

APPROVED BY
Order No 984 of the Rector of Vilnius
Gediminas Technical University
of 19 October 2017

REGULATIONS FOR RESEARCH DOCTORAL STUDIES

CHAPTER I GENERAL PROVISIONS

1. Regulations for Research Doctoral Studies (hereinafter ‘the Regulations’) have been drawn up in accordance with the Bylaws for Research Doctoral Training approved by Order No V-149 of the Minister for Education and Science of the Republic of Lithuania of 8 March 2017 on the Bylaws for Research Doctoral Training.

2. These Regulations lay down the procedure for research doctoral studies in the fields of research, in which Vilnius Gediminas Technical University (hereinafter ‘the VGTU’) has been accredited to provide doctoral studies together with partner institutions, the VGTU being a coordinating institution, and in the fields of research that the VGTU has been accredited to provide doctoral studies alone, without any partners. These Regulations lay down the procedure for admission to doctoral studies, guidance of doctoral students, drawing up and approving doctoral students’ work plans, conducting doctoral studies and research, doctoral student’s attestation, preparation of a dissertation, its examination and defence, awarding a research doctoral degree, issuing a doctoral diploma, examination of requests for the defence of dissertations externally, funding of doctoral studies, record keeping, procedure for approval and implementation of the doctoral committee’s decisions, requirements for the supervisors, members of the defence board, as well as the functions and work procedures for persons and subdivisions involved in the process of doctoral studies.

3. The purpose of the research doctoral studies is training of researchers capable of carrying out independent research and experimental (social, cultural) development activities, as well as addressing scientific challenges. The research doctoral studies have to ensure that the doctoral student, upon the graduation and the acquisition of a doctoral degree, has sufficient competencies as follows: the up-to-date knowledge of advanced research, areas of research and their interaction; specific skills and techniques to address issues related with research and other areas; and the ability to work independently and use current research and professional knowledge for generation of new ideas or processes, and apply them in the process of studies or other activities.

4. The research doctorate includes doctoral studies, focussed research, the preparation of a dissertation and its defence. The scope of research doctoral studies encompasses the total of at least 30 credits.

5. A doctoral degree may be awarded to an individual having successfully completed doctoral training on full-time (up to 4 years) or part-time (up to 6 years) basis, and having written and defended a dissertation or to an individual having defended a dissertation prepared externally.

6. The following definitions are used in these Regulations:

Institutions of joint doctoral studies mean Vilnius Gediminas Technical University and institutions granted the right by the Minister for Education and Science of the Republic of Lithuania to conduct doctoral studies jointly with the VGTU, where the VGTU is the coordinating institution for these doctoral studies.

Dissertation defence board (hereinafter ‘the defence board’) means a scientists’ group set up by the doctoral committee, which examines a dissertation submitted for defence, assesses its quality and compliance with the requirements for the dissertation, assesses the doctoral student’s research competence, and subsequently takes a decision regarding awarding of a doctoral degree.

Department for doctoral studies means the subdivision of the institution of a research doctoral student (e.g. doctoral unit, doctoral school, etc.) that organises doctoral studies.

Coordinating university means Vilnius Gediminas Technical University that coordinates the activities of the joint doctoral studies.

Research doctoral student (hereinafter ‘the doctoral student’) means a third cycle student and a researcher.

Doctoral student’s work plan (hereinafter ‘the work plan’) means individual work plan outlining stages and deadlines for doctoral studies, research and dissertation preparation.

Institution of the doctoral student means an institution where the doctoral student studies, conducts his research and prepares a dissertation.

Supervisor of a doctoral student (hereinafter ‘the supervisor’) means a scientist that conducts research in the field corresponding to that of the dissertation, meets the qualification requirements laid down in the Regulations and offers guidance to a doctoral student in his studies and research.

Research doctoral committee (hereinafter ‘the committee’) means a group of scientists conducting high-level research and coordinating doctoral studies in a specific field of research that has been a subject of the accredited doctoral studies, and responsible for the content, quality, arrangements and implementation of doctoral studies in this field.

Right to provide research doctoral studies means the right to organise third-cycle studies, research, preparation of a dissertation and its defence as well as awarding of doctoral degrees. The right to provide research doctoral studies is granted for the field of research that involves high-level research. An individual university or a university together with other universities and/or research institutes may obtain only one accreditation of a doctoral programme in a specific field of research. A research institute may participate in only one doctoral programme in a specific field of research.

Institutions of joint doctoral studies mean Vilnius Gediminas Technical University and institutions granted the right by the Minister for Education and Science of the Republic of Lithuania to conduct doctoral studies jointly with the VGTU, where the VGTU is the coordinating institution for these doctoral studies.

7. At least three scientists of a particular research field should work at each institution, which provides doctoral studies or seeks accreditation for doctoral studies, meeting at least minimum qualification requirements established in the Description of minimum qualification requirements for job positions of researchers of institutions of research and studies, approved by Resolution No VII-71 of the Research Council of Lithuania of 16 May 2011 approving the Description of minimum qualification requirements for job positions of researchers of institutions of research and studies (hereinafter ‘minimum qualification requirements’) for individuals seeking a position of a chief research fellow or of a senior research fellow, and at least one of them has to meet at least minimum qualification requirements established for individuals seeking a position of a chief research fellow.

8. The doctoral committee consists of at least nine scientists conducting high-level research, who meet the requirements of paragraphs 9 and 10 of the Regulations. These scientists have to be employed (have a position through the competition) at an institution(s) authorised to provide doctoral studies (not applicable for scientists from foreign institutions of research and studies). Doctoral committees in the fields of research that are subject of the authorised joint doctoral studies provided by VGTU and partner institutions are set up following the principles laid down in the joint activity agreement signed by the institutions of joint doctoral studies. The doctoral committee includes representatives from all the institutions authorised to provide doctoral studies in a specific field of research. A scientist may not be a member to more than two doctoral committees. The committee will have at least two thirds of the members that have to be from the field of research in which the institution(s) is (are) authorised to provide doctoral studies. Following the proposals made by the institutions of joint doctoral studies to the committee, the members of the committee and the chairperson and the secretary are approved by the rector of the coordinating university. A member of the doctoral committee cannot chair the committee for more than two 4-year-terms. Any modifications in the composition of the committee are agreed with the Research Council of Lithuania.

9. From 1 January 2018 to 31 December 2018, at least one third of the members of the doctoral committee and its chairperson meet at least minimum qualification requirements established in the Description of minimum qualification requirements for job positions of researchers of institutions of

research and studies, approved by Resolution No VII-71 of the Research Council of Lithuania of 16 May 2011 approving the Description of minimum qualification requirements for job positions of researchers of institutions of research and studies (hereinafter ‘minimum qualification requirements’) for individuals seeking a position of a chief research fellow, while the remaining members of the committee meet the minimum requirements for individuals seeking a position of a senior research fellow.

10. As of 1 January 2019, at least half of the members of the doctoral committee and its chairperson meet the minimum qualification requirements established in the minimum qualification requirements for individuals seeking a position of a chief research fellow, while the remaining members of the committee meet the minimum requirements for individuals seeking a position of a senior research fellow.

11. A doctoral dissertation is defended and a doctoral degree awarded at the session of the defence board, set up by the doctoral committee. The defence board is set up for the defence of a specific dissertation following its preparation and committee’s referral for defence. The members of the defence board and other parties of a doctoral studies process (supervisors of doctoral students, in the case of the defence of an external work - scientific consultants acting as supervisors, other doctoral consultants, reviewers, lecturers, experts reviewing doctoral dissertations prepared externally) must be scientists, who are impartial, have impeccable reputation, have honestly obtained their scientific recognition, are active in a respective field of research, who have never breached academic code of ethics, and who meet the following qualification requirements:

11.1. Scientists in the fields of physics, technology, agriculture and biomedicine must have published at least three scientific works over the past five years: scientific articles in journals that hold a citation index in the *Clarivate Analytics Web of Science* database; scientific monographs which are not based on the topic of the dissertation and which have been published by internationally recognised scientific publishing houses; patents issued by the European Patent Office (EPO), the US Patent and Trademark Office (USPTO) or the Japanese Patent Office (JPO), owned by natural or legal persons in Lithuania; other significant international achievements. In all cases, such scientist must have published at least one scientific article over the past five years in a foreign journal with a citation index in the *Clarivate Analytics Web of Science* database.

