

REGULATION ON RESEARCH DOCTORAL STUDIES OF THE INSTITUTIONS OF JOINT DOCTORAL STUDIES

CHAPTER I GENERAL PROVISIONS

1. This Regulation on Research Doctoral Studies of the Institutions of Joint Doctoral Studies (hereinafter – Regulation) is prepared in accordance with the Regulations on Research Doctoral Studies (hereinafter – Regulations), approved by the order No. V-149 of the Minister of Education and Science of the Republic of Lithuania of 8 March 2017 and contract on joint activities between the institutions of joint doctoral studies (hereinafter mutually referred to as Institutions, individually – Institution). This Regulation is applied to the doctoral studies in the fields of science, in which Kaunas University of Technology is a coordinating institution, and a joint right to doctoral studies is granted with other Lithuanian research and educational institutions.

2. The following definitions are used in the Regulation:

2.1. **Institutions of joint doctoral studies** – research an/or education institutions holding a joint right to doctoral studies.

2.2. **Coordinating Institution** – Kaunas University of Technology.

2.3. **Doctoral student's institution** – institution in which doctoral student completes his/her doctoral studies, performs scientific research and prepares a dissertation.

2.4. **Research doctoral student (hereinafter – doctoral student)** – student of the third study cycle and researcher.

2.5. **School of Doctoral Studies** – unit of the institution of joint doctoral studies, which organises activities of doctoral studies.

3. This Regulation lays down the procedures for admission to joint research doctoral studies (hereinafter – Doctoral Studies), supervision of doctoral students, preparation and approval of doctoral student's work plan, doctoral studies, the assessment of doctoral student's knowledge, abilities and skills, doctoral research performance, preparation, examination and defence of a dissertation, issuing of doctorate diploma, performance evaluation of doctoral student and postponement of assessment deadlines, review of requests for external defence of dissertations, examination of appeals and complaints, funding of doctoral studies and document storage, procedure for approval and implementation of the doctoral committee's resolutions; the requirements for the members of the doctoral committee and defence boards, supervisors of doctoral students, as well as functions and work procedures for the persons, units or purposefully designed structures involved in the process of Doctoral Studies.

4. The Senate of the Coordinating Institution, in agreement with the Institutions and Lithuanian Research Council, assembles and approves a doctoral committee of the field of science (hereinafter – Committee), approves the regulation on doctoral studies and its amendments. The head of the Coordinating Institution appoints the chairman elected by the Committee.

The Committee consists of at least 9 scientists under a contract on joint activities signed between the Institutions. Members of the defence board can be the scientists, who work (a job position taken under procedure of competition) for the institutions that hold a right to doctoral studies and foreign scientists, who participate under the contracts on activities of joint doctoral studies with foreign research and educational institutions.

At least two thirds of the Committee's members have to be from the field of science in which the Institutions hold a right to Doctoral Studies.

The Committee's member can be the Committee's chairman for two consecutive 4-year terms of office at most.

At least half of the Doctoral Committee's members and its chairman have to meet at least minimum qualification requirements for the persons who aim to take a position of a chief researcher, established in the Description of Minimum Qualification Requirements for Job Positions of Researchers of Research and Education Institutions, approved by the decision of the chairman of the Lithuanian Research Council No. VII-71 "On Approval of the Description of Minimum Qualification Requirements for Job Positions of Researchers of Research and Education Institutions" of 16 May 2011 (hereinafter – Minimum Qualification Requirements). The remaining members of the Committee have to meet at least the established minimal qualification requirements for the persons who aim to take a position of a senior researcher.

Members of the defence board can be the scientists, who have published at least five scientific works in the last five years: monographs or book chapters, published by internationally recognized publishers; scientific articles in the journals with impact factor in "Clarivate Analytics Web of Science" ("CA WoS") (in the areas of humanities, social, physical sciences and technologies) and/or "Scopus" (in the areas of humanities and social sciences) databases.

Supervisors and consultants of doctoral students have to comply with the following requirements: during the last five years have published at least 3 scientific articles in the international scientific publications with impact factor in "CA WoS" (in the areas of humanities, social, physical sciences and technologies) and/or "Scopus" (in the areas of humanities and social sciences) databases and at least 1 scientific article in the international scientific publication with impact factor in "CA WoS" (in the areas of humanities, social, physical sciences and technologies) and/or "Scopus" (in the areas of humanities and social sciences) databases, and a science monograph.

All participants of the process of doctoral studies have to be persons of impeccable reputation, who are recognised scientists beyond the limits of their environment and have not otherwise breached research ethics.

5. The International School of Doctoral Studies of the doctoral student's institution coordinates and organises the process of Doctoral Studies in accordance with the Law on Science and Studies, Statute and Regulations of the doctoral student's institution, and this Regulation.

6. Doctoral studies and scientific research are coordinated by the Committee. The Committee carries out selection of the dissertation topics, selects candidacies for research supervisors of doctoral students, acts as a mediator in the appointment of consultants, approves assignment of doctoral students to academic units, provides conclusions on the research level of the units involved in the process of Doctoral Studies and the compliance with applied requirements of the scientists and the Committee's members; Doctoral Studies, research and publication of findings, as well as on programmes for preparation of doctoral dissertations and their implementation; the language of a dissertation, implements doctoral students' performance evaluation, guarantees the success of research Doctoral Studies and implements the upgrade of their level, acts as a mediator in the postponement of deadlines of doctoral student's work plan, evaluates the prepared doctoral dissertations, forms the dissertation defence boards (hereinafter – the Board). The Committee provides all submissions, proposals and decision protocols to the International School of Doctoral Studies, which in turn prepares the material for the heads of the Institutions and the Senate (Research Council).

7. The purpose of Doctoral Studies is preparation of scientists capable of independently performing scientific research and experimental development works, and solving of scientific problems, as well as capable of working in academic and non-academic environments. Duration of Doctoral Studies - 4 years (full-time studies) or 6 years (part-time studies). Doctoral Studies involve studying, targeted research and preparation of a dissertation.

8. Doctoral Studies are financed by the State budget through assignments, State investment programmes and State investment project funds, incomes received as tuition fees, as well as incomes received for economic and research activities and services provided, as well as programme

based competitive research funding, funds allocated by the State, international and foreign foundations and organizations, and other legally obtained incomes.

9. Funds for doctoral scholarships, payments for work and social security of the Board's members, doctoral students' supervisors and consultants, doctoral students' research (publication of scientific articles in international journals subject to availability), printing of the dissertation, and other costs related to the doctoral degree granting shall be foreseen in the revenue and expenditure estimates of the budget of the Institutions.

10. Doctoral dissertation is defended and doctoral degree is granted by the Board, assembled for the defence of the particular dissertation after the dissertation is completed and recommended for the defence by the Committee. The Committee assembles the Board of at least three members. The Committee submits the composition of the Board and its chairman to be approved by the Rector of the Institution that the dissertation will be defended at.

