

**REGULATIONS OF DOCTORAL STUDIES
IN PSYCHOLOGY SCIENCE FIELD
AT VYTAUTAS MAGNUS UNIVERSITY TOGETHER WITH
MYKOLAS ROMERIS UNIVERSITY**

I. General provisions

1. Regulations of Doctoral studies in Psychology science field at Vytautas Magnus University together with Mykolas Romeris University (hereinafter “Regulations”) are designed on the basis of the Decision No. V-149 of 8 March 2017 of the Minister of Education and Science of the Republic of Lithuania on Provisions of doctoral studies.

2. These Regulations set procedures of doctoral studies in Psychology science field, Doctoral students’ scientific research, dissertation preparation, defense, and doctoral degree award at Vytautas Magnus University together with Mykolas Romeris University (hereinafter “Doctoral Study Institutions”) that have been granted the joint right of doctoral studies by the Ministry of Education and Science of the Republic of Lithuania.

3. The purpose of the doctoral studies is to prepare scientists who are able to conduct scientific research and experimental development work and solve scientific problems independently. The doctoral studies shall ensure sufficient competence for a person who has completed the program and has been awarded a doctoral degree, having acquired the most advanced knowledge in research work, science areas and their interoperability; specialized skills and methodologies to solve problems of scientific research and expand current knowledge or professional practice; ability to work independently, having knowledge and know-how of science and profession to generate new ideas or processes and use them in studies and other activities.

4. A doctoral degree can be awarded to a person who has completed full-time (up to 4 years) or part-time (up to 6 years) doctoral studies successfully, prepared and defended a doctoral dissertation, or defended a dissertation prepared on a non-resident basis.

5. Key terms that shall be used in the Regulations:

A Doctor of Science Student (hereinafter “Doctoral student”) shall be a student of the third study cycle and a researcher.

A Doctoral Student’s Work Plan (hereinafter “Work plan”) shall be an individual Doctoral student’s work plan that includes stages and deadlines of doctoral studies, scientific research and dissertation preparation.

A Doctoral Student’s Scientific Supervisor (hereinafter “Supervisor”) shall be a scientist who meets the requirements of doctoral regulations and supervises a Doctoral student in his/her studies and scientific research.

A Doctoral Committee (hereinafter “Committee”) shall be a high level international research performing group of scientists responsible for the curriculum, quality, organization and provision of doctoral studies.

A Researcher performing scientific research of high international level shall be a researcher who meets not lower than the senior researcher qualification requirements¹ and participates in the process of doctoral studies, international projects, scientific research exchange programs and other international scientific and experimental activities.

¹Minimum qualification requirements for the positions of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Research Council of the Republic of Lithuania on 16 May 2011.

A Defense Council (hereinafter “Council”) shall be a group of scientists formed by the Committee that, having examined the dissertation submitted for its defense, evaluated its quality and adequacy to the set dissertation requirements, and a Doctoral student’s scientific research competence, decides whether the candidate shall be awarded a doctoral degree.

A Doctoral Student’s Institution shall be an institution in which a Doctoral student studies, conducts scientific research and writes his/her dissertation.

The School of Doctoral Studies / Office of Research shall be a unit of the Doctoral Institution that organizes doctoral study activities.

The Department of Finance shall be a unit of the Doctoral Institution that performs financial management and makes economic decisions, financial and tax accountability.

6. The Doctoral Institutions secure the transfer of personal data of Doctoral students and candidates on a non-resident basis that is needed for the process of doctoral studies or administration of dissertation defense on a non-resident basis through procedures established by legal acts.

7. The Committee of Psychology science field shall consist of at least 9 researchers performing scientific research of high international level who are employed (having taken a position by a tender procedure) in the Doctoral Institution. By common consent there shall be representatives from all the Doctoral Institutions and at least two thirds of the members shall be representatives of Psychology science field. A scientist shall be a member of no more than two Committees.

8. Having been granted the right of doctoral studies in Psychology science field, the Doctoral Institutions shall announce about the composition of the Committee publicly on the web pages of the Doctoral Institutions. During its first session, the Committee shall elect its Chairperson who shall perform the duties of a Chairperson for the period of 4 years and no more than for two consecutive terms of office. The Chairperson can be elected from each Doctoral Institution.

9. The changes in the composition of the Committee shall be performed in compliance with the Research Council of the Republic of Lithuania.

10. A doctoral dissertation shall be defended and an academic degree awarded in the Council of Psychology science field that shall be formed for the defense of a particular dissertation after the dissertation has been completed and submitted for the defense. The Council shall be formed by the Committee and will consist of at least five members.