11.2. Scientists in social fields must have published at least three scientific works over the past five years: scientific articles in journals that hold a citation index in the *Clarivate Analytics Web of Science* database; scientific articles in journals referenced in the *Scopus* database; scientific monographs which are not based on the topic of the dissertation and which have been published by internationally recognised scientific publishing houses; other international achievements scientifically relevant to the field. In all cases, such scientist must have published at least one scientific article over the past five years in a foreign journal with a citation index in the *Clarivate Analytics Web of Science* database, or a scientific article in a journal referenced in the *Scopus* database.

11.3. Scientists in the fields of humanities must have published at least three scientific works over the past five years: scientific articles in foreign and Lithuanian scientific publications; scientific monographs which are not based on the topic of the dissertation and which have been published by internationally and/or nationally recognised scientific publishing houses; other international achievements scientifically relevant to the research/science field. In all cases, such-scientist must have published at least one scientific article over the past five years in a foreign journal with a citation index in the *Clarivate Analytics Web of Science* database, or a scientific article in a journal referenced in the *Scopus* database.

CHAPTER II COORDINATION OF DOCTORAL STUDIES

12. Coordinating university:

12.1. following the procedure established by the legislation, draws up reports and self-assessments on the provision of research doctoral studies and submits them to the Research Council

of Lithuania, the Ministry of Education and Science of the Republic of Lithuania and other institutions;

12.2. gathers information on the progress of the joint doctoral studies;

12.3. keeps record of the minutes of committee meetings and other documents related to the doctoral studies;

12.4. on the basis of the committee documents, provides information to the partner institutions;

12.5. if necessary, collects documents from the partner institutions and forwards them to the committees;

12.6. approves the rules for admission to doctoral studies, publishes and organises competitions for admission to doctoral studies;

12.7. organises the defence of doctoral dissertations of doctoral students studying at research institutes and centres, when they are partner institutions;

12.8. organises doctoral studies and research at the coordinating university by:

12.8.1. managing state budget funds for doctoral programmes and research, for the preparation and defence of doctoral dissertations, for the payment of the supervisors or consultants of doctoral students and all other expenses related to doctoral studies;

12.8.2. granting scholarships to doctoral students;

12.8.3. drawing up orders regarding doctoral studies, the appointment of doctoral students and consultants, and setting up a defence board;

12.8.4. organising the drawing up of a doctoral student's work plan, publication of doctoral dissertations and the defence thereof;

12.8.5. organising the making of doctoral diploma forms, keeping their record and registration;

12.8.6. preparing doctoral degree diplomas, registering and issuing them;

12.8.7. providing for adequate conditions for the preparation and execution of the work plans of doctoral students, as well as the preparation and defence of their dissertations;

12.8.8. compiling and storing doctoral students' files.

13. When signing a joint activity agreement with a partner institution regarding the participation in organising doctoral studies, it is agreed on the following:

13.1. the participation in the publication of and the organisation of the competition for dissertation topics and supervisors of doctoral students;

13.2. the management of state budget funds for doctoral programmes and research, for the preparation and defence of doctoral dissertations, for the payment of the supervisors or consultants of doctoral students and all other expenses related to doctoral studies;

13.3. the acceptance of the documents of doctoral applicants and the transfer of documents (or copies thereof) to the coordinating university;

13.4. the preparation and submission of reports on doctoral studies to the coordinating university;

13.5. the preparation and submission to the coordinating university of documents on doctoral students studying in partner institutions;

13.6. organising doctoral studies and research at a partner institution by:

13.6.1. granting scholarships to doctoral students;

13.6.2. drawing up orders regarding doctoral studies, the appointment of doctoral students and consultants, and the setting up of the defence board;

13.6.3. organising the drawing up of a doctoral student's work plan, the publication of doctoral dissertations and the defence thereof;

13.6.4. organising the production of the forms of doctoral diplomas, keeping their record and the registration;

13.6.5. preparing doctoral degree diplomas, their registration and issuance;

13.6.6. provision of adequate conditions for doctoral students to prepare and accomplish their work plans as well as to prepare and defend their dissertations;

13.6.7. compiling and storing doctoral students' files.

14. Committees:

14.1. coordinate doctoral studies in a respective field of research, and doctoral students' research;

14.2. annually evaluate the progress achieved in doctoral studies in a respective field of research in the institutions of joint doctoral studies, analyse the changes in the compliance of the members of the doctoral committee with the set requirements; analyse the experience of the institutions of joint doctoral studies as regards the delivery of doctoral studies, the quality of dissertations to be defended, and submit overall conclusions and recommendations on the improvement of the doctoral programme to the scientific commissions of the senates of the institutions of the joint doctoral studies, the rectors, the vice-rectors and the heads of the institutions of the joint doctoral studies;

14.3. carry out the selection of dissertation topics and the supervisors of doctoral students;

14.4. hold a competition for admission to doctoral studies;

14.5. consider nominations of the supervisors and consultants of doctoral students and submit them for approval to the heads of the institutions of the joint doctoral studies, and consider requests for the replacement of a supervisor or consultant of a doctoral student;

14.6. assess the research level of the subdivisions participating in the doctoral programme and the compliance of the scientists with qualification requirements;

14.7. approve the doctoral studies programme in a respective field of research and, if necessary, amend it, approve the doctoral student's work plan, set up an examinations commissions;

14.8. provide conclusions on the doctoral studies, research, publication of their results, doctoral students' work plans and their implementation, postponement of deadlines for doctoral tasks;

14.9. carry out attestations of doctoral students;

14.10. ensure successful doctoral studies and seek to enhance their level;

14.11. evaluate the prepared doctoral dissertations;

14.12. submit dissertations defence councils for rector's approval;

14.13. draw up a self-analysis of a doctoral programme.

15. The documents of the committee meetings are managed by the secretary of the committee, the minutes are signed by the chairperson and the secretary of the committee. All the submissions, proposals and minutes of the committee are submitted by the committee to the department for doctoral studies of the coordinating university and to the department for doctoral studies of the institution of the doctoral student.

16. Decisions taken by the committee are legitimate when at least 2/3 of its members, including the chairperson, participate in the meeting (including those participating in the video conferencing). Committee members that are unable to attend the meeting may submit their opinion in writing or by email in advance, but they will not be able to vote in the case of secret vote. Their opinion is read out at the meeting. The final decision is taken through committee's voting of at least 2/3 of all members of the committee. The minutes of the committee are kept for two years at the department for doctoral studies of the coordinating university and are later transferred to the archives of the coordinating university.

17. Questions regarding items discussed by the committee may be posed through electronic means. Such a meeting is also recorded in the minutes. The members of the committee may express their opinion on the discussed matter and vote for it through electronic means of communication. The agenda of an electronic meeting may not include items that require a secret ballot.

18. Doctoral studies and research are organised by the subdivisions of the institutions of joint doctoral studies, where doctoral students are assigned at the referral of the committee and by the order of the head of the institution of the joint doctoral studies. These subdivisions:

18.1. participate in drawing up of a doctoral student's work plan and provide for adequate conditions for its successful implementation;

18.2. oversee the progress of doctoral studies;

18.3. provide methodological support to a doctoral student and promote doctoral student's mobility;

18.4. for each attestation of a doctoral student, submit to the committee their opinion on the results of the doctoral studies and the research and the expediency of continuing doctoral studies;

18.5. following the preparation of doctoral student's dissertation, organise its initial deliberation and provide conclusions to the committee on the compliance of the doctoral dissertation with the requirements.

CHAPTER III PROCEDURE FOR ADMISSION TO DOCTORAL STUDIES

19. Any individual holding a Master's degree or equivalent higher education qualification is eligible for the competition to doctoral studies.

20. The doctoral places are allocated for the institutions of research and studies by the Ministry of Education and Science of the Republic of Lithuania (hereinafter 'the Ministry') based on the results of the scientific activities and the research doctorate of the institution.

21. At least two weeks before the admission to doctoral studies, the rector of the coordinating university, at the proposal by the committees, announces a competition for the dissertation topics and the supervisors of doctoral students. Dissertation topics correspond to the fields of research carried out by the institutions of joint doctoral studies and their existing infrastructure.

