the procedure for the election of the Rector of the University of Porto, in light of Article 30(a) of the Statutes of the University of Porto, and Article 86 of the Legal System of Higher Education Institutions (Law 62/2007, of 10 September).

Article 1

Right to vote

The members of the General Council in office shall elect the Rector by voting in person and by secret ballot, under the terms laid down in this regulation.

Article 2

Electoral process and public notice

1. The electoral process shall begin within no less than sixty working days before the end of the mandate of the outgoing Rector, through a public notice announcing the calls for applications.
2. The announcement is made by public notice made out in English and in Portuguese, specifying the closing date for applications and the terms and criteria of admission, as laid down in this regulation and in the statutes of the University of Porto.
3. The public note shall be made available on the website of the University of Porto and in at least two Portuguese newspapers, and properly disseminated abroad.

Article 3

Electoral Commission

1. The electoral process shall be conducted by an electoral commission chaired by the President of the General Council, and consist of four members chosen by the President from among the other members of this Council.
2. It is for the electoral commission to check compliance with the eligibility criteria and application requirements by candidates.
3. The decisions of the electoral commission may be challenged, to be reviewed by the General Council within seven calendar days after the notification of the contested decision.

Article 4

Eligibility

1. Applications for the post of Rector of the University of Porto are open to Professors or Researchers with a Doctoral degree, of this University or of other national or foreign universities or research institutions.
2. Applicants are not eligible if:
 - a) They are retired;
 - b) They have been liable to disciplinary, financial or criminal action in the performance of public or professional duties, for a period of four years after serving the sentence;
 - c) They are bound by any ineligibility clauses foreseen in the law.

Article 5

Requirements

The eligible applicant must:

- a) be a personality of recognised merit and relevant professional experience for this position;
- b) Hold a strategic vision in line with the mission and objectives of the University of Porto, as defined in its statutes;
- c) Be clearly able to promote scientific, humanist and cultural values, in a collegial and inclusive environment;

Article 6

Submission of applications

1. Applicants must send their applications to the President of the General Council within 30 calendar days from the date of publication of the notice information on the website of the University, in digital or in paper format, along with the following documents:

a) Letter from the applicant with his or her personal information, the identification of contact details, and an e-mail address for the purposes of receiving notifications relating to the electoral process;

b) Detailed *Curriculum Vitae* of the applicant, dated and signed, along with the documents considered relevant for merit appraisal;

c) Solemn declaration by which the applicant certifies that he or she is not bound by any ineligibility or incompatibility clauses foreseen in the law and in the statutes of the University of Porto;

d) The action programme that the applicant proposes to pursue during the four-year mandate, drafted in English or in Portuguese;

2. The applications and documents referred to in paragraph 1 must be made out in either English or Portuguese.

Article 7

Application Eligibility

1. The electoral shall check, within no more than seven calendar days from the closing date for applications, whether or not there are procedural irregularities or if applicants are eligible.

2. Applications which do not comply with the criteria laid down in this regulation and specified in the notice on the call for applications shall be rejected without further consideration by the electoral commission. The decision may be contested and sent to the General Council within seven calendar days from the date on which the notification is sent to the applicant by e-mail, and a decision shall be reached within no more than five working days.

3. Applications finally accepted as eligible shall be notified in accordance with Article 2, and the public notice made available on the website of the University of Porto within five calendar days after the expiry of the time limit defined in the preceding paragraph, which shall state the information referred to in Article 8(2).

Article 8

Hearing of candidates

1. The electoral commission shall set and inform, by e-mail, the days and hours at which the applicants are to present their applications to the General Council.
2. Candidates shall have the same resources and time, fixed in advance by the electoral commission and advertised in the public notice referred to in Article 7(3) of this Regulation, to present the programmes that will be subject to review by the members of the General Council, led by its President.
3. Questions and requests for clarifications shall be asked during the discussion by the members of the General Council, which the applicants are required to answer.
4. The real-time transmission of the hearing may eventually be ensured, namely by using new information and communication technologies, whenever the General Council deems it justifiable.

Article 9

Election

1. After the public hearing, the General Council shall meet within no more than five working days to elect the Rector, with a quorum of at least two thirds of the members in office, and without the presence of the Rector.
2. The candidate with more than a half of the votes cast by the members present shall be elected.
3. If none of the candidates receive the vote of more than half of the members present, a second round shall take place between the two most candidates having received most votes, and the candidate obtaining more than half of the votes cast by the members present shall be elected.
4. If the second round is inconclusive, there shall be a third round, and the candidate obtaining the highest number of votes cast by the members present shall be elected.
5. If there are no applications or if no candidate is elected in accordance with the preceding paragraphs, a new electoral process shall be opened on the same terms as those applicable to this regulation, with a new deadline for the submission of applications, which may not be more than one month.

Article 10

Minutes and announcement of election

1. Once a candidate is elected, the electoral commission shall prepare the minutes, dated and signed by the members of the electoral commission, to be approved by the General Council, stating the names of the candidates, voting results and any other incident that may have occurred during the election.
2. When the electoral process is concluded, the President of the General Council shall announce the results, advertising them as provided in the law and on the website of the University of Porto, and send a copy of the minutes of the General Council meeting in which the election took place to the Board of Trustees of the University of Porto for approval, pursuant to Article 133(2)b) of Law 62/2007, of 10 September.
3. After the approval, the results of the election shall immediately be sent to the *Jornal da República* (Official Gazette of the Republic of Portugal) for publication.

Article 11

Entry into office

The elected Rector takes up office before the General Council, in a public ceremony led by its President, within no more than thirty calendar days after publication in the *Diário da República*.

Article 12

Omissions

1. Omissions or unclear cases in this regulation shall be resolved by deliberation of the electoral commission, with the possibility of appealing to the General Council.
2. If the electoral commission is not yet operational, these cases shall be resolved by the General Council.