11. A doctoral degree is granted to a person who has accomplished the requirements of Doctoral Studies laid down in this Regulation, whose dissertation and scientific publications have shown his/her capability of applying research methods independently and critically, carrying out scientific research, solving scientific problems, and who has successfully defended a doctoral dissertation; or to a person, who defended a prepared dissertation externally.

12. The Committee annually evaluates the level of the research dissertation topics, the condition of Doctoral Studies, analyses the experience of Doctoral Studies, the quality of the defended dissertations, and submits the summarised conclusions and recommendations on improvement of the quality of Doctoral Studies to the International School of Doctoral Studies

13. The process of Doctoral Studies in the Institutions is supervised by responsible employees appointed by their heads; the documentation is managed by the International School of Doctoral Studies.

14. For improvement of internationality and quality of Doctoral Studies, joint/double-degree doctoral programmes can be provided with foreign scientific and educational institutions. In such case, contracts on joint/double-degree Doctoral Studies are made with foreign scientific and educational institutions; agreements are made regarding conditions and obligations related to studies of doctoral students.

CHAPTER II ADMISSION TO DOCTORAL STUDIES

15. Persons, who have Master's qualification degree or equivalent degree of higher education, can participate in the open competition for admission to Doctoral Studies. Additional requirements for the applicants with regards to the suggestions of the Committees are established in the Rules for Admission to Doctoral Studies, annually approved by the Senate of the Coordinating Institution.

16. The Coordinating Institution's expenses incurred during the process of admission to Doctoral Studies, if stipulated in the contract on joint activities, are covered by the Institution according to the number of admitted doctoral students.

17. Doctoral students, who terminate their studies on their own will or are excluded from Doctoral Studies by the Committee's decision, cannot apply to the state-funded places of Doctoral Studies for the second time, if more than half of the duration of their Doctoral Studies were financed by the funds of the state budget.

18. At least one month prior to announcement of open competition for admission to Doctoral Studies, the Vice-Rector for Research and Innovations of the Coordinating Institution, upon proposal of the Committee, announces a competition for dissertation topics and supervisors of doctoral students. The competition is organised by the International School of Doctoral Studies of the Coordinating Institution and implemented by the Committee. Doctoral dissertation topics (doctoral students' supervisors) selected by the Committee shall be finalised in the protocol of the Committee, signed by the chairman and secretary of the meeting. The protocol of the meeting on

dissertation topics and supervisors of doctoral students is presented by the Committee to the International School of Doctoral Studies of the Coordinating Institution. Dissertation topics of the Institutions are approved by the order of the head of the Coordinating Institution, prepared by the School of Doctoral Studies of the Coordinating Institution. School of Doctoral Studies of the Coordinating Institution submits the order to the Institutions; they announce the selected Institution's topics on the website.

19. An open competition for admission to Doctoral Studies and admission conditions are announced by the heads of the Institutions, upon proposal of the Committee. The documents to be submitted by the applicants are specified in the announcement. Information on admission to Doctoral Studies has to be announced at the Institution.

20. A candidate submits an application for participation in the open competition for admission to Doctoral Studies of the field of science, addressed to the head of the Institution, to the Institution's School of Doctoral Studies. Along with the application, indicating the field (up to two) and form of Doctoral Studies, as well as choices of the dissertation topics in order of priority (up to two), a candidate shall present the following documents:

20.1. A Master's diploma or a diploma of one-cycle higher education and diploma supplement (originals and copies (originals to be returned immediately), a document certifying academic qualification acquired abroad issued by the Centre for Quality Assessment in Higher Education);

20.2. Curriculum vitae;

20.3. A recommendation by two scientists from a relevant scientific field;

20.4. A list of the candidate's research works and their copies, and in the absence of such works – a research project on the topic selected in accordance with the topic of dissertations the candidate plans to study;

20.5. Other documents that are specified in the announcement of admission to Doctoral Studies or are considered relevant by the candidate.

21. The main open competition for admission to Doctoral Studies is organised by the Institution's School of Doctoral Studies and implemented by the Committee.

22. Candidates are separately admitted to full-time or part-time state-funded and state non-funded Doctoral Studies of the Institutions under competition procedure. At the Institution the persons, invited to study in Doctoral Studies, sign learning agreements in the format established by the Institution.

23. Selection criteria for admission to Doctoral Studies are as follows:

23.1. The applicant's grade point average or evaluations in Master's or one-cycle higher education studies and thesis;

23.2. Compliance of scientific qualifications, research publications and scientific experience with the dissertation topic;

23.3. Interview, etc.

24. Selection criteria, its weight coefficients and competition score calculation shall be approved each academic year in the rules on admission to Doctoral Studies, upon proposal of the Committee.

25. According to the selection criteria, the Committee evaluates the candidates of the Institutions in grades and composes priority ranking for topics according to the highest competition score. The lists of candidates of the Institutions and the decision regarding the offer to admit to Doctoral Studies or not shall be finalised in the protocol of the Committee. The protocol is signed by the chairman and the secretary to the meeting. The protocol of the meeting is transferred by the Committee to School of Doctoral Studies of the Coordinating Institution; which submits the protocol to the Institutions.

26. If the Committee determines that a candidate attended insufficient amount of subjects of the relevant scientific field, or that his/her knowledge in particular subjects is insufficient, the Committee may assign the doctoral student with additional study courses to be attended during the

years of Doctoral Studies. Doctoral student shall pay a payment for additional credits of the subjects to the Institution, according to the value and price of the studied Institution's modules.

27. In case not all available state-funded Doctoral Studies positions are filled after the competition for admission to Doctoral Studies under the quotas of the Institutions, an additional stage of the competition may be organised by the Institution's School of Doctoral Studies under the same procedure.

28. A person is admitted to Doctoral Studies by the order of the head of the Institution. The order is prepared by the Institution's School of Doctoral Studies in accordance with the protocol of the Committee and a signed learning agreement.

29. The Committee's meeting is organised during the first two weeks of Doctoral Studies at the latest; during this meeting the supervisor is appointed and dissertation topic is planned for the newly admitted doctoral students. The proposal of the Committee is finalised in the protocol of the meeting to be presented to the Institution's School of Doctoral Studies. The doctoral student is assigned to the department / academic unit by the order of the Institution's head.

30. The applicants, who are not admitted to the state-funded places under procedure of competition, can choose paid Doctoral Studies at the Committee's offer, paying a tuition fee for Doctoral Studies set by the Institution.

31. Non EU citizens, admitted to Doctoral Studies, shall obtain a permission to live in the Republic of Lithuania under procedure established by legal acts.