22. The competition is organised by the department for doctoral studies of the coordinating university, and it is carried out by the committees. The priority list of dissertation topics and supervisors of doctoral students selected by committees through competition for each institution of joint research doctoral studies is documented in the minutes of the committee. The minutes of the committee meeting on the competition of the dissertation topics and supervisors of doctoral students, together with the lists of the key scientific publications of the supervisors published over the last five years (and other scientific activities), are submitted to the department for doctoral studies of the coordinating university, which announce the list of the selected topics of dissertations on the website of the coordinating university and transfer it to the partner institutions, which in their turn publish it on their own websites.

23. An application for admission to the doctoral programme is submitted by an applicant to the department for doctoral studies of the institution of joint doctoral studies, where the applicant intends to study, or the department for doctoral studies of the coordinating university. The following documents are submitted together with the application specifying the field of research, the type of funding of the studies and the mode of studies, and the priority list of dissertation topics (not more than two):

23.1. a Master's degree or a diploma confirming the equivalent qualification, its supplement (the original and the copies, the original is immediately returned); if the diploma is obtained from a foreign university, a certificate issued by the centre for quality assessment in higher education or by the Centre for international studies of the coordinating university regarding the recognition of higher education qualifications obtained. The assessment of a Master's degree obtained by the applicant abroad represents a part of the process of admission to doctoral studies;

23.2. recommendations of two scientists of the corresponding field of research;

23.3. curriculum vitae;

23.4. the list of scientific works and their copies or a scientific proposal;

23.5. other documents specified in the rules for admission to doctoral studies.

24. The passport or identity card is presented together with the application and other documents.

25. The main admission to the doctoral studies is held the last week of June or the first week of July. The admission competition is organised by the department for doctoral studies of the coordinating university, and it is carried out by the committees.

26. All the applicants attend the interview with the committee members. In individual cases, the committee of doctoral studies of a respective field may decide regarding the need to participate for an applicant in the meeting on the admission to the doctoral programme. Based on pre-agreed arrangement with the committee, an interview with an applicant, who is outside the country at the time of admission, may be held by way of videoconference.

27. The criteria for selecting a candidate for doctoral studies are as follows:

27.1. the results of the scientific activity of the applicant (published or accepted for publishing articles, conference presentations; evaluated in terms of the correspondence to the topic of the intended dissertation);

27.2. the weighted average of the grades of the completion of the Master's degree studies or equivalent studies and the evaluation of the final work;

27.3. points awarded for the interview held at the meeting of the doctoral committee of a respective field, arranged specifically for that purpose. The interview assesses applicant's qualification, preparation and motivation for studying in the respective field of research, recommendations of the researchers of the chosen field of research, the ability to answer questions in English.

28. The estimates of the selection criteria by points, their weighting rates and the procedure for calculating the competition score are published in the rules for admission to doctoral studies. Admission rules are published on the websites of the institutions of joint doctoral studies.

29. The committee calculates the competition score for each applicant against the selection criteria. The doctoral committee chooses from the list and invites the applicants that have obtained the highest score per each topic. These lists of the applicants and the decision regarding the admission to doctoral studies or rejection thereof is documented in the minutes of the committee. It is signed by the members of the committee who attended the meeting. The committee, recommending the admission of an applicant to doctoral studies, also proposes a supervisor. The committee minutes and the written consent of the supervisors to guide the doctoral student are submitted by the committee to the department for doctoral studies of the coordinating university, which refers the candidates to the department for doctoral studies of the institutions, where admission of the applicants is recommended.

30. If the invited students do not sign study contracts within the specified deadlines, the invitation to study no longer applies.

31. An individual is admitted to doctoral studies through the order of the head of the institution of joint doctoral studies, which specifies the nature of the funding of the studies, the department or other subdivision, the topic of the dissertation, the form of doctoral studies, the beginning of the doctoral programme and the supervisor of the doctoral student. Orders are drawn up by the department for doctoral studies of the institutions of joint doctoral studies, based on the minutes of the committee.

32. If, following the admission, there are vacancies or some admitted students fail to attend the programme at the beginning of the study year, an additional competition to doctoral studies may be organised.

33. Applicants that are not eligible for public funding, may, at the proposal of the committee, choose doctoral studies funded by themselves or by other natural or legal persons.

34. Citizens of foreign countries admitted to full-time doctoral studies are required to obtain a residence permit in the Republic of Lithuania in accordance with the procedure established by the legislation.

35. Heads of institutions of joint doctoral studies or their authorised persons sign study agreements of the prescribed form with a doctoral student who has been admitted to doctoral studies through competition.

36. The file of the rejected applicant is kept for one year at the department for doctoral studies of the coordinating university.

37. An applicant that has applied for admission to doctoral studies and has not been admitted or he disagrees with the topic of the dissertation, may submit an appeal to the appeal commission designated by the rector of the coordinating university within the period of time specified in the rules for admission to doctoral studies.

38. Doctoral studies start on 1 September, unless otherwise provided by the order for admission to doctoral studies.

CHAPTER IV SUPERVISION OF DOCTORAL STUDENTS

39. A supervisor is a scientist conducting research in the field corresponding to the topic of the dissertation and offering guidance to a doctoral student in his studies and research. He does guide more than four doctoral students at a time.

40. If, in the course of scientific research, a doctoral student needs additional long-term consultations in other field (branch) of research than that of the research conducted by his supervisor, a consultant of the doctoral student (only one) may be appointed for at least a year, who may also be a scientist of another field of research. When appointing a consultant, part of the remuneration for guiding the doctoral student is allocated for the work of the consultant in accordance with the procedure established by the institutions of joint doctoral studies.

41. The committee having received a written consent of the consultant to act as a consultant (if it is necessary in the opinion of the doctoral student, the supervisor, the subdivision to which the doctoral student is assigned and the committee), and the lists of their scientific publications over the last five years (and other scientific activities) from the subdivisions to which the doctoral student is assigned, submit all this to the Department for doctoral studies of the coordinating university together with the proposal to approve the consultants. The Department for doctoral studies of the coordinating university submits the committee's proposal and the consultants' consent to participate in the process of the studies of the doctoral student and their scientific activity documents to the Department for doctoral studies of the institution of joint doctoral studies.

42. The consultant is appointed by the order of the head of the institution of joint doctoral studies.

43. The supervisor and the consultant of the doctoral student meets the qualification requirements specified in paragraph 11 of the Regulations.

44. The supervisor:

44.1. together with the doctoral student, draws up an individual doctoral student's plan for the entire period of doctoral studies, while focusing on the tasks to be completed in the first year. A detailed plan for the following year, and so for the rest of the years of studies, is drawn up and approved at the time of the attestation for the previous year achievements;

44.2. proposes consultants if they are needed;

44.3. guides doctoral student's scientific activities, provide scientific and methodological assistance to the doctoral student and, at least every two weeks, discusses it with the doctoral student and offer his advice; regularly monitors the progress of the doctoral studies;

44.4. for each attestation of the doctoral student, submits to the committee his opinion on the performance of the doctoral student in terms of studies and research and the expediency of continuing the doctoral studies;

44.5. helps the doctoral student to address organisational issues related to studies and the preparation of a dissertation;

44.6. is responsible, together with the doctoral student, for the quality doctoral dissertation prepared on time.

45. The doctoral student's consultant:

45.1. advises a doctoral student if he needs additional knowledge in another field of science;

45.2. organises research or experiments in other subdivisions of the institutions of joint doctoral studies or other Lithuanian or foreign universities and/or research centres;

45.3. for each attestation of a doctoral student, submits to the committee his report on the work done consulting the doctoral student.

46. If, for valid reasons, it is necessary to replace the supervisor or the consultant, the replacement is subject to the same procedure as the appointment of a supervisor or a consultant. Supervisors of doctoral students whose studies are funded from the European Union structural funds can be replaced only with the consent of the Research Council of Lithuania.

47. A doctoral student is entitled to submit a reasoned request to the Department for doctoral studies of the institution where he studies regarding the replacement of the supervisor or the consultant no later than one year before the end of the doctoral programme. The head of the institution

of the doctoral student or his authorised person refers the request to the committee for its consideration within one month. If the doctoral student's request is satisfied, the committee, having regard to the topic of the doctoral student's dissertation, appoints another doctoral student's supervisor or announces a competition for supervisor's position.

