

**ORDER AND CONDITIONS OF OPEN COMPETITION TO DOCTORAL STUDIES  
IN POLITICAL SCIENCES FIELD  
IN 2016**

**1. GENERAL PROVISIONS**

Code of field of science	Field of Science
02 S	Political Sciences

1.1. Applicants to doctoral studies in Political sciences field are admitted through an open competition according to the chosen dissertation topic separately to each doctoral institution that has been granted the joint right of doctoral studies. Applicants can apply to no more than two different dissertation topics.

1.2. The competition is organized by the Office of Research of Vytautas Magnus University, the competition is conducted by the Doctoral Committee of Political Sciences Field (hereinafter – Committee).

**2. QUALIFICATION REQUIREMENTS**

- 2.1. Master's degree or higher education degree equal to it.
- 2.2. Scientific research experience, participation in research.
- 2.3. Knowledge of foreign languages.

**3. REQUIRED DOCUMENTS**

- Application for admission addressed to the Rector
- Diploma of Master's degree or qualification adequate to it, its annex/supplement (originals are returned straightaway)
- Letters of recommendation by two scholars from Political sciences field
- Curriculum Vitae (signed by applicant)
- List of applicant's scientific publications (submitted in full bibliographic description) and their copies (submitted together with a copy of journal's cover and contents page); or, if a scientific article in not yet published – a document issued by the editorial board of a scientific journal certifying the acceptance of an article for publication (after the reviewing procedure) and its manuscript
- Project of scientific research: paper copy and digital copy in .doc or .docx format (digital media not returned); if two topics are indicated in the application, then 2 scientific research projects need to be submitted
- Personal identification document
- One photo (3 cm x 4 cm)
- Documents notifying the change of surname if not all documents are submitted under the same surname
- Other documents which an applicant wishes to submit

#### 4. SELECTION CRITERIA

- 4.1. **Scientific publications (SP).** Applicant's scientific publications are evaluated by points according to the methodology approved by the order of Minister of Science and Education. Points for scientific publications are allocated and the sum of points is converted to a ten point system in the way described in Annex 1.
- 4.2. **Scientific research project (RP).** The scientific research project is prepared according to the requirements set by Committee (Annex 2). The project is marked by two evaluators appointed by Committee. Its final mark consists of the average of marks given by the two evaluators in a ten-point grading system.
- 4.3. **Grade point average (GPA)** of the marks of study courses and thesis in annex/supplement to Master's diploma or other diploma confirming the reward of corresponding qualification.
- 4.4. **Motivational interview (MI).** During the motivational interview the applicant's motivation to study in the doctoral programme is assessed as well as the adequacy of scientific publications, scientific research and other activity to the chosen topic, recommendations of scientists, knowledge of foreign languages, etc. The final point\* of the motivational interview is generated by the average of Committee member marks in a ten-point grading system.

#### 5. STRUCTURE OF COMPETITIVE SCORE (CS)

- 5.1. Competitive score (CS) is estimated according to the formula:  
**CS = 0,2SP + 0,5RP + 0,2GPA + 0,1MI**, where:  
SP – is the point calculated in a ten-point grading system for scientific publications,  
RP – is the final point of assessment for scientific research project,  
GPA – is the grade point average of the marks in the annex/supplement to Master's degree or other diploma certifying the reward of the corresponding qualification,  
MI – is the final score obtained for the motivational interview.
- 5.2. In case of equal scores, an applicant with a higher evaluation of motivational interview shall be given a priority.

\* Points are rounded to the nearest hundredths.

#### 6. ADMISSION PROCEDURE

- 6.1. Applicants are required to submit an application form to take part in the competition addressed to the Rector of the institution to which they are applying. This application can be submitted at the Office of Science of each partner institution. Together with the application, all document specified in Section 3 need to be submitted. Only those who submit all required documents can take part in the competition.
- 6.2. All applicants are required to take part in a motivational interview with the Committee members.
- 6.3. The Committee generates a competitive score according to the selection criteria and makes priority lists of applicants for each partner institution's dissertation topics.
- 6.4. In three days after the announcement of competition results, applicants can submit a motivated appeal to the Committee, and upon receiving a negative response, in three days, can appeal to the head of the doctoral institution, to which doctoral studies they applied.

- 6.5. After the final list of invited candidates is announced, applicants who were not accepted into state-funded study places, but who meet the requirements for doctoral studies, can choose fee-paying doctoral study places and study paying a tuition fee set by a doctoral institution.
- 6.6. Candidates invited to doctoral studies sign a bilateral contract with the doctoral institution, and the Rector's order is issued on their acceptance to doctoral studies.
- 6.7. If, after the admission process is over, there are free study places left, a second round of admission can be organized, which is carried out following the same procedure.