32. The cases of the applicants who fail to be admitted to Doctoral Studies and graduate from Doctoral Studies are stored at the Institution's School of Doctoral Studies for one year; afterwards it is stored under procedure established by the Institution.

CHAPTER III SUPERVISION OF DOCTORAL STUDENTS

33. The doctoral student's studies and research are supervised by the doctoral student's research supervisor (hereinafter – Supervisor). Supervisor has to be a scientist of the field of science that doctoral student is admitted to. Supervisor may supervise the studies of up to five doctoral students at the same time.

34. If necessary, a doctoral student can be assigned consultants (up to two), who can be scientists of another scientific field. Consultants of a doctoral student cannot be appointed earlier than on the second year of studies.

35. Institution's School of Doctoral Studies coordinates the lists of Supervisors and departments of doctoral students with the Institution's employees responsible for research activities and presents them to be approved by the head of the Institution within the first two weeks from the beginning of Doctoral Studies. Supervisors shall be approved by the head of the Institution within one month after the start of doctoral students' studies at the latest. The consultants of doctoral student (if considered necessary by the Supervisor and the Committee) shall be approved under the same procedure as the Supervisor.

36. Supervisor of doctoral student:

36.1. Prepares a project for a doctoral student's work plan in cooperation with doctoral student;

36.2. Suggests consultant candidates, if necessary;

36.3. Provides methodical assistance, supervises doctoral student's scientific activities and constantly monitors doctoral student's progress in the process of Doctoral Studies;

36.4. Provides assistance to doctoral student in the issues related to organisation of studies, carrying out of research and preparation of dissertation;

36.5. Presents a conclusion on the outcomes of doctoral student's studies and research, and the expediency of continuation of Doctoral Studies for each performance evaluation of doctoral student;

36.6. Is responsible for the quality preparation of doctoral dissertation along with doctoral student.

37. Consultant of doctoral student:

37.1. Provides consultations to doctoral student on the issues related to a certain branch of the research field;

37.2. Organises conduction of research and experiments at the other units of the Institution or other institutions.

38. The Institution's unit to which a doctoral student is assigned:

38.1. Provides doctoral student with conditions for successful implementation of the study and research programme (work plan);

38.2. Monitors doctoral student's progress in the process of Doctoral Studies;

38.3. Provides methodological assistance; encourages doctoral student's mobility;

38.4. Helps doctoral student, who chooses a path of academic career, to gain teaching experience;

38.5. Helps to develop excellence in research throughout the entire period of Doctoral Studies;

38.6. Presents a conclusion on the outcomes of doctoral student's studies and research, and the expediency of continuation of Doctoral Studies for each performance evaluation of doctoral student;

38.7. Upon preparation of dissertation, organises initial discussions on doctoral dissertation under procedure for discussion of dissertations at the units, established at the Institution, presents the Committee with conclusions on the doctoral dissertation's compliance with the applied requirements.

39. In case there is a need to change the Supervisor or consultant due to significant reasons, this intention shall be coordinated and approved under the same procedure as specified in p. 35.

40. Doctoral student has a right to submit a reasoned request to the School of Doctoral Studies, addressed to the head of the Institution, requesting for replacement of his/her Supervisor one year before the end of Doctoral Studies at the latest. The head of the Institution forwards a doctoral student's request to the Committee; a decision has to be discussed and taken during its meeting within one month after receipt of the request. If a doctoral student's request is satisfied, the Committee, with regard to the doctoral dissertation topic, offers a candidacy of the new Supervisor for approval of the head of the doctoral student's institution. If a request is rejected by the Committee, the Supervisor continues the supervision.

CHAPTER IV DOCTORAL STUDENT'S WORK PLAN

41. Supervisor prepares a project for the doctoral student's work plan, including Doctoral Studies and scientific research programmes, in cooperation with doctoral student within two weeks after the Supervisor's approval at the latest. Deadlines for all works have to be scheduled in the work plan. Targeted research is to be carried out from the beginning of Doctoral Studies.

42. The scope of Doctoral Studies – 30 credits. Doctoral student studies at least 3 subjects. At least one subject (it can be interdisciplinary) has to be completed at the foreign science or education institution or at the events organised by foreign associated education structures. At least one study subject of Doctoral Studies of the field of science chosen by the Committee is mandatory to every doctoral student of the particular scientific field. Credits can also be acquired at the international summer/winter schools for doctoral students or for the doctoral student's part-time studies abroad. The decision regarding their validation is made by the Committee. Upon agreement with the Supervisor and the Committee, a doctoral student includes the planned study subjects into the individual study plan, which is an integral part of doctoral student's work plan. Each doctoral student presents this plan to the Institution's School of Doctoral Studies within the first month of Doctoral Studies.

43. Programme of Doctoral Studies shall only consist of the modules approved by the Committee that are attested under procedure set by Institutions. The Institution's School of Doctoral Studies controls that the study modules entered into individual study plans of doctoral students would be attested and complying with the programme of Doctoral Studies.

44. Lectures for doctoral students are organised by the heads of the Institutions' academic units which employees are responsible for the modules delivered during the Doctoral Studies. The schedule of the classroom courses of the modules of Doctoral Studies' is announced in the Institution's information system.

45. The research programme of a doctoral student consists of: analysis of scientific literature, scientific research, a part of which may be carried out at foreign high-level research centres, analysis of the obtained data, writing of scientific articles, delivery of scientific presentations at the international conferences, preparation of dissertation, etc.

46. A doctoral student's work plan is to be approved by the unit that the doctoral student is assigned to and by the Committee. It is presented to the Institution's School of Doctoral Studies.

47. A doctoral student carries out research in accordance with the approved work plan. The content, quality, scope and deadlines of the performed research are evaluated during the doctoral student's performance assessment.

48. Doctoral student is provided with access to any equipment contained in the Institutions' academic units, required for scientific research scheduled in his/her research programme, under established procedure. If any research cannot be carried out at the Institutions, doctoral student can be directed to carry out the research to other local or foreign science institution or company.

CHAPTER V

ASSESSMENT OF THE DOCTORAL STUDENT'S KNOWLEDGE, ABILITIES AND SKILLS, AND PERFORMANCE EVALUATION

49. A study course of each subject ends with an examination. It is recommended to organise examinations for the students during the regular examination sessions. Examinations can be conducted both orally and in writing. Written examinations are performed under procedure established by the Institution. Evaluated sheets for answers to written examinations are submitted to the Institution's School of Doctoral Studies with an examination protocol. The examination results are entered and stored in the databases of the Institution's information system and in the doctoral student's file.

50. At the request of doctoral student or his/her Supervisor, the credits for the previously taken examinations in the subjects studied under the programmes of Doctoral Studies may be accepted as passed by the Committee.