CHAPTER V

PROCEDURE FOR DRAWING UP A DOCTORAL PLAN AND ITS APPROVAL

48. Doctoral student's work plan is an individual doctoral plan outlining stages and deadlines for doctoral studies, research and the preparation of the dissertation.

49. The doctoral programme of research in each field of research and its amendments are made and approved by the committee on the relevant field of research.

50. Doctoral studies of each doctoral student consist of at least 4 study subjects, the total volume of which is not less than 30 credits, selected from the doctoral programme of the respective field of study. Two of them (one for doctoral students studying at research institutes and centres) representing general subjects aimed at developing generic, methodological, transferable skills and imparting knowledge on how to organise research, patenting of research outcomes, the commercialisation of research outcomes, and cooperation with business, is compulsory for all doctoral students. A doctoral student is assigned also at least one study subject chosen by the doctoral committee, which is intended to give information on the latest achievements in the relevant field of research, and at least one individual specialised study subject for the development of the doctoral student's knowledge in the field of dissertation, chosen by the doctoral committee following the recommendation of the doctoral student's supervisor. With prior committee's approval, the doctoral subjects and examinations may be taken at a foreign university accredited for doctoral studies in the respective field.

51. Doctoral studies are conducted only in accordance with the subject modules approved by the committee. The committee makes sure that doctoral study plans include the subject modules that correspond to the doctoral study programme and are approved by the committee.

52. Lectures for doctoral students can be given by persons with scientific degree, whose research and publications over the last five years correspond to the subjects taught, and who meet the qualification requirements specified in paragraph 11 of the Regulations.

53. When fewer than four doctoral students choose a study subject, they study autonomously and periodically consult the lecturer of the subject.

54. Doctoral student passes examinations of all study subjects over the first three years of doctoral studies.

55. The doctoral student's supervisor and the doctoral student, one month from the beginning of the doctoral programme, draw up together an overall doctoral work plan for the entire period of doctoral studies and research. The tasks planned for the first year are discussed in more detail. A detailed work plan for each other doctoral year is prepared based on the overall doctoral work plan for the entire period of doctoral studies and research and submitted for approval to the head of the subdivision and the committee at the time of the attestation of the doctoral student for the previous year. The doctoral student work plan also provides for research activities: analysis of scientific dissertation topics, computer program skills, experimental planning, research, which can partly be conducted at high level foreign scientific centres, the analysis of the obtained results, the preparation of scientific articles, giving scientific presentations at international scientific conferences, preparation of a dissertation, etc. The doctoral student's work plan contains specific tasks and deadlines for their completion.

56. The doctoral student's work plans for the second and third year (second to fifth for part-time doctoral students) of doctoral studies, drawn up when attesting doctoral students at the end of the first and the second year (first to fourth for part-time doctoral students) provide for the adjustment of the focus of research, for the participation in seminars, conferences, international research programmes, internships at universities and research centres, including at least one internship abroad (recommended), for publishing at least one scientific article in the publications referred to in paragraph 93.3 of the Regulations (for those preparing dissertations in physical and technological

fields) or in paragraph 93.4 of the Regulations (preparing dissertations in social sciences or humanities). The recommended overall duration of internships over the entire period of doctoral studies should be at least three months.

57. The work plan of the final year of the doctoral programme involves the adjustment of the title of the dissertation, summarising of the research results, and the preparation of the text of the dissertation. The plan for the final year provides for the publication of at least one scientific article in the journals referred to in paragraph 93.3 of the Regulations (preparing dissertations in physical or technological sciences) or in paragraph 93.4 (preparing dissertations in the fields of social sciences or humanities), if the outcomes of the research were not sufficiently published in the past.

58. To ensure that doctoral students acquire experience of communication with students, oratorical and psychological skills, management of scientific activities and organisation work skills, at the decision of the councils of doctoral studies, the full-time doctoral students may be required to do 50-70 hours of pedagogical work over the first three years of the doctoral studies. The pedagogical work is organised by the subdivision where the doctoral student studies.

59. The doctoral student prepares the work plan together with the supervisor. The work plan is signed by the doctoral student and the supervisor. The work plan is agreed with the head of the subdivision in which he studies and the chairperson of the committee.

60. The doctoral student's work plan is submitted to the department for doctoral studies of the institution of the doctoral student.

61. Doctoral student's work plan is changed, where necessary, following the same procedure as for their preparation.

CHAPTER VI CONDUCTING DOCTORAL RESEARCH

62. The doctoral student conducts research following the work plan approved by the committee for the entire period of doctoral studies, as well as the committee's approved detailed annual work plan.

63. Key stages of research:

63.1. organising information related to the topic of the dissertation and the analysis of scientific literature sources;

63.2. formulation of research aim and objectives;

63.3. selection of research methodology;

63.4. theoretical research;

63.5. experimental and/or computational research verifying the results of the theoretical research;

63.6. summary of the outcomes of the research and their publication.

64. The doctoral student is provided access to the equipment available at the departments, laboratories and other subdivisions of the institutions of joint doctoral studies, required for his scientific research provided for in his work plan. If some of the research cannot be done at the institutions of joint doctoral studies, the doctoral student may be sent to do research in another national or foreign academic institution. This period is included in the overall duration of the doctoral studies.

65. Foreign doctoral students that have come for temporary doctoral studies from abroad may study at the institutions of joint doctoral studies.

66. Doctoral students' visits to conferences, seminars or other scientific events are documented by the order of the rector of the institution of the doctoral student (the head of the institution in the partner institution: the rector, director, the head or his authorised person). The doctoral student submits an application to the rector of the institution of the doctoral student (the head of the institution in the partner institution: the rector, director, the head or his authorised person), specifying the purpose, place and duration of the visit, the form and methods of payment for the visit. The application is accompanied by the documents substantiating the motivation and the funding (if any) of the visit, as well as the list of doctoral student's publications.

67. Visit expenses may be paid from projects or programmes administered by the Research Council of Lithuania or other institutions, the funds of the subdivision or central funds of the institution of the doctoral student, the funds of the host institution or other sources of funding. The application for a visit has to be mediated by the supervisor of the doctoral student, the head of the subdivision, the head of the foundation that finances the visit and the vice-rector responsible for research at the institution of the doctoral student (a person in similar capacity in partner institutions). The order of the rector (the head of the institution in the partner institution: the rector, director, the head or his authorised person) regarding the visit is drawn up by the Department for doctoral studies of the institution of the doctoral student.

68. A doctoral scholarship is paid for full-time doctoral students' internship abroad, unless otherwise stipulated in contractual obligations to international organisations, foundations and the Research Council of Lithuania.

69. The doctoral student, within three working days after the return from the visit, submits supervisor's approved brief (up to 1 page) report on the visit outcomes to the Department for doctoral studies of the institution of the doctoral student, and he, within three working days after the return from the visit, submits documents confirming the expenses incurred to the finance department (or an equivalent subdivision) of the institution of the doctoral student.

CHAPTER VII FUNDING OF DOCTORAL STUDIES, PROCEDURE FOR PAYMENT OF SCHOLARSHIPS, AWARDS AND ALLOWANCES

70. Doctoral studies may be funded from the state budget of the Republic of Lithuania, the structural funds of the European Union, doctoral student's funds, the funds of the company sponsoring doctoral studies of the student or the funds of a doctoral student and the company sponsoring his doctoral studies, and other funding sources.

71. Doctoral study agreement is signed with the doctoral student for the entire duration of the doctoral programme.

72. Funds for doctoral students' scholarships, payment for the members of the defence board, supervisors of doctoral students (except for external students), consultants, doctoral research (publication of doctoral research articles if possible), printing of the dissertation, as well as other expenses related to awarding of doctoral degrees are provided for in budget revenue and spending estimates of the institutions of joint doctoral studies.

73. All full-time doctoral students admitted to state-funded doctoral studies and to doctoral studies funded from the structural funds of the European Union, is entitled to scholarships at a rate established by the Government of the Republic of Lithuania to be paid from the state budget of the Republic of Lithuania or from the structural funds of the European Union. The scholarship is paid by the institution of the doctoral student.

74. The doctoral students referred to in paragraph 73 are entitled to scholarships for the entire duration of the doctoral programme. Scholarships are not paid to students on academic leave.