II. Coordination of doctoral studies

11. The doctoral studies and scientific research shall be coordinated and monitored by the Committee.

12. The process of the doctoral studies shall be coordinated by the Doctoral Institutions.

13. The process of the doctoral studies shall be administered by a university appointed in the agreement laid down by the Doctoral Institutions (hereinafter “Administrative University”).

14. The Committee shall:

14.1. confirm the conditions and procedure of an open competition and admission to doctoral studies as well as selection of Supervisors and dissertation topics;

14.2. administer the selection of doctoral dissertation topics and Supervisors;

14.3. administer the admission to the doctoral studies;

14.4. consider the candidacies of Doctoral students’ scientific Supervisors and Consultants and submit for approval; mediate in the appointment of Consultants; consider the applications for replacement of Supervisors or Consultants;

14.5. confirm the doctoral study program in Psychology science field and its changes, Doctoral students’ work plans, and examination committees;

14.6. provide conclusions concerning the doctoral studies, scientific research, announcement of research results, doctoral dissertation preparation plans and their implementation; extension of doctoral work plan deadlines;

14.7. administer Doctoral students' attestation;

14.8. ensure a successful process of the doctoral studies and shall be concerned with raising the study level;

14.9. evaluate the prepared doctoral dissertations;

14.10. form dissertation defense Councils.

15. The Committee meeting documents shall be handled by a meeting secretary; the meeting minutes shall be signed by the Chairperson of the Committee and the meeting secretary. All the minutes of proposals, suggestions and resolutions shall be submitted by the Committee to the Office of Research of the Administrative University which, in its turn, shall prepare the material for the heads of the Doctoral Institutions or their authorized representative and Senates.

16. The Committee resolutions shall be valid when at least 2/3 of its members (including those participating via videoconferencing) vote for them. The Committee members who are not able to participate in the meeting may present their opinion on the issues to be discussed in written form in advance or via e-mail; however, it shall not be considered as voting. These written papers shall be read during the meeting. The minutes of the Committee meeting shall be secured for 6 years at the Office of Research of the Administrative University, and later in the archive of the Administrative University.

17. In order to discuss an issue that the Committee is to consider, there may be a poll organized via electronic means of communication. The Committee members express their opinion on the issue in question and vote online. Issues that require secret voting shall not be included into the agenda of online meeting.

18. After the meeting, the Committee Chairperson delivers the documents to the Office of Research of the Administrative University.

19. The Doctoral Institution shall:

19.1. announce a competition of dissertation topics and doctoral Supervisors;

19.2. announce an open competition for admission to the doctoral studies;

19.3. administer state budget funds allocated for the implementation of the Doctoral Institution's doctoral studies

19.4. receive the documents of entrants who apply for the doctoral studies;

19.5. make a contract with the Doctoral Student's Institution, when it is not a Doctoral Institution in Psychology science field, in which study conditions and obligations shall be settled;

19.6. issue doctoral diplomas and register them.

20. The Administrative University shall:

20.1. organize a competition of dissertation topics and doctoral Supervisors;

20.2. organize an open competition of admission to the doctoral studies;

20.3. submit the reports about the implementation of doctoral studies to the Ministry of Education and Science of the Republic of Lithuania, the Lithuanian Research Council and other institutions;

20.4. gather information about the process of the doctoral studies;

20.5. secure the minutes of the Committee meetings and other documents;

20.6. on the basis of the documents of the Committee, shall prepare material for the Doctoral Institutions;

20.7. gather documents from the Doctoral Institutions and send them to the Committee;

20.8. prepare projects of joint documents;

20.9. manage the production of doctoral diploma blanks, their accounting and registration;

20.10. issue doctoral diplomas and register them.