51. Doctoral student is assessed at the unit of the doctoral student's Institution at the end of autumn and spring semester of each academic year. Academic unit, with participation of doctoral student and his/her Supervisor, evaluates implementation of doctoral student's work plan and provides conclusions to the Committee, which gives the doctoral student a positive (thereby approving continuation of Doctoral Studies and specifying the programme for the next academic year) or negative (thereby suggesting termination of Doctoral Studies) evaluation. Doctoral student and his/her Supervisor are invited to the Committee's meeting. The Committee transfers a protocol on performance evaluation and documents submitted by the doctoral student to the School of Doctoral Studies of the doctoral student's institution. Doctoral student, who receives negative evaluation, is expelled from Doctoral Studies by the order of the head of the doctoral student's institution. In case doctoral student obviously fails to meet the requirements of the work plan, an extraordinary performance evaluation may be initiated upon proposal of doctoral student's Supervisor or head of the unit, as well as the Committee.

52. The head of the doctoral student's institution can postpone the deadlines for Doctoral Studies, scientific research, examinations, preparation of a doctoral dissertation or other assessments due to important reasons (illness, childbirth, parental leave, etc.). Doctoral students'

requests for postponement of the deadlines are registered and draft orders of the head of the doctoral student's institution prepared by the Institution's School of Doctoral Studies.

CHAPTER VI DOCTORAL STUDENT'S VACATION, TRIPS, SCHOLARSHIPS, APPEALS, OTHER CIRCUMSTANCES

53. Doctoral students are on vacation in July and August.

54. Doctoral student's institution pays to the persons admitted to full-time state-funded Doctoral Studies a scholarship in the amount determined by the Government of the Republic of Lithuania during their studies. Due to violation of the assessment deadlines or internal procedures doctoral student may lose up to a three-month scholarship in that year by the order of the head of the doctoral student's institution upon proposal of the Committee. When studies are temporarily interrupted and student resumes Doctoral Studies, calendar days of incomplete month are included into the Doctoral Studies duration term and doctoral student receives adequate part of the scholarship, except if a student resumes his/her studies on the first or the last day of month.

55. Given the important reasons, after coordination with the doctoral student's Supervisor, the head of the academic unit, the Committee and the School of Doctoral Studies of the doctoral student's institution, doctoral student might be permitted to interrupt studies temporarily by the order of the head of the doctoral student's institution for the period not exceeding one year in total.

56. In case of illness, doctoral student or his/her close relatives shall inform the School of Doctoral Studies of the doctoral student's institution about this fact within three working days at the latest. A student must deliver a medical report for the period of illness after his/her return. On the basis of this report student is permitted to postpone the deadlines for assessment by the order of the head of the doctoral student's institution. An illness does not influence the duration of Doctoral Studies.

57. Doctoral student may request for an academic leave due to illness, childbirth and parental leave, under procedure approved by the Institution.

58. Doctoral student, who fails to start studies on time or submit a work plan under established procedure without a valid reason, or to return to continue Doctoral Studies within 15 calendar days after academic leave, trip, illness, etc. without a valid reason, is expelled from Doctoral Studies. Also, doctoral student can be expelled from Doctoral Studies due to behaviour incompatible with the standards of the ethics of academic community.

59. Doctoral student may perform research or take a part of studies at other local or foreign institutions. This period is included into the total period of Doctoral Studies and student receives a full scholarship. Student takes such trips under procedure established by the Institution, under the order of the head of the doctoral student's institution, based on the submitted application of a determined format, approved by the doctoral student's Supervisor, head of the academic unit, and the School of Doctoral Studies of the doctoral student's institution. Expenses of the trip may be financed under projects and programmes administered by Lithuanian Research Council, by the unit of the doctoral student's institution or the funds for the students of the doctoral student's institution, the host institution or other resources. If funding is allocated, the documents supporting the incurred expenses shall be submitted to the accountancy of the doctoral student's institution within three working days after return from the trip.

60. Doctoral students may be employed in the academic units of the doctoral student's institution as full-time or part-time employees with consent of their Supervisor. Each year a doctoral student may have a pedagogical workload, if it complies with the needs and possibilities of the academic unit. Doctoral student receives salary for an academic workload under procedure established by the doctoral student's institution.

61. All expenses related to the dissertations (including printing and sending of the dissertations, submitted for the first time) of doctoral students of the doctoral student's institution,

who defend dissertations before the end of the term of their Doctoral Studies, or within a period of one year after the end of the studies, are financed from the funds of the doctoral student's institution.

62. Motivated appeal or complaint regarding not granted doctoral degree, rejection of request to defend doctoral thesis by extern or doctoral student, or other issues related to provision of Doctoral Studies shall be submitted to the head of the doctoral student's institution within 14 calendar days. The Rector transfers an appeal or complaint to the Committee and respective units or the doctoral student's Institution, or purposefully formed structures for approval. An appeal must be processed and the decision shall be made within 15 calendar days after their receipt. The School of Doctoral Studies of the doctoral student's institution prepares a response regarding the decision on behalf of the head of the doctoral student's institution and sends it to the applicant within 3 working days after the decision has been made.

CHAPTER VII PREPARATION AND EXAMINATION OF THE DOCTORAL DISSERTATION, ISSUE OF THE DOCTORAL DIPLOMA

63. Research doctoral dissertation, as an entire publication (except for the case indicated in p. 64 of the Regulation), consists of: a text of the dissertation (written in Lithuanian or English), a list of the articles and scientific conferences containing the outcomes of the dissertation's research, copies of doctoral student's articles which announce the key outcomes of the research, an abstract (in a language different than the dissertation's) and description of the person's, who submits a dissertation for defence (hereinafter – defendant), life, scientific and creative activities - curriculum vitae, appendixes (if needed), acknowledgment (if needed). A science monograph, which is prepared by the defendant without cooperation with co-authors, can also be submitted for defence as a doctoral dissertation. A monograph's abstract is also submitted. In this case, other scientific publications are submitted, if they are necessary for disclosure of the dissertation topic.

64. A dissertation based on a set of scientific articles can also be submitted for defence as a research doctoral dissertation. In this case a dissertation has to consist of a review in the volume of at least 1 quire, an abstract in Lithuanian or foreign language (in a different language than the review's) and copies of the defendant's scientific articles on the topic of the dissertation. The key research outcomes have to be published by the defendant at least in four articles (the defendant has to be listed as the first co-author at least in one of them), printed in the international scientific publications with impact factor in "CA WoS" database.

65. Research doctoral dissertation must be an original research work, which contains introduction with substantiated scientific problem, defined relevance of the work, its objective, tasks, novelty of the work and defended statements of the dissertation; summarising scientific research conducted by other scientists and their outcomes; providing methodology or methods of the work, credibility of the obtained outcomes and relation to the outcomes of other scientists, and conclusions. Volume of the dissertation (except a dissertation on the basis of a set of scientific articles) is 4–10 quires (one quire is 40 000 characters with spaces). Dissertation abstract must include a definition of the analysed scientific problem, presentation of objectives and tasks of the research work, description of scientific novelty of the work, research methodology, key outcomes and conclusions on their basis defended by the doctoral student, and short information about the doctoral student. Volume of the dissertation abstract – 0.5-1 quire. Abstract is prepared in Lithuanian or English language (a language different than the one of the dissertation's text). A dissertation and its abstract must be written in correct language.

66. A doctoral student's Supervisor and consultants must be indicated in the dissertation. In case of replacement of doctoral student's Supervisor, a previous Supervisor and a period of his/her supervision must be indicated. Examples of the title page and the second page of a dissertation are provided in Appendix 1 to the Regulation.

67. A defendant can submit a dissertation for defence, if he/she:

67.1. Has passed all examinations scheduled in the doctoral student's work plan;

67.2. Has published key outcomes of his/her research at least in two articles, published (or accepted to be published) in peer-reviewed scientific journals or in science monograph. The outcomes of the doctoral student's research are published:

67.2.1. In the areas of humanities and social sciences – at least in two articles in the peer-reviewed scientific journals, one of them is published in the international publication, if more than a half of the members of its editorial board are representatives of the country other than the one the publication is published in, or in science monograph;

67.2.2. In the areas of physical sciences and technologies – at least in two articles in the international scientific journals with impact factor in "CA WoS" database;

67.3 Has presented the outcomes of his/her research at least in two international scientific events;

67.4. Prepares a dissertation;

67.5. Has completed at least a three-month internship at foreign research and educational institution (institutions) (recommended).

68. Doctoral student presents a prepared dissertation during the meeting of the unit of the doctoral student's institution, with participation of the Supervisor and consultants. Dissertation, its draft abstract and student's scientific publications, capabilities and achieved scientific qualification are evaluated by the unit under procedure established by the doctoral student's institution; conclusion is submitted to the Committee. If doctoral student submits a dissertation until the end of Doctoral Studies, but fails to defend it on time, the dissertation may be defended under usual procedure during the period of 12 months after Doctoral Studies. If dissertation is not defended during this period, it is defended externally following the requirements of Chapter VIII of this Regulation.

69. Doctoral student submits a request for dissertation defence addressed to the head of the Institution that he/she wants to defend his/her dissertation at and submits it to the School of Doctoral Studies of the doctoral student's institution. The following documents are attached to the request:

69.1. Copies of the Master's diploma (or equivalent higher education) and its supplements;

69.2. A description of the defendant's life, scientific and creative activities – *curriculum vitae*;

69.3. A certificate on the completed subjects or certified copies of the protocols on examinations passed according to the doctoral study programme (they are prepared by the School of Doctoral Studies according to the documents in the doctoral student's file and the records in databases);

69.4. An author's guarantee for the originality of the defended dissertation (Appendix 2 to the Regulation);

69.5. A list of the published scientific works related to the dissertation topic and their copies (if the work is not published yet, it is required to include a certification from the editorial office confirming that the publication is pending);

69.6. A printed doctoral dissertation and its draft abstract;

69.7. Reviews by the Supervisor and consultants (if any) (if reviews have been submitted to the School of Doctoral Studies, there is no need to submit any copies, they are prepared by the School of Doctoral Studies);

69.8. A protocol of the dissertation's evaluation by the academic unit that the dissertation is prepared at (if a protocol has been submitted to the School of Doctoral Studies during the period of Doctoral Studies, there is no need to submit any copies, they are prepared by the School of Doctoral Studies); when a dissertation is submitted by the doctoral students not from the University, the student must submit a dissertation's evaluation protocol from the Institution that the dissertation is prepared at with proposal for defence, signed by the head of the Institution.

70. The School of Doctoral Studies of the doctoral student's institution examines the compliance of the submitted documents with the established formal requirements and submits the request with appendixes to the head of the doctoral student's institution. In case doctoral student's

institution is not the Institution that he/she wants to defend his/her dissertation at, the head of the doctoral student's institution transfers the request with attachments to the head of the Institution that the student intends to defend his/her dissertation at.

71. The head of the Institution that the student intends to defend his/her dissertation at forwards a doctoral student's request and submitted documents listed in p. 65 to the Committee of the field of science. The School of Doctoral Studies of the Institution that the student intends to defend his/her dissertation at transfers these documents to the Committee. The doctoral student's institution covers the expenses related to the defence of doctoral students at the Institution that cannot grant a doctoral degree.

72. The chairman of the Committee assembles a meeting of the Committee within two weeks after receipt of the documents at the latest, except for July and August; during this meeting two dissertation opponents, who are competent in the dissertation's topic, are appointed (thereinafter – Opponents).

73. The chairman of the Committee assembles an open meeting with participation of the doctoral student (defendant) and his/her Supervisor within one month after the receipt of the documents for dissertation defence at the latest. The Committee hears the defendant's presentation about his dissertation work (at least 20 minutes), which presents objective, tasks, novelty of the scientific work along with its key outcomes and conclusions; reviews of the appointed opponents (written opponents' reviews must be submitted to the Institution's School of Doctoral Studies) and the doctoral student's (defendant's) answers to the remarks of the opponents; and the dissertation review provided by the doctoral student's (defendant's) Supervisor.

74. The Committee evaluates with an objective reasoning the objectives and tasks of the dissertation, scientific novelty, relevance and originality of the work; review of the research performed in Lithuania and abroad in the field of the defended dissertation, described researched methodology; reliability and validity of the obtained outcomes; validity of the statements of defended conclusions and compliance with research substance; compliance of the draft abstract with the content of the dissertation; compliance of the published scientific articles and provided research outcomes with the fundamental statements of the defended dissertation.

75. The Committee may conclude that:

75.1. A dissertation is prepared correctly, it complies with Chapter IV of the Regulations; doctoral student has met the requirements listed in Chapter IV of the Regulations, and the dissertation may be submitted for defence taking into consideration remarks by the opponents and the Committee's members;

75.2. A dissertation or its abstract must be corrected. A dissertation is returned to the doctoral student (defendant). Discussion of the corrected dissertation starts according to the requirements listed in p. 72 and / or the subsequent paragraphs;

75.3. A dissertation does not meet the requirements.

76. If the Committee decides that a dissertation may be presented for defence, the Committee:

76.1. Substantiates the decision to defend dissertation in a closed meeting in the exceptional cases;

76.2. Prepares a project of the constitution of the Dissertation Defence Board consisting of at least three members;

76.3. Collects the agreements of intended members of the Board (with the help of the Institution's School of Doctoral Studies) and the data proving their compliance with the qualification requirements for the participants of the process of Doctoral Studies (lists, certificates, etc.);

76.4. Confirms a list of the institutions that a notification on the defence of doctoral dissertation will be sent to according to the topic of the prepared dissertation;

76.5. Suggests the date for dissertation defence;

76.6. Prepares a proposal to the head of the doctoral student's institution and submits it to the Institution's School of Doctoral Studies.

77. A dissertation is defended in the open meeting of the Board (except for the cases stipulated in p. 76.1 of the regulation) following the Regulation on the Defence Board for Research Doctoral Dissertations (Appendix 3 to the Regulation). A dissertation defence can be held in Lithuanian or in another language. A language of the dissertation defence is determined by the Committee. The chairman of the Board conducts the meeting. The meeting is legitimate if more than a half of the members of the Board are present (including those who participate in a teleconference). If the Board consists of 3 members, the meeting is legitimate if all its members are present (including those who participate in a teleconference). The meeting is based on the principles of equity, transparency, tolerance, correctness and legitimacy as well as with personal responsibility of the Board's members for their activities and decisions. Reviews of the dissertation, received from the members of the Board who are absent in the meeting, and other reviews are read during the meeting.

78. The defendant presents the main outcomes and findings of his/her work, indicates his/her input into the publications presented in the dissertation. Members of the Board reasonably evaluate scientific level of the dissertation, novelty and originality of its outcomes, reliability and validity of the conclusions, indicate weaknesses and inaccuracies of the work and evaluate the defendant's scientific competence during the defence. The defendant answers the provided questions and comments on the given notes. During the discussion the defendant must defend the outcomes of his/her scientific work and reveal his/her research competence.

79. After the discussions with the defendant, members of the Board decide by voting on the granting of doctoral degree to the student. Members of the Defence Board who participate in teleconference vote as well. A decision to grant doctoral degree is made, if more than half of all members of the Defence Board vote for it. A voting protocol is signed by all members of the Defence Board who directly participate in the meeting.

80. Members of the Board must be scientists having no joint publications with doctoral student. Conflict of interests must not be possible among the members of the Board and the defendant or his/her Supervisor (or consultant, if a dissertation is defended externally). More than half of the members of the Board cannot have joint publications with the doctoral student's Supervisor or consultant during the last five years. At least two members of the Board must be scientists from other institutions than the doctoral student's institution (it is recommended that at least one of them should represent a foreign science and academic institution). A doctoral student's Supervisor and consultant (consultant, if a dissertation is defended externally) cannot be members of the Board.

81. A member of the Board must comprehensively analyse the dissertation and indicate positive and negative points of it. Scientific novelty, relevance and originality of the dissertation must be evaluated, the opinion about the compliance of the defended work with the requirements for doctoral dissertation must be declared. A member of the Board must provide a dissertation review in written to the Institution's School of Doctoral Studies five working days before the defence at the latest. The defendant has a right to get acquainted with the submitted reviews.

82. Dissertation containing information that constitutes state, professional or commercial secret can be defended in the closed session.

83. Upon examination of the documents, the School of Doctoral Studies of the Institution that a dissertation is defended at prepares a draft order by the head of the Institution that a dissertation is defended at, which approves the Board, and date of the dissertation defence.

84. When the head of the Institution that a dissertation is defended at signs this order:

84.1. The School of Doctoral Studies of the Institution that a dissertation is defended at organises publishing of the dissertation in required number of copies;

84.2. At least one month before the dissertation defence the School of Doctoral Studies sends one copy of the dissertation to the members of the Board and notification on the dissertation defence to the addressees indicated in p. 76.4 of the Regulation;

84.3. The School of Doctoral Studies of the Institution that a dissertation is defended at announces the dissertation defence in the special sections of the websites of the doctoral student's

institution and Lithuanian Research Council. The announcement includes the name and surname of the defendant, the Institution that doctoral dissertation is prepared at, address of the website that announces a dissertation (except the case specified in p. 76.1), title of the dissertation, place and time of the defence, the Supervisor, members of the Board, their scientific fields and institutions;

84.4. Institutions of joint doctoral studies and School of Doctoral Studies of the doctoral student's institution display the dissertation in the libraries and/or websites of the Institutions.

85. The Board's documents are managed by the Institution's School of Doctoral Studies. All defence documents, including a meeting protocol with the meeting's audio recording and decision of the Board stating whether a defendant is granted his/her doctoral degree, are handed over to the School after dissertation defence. Based on this protocol the Institution's School of Doctoral Studies issues a doctoral diploma.

86. The head of the Institution and the chairman of the Defence Board sign a diploma after the receipt of the decision of the Board to grant a doctoral degree.

87. If the Board decides that a doctoral degree is not to be granted, an amended and/or supplemented dissertation can be submitted for defence not earlier than after a period of one year. In such case a doctoral degree is granted externally according to the requirements of Chapter VIII of the Regulation. In case a fact of scientific dishonesty (plagiarism, etc.) is established, a dissertation cannot be defended.

88. A registered doctoral diploma is awarded to the scientist after the dissertation is published in eLABa repository.

89. The Institution of joint Doctoral Studies informs the Research Council of Lithuania about the defended dissertation under its established procedure within 20 working days after the dissertation defence meeting. Within two weeks after defence of the dissertation one copy of the defended dissertation is submitted to Martynas Mažvydas National Library of Lithuania and the dissertation is published in eLABa repository, except the case specified in p. 76.1 of the Regulation.

90. The Institution may revoke a decision on the granting of the doctoral degree:

90.1. When a fact of academic dishonesty is established;

90.2. when doctoral degree is granted in violation of the Regulations on Doctoral Studies;

90.3. When the Ombudsman for Academic Ethics and Procedures makes a decision authorising this act. The Ombudsman for Academic Ethics and Procedures can authorise the university to revoke a decision to grant a doctoral degree, made before the Regulation came into force.

CHAPTER VIII OBTAINING A DOCTORAL DEGREE EXTERNALLY

91. A person, who meets the requirements listed in Chapter V of the Regulations, may acquire doctoral degree externally.

92. A request for defence of the dissertation externally, addressed to the Institution's Rector, is presented to the Institution's School of Doctoral Studies with the documents listed in Chapter V of the Regulations. If the School of Doctoral Studies establishes that the submitted documents comply with the requirements of the Regulations on Research Doctoral Studies, it submits the request with appendixes to the Rector.

93. The Institution's Rector forwards the request with appendixes to the Committee; the Committee forwards the request to the respective academic unit of the Institution to evaluate the level at which a dissertation is prepared. An academic unit appoints at least two opponents, who can be scientists of the Institution and other research institutions. An academic unit organises a meeting and estimates whether submitted material meets the requirements of Chapter IV of the Regulations.

94. When conclusions of the department and its appointed opponents are received, the Committee assembles a meeting, with participation of the external student within three months after submission of the request at the latest. After hearing of the external student, the Committee decides

whether the dissertation of external student meets the requirements for doctoral dissertation according to the requirements of p. 63 of the Regulation.

95. When the Committee decides that a submitted or corrected dissertation of external student might be recommended for defence, the Committee:

95.1. Assigns the external student to the academic unit of the Institution;

95.2. Proposes an external student's consultant for confirmation to the Institution's Rector (a consultant can be a scientist of the same field of science), who will perform the functions of the external student's Supervisor; if a person who has already studied in Doctoral Studies, but has not submitted a dissertation, aims to obtain a doctoral degree externally, the Committee may appoint the former Supervisor of the doctoral student or another person as a consultant;

95.3. Makes a decision regarding acknowledgment of the examinations passed by the external student during Doctoral Studies; establishes the exams of Doctoral Studies that need to be passed and the deadline;

95.4. Sets the deadline for preparation of a dissertation and abstract for defence, which cannot be later than one year after making of the decision.

96. External examinations are organised following the requirements of Chapter V of this Regulation, and a dissertation is examined and defended following the requirements of Chapter VII (p. 73 and subsequent).

97. If the Committee decides that the dissertation may not be prepared for defence within one year, external student may submit an appeal, which is processed under procedure established in p. 62 of this Regulation. In case the Committee's decision is negative, the external student may submit a request for dissertation defence repeatedly, but no sooner than after a period of one year.

98. The external student covers only the expenses of the Institution directly related to the acquisition of doctor degree.

CHAPTER IX PROCEDURE OF THE WORK OF THE COMMITTEE

99. Activities of the Committee are based on the collegial discussion of the issues, principles of equity, transparency, tolerance and legitimacy, as well as personal responsibility of the Committee's members for their activities.

100. A meeting secretary, elected from the Committee's members, manages the documents of the Committee's meeting and signs the meeting protocols.

101. The Committee's decision is legitimate if at least 2/3 of all members of the Committee vote for it. A meeting for the Committee's discussion on a certain issue can be organised via telecommunications. The Committee's members express their opinion on the discussed issue and vote via email or other telecommunications. The Committee makes a final decision by voting: if votes are distributed equally, the chairman of the Committee has a casting vote. Protocols of the Committee's meeting are prepared in two copies; one is stored at the Institution's School of Doctoral Studies for 6 years, another - at the Committee, afterwards - in the archive of the Coordinating Institution.

102. Signed protocols of the Committee's meeting are delivered to the School of Doctoral Studies of the Coordinating Institution within 5 working days after the Committee's meeting.

103. The Committee's chairman summons meetings and organises work; in case of his/her absence, a member of the Committee is appointed as his/her deputy. The chairman:

103.1. Examines the received documents in advance;

103.2. Analyses the received reviews, which must be presented during the Committee's meeting, or assigns this work to the Committee's member;

103.3. Chairs during the Committee's meeting;

103.4. Signs the documents of the Committee meeting.

104. Member of the Committee:

104.1. Familiarises with the received documents in advance;

- 104.2. Expresses his/her personal opinion on the discussed question during the meeting;
- 104.3. Performs other assignments of the Committee's chairman.
- 105. The Committee's meeting is public. If members of the Committee are foreign scientists or doctoral students from foreign countries are present at the meeting, the need for translation to Lithuanian or other language is determined by the Committee; if translation is needed, it is organised by the chairman of the Committee.
- 106. When the meeting is over, the chairman of the Committee returns all documents to the School of Doctoral Studies of the Coordinating Institution.

CHAPTER X

PROCEDURE FOR STORAGE OF THE DOCUMENTS OF DOCTORAL STUDIES

107. A personal file of the doctoral student of the doctoral student's institution is stored at the School of Doctoral Studies of the doctoral student's institution during the period of Doctoral Studies and two years after graduation, and afterwards it is transferred to the archive of the doctoral student's institution. The file shall be composed of the following documents:

- 107.1. An application for admission to Doctoral Studies, including appendixes specified in the announcement of admission to Doctoral Studies;
- 107.2. Documents related to the admission to Doctoral Studies;
- 107.3. Documents related to the appointment of Supervisor and consultants of the doctoral student;
- 107.4. Programme (plan) of the doctoral student's studies, research, publication of findings and preparation of a doctoral dissertation;
- 107.5. Documents related to the doctoral student's annual performance evaluation;
- 107.6. Documents related to any postponements of the deadlines specified in the programme (plan) of the doctoral student's studies and research;
- 107.7. Protocols of examinations of the doctoral student's studies;
- 107.8. A list of the doctoral student's scientific articles published and accepted for publication and their copies;
- 107.9. A decision on termination of Doctoral Studies, in case a doctoral student was expelled from the Doctoral Studies due to the findings presented in performance evaluation or any other reasons, or due to the failure of presenting a doctoral dissertation for the defence before the end of Doctoral Studies;

108. A personal file of the person who has defended the doctoral dissertation at the Institution is stored at the Institution's School of Doctoral Studies for a period of two years and is delivered to the archive of the Institution afterwards. The file shall be composed of the following documents:

- 108.1. A request for defence of the dissertation with supporting documents and suggestion for defence provided by the Committee;
 - 108.2. Documents related with assembly of the Board;
 - 108.3. A list of the addresses, who were notified on the dissertation defence;
 - 108.4. Documents proving that a dissertation is rendered and sent to Martynas Mažvydas National Library of Lithuania;
 - 108.5. A protocol of the dissertation defence meeting;
 - 108.6. The Board's decision on granting of the doctoral degree;
 - 108.7. A copy of the doctoral diploma.
109. If a person has completed Doctoral Studies and acquired a doctoral degree at the Institution, the documents listed in p. 103 and 108 of this Regulation may be stored in one file.
-

Sample title and second page of the dissertation

TITLE OF THE DOCTORAL STUDENT'S INSTITUTION

NAME SURNAME

TITLE OF THE DISSERTATION

Doctoral dissertation
Research area, field of science (code of the field of science)

20xx, city

The dissertation is prepared in the department (title of the department / academic unit) of the faculty (title of the faculty) of the (title of the doctoral student's institution) in 20xx-20xx. Scientific research is sponsored by (for example, Lithuanian Research Council, if a scholarship was awarded for academic achievements).

In case the dissertation is defended externally write “Dissertation is defended externally.

Research supervisor:

Research consultant:

Address of the website where dissertation is published:

Edited by:

Dissertation Defence Council of (title of the field of science) field of science:

(Scientific degree) Name SURNAME (title of the University, research area, field of science, code of the field of science) – **chairman**;

(Scientific degree) Name SURNAME (title of the University, research area, field of science, code of the field of science);

(Scientific degree) Name SURNAME (title of the University, research area, field of science, code of the field of science).

The dissertation defence will be held on xx <month> 20xx, at xx (hours) in a public session of the Dissertation Defence Board of the (title of the field of science) field of science. At the hall (title of the hall) of (title of the institution).

Address: street, number of the building, number of premises, city, Lithuania.

Tel. +370 ; fax +370 ; email .

The dissertation is available on the website (address of the website) and at the library of the (institution) (street, city).

© N. Surname, year

ISBN xxxx-xxxx

Bibliographic information of the publication is available at the databank of the National Bibliographic Database of Martynas Mažvydas National Library (NBDB).

Sample title and second page of the dissertation abstract (in the language different than the dissertation's)

NAME SURNAME

TITLE OF THE DISSERTATION

Abstract of Doctoral Dissertation
Research area, field of science (code of the field of science)

The dissertation is prepared in the department (title of the department / academic unit) of the faculty (title of the faculty) of the (title of the doctoral student's institution) in 20xx-20xx. Scientific research is sponsored by (for example, Lithuanian Research Council, if a scholarship was awarded for academic achievements).

In case the dissertation is defended externally write “Dissertation is defended externally“.

Research supervisor:

Research consultant:

Edited by:

Dissertation Defence Council of (title of the field of science) field of science:

(Scientific degree) Name SURNAME (title of the University, research area, field of science, code of the field of science) – **chairman**;

(Scientific degree) Name SURNAME (title of the University, research area, field of science, code of the field of science);

(Scientific degree) Name SURNAME (title of the University, research area, field of science, code of the field of science).

The dissertation defence will be held on xx <month> 20xx, at xx (hours) in a public session of the Dissertation Defence Board of the (title of the field of science) field of science. At the hall (title of the hall) of (title of the institution).

Address: street, number of the building, number of premises, city, Lithuania.

Tel. +370 ; fax +370 ; email .

The dissertation is available on the website (address of the website) and at the library of the (institution) (street, city).

Appendix 2 to the
Regulation on Research Doctoral
Studies of the Institutions of
Joint Doctoral Studies

THE AUTHOR'S GUARANTEE

I, Name Surname, hereby confirm that I have prepared this doctoral dissertation, submitted for
defence at (title) university, entitled:

_____ in accordance with the requirements of
the Regulation on Research Doctoral Studies of the Institutions of Joint Doctoral Studies. Directly
and indirectly used ideas from other sources are always indicated with references to the literature.
My personal input in the dissertation topic-related publications published together with co-authors
is sufficient.

In selection and evaluation of the material, as well as preparation of the manuscript, apart from
my research supervisor, I was advised by:

There is no contribution by other persons to the prepared doctoral dissertation. I have not made
any other payments for this work, except those stipulated by the law.

This work has not been presented for the defence of doctoral dissertation neither in this or in
any other form in the state and abroad.

(date)

(signature)

REGULATION ON THE BOARD FOR DEFENCE OF DOCTORAL DISSERTATION IN THE FIELD OF SCIENCE

1. This Regulation lays down the work procedures for the Board for Defence of Doctoral Dissertation in the Field of Science (hereinafter – Board), assembled in accordance with the Regulations on Research Doctoral Studies approved by the order No. V-149 of the Minister of Education and Science of the Republic of Lithuania of 8 March 2017.

2. The Board's documents are managed and the meeting for the dissertation defence is organised by the School of Doctoral Studies of the Institution of joint Doctoral Studies.

3. Work procedures of the Board are organized by the chairman of the Board. The chairman:

3.1. Analyses the defendant's personal file in advance and makes sure that the file and all meeting documents (ballot papers, blank of voting protocol and other) are prepared;

3.2. Analyses the received reviews, which must be presented during the Board's meeting, or assigns this work to the Board's member;

3.3. Ascertaines that everything is prepared for the meeting correctly (to perform meeting phonogram or stenography, visual demonstration and translation of the meeting, if needed);

3.4. Chairs during the Board's meeting (if the appointed chairman of the Board is unable to be present at the defence meeting, members of the Board elect one of the members as the chairman);

3.5. Signs the documents of the Board's meeting.

4. Member of the Board:

4.1. Examines the dissertation in advance and evaluates whether it is an original scientific work, which includes abstract of the doctoral student's research work on the problem of a scientific field, and whether its content meets other requirements for doctoral dissertation;

4.2. Evaluates whether the defendant's scientific publications are published in scientific journals and whether the key research outcomes are published in those publications.

5. The Board's meeting is public (in case of the closed meeting, participants only include members of the Board, the defendant, his/her supervisor and consultants, representative of the Committee; all members of the meeting sign a declaration of information confidentiality). The proceeding of the meeting is as follows:

5.1. The chairman of the Board makes sure that more than half of members of the Board, including those who participate in teleconference, participate in the meeting (if the Board consists of 3 members, the meeting is legitimate when all three members participate in it), and those members who do not participate in the meeting have submitted their written report on the dissertation; afterwards he/she informs the participants of the meeting, the quorum, and presents the file of the defendant;

5.2. The defendant introduces the problem of the dissertation, its objectives, tasks, obtained research data, main research outcomes and findings;

5.3. The doctoral student's supervisor and consultants are given an opportunity to speak;

5.4. The chairman of the Board announces a scientific discussion, which is started by the members of the Board. They must reasonably evaluate dissertation's scientific level and validity of the outcomes, estimate whether the dissertation, its abstract and defendant's publications comply

with the requirements of the Regulations. Members of the Board must provide questions to the defendant;

5.5. The chairman or his/her appointed member of the Board reads in public the additional reviews on the dissertation or, upon the agreement of the members of the Board, introduces the remarks and conclusions presented in the reviews, and the defendant has to provide a reasoned reply to the remarks;

5.6. Guests are provided an opportunity to speak (in case of an open meeting); the defendant has to be provided with an opportunity to speak after any speech;

5.7. The defendant makes a final speech after the scientific discussion;

5.8. At the end of discussion the chairman of the Board asks the participants of the meeting, except the members of the Board, to leave the meeting room. When members of the Board stay alone in the premises for voting:

5.8.1. The chairman of the Board distributes the ballot papers to the participating members. After the voting of the directly participating members of the Board, the members participating in teleconference inform the chairman of the Board about their decision via electronic means of communication; he/she marks a vote of the member participating in teleconference in a separate ballot and signs it;

5.8.2. The chairman of the Board fills the voting protocol after the voting; members of the Board have a right to verify the voting results;

5.8.3. Members of the Board confirm voting results under procedure of the open voting and sign the voting protocol and the Board's decision on the granting of doctoral degree to the defendant.

5.9. The chairman of the Board reads the Board's decision to the members of the meeting and announces the end of the meeting.

6. When the meeting is over, the chairman of the Board returns all documents of the dissertation defence to the School of Doctoral Studies of the Institution of joint Doctoral Studies.

7. The chairman of the Board reviews and signs a protocol of the meeting, prepared according to the stenograph or phonogram of the meeting.