<b>Admission procedures</b>	<b>Dates and deadlines</b>
Submission and registration of documents	2016 07 01 – 2016 08 22
Doctoral Committee Meeting (motivational interview with applicants)	2016 09 05 - 2016 09 09
Doctoral Committee Meeting (calculation of the competition results)	2016 09 05 - 2016 09 09
Notification of applicants about the competition results	2016 09 13
Submission of motivated appeals to Doctoral Committee	2016 09 14 – 2016 09 16
Submission of appeals to the Head of the Doctoral Institution to which the applicant applied	2016 09 19 – 2016 09 21
Announcement of a list of invited candidates	2016 09 28
Signing agreements with the Doctoral Institution	2016 09 29 - 2016 09 30

## **7. ADMISSION OF CITIZENS OF FOREIGN COUNTRIES TO DOCTORAL PROGRAMME STUDIES**

- 7.1. Applicants from foreign countries, having acquired a Master's degree or corresponding qualification outside the Lithuanian Republic, have to submit all the documents indicated in Section 3 and the following additional documents:
- 7.1.1. Notarised translation of the Master's degree diploma and its supplement into the Lithuanian or English language.
- 7.1.2. Document recognizing the qualification acquired abroad (according to Decision No. 212 of 29 February 2012 of the Lithuanian Republic Government "On approval of provisions for academic recognition and assessment of qualifications acquired abroad which provide right to higher education and higher education qualifications" (Official Gazette, 2012, No. 29-1290), issued by the Centre for Quality Assessment in Higher Education (<http://www.skvc.lt/en/content.asp?id=4>).
- 7.1.3. Application form for admission is filled in English. Curriculum vitae, a list of scientific publications and their copies can be presented in the English language.
- 7.2. Applicants taking part in the competition take their responsibility for all travel expenses and documents: passport, visa, temporary residence permit, health insurance etc.
- 7.3 Applicants who have been admitted to doctoral programme studies, need to obtain a permission for temporary residence in the Republic of Lithuania or a permission to live in the Lithuanian Republic as a citizen of the country member of the European Community or have a permission to live in the Lithuanian Republic permanently.

## **8. PRICE OF NON-FUNDED DOCTORAL STUDIES**

<b>Study form</b>	<b>Tuition fees per year, EUR</b>			
	<b>Vytautas Magnus University*</b>	<b>Kaunas University of Technology</b>	<b>Klaipėda University*</b>	<b>The General Jonas Žemaitis Military Academy of Lithuania*</b>
<b>Full-time studies</b>	8250	6570	8250	8250
<b>Part-time studies</b>	5500	-	5500	5500

Tuition fee is to be paid in 15 calendar days from the day the study contract comes into effect.

\* A normative fee for tuition approved with the Order No. V-22 of 13 January, 2016 by the Minister of Education and Science of the Lithuanian Republic, is subject to reduction upon the decision of doctoral institution.

## 9. CONTACTS

<b>Vytautas Magnus University</b>	K. Donelaičio str. 52–303, Kaunas Contact person – Rasa Andrišiūnaitė, tel. +370 37 209 815, + 370 619 21615, email: <a href="mailto:darbuotojai@mt.vdu.lt">darbuotojai@mt.vdu.lt</a> Office hours: 9.00–15.00.
<b>Kaunas University of Technology</b>	Donelaičio str. 73, Room 423, Kaunas. Contact person – Rima Kalinauskaitė, tel. + 370 37 30 00 49, email: <a href="mailto:doktorantura@ktu.lt">doktorantura@ktu.lt</a> . Office hours: 9.00–15.00.
<b>Klaipėda University</b>	Herkaus Manto str. 84 – 301, Klaipėda Contact person – Vita Jušienė, tel. +370 39 89 32, email: <a href="mailto:vita.jusiene@ku.lt">vita.jusiene@ku.lt</a> Office hours: 9.00–15.00.
<b>The General Jonas Žemaitis Military Academy of Lithuania</b>	Šilo str. 5A – 311/K4, Vilnius Contact person – Eva Šiaulytė, tel. +370 52 10 35 69, email: <a href="mailto:eva.siaulyte@mil.lt">eva.siaulyte@mil.lt</a> Office hours: 9.00–15.00.

## ASSESSMENT OF SCIENTIFIC PUBLICATIONS

Code	Type of scientific work	Measurement	Points
01	Scientific monograph, science study, theoretical, synthetic scientific works	Number of quires	4
02	Scientific articles, book chapters published in reviewed publications.	unit	3
03	Other scientific articles, book chapters, academic reviews and alike, with scientific apparatus in science, culture and professional periodical, continuous and one-time publications.	unit	2
04	Publications of sources, translations with scientific commentaries, scientific dictionaries, reference books, encyclopaedias, (bio)bibliographies, higher education textbooks.	Number of quires	2
05	Social and cultural development works: science research and science policy publications; academic publications and academic reviews without scientific apparatus; specialized information, expertise, evaluation and comments (on historical, philological, sociological issues, art criticism, legal acts and their projects) submitted to state institutions and municipalities; prepared sets and readers on the basis of Lituanistic and world cultural material (folklore, literature, philosophy, religion, texts, art, language examples, historical sources, etc.) for educational purposes and the needs of general public; demonstrations, exhibitions, mentoring of expositions and descriptive material of examples of natural diversity, archaeological finds, tangible and intangible material of traditional cultural objects collected during field studies, cultural monuments, literature and art, museum and archival collections; educative projects prepared on the basis of scientific data; preparation of new cultural heritage, linguistic and sociological material for databases.	unit	1

\*Author's input (AI) is calculated according to the formula:  $AI=1/N_A$ , where  $N_A$  is the total number of authors of the article. For example, if the number of authors is 4, one author's input is worth 0.25, i. e.  $AI = 1/4 = 0.25$ .

\*\* The Committee shall also have a right to assess other applicant's scientific output that is not included in this table, and assign additional points from 0 to 4.

**Reviewed scientific articles:** reviewed periodical publications, reviewed series or one-time publications, having editorial board of scholars and ISSN or ISBN number.

**Scientific article** is an article published in scientific publications, written in compliance with requirements for a scientific article in a particular science field (footnotes, bibliography, formulas, drawings, description of methodology, statistic tables, and etc.), and corresponding to the scientific criteria, recognised in that

science field; the minimum scope valid is 0.25 of the quire. The decision to accept shorter than 0.25 (1 quire = 14 pages) of the quire scientific publications is made by the Committee.

**The total sum of points is converted into a 10-point grading system as follows:**

- The maximum number of points of the applicant ( $T_{max}$ ) equals 10 points.
- $T_{max}$  divided by 10 equals the constant  $-k$  ( $k = T_{max}/10$ ).
- The total scored sum of other competition participants' points is divided by constant  $-k$ , and equals the applicant's number of points for scientific publications (points are rounded off to one decimal place).

## **RECOMMENDATION REQUIREMENTS FOR SCIENTIFIC RESEARCH PROJECT**

1. A scientific research project of a Ph.D. applicant (hereafter a Project) is an independent scientific work, which aims to reveal the author's scientific abilities, creativity, methodological preparation, motivation, theoretical preparation, practical experience, and particular scientific experience in the chosen topic.
2. The scientific Project shall describe the problem to be examined; evaluate its relevance and perform the analysis of previous research on the topic; define the aim and objectives of the work; identify possible directions and research methods.
3. The Project shall consist of the following sections:
  - **INTRODUCTION.** This section deals with the relevance of the topic, its novelty, the necessity for further exploration, formulates the research problem, plans the object, purpose and objectives of the dissertation, sets hypotheses and/or defensive theses.
  - **LITERATURE REVIEW.** This section covers the exploration of the topic in Lithuania and the world, how the dissertation thesis can contribute to the accomplished research.
  - **THEORETICAL FRAMEWORK AND METHODOLOGY.** This section aims at discussing possible methods and process of the research and explaining how the data will be analysed, how reliability will be determined.
  - **BIBLIOGRAPHY.** In this section, reference sources and literature are provided, used when preparing the Project.
4. The scope of the Project is no less than 10 000 characters (with spaces, not counting bibliography).
5. The text should be printed in 1.5 spacing between lines, 12 pt., Times New Roman. Margins of the page are as follows: left – 3cm, right – 1.5, top and bottom – 2 cm.

## **ASSESSMENT CRITERIA OF SCIENTIFIC RESEARCH PROJECT**

1. The object of the research, scientific problem, purposes and objectives are formulated precisely and clearly.
2. The relevance of the chosen topic is determined in the context of scientific research and development.
3. The applicant can substantiate the prospective research theoretically, is familiar with the accomplished research on the chosen topic, can show links between different works, compare and generalise critically, formulate conclusions.
4. The chosen research methodology complies with the purposes and objectives of the research.
5. The project is written in scientific language and meets the methodological requirements set for scientific research (it is a conscientious piece of work, new and original ideas are presented, thoughts are logical and coherent, references and bibliography are consistent, the style of the scientific language is accurate).