21. A Doctoral Student's Institution:

- 21.1. If the Doctoral Student's Institution is a Doctoral Institution, then it shall:
 - 21.1.1. administer the transferred state budget funds allocated for the realization of the doctoral studies and scientific research, preparation and defense of doctoral dissertations, payment for Supervisors' or Consultants' work and the coverage of other related expenses;
 - 21.1.2. grant scholarships to Doctoral students;
 - 21.1.3. prepare orders on organization of the doctoral study realization, appointment of doctoral Supervisors and Consultants, and defense Council formation;
 - 21.1.4. organize the designing of the Doctoral students' work plan, publication of doctoral dissertations and dissertation defense;
 - 21.1.5. create proper conditions for a Doctoral student to prepare and implement an individual doctoral study work plan, prepare and defend a doctoral dissertation;
 - 21.1.6. form and secure the Doctoral student's file;
 - 21.1.7. prepare and submit reports on the process of the doctoral studies to the Administrative University;
 - 21.1.8. transfer the necessary documents to the Administrative University.
- 21.2. If a Doctoral Student's Institution is another Lithuanian or foreign university or scientific research institute, which does not hold the right to organize doctoral studies in Psychology science field, the Doctoral student shall only perform scientific research and prepare his/her doctoral dissertation at that institution. The doctoral studies shall be organized, Doctoral student's applications registered, orders on the doctoral studies implementation, appointment of a Supervisor or Consultant, doctoral dissertation defense shall be issued, the Doctoral student's file formed and other issues related to doctoral studies will be dealt with by one of the Doctoral Institutions this Lithuanian or foreign university or scientific research institute has signed a separate written agreement with.
22. Doctoral studies and scientific research shall be organized by the Doctoral Institution's departments/scientific units which Doctoral students are attributed to by the Committee's proposal and by the order of the head of the Doctoral Institution. These units shall:
 - 22.1. participate in the formation of the Doctoral student's work plan and create conditions for the Doctoral student to implement it;
 - 22.2. supervise the progress of the Doctoral student's doctoral study process;
 - 22.3. provide methodological support;
 - 22.4. promote the Doctoral student's mobility;
 - 22.5. before every Doctoral student's attestation procedure, provide the Committee with their conclusions concerning the Doctoral student's study and research results and expedience to continue the doctoral studies;
 - 22.6. after the Doctoral student has prepared a dissertation, organize primary doctoral dissertation considerations and appoint reviewers for these considerations, provide the Committee with conclusions concerning how the doctoral dissertation meets the requirements for doctoral dissertations.

III. Admission to doctoral studies

23. Persons are admitted to Doctoral studies in the Psychology science field on the basis of an open competition. Persons who hold a master's degree or its equivalent may participate in this open competition.
24. State funded doctoral study positions in Psychology science field shall be distributed to Doctoral Institutions by the Ministry of Education and Science of the Republic of Lithuania.
25. Not later than one month before the announcement of the admission to the doctoral studies, a competition of doctoral dissertation topics and doctoral Supervisors shall be announced. The topics shall correspond to the fields of scientific research performed by the

Doctoral Institutions. The process and conditions of the competition shall be confirmed by the Committee.

26. If a topic or a Supervisor is suggested by the institution which is not the Doctoral Institution, then this institution shall submit an official confirmation concerning the guarantee of doctoral study funding.

27. The competition shall be organized by the Office of Research of the Administrative University and performed by the Committee. A list of the selected doctoral dissertation topics of the Doctoral Institutions and doctoral Supervisors, selected by the Committee in compliance with competition procedures, shall be finalized by the minutes of the Committee, signed by the Committee Chairperson and the meeting secretary. The Committee shall present the minutes of the meeting, concerning the dissertation topics and Supervisors, to the Office of Research of the Administrative University, which is responsible for the announcement of the list of dissertation topics selected during the competition on the web pages of the Doctoral Institutions.

28. The Doctoral Institutions, on the Committee's proposal, shall announce an open competition for the admission to doctoral study program and the entry conditions.

29. An applicant may submit an application requesting permission to participate in the open competition for the doctoral studies at every Office of Research of the Doctoral Institution. Together with the application form, which indicates the field of doctoral studies, its form and preferred dissertation topics by the order of priority (not more than two), the following documents shall be submitted:

29.1. a master's degree or its equivalent qualification diploma, its supplement (originals and their copies; the originals shall be returned straight away); a certificate of recognition of higher education qualifications acquired abroad, issued by the Centre for Quality Attestation in Higher Education;

29.2. one letter of reference written by a researcher in the Psychology science field;

29.3. a curriculum vitae;

29.4. a list of scientific works and other scientific activity, copies of works;

29.5. other documents indicated in the conditions of application to the doctoral studies.

30. The competition for admission to the doctoral studies shall be financed by the state and shall take place once a year. The admission competition shall be organized by the Office of Research of the Administrative University and administered by the Committee. The admission can be administered by the Admission committee, specially created for this procedure, when it is necessary to assess the applicants' foreign language competence. In compliance with the competition procedures, applicants shall be admitted to perform research on separate Doctoral Institution topics in Psychology science field. All the applicants shall participate in a motivational interview with the Committee members.

31. The heads of the Doctoral Institutions or their authorized representatives shall sign bilateral agreements of a set format with the persons who, according to the competition procedures, have been separately admitted to Psychology science field full-time or part-time doctoral studies.