75. If the annual attestation finds that the doctoral student has failed to follow the work plan over the reference year, and his attestation is postponed, the scholarship is withheld for the period from the postponement of the attestation until his positive evaluation.

76. For doctoral students who have defended their doctoral dissertation ahead of the schedule, the doctoral scholarship may continue to be paid another four months if they are included in the duration of the doctoral studies.

77. The institutions of joint doctoral studies may organise a competition for doctoral students' best scientific achievements and offer awards to prize winners.

78. Doctoral students may receive allowances against the documents justifying the need for the allowance. A doctoral student submits a request for allowance addressed to the rector of the institution of the doctoral student (the head of the institution in the partner institution: the rector, director) to the department for doctoral studies of the institution of the doctoral student.

79. At the end of the calendar year, a lump sum payment of up to one month's scholarship may be awarded for very good achievements in studies and research from the saved funds of the doctoral scholarships for state-funded doctoral students and for other doctoral students funded from other sources or projects of the institution of the doctoral student by order of the rector of the institution of the doctoral student (the head of the institution in the partner institution: the rector, director).

CHAPTER VIII DOCTORAL STUDENT'S EXAMINATION AND ATTESTATION

80. The course of each subject studied ends with an examination. For the purpose of examinations, the doctoral committee sets up an examination commission consisting of at least two scientists who meet the requirements under paragraph 11 of these Regulations, one of them being a scientist that has given lectures or consultations to the doctoral student. The composition of the examination commission is approved by the committee when approving the doctoral student's work plan. Examinations are conducted in writing, and answers to the questions are kept for a period established by the institutions of joint doctoral studies at the subdivision of employment of the teacher that has given lectures or consultations to the doctoral student.

81. Examinations are organised after the doctoral student has completed all the practical tasks from the study programme. After a successful examination, an examination protocol is completed and signed by the examiners. These reports with original signatures are kept in the doctoral student's file of studies.

82. The failed examination can be retaken for one time only. The second failure to pass an examination results in an extraordinary attestation arranged for a doctoral student.

83. Considering the doctoral student's request and with the approval of the supervisor, the committee may take credit of the examinations passed previously under doctoral programmes.

84. The quality and the scope of the work done during the reference period and the respect for deadlines are taken into account at the doctoral student's attestation.

85. The doctoral student submits a report on the outcomes of the research completed and the progress of the work plan to the subdivision (department) in which he studies before the annual attestation held by mid-June each academic year. The subdivision (department) makes a decision as regards the progress achieved with respect to the doctoral student's work plan. The doctoral student's supervisor who for objective reasons cannot participate in the doctoral student's attestation, submits to the subdivision (department) a written assessment of the doctoral student's performance. Doctoral students who are away on a visit (there is an order authorising the visit) at the time of attestation at the subdivision (department) or the committee is attested by way of video-conference.

86. Having received the conclusions on the doctoral student's attestation at the subdivision (department) of the institution of the doctoral student, the committee makes a decision regarding his attestation. The doctoral student submits to the committee an annual report on the progress of the work plan, the report from the subdivision (department) or extracts thereof, and a draft work plan for the following year of the doctoral studies. The report and doctoral student's documents submitted to the attestation commission is transferred by the committee secretary to the Department for doctoral studies of the institution of the doctoral student no later than the next working day after the attestation of the doctoral student.

87. The committee may postpone the annual attestation of a doctoral student for valid reasons, at the proposal of the Department for doctoral studies (department), until the final week of August.

88. At the end of January, an interim attestation of doctoral students is held at the subdivisions (departments) of the institution of the doctoral student. If it is found at the interim attestation that the doctoral student has failed to follow his work plan, the minutes of the meeting of the subdivision (department) (or extract thereof) with the negative opinion is communicated to the committee. The committee decides on the expediency of continuing doctoral studies. If the committee takes a decision that the studies should be discontinued, the minutes of the meeting with such a decision and a written explanation by the supervisor is communicated to the Department for doctoral studies of the institution of the doctoral student.

89. If the doctoral student obviously fails to follow the work plan, an extraordinary attestation may be initiated at the recommendation of the doctoral student's supervisor or the head of the subdivision (department) as well as the committee, which is carried out in accordance with the procedure set out in paragraphs 84-86 of the Regulations.

90. Negatively evaluated by the committee or having missed the attestation for unjustifiable reasons, the doctoral student is dismissed from the doctoral programme by the order of the rector of the institution of the doctoral student (the head of the institution in the partner institution: the rector, director, the head or his authorised person).

91. A doctoral student may be granted an academic leave for valid reasons (sickness, maternity leave, etc.), accordingly postponing the completion date of the doctoral studies. It is recommended that the total academic leave should not exceed one year in the entire period of doctoral studies. The scholarship is not paid during the academic leave.

92. A doctoral student submits an academic leave request, a reasoned approval of the supervisor, the subdivision (department) and the committee and documents substantiating the request to the Department for doctoral studies of the institution of the doctoral student.

CHAPTER IX PREPARATION AND EXAMINATION OF THE DISSERTATION

93. A person submitting a dissertation or a scientific monograph for defence (hereinafter 'the doctoral student') may request rector's permission for the defence of a dissertation after he has:

93.1. passed all the examinations specified in the doctoral programme;

93.2. prepared a doctoral dissertation in line with the requirements under Annex 1 to the Regulations or has submitted for defence a scientific monograph conforming to the requirements of paragraph 96 of the Regulations, or a set of articles conforming to the requirements of paragraph 97 of the Regulations;

93.3. has published the research findings in the areas of physical sciences and technologies at least in two articles printed (or accepted for publication, with DOI assigned) in the scientific peer-reviewed journals with citation index in *Clarivate Analytics Web of Science* database; and in the case of the scientific monograph, in at least one article printed (or publication pending with DOI assigned) in peer-reviewed journal with citation index in *Clarivate Analytics Web of Science* database;

93.4. has published the research findings in the areas of humanities and social sciences at least in two articles printed (or accepted for publication, with DOI assigned) in the scientific peer-reviewed journals; at least one of the articles should be published in a journal referenced in the *Scopus* database or in a journal with citation index in *Clarivate Analytics Web of Science* database, while the other - published in an international scientific journal with more than a half of the members of its editorial board being from the country other than the one the journal is published in; and in the case of the scientific monograph - at least one article published (or publication pending with DOI assigned) in a peer-reviewed journal referenced in the *Scopus* database or in a journal with citation index in *Clarivate Analytics Web of Science* database.

93.5. has presented the outcomes of the research at least in two international conferences. He has personally made at least one presentation at an international conference held outside the country.

93.6. has presented the outcomes of the research in at least one seminar of another university (research centre, institute) conducting research related to the topic of the dissertation.

94. It is recommended that he should have completed at least a three-month internship at a foreign institution(s) of research and studies.

95. The committee takes a decision as to the adequacy of the publications and presentations at conferences and seminars of the outcomes of the research of the doctoral student.

96. A scientific monograph may also be submitted for defence as a doctoral dissertation, if it has been written without co-authors and is in line with the requirements set out in Annex 1 to the Regulations. In this case, the scientific publications referred to in paragraph 93 of the Regulations is submitted together. A monograph's summary that meets the summary requirements stipulated in these Regulations is also submitted.

97. A dissertation based on a set of scientific articles (in the areas of social, physical and technological sciences) can also be submitted for defence as a doctoral dissertation. In this case, the dissertation includes a review covering at least one quire, a summary in the Lithuanian or foreign language (in a different language than that of the review) and the copies of the doctoral student's scientific publications on the topic of the dissertation. The key research outcomes have to be published by the doctoral student in at least four articles (including at least one listing the doctoral student as the first co-author), printed in the international scientific journals that hold a citation index in the *Clarivate Analytics Web of Science* database.

98. The text of the dissertation is written in the Lithuanian or English languages, or in any other language other than Lithuanian or English if approved by the doctoral committee. The dissertation is written in a linguistically correct language. Technical requirements for a dissertation have been laid down in Annex 1 to the Regulations.

99. The dissertation indicates the supervisor (a scientific consultant in the case of the defence of the defence of a dissertation externally) and the members of the defence board. In the case of the replacement of the supervisor, the previous supervisor is specified, as well as the duration of his supervision. The templates for the first and the second pages of the dissertation are available in Annex 2.