32. Selection criteria for applicants of the doctoral program shall be as follows:

32.1. publications evaluated by assigning points according to the Order on methodology of scientific production evaluation, approved by the Minister of Education and Science of the Republic of Lithuania, and other scientific activities;

32.2. the grade point average of the grades received by an applicant for the final thesis and grades received in master's degree studies or equivalent higher education studies;

32.3. knowledge of foreign languages;

32.4. conformity of academic qualification, scientific publications and scientific experience to each chosen topic;

32.5. a research proposal, its presentation and defense;

32.6. a motivational interview, and other.

33. The selection criteria and their weight ratios and calculation of the competitive score shall be approved by the minutes of the Committee every academic year.

34. On the basis of the selection criteria, the Committee shall evaluate the candidates by assigning points and establish the priority order for the Doctoral Institutions' topics according to the highest competition score. These two competition lists of the candidates and a resolution regarding the proposal to admit to the doctoral studies or not to admit shall be finalized by the minutes of the Committee, which shall be signed by the Chairperson of the Committee and the meeting secretary. The Committee shall present the minutes of the meeting to the Office of Research of the Administrative University.

35. On the basis of the minutes of the Committee, the candidates shall be admitted to the doctoral studies according to the orders of the heads of the Doctoral Institutions, which shall also indicate the science field, the nature of funding, the Doctoral Institution, the dissertation topic, the doctoral study form and the department / research unit.

36. After the admission, if there are still some vacant positions according to the quotas allocated to the Doctoral Institutions or some of the admitted candidates did not arrive to study at the beginning of the academic year, the Office of Research of the Administrative University may organize a second admission stage, administered in the same way.

37. The applicants who are not admitted to the state funded study positions may choose paid doctoral studies, if proposed by the Committee, and pay a fixed doctoral study tuition fee to the Doctoral Institution, which the applicant shall sign a doctoral study agreement with.

38. The applicants to the doctoral studies who are citizens of foreign countries (not the European Union (hereinafter "EU") countries) and hold a master's degree or its equivalent higher education diploma, together with the documents indicated in art. 29 shall additionally submit a certificate of recognition of their higher education qualification acquired abroad and pay a doctoral study fee fixed by the Doctoral Institution, which the applicant shall sign a study agreement with.

39. The EU citizens participate in the competition to state funded doctoral study places following the general procedure, whereas non-EU citizens participate in the competition in accordance with the legal acts in force at the time.

40. Not later than in a month's time after the announcement of admission to Doctoral studies competition results, the Committee shall convene the newly admitted Doctoral students and the Supervisors who have won the competition of dissertation topics to the Committee meeting(-s); the newly admitted Doctoral students shall be assigned their Supervisors and the dissertation topics shall be foreseen. The Committee's recommendation shall be finalized by the meeting minutes. The extracts of the minutes shall be presented to every Doctoral Institution separately. The minutes and the extracts from the minutes shall be presented to the Office of Research of the Administrative University that transfers the Committee's recommendation (the extracts of the minutes) to the Offices of Research of the Doctoral Institutions.

41. On the basis of the Committee's recommendations, the heads of the Doctoral Institutions or their authorized representatives shall issue an order approving the intended Doctoral students' topics and Supervisors. The order shall be prepared by the Office of Research of the Doctoral Institution.

42. The file of a person who has not been admitted to the doctoral studies shall be secured at the Office of Research of the Administrative University the candidate applied for and kept at the archive of the Administrative University for a year.

43. The person who has applied for the participation in the admission process of doctoral studies and has not been accepted or who does not agree with a given dissertation topic, in three days after the announcement of the minutes of the Committee may:

43.1. submit a motivated application or appeal to the Committee;

43.2. after receiving a negative response from the Committee, in three days the candidate may appeal to the head of the Doctoral Institution he/she was assigned to or applied for. The appeal should concern the procedure but not the evaluation result.

IV. Scientific supervision of Doctoral students

44. A scientific Supervisor supervises the Doctoral student's studies and scientific research. The Supervisor may supervise not more than five Doctoral students at the same time.

45. Upon the recommendation of the Committee and no later than in a month's time after the admission of the Doctoral students, the head of the Doctoral Institution or an authorized representative shall confirm the Supervisors by his/her order.

46. If needed, Doctoral student's Consultants (not more than two, if they are needed in the opinion of the Doctoral student, his/her Supervisor and Committee) shall be appointed who may also be scientists of another field (branch). The Doctoral student's Consultants may be assigned not earlier than in the second year of the doctoral studies. On the basis of the Committee's recommendation, the head of the Doctoral Institution or an authorized representative shall confirm the Supervisors by his/her order.

47. A Supervisor and Doctoral students' Consultants shall meet the requirements for at least the senior researcher² and participate in the process of doctoral studies and in international scientific-expertise activities. The Committee shall transfer the Supervisors' and Consultants' written agreements and lists of their main scientific publications and other scientific activities to the Office of Research of the Administrative University together with a recommendation to approve the Supervisors and Consultants. The Office of Research of the Administrative University shall transfer the Committee's recommendation and documents on scientific activities of the Supervisors and Consultants to the Office of Research of the Doctoral Institution.

48. The Supervisor shall:

48.1. together with the Doctoral student, design projects of the Doctoral student's work plan;

48.2. suggest candidates for Consultant positions, if they are necessary;

48.3. provide the Doctoral student with methodological assistance, supervise the Doctoral student's scientific activities and constantly observe the process of the Doctoral student's doctoral studies;

48.4. for every Doctoral student's attestation present his/her own conclusion concerning the Doctoral student's study and scientific research results and expedience to continue the doctoral studies;

48.5. help the Doctoral student to tackle organizational study and dissertation preparation issues;

48.6. together with the Doctoral student, be responsible for the quality preparation of the doctoral dissertation.

49. The Doctoral student's Consultant shall:

49.1. consult the Doctoral student in a certain scientific research field (branch);

49.2. organize conducting of scientific research or experiments at units of other Doctoral Institutions or other Lithuanian or foreign universities and (or) scientific research institutes.

50. If for justified reasons it is necessary to replace the Supervisor or Consultant, the replacement shall be coordinated and confirmed on the same basis as the appointment of the Supervisor or Consultant.

51. The Doctoral student shall have a right to make a motivated request, addressed to the head of the Doctoral Student's Institution, to replace his/her Supervisor no later than a year

² Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2. of the Lithuanian Research Council on 16 May 2011

before the completion of the doctoral studies. The head of the Doctoral Student's Institution or his/her authorized representative shall direct the Doctoral student's request to the Committee that shall discuss the request in its meeting in 1 month's time. If the Doctoral student's request is satisfied, the Committee, taking into consideration the Doctoral student's dissertation topic, announces a competition for the position of the Doctoral student's Supervisor. If the Committee does not satisfy the request, the Supervisor shall continue the supervision.

51.1. The replacement of the Supervisor when less than a year is left before completion of the doctoral studies is possible only because of an especially important reason and shall be performed on the basis on the Committee's resolution.

V. Doctoral student's work plan

52. Not later than in a month's time after the appointment of the Supervisor, the Supervisor together with the Doctoral student shall design the Doctoral student's work plan. The work plan shall contain the deadlines of all activities. Purposeful scientific research shall be started from the very beginning of the doctoral studies.

53. The doctoral studies shall consist of at least 30 credits. The credits shall be awarded for studying at least 3 subjects/modules. The credits may also be earned while participating in international schools for Doctoral students, when a Doctoral student pursues partial studies abroad. A resolution regarding credit recognition shall be made by the Committee.

54. If a the Doctoral student' master's degree or its equivalent higher education is not in Psychology science field, the student may be obliged to study some extra compensation subjects under the Committee's recommendations.

55. The program of Psychology science field doctoral studies consists of compulsory study subjects/modules that are assigned by the Committee and elective study subjects/modules of Psychology science field or its branches and adjacent scientific fields. The program of Psychology science field doctoral studies and its changes shall be approved in the meetings of the Committee.

56. A Doctoral student shall study compulsory subjects/modules of the doctoral study program, determined by the Committee. Depending on the needs of individual scientific research, having coordinated with his/her Supervisor, a Doctoral student shall choose other study subjects/modules from the Psychology science field doctoral study program.

57. The doctoral study program shall consist of only those study subjects/modules that are approved by the Committee. The Doctoral Student's Institution shall be responsible for recording only these subjects into the individual Doctoral student's programs that have been approved and meet the study program requirements.

58. The Doctoral student, after coordinating with his/her Supervisor and the Committee, registers the planned to study subjects into his/her individual study program that is a constituent part of the Doctoral student's work plan.

59. Only those individuals can teach in the doctoral program who have a science degree and meet requirements at least for the senior researcher³ and whose scientific research and publications during the last five years correspond to the topics of the subjects taught.

60. The doctoral study lectures/seminars shall be organized by two bodies: the department of the Doctoral Institution, whose academic staff have been approved by the Committee to teach the doctoral study subjects/modules, and the Office of Research of the Doctoral Student's Institution. The lectures/seminars may be organized of those subjects/modules that have been recorded into the individual study programs by at least three Doctoral students. In all other cases, studying shall be independent and consultations attended periodically.

³ Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Lithuanian Research Council on 16 May 2011.

61. The Doctoral student's scientific research plan, which is another constituent part of the Doctoral student