100. The doctoral student submits his dissertation to the Department for doctoral studies (department) of the institution of the doctoral student. A subdivision (department) appoints at least two reviewers for reviewing the dissertation, its level of completeness, doctoral student's scientific publications and the presentation of the scientific material at conferences and seminars and subsequent submission of their conclusions at the meeting of the subdivision (department), with the participation of the doctoral student and the supervisor (the scientific consultant in the case of the defence of the dissertation externally) and the consultant (if any). The participants of the meeting hear the doctoral student and his responses to the questions, also the reviewers and the supervisor, and submit the dissertation and their conclusions to the committee.

101. The chairperson of the committee, within two weeks after the receipt of the documents, convenes a committee meeting, which appoints two reviewers who, within two weeks, prepare a review of the dissertation.

102. One month at the latest after the receipt of the documents for defence of the dissertation, the chairperson of the committee convenes an open committee meeting with the participation of the doctoral student and the supervisor. The committee hears the doctoral student's presentation on the dissertation (about 20 minutes), its aim, objectives, novelty, relevance and originality of the research work, its key findings, statements and conclusions. The doctoral student responds to reviewers' remarks, the supervisor presents his opinion on the dissertation. The appointed reviewers' review is submitted to the Department for doctoral studies of the institution of the doctoral student in writing.

103. The committee gives a reasoned evaluation of the aims and objectives of the dissertation, the scientific novelty, relevance and originality of the work; analysis of the research performed in Lithuania and abroad in the field of the dissertation, the research methodology; the reliability and validity of the obtained outcomes; the validity of the statements of the conclusions; conformity of the summary with the content of the dissertation; conformity of the published scientific articles and research outcomes therein with the fundamental statements of the dissertation; the linguistic correctness of the dissertation and of its summary.

104. The committee may conclude that:

104.1. the dissertation has been properly prepared, it complies with the requirements stipulated in Annex 1 of the Regulations; the doctoral student has met the requirements listed in paragraph 93 of the Regulations, and the dissertation may be submitted for defence.

104.2. the dissertation has been properly prepared but the summarised research outcomes in the dissertation have not been sufficiently publicised or presented at conferences or seminars in Lithuania and abroad.

104.3. the dissertation has not been properly prepared.

105. The doctoral student will be dismissed from the doctoral programme upon the completion of the duration of the doctoral programme.

106. If the dissertation meets all the set requirements, the doctoral committee sets up a defence board consisting of three scientists, appointing one of them as a chairperson. The members of the defence board are active members in the appropriate field of research, who meet the requirements stipulated in paragraph 11 of the Regulations. It must be ensured that there is no conflict of interest between the members of the defence board and the doctoral student or his supervisor (or the consultant in the case of the defence of a dissertation on a non-resident basis) and the consultant. The members of the defence board have no joint publications with the doctoral student. More than half of the members of the board cannot have joint publications with the doctoral student's supervisor (or the consultant in the case of the defence of a dissertation prepared on a non-resident basis) and the consultant. At least one member of the defence board is from a foreign research or higher education institution. Neither the doctoral student's supervisor, scientific consultant of a non-resident doctoral student nor the consultant can be members of the defence board. If the dissertation addresses problems of several fields of research or if it is required for a full assessment of the work defended, two members of the defence board may represent other fields of research.

107. The committee:

107.1. arranges for receiving the consent from the invited members of the defence board to participate in the work of the defence board and their scientific publications;

107.2. approves the list of institutions whose opinion may be relevant for the assessment of the respective dissertation and who will be notified of the defence of the doctoral dissertation by email;

107.3. proposes the date and place for the defence of the dissertation;

107.4. draws up a proposal to the head of the institution of the doctoral student.

108. The composition of the defence board and its chairperson is approved, at the proposal of the committee, by the order of the head of the institution of joint doctoral studies or his authorised person (or the rector of the coordinating university, when defence boards are set up for doctoral students studying and doing research at institutes and centres).

109. The Department for doctoral studies of the institution of joint doctoral studies draws up a rector's order approving the composition of the dissertation defence board, the time and place of the defence of the dissertation. The defence of dissertations of doctoral students studying at research institutes and centres is organised and the rector's order approving the composition of the dissertation defence board, the time and place of the defence of the dissertation is drawn up by the Department for doctoral studies of the coordinating university.

110. A doctoral student, having agreed about the layout of the prepared dissertation with the Department for doctoral studies of the institution of the doctoral student and the publishing house submit a request to the rector of the institution of the doctoral student (or the coordinating university, where the dissertation is prepared at research institutes and centres) asking permission to defend the doctoral dissertation. The request for the defence of the doctoral dissertation is accompanied by a statement of academic integrity (Annex 3). The vice-rector responsible of academic affairs at the institution of the doctoral student gives an approving signature to the request.

111. The publishing house checks by way of automated coincidence measurements the level of coincidence of the dissertation and its summary with the publications of other authors, and if the overall coincidence of over 30 per cent, or the coincidence of over 10 per cent with the publication of at least one other author is found, it notifies the Department for doctoral studies of the coordinating university thereof.

112. Following the order permitting the defence issued by the rector of the institution of the doctoral student (or the rector of the coordinating university, when defence boards are set up for doctoral students studying and doing research at institutes and centres):

112.1. the publishing house organises the dissertation printing in the form of a book;

112.2. no later than 30 calendar days before the defence of the dissertation, the Department for doctoral studies of the institution of a doctoral student sends a copy of the dissertation to the members of the defence board;

112.3. the Department for doctoral studies of the institution of a doctoral student sends a notification on the future defence of the dissertation to the Research Council of Lithuania and the following entities: Lithuanian and foreign science and study institutions and researchers involved in the subject of the dissertation. The notification includes the name of the doctoral student, the institution having hosted the preparation of the dissertation, the supervisor (the consultant, in case of the defence of a dissertation externally) and the members of the defence board (academic title, scientific degree, first name, surname, field of research and the institution), the title of the dissertation, the place and the time of defence, the website address containing the dissertation.

112.4. the Department for doctoral studies of the institution of a doctoral student posts the announcement about the defence of the dissertation on its website and the website of the Research Council of Lithuania. The announcement of the defence of a dissertation can be also published in other media sources. The announcement includes the name of the doctoral student, the institution that hosted the preparation of the dissertation, the title of the dissertation, the place and the time of defence, the supervisor, the consultant, the members of the defence board, their fields of research and institutions, the website address containing the dissertation;

112.5. no later than 30 calendar days before the defence of the dissertation, the dissertation is sent to the libraries of the institutions of joint doctoral studies.

113. The costs of printing and sending doctoral dissertations of the doctoral students of the institutions of joint doctoral studies are paid from the funds of the institution of the doctoral student.

CHAPTER X PROCEDURE FOR DEFENDING A DISSERTATION AND ISSUING A DOCTORAL DEGREE DIPLOMA

114. Dissertation defence documents are prepared and dissertation defence proceedings organised by the Department for doctoral studies of the institution of the doctoral student (or the Department for doctoral studies of the coordinating university in the case of the defence of dissertations prepared at research institutes and centres). The vice-rector responsible for doctoral studies at the university organising the dissertation defence or his authorised person may take part in the work of the defence board, as an observer, and seek, together with the chairperson of the defence board, to ensure the compliance with the Bylaws for Research Doctoral Training and these Regulations. If a decision is taken to award a doctoral degree in breach of these Regulations, the vice-rector or his authorised person informs the rector of the institution of the doctoral student.

115. The dissertation is defended at a public session of the defence board.

116. The defence of the dissertation can take place both in Lithuanian and in another language. If any other language is used in the session, the need for interpretation into Lithuanian is established by the Committee.

117. The session is deemed legitimate, where more than half of the members of the defence board are present (including those participating through video-conferencing).

118. The session is chaired by the chairperson of the defence board, who:

118.1. before the beginning of the session, examines the doctoral studies file of a doctoral student and verifies if the file contains all the required documents describing the doctoral student and his doctoral studies and the documents necessary for the session (ballot papers, ballot minutes form);

118.2. examines the scientific reviews on the dissertation submitted for the session of the defence board, or assign this task to one of the board members;

118.3. ensures proper preparations for the session: there is a possibility to do audio or video recording, to display video material and, if necessary, to interpret the participants' speeches into the Lithuanian language.

119. A member of the defence board:

119.1. examines the submitted dissertation and assesses whether it is an original work, which summarises all the doctoral student's research addressing a problem in a specific field of research, and whether its content satisfies the doctoral dissertation requirements;

119.2. assesses the compliance of the scientific publications of the doctoral student with the requirements specified in paragraph 93 of the Regulations, and whether these publications contain the key outcomes of the research conducted;

119.3. not later than 5 working days before the defence of the dissertation, submits a written review of the dissertation and its compliance with the requirements specified in the Regulations to the Department for doctoral studies of the institution organising the defence of the dissertation, which in its turn makes it available for the doctoral student.

120. The procedure of the session of the defence is as follows:

120.1. the chairperson checks if the number of the members of the board at the session is adequate, then introduces the doctoral student, the doctoral studies file of the doctoral student and answers the questions from the members of the board, if after the introduction of the file there is still something to be clarified;

120.2. in the 20-minute speech, the doctoral student presents the aim, objectives, the most important conducted research and its findings, formulates the conclusions of the work, and points out his contribution to the publications on the topic of the dissertation;

120.3. the doctoral student responds to the questions from the members and other participants of the session of the defence board;

120.4. the supervisor of the doctoral student is invited to speak (up to 5 minutes);

120.5. the chairperson of the defence board opens a scientific discussion in which the members of the defence board evaluate the scientific level of the dissertation, evaluate the novelty and originality of the research findings, the validity of the conclusions, point out the shortcomings and discuss the scientific competence of the doctoral student. The members of the defence board also assess the compliance of the dissertation and the dissertation publications with the requirements of these Regulations;

120.6. the doctoral student gives reasoned responses to the questions and comments from the members of the defence board;

120.7. the chairperson or a member of the defence board appointed by him reads out publicly ~~feedback~~ the scientific review of the dissertation from an absent member (if any) of the defence board and introduces other feedback received on the dissertation;

120.8. the doctoral student gives reasoned responses to the questions and comments from other feedback;

120.9. other participants to the session are invited to speak.

120.10. at the end of the scientific discussion, the doctoral student is invited to speak;

120.11. in the voting room, the chairperson of the defence board distributes secret ballot papers to the members of the board to vote for or against awarding of a doctoral degree to the doctoral student. The members of the defence board taking part in the deliberation by way of video-conference, is also involved in the voting procedure. They send their decision by telephone, by short message or e-mail to the chairperson of the meeting, who fills in the ballot paper and adds to the ones that have already been filled out by the members of the defence board participating in the session. After the voting, the chairperson completes the voting report, having also taken account of the votes of the members of the defence board participating in the video-conference. The members of the defence board who have directly participated in the session confirm, by an open vote, the results of the voting and sign the voting report and the decision on awarding a doctoral degree to the doctoral student. The place next to the signature of the member of the defence council who has participated in the session by way of video-conferencing is marked as: "Remote participation". The decision about awarding of the doctoral degree is made, if more than half of all the members of the defence board vote in its favour;

120.12. The chairperson of the defence board reads out the decision of the defence board to all the participants of the session and close the session. At the end of the session, the chairperson of the board returns the dissertation defence documents to the Department for doctoral studies (or the Department for doctoral studies of the coordinating university in the case of the defence of the dissertations prepared at the research institutes and centres).

121. Within two weeks, one copy of the defended dissertation (except the ones defended in a closed session) is deposited with the Martynas Mažvydas National Library, and the dissertation is stored in the Lithuanian Electronic Thesis and Dissertations (ETD) database.

122. The Research Council of Lithuania is notified about the results of the defence of the dissertation within 20 working days from the date of the session of the defence board. Details about the defended dissertation are presented in the dissertation database administered by the Research Council of Lithuania in accordance with its established procedure. The registered doctoral degree diploma is awarded to the researcher at the Senate meeting of the institution of the doctoral student (or the coordinating university, where the dissertation is prepared at research institutes and centres) and, in exceptional cases - in person.

123. If the defence board takes a decision to withhold awarding of a doctoral degree, a revised and/or supplemented dissertation may be resubmitted one year after the defence at the earliest. In this case, the doctoral degree is acquired on a non-resident basis as provided for in chapter XI of the Regulations. Where the fact of academic dishonesty (plagiarism, etc.) is discovered, the dissertation is barred from defence.

124. If the doctoral student submits the dissertation by the end of the doctoral studies, he can defend it within 12 months following the end of the doctoral studies. Failing to defend the dissertation within the mentioned period, its defence is subject to the defence on a non-resident basis as provided for in chapter XI of these Regulations.

125. Upon the receipt of the decision by the defence board regarding the awarding of a doctoral degree, the rector of the institution of the doctoral student (or the coordinating university, where the dissertation is prepared at research institutes and centres) and the chairperson of the defence board signs the doctoral degree diploma drawn up by the Department for doctoral studies of the institution of the doctoral student (or the coordinating university, where the dissertation is prepared at research institutes and centres).

126. The audio recording of the session of the dissertation defence board is kept in the doctoral student's file.

127. The file of a person having completed doctoral programme and having defended a dissertation is kept for one year at the Department for doctoral studies of the institution of the doctoral student (or the coordinating university, where the dissertation was defended by a student having studied at a research institute and centre), to be later transferred to the archives of this institution.

128. The file of a person having failed to complete doctoral programme or having completed the doctoral programme but having not defended the dissertation is kept for one year at the Department for doctoral studies of the institution of the doctoral student, to be later transferred to the archives of the institution of the doctoral student.

129. An appeal regarding the non-awarded doctoral degree, the rejection of an application for the defence of a dissertation by a doctoral student or an external student, or any other doctoral training-related issues may be lodged with the head of the institution of joint doctoral studies within 10 working days; the appeal or complaint is forwarded by the head of the institution of the doctoral student to the committee and the Department for doctoral studies of the institution of joint doctoral studies for consideration. The appeal or complaint is considered and the decision made within two months from the date of its receipt. The decision of the institution of the doctoral student is sent to the appellant within 5 working days from the date of the decision, if the appeal is not satisfied.

130. According to the procedure prescribed by the legislation, an appeal regarding a non-awarded doctoral degree may be lodged with the ombudsperson of the academic ethics and procedures.

131. A university that has awarded a doctoral degree may revoke it (including the doctoral degrees awarded prior to the enactment of these Regulations) in the following cases:

131.1. when an academic dishonesty is discovered;

131.2. when a doctoral degree has been awarded in breach of these Regulations.

132. A university that has awarded a doctoral degree revokes its decision to award a doctoral degree following the binding ruling of the ombudsperson of the academic ethics and procedures. The

ombudsperson of the academic ethics and procedures may obligate a university concerned to revoke its decision to award a doctoral degree taken prior to the enactment of these Regulations.

CHAPTER XI DEFENDING A DISSERTATION EXTERNALLY

133. A doctoral degree may be sought to be acquired externally by a holder of a master's degree or an equivalent higher education qualification (hereinafter 'the external student'). An external student must have written a dissertation or have published a scientific monograph and the key outcomes of research in scientific publications referred to in paragraph 93.3 of the Regulations (for those writing dissertations in the fields of physics and technology) or in paragraph 93.4 (for those writing dissertations in the fields of humanities and social sciences) and must have presented them in conferences and seminars as provided for in paragraphs 93.5 and 93.6 of the Regulations.

134. The request addressed to the head of the institution of joint doctoral studies for the defence of a dissertation externally is submitted to the Department for doctoral studies of the institution of joint doctoral studies. The following is enclosed with the request:

134.1. the manuscript of the dissertation or the published scientific monograph;

134.2. a list of scientific publications and their digital copies;

134.3. a Master's degree or a diploma confirming the equivalent qualification, its appendix (the original and copies, the original is immediately returned); if the diploma is acquired at a foreign university, a certificate issued by the Centre for quality assessment in higher education or by the centre for international studies of the coordinating university regarding the recognition of higher education qualifications acquired.

134.4. confirmed copies of the reports of the examinations (if any) of the doctoral studies or their extracts;

134.5. the curriculum vitae (description of life, research and creative activity).

135. Having checked the compliance of the documents submitted with the requirements of the Regulations, the Department for doctoral studies submits the request with its appendices to the head of the institution of joint doctoral studies. He refers the request with its appendices to the committee of the respective field of research.

136. The committee appoints at least two experts to check the completeness of the dissertation and a corresponding subdivision (department) of the institution of joint doctoral studies, which, following the positive decision of the committee regarding the defence of the dissertation, organises doctoral studies. Experts may be scientists from the institutions of joint doctoral studies and other academic institutions who meet the qualification requirements specified in paragraph 11 of the Regulations. The subdivision (department) of the institution of joint doctoral studies convenes a meeting within four weeks at the latest and determine whether the submitted material meets the requirements of paragraphs 93, 96, 98 and Annex 1 of the Regulations.

137. Having received the conclusions, within three months after the submission of the request by an external student, the committee convenes a meeting with the participation of the external student. After hearing the experts and the external student, the committee decides whether the non-resident dissertation meets the requirements for a doctoral dissertation and can be recommended for defence.

138. Having decided that the current or slightly revised or supplemented dissertation by an external student may be recommended for defence, the committee:

138.1. refers to the head of the institution of joint doctoral studies that has been applied by an external student for defence of the dissertation, asking to approve a scientific consultant for an external student, who will act as his supervisor; if doctor's degree is sought by a person who has completed the doctoral programme but did not defend the dissertation, the committee may recommend appointing his former supervisor or any other person as his scientific consultant;

138.2. decides whether the examinations of doctoral studies passed by the external student should be credited, and what examinations of the doctoral studies should still be taken, specifying the deadlines, and it sets up examination commissions;

138.3. determines whether the dissertation can be defended within one year.

139. External student's examinations are organised in accordance with the procedure described in chapter VIII of the Regulations, the dissertation is examined and defended in accordance with the procedure set out in chapters IX and X of the Regulations.

140. If the committee decides that the dissertation still fails to meet the requirements for a doctoral dissertation and it cannot be prepared for defence within one year, the external student may reapply for the defence of the dissertation only after a year. If an external student does not agree with the decision of the committee, he may lodge his appeal with the senate scientific commission of the institution of joint doctoral studies.

APPROVED BY
Vice-rector for research and
innovation

Antanas Čenys
__-10-2017

APPROVED BY
Director of the office of legal
affairs

Violeta Keršulienė
__-10-2017

Drawn up by
Head of department for doctoral studies

Šarūnas Mikaliūnas, tel.: 274 4952
__-10-2017

TECHNICAL AND OTHER REQUIREMENTS FOR A DOCTORAL DISSERTATION

1. The doctoral dissertation (hereinafter ‘the dissertation’) consists of the following: the text of the dissertation, the summary and the copies of scientific publications by a doctoral student on the topic of the dissertation.

2. The text length of the dissertation is 6-10 quires (one quire equals to 40 000 characters including the spaces), while the length of the summary is 0.5-1 quire.

3. The dissertation is formatted and printed as a book (A5 + format, edition of 20 copies) according to the dissertation layout template prepared by a coordinating university. A dissertation written in the Lithuanian language has the captions under the figures and tables in the Lithuanian and English languages, the contents is also written in the Lithuanian and English languages.

4. A dissertation is recommended to have the following main parts:

4.1. an introduction. It presents a research problem; describe its relevance, focus and aim of research, the objectives for achieving the aim, the research methods applied, the scientific novelty of the work, its theoretical and practical value, present the defended statements, describe the approval of the dissertation across the scientific publications, present a list of projects completed by the author, and the structure of the dissertation. The recommended length of the introduction is up to five pages.

4.2. An analytical review of the publications on the topic of research carried out under the dissertation. The review part is followed by the formulation of the aim and objectives to be addressed. The review part takes up to 20-25 per cent of the dissertation text, excluding the summary and the bibliography.

4.3. The theoretical part of the dissertation. It substantiates the author’s proposed research methods or makes a reasoned choice of research methods used by other authors. It reviews the reliability of the applied methods and the scope of their application. It describes the research conducted on the basis of the research methods chosen. It presents and discusses the outcomes of the research, their summary and reliability as well their relation to the outcomes obtained by other researchers.

4.4. The practical part of the dissertation. It describes the implementation of the theoretical and practical experiments carried out by the author and their outcomes, while justifying their reliability. Practically obtained outcomes are compared against theoretical outcomes and those obtained by other authors. Conclusions are presented at the end of all the main parts of the dissertation.

4.5. General conclusions and, if necessary, recommendations. The summarising conclusions should discuss the achievement of the aim of the dissertation and the outcomes of the objectives addressed, the originality and scientific novelty of the obtained outcomes, possibilities and benefits of their application. If appropriate, recommendations are made for the theoretical and practical application of the outcomes. The general conclusions cannot contain universally known or trivial statements. The conclusions of the dissertation are of both qualitative as well as quantitative nature.

4.6. Bibliography. The list of references quoted in the text of the dissertation should include not only the first sources dealing with the topic covered in the dissertation, but also the last few-years’ scientific periodical publications on the topic of the dissertation and, if necessary, the patents. The bibliography contains about 100-200 sources.

4.7. The list of obligatory scientific publications by the author on the topic of the dissertation, as well as the publications in scientific conferences’ and other publications. This list also contains author’s patents and patent applications.

4.8. The list of conferences where the dissertation research outcomes were introduced.

4.9. The description of the doctoral student’s life and scientific and creative activities (CV), which includes information on his studies, qualifications acquired, professional activities, internships in Lithuanian and foreign scientific and studies institutions, participation in scientific and other projects.

5. The structure of the dissertation summary must correspond to the structure of the dissertation text. When the text of a dissertation or a scientific monograph to be defended as a dissertation is written in Lithuanian, the summary is written in English, when the dissertation is written in English or another language, the summary is written in Lithuanian. If a dissertation is written in other than the Lithuanian or English languages, two summaries are prepared in the Lithuanian and English languages.

6. Dissertation annexes, including a copy of the statement of integrity and the copies of the publications on the topic of the dissertation is recorded on the CD attached to the dissertation.

7. The doctoral dissertation formatting templates are available on the internal websites of the institution of doctoral studies.

**THE TEMPLATES FOR THE FIRST AND THE SECOND PAGES OF THE
DISSERTATION**

THE NAME OF THE INSTITUTION OF THE RESEARCH DOCTORAL STUDENT

NAME AND SURNAME

THE TITLE OF THE RESEARCH DOCTORAL DISSERTATION

The research doctoral dissertation

_____ area of research

_____ field of research (____)

Vilnius 20__

The dissertation prepared in 20__-20__ at Vilnius Gediminas Technical University (or at another institution of joint doctoral studies).

If a dissertation is defended as an external work, it is marked as: “Dissertation is defended externally”

Scientific supervisor:

Scientific consultant:

Dissertation is defended at the defence board of Vilnius Gediminas Technical University (or another institution of joint doctoral studies) for the defence of a dissertation in _____ field of research:

Chairperson

Members:

The dissertation is defended publicly at a session of the defence board in _____ field of research to be held at the hall of the Senate (or any other) of Vilnius Gediminas Technical University (or another institution of joint doctoral studies) on _____ 20__

Address: Saulėtekio alley 11, LT-10223 Vilnius, Lithuania
Tel.: (8 5) 274 4952; fax: (8 5) 270 0112, email: doktor@vgtu.lt

The announcements on the dissertation defence, indicating the website where the dissertation is made available, were sent out on __ _____ 20__.

The dissertation can be accessed through the website: _____ and in the library of Vilnius Gediminas Technical University (Saulėtekio al. 14, LT-10223 Vilnius, Lietuva) as well as other institutions of joint doctoral studies.

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**DECLARATION OF ACADEMIC INTEGRITY BY THE AUTHOR OF THE
DISSERTATION**

I, _____, declare that the doctoral dissertation entitled _____ has been prepared for defence in line with the requirements of the Regulations for Research Doctoral Studies in the scientific field of _____. The direct or indirect use of other authors' ideas or illustrative material has been presented with references to the sources. My personal contribution to the publications on the topic of the dissertation published together with the co-authors has been confirmed by the co-authors.

In the course of the preparation of the dissertation and its manuscript, I have been advised, apart from the scientific supervisor, by:

There has been no other scientific contribution to this doctoral dissertation from other than the above-mentioned persons.

The work has not been until now presented for the defence as a doctoral dissertation neither in Lithuania nor abroad.

(signature)

(name, surname)

_____ 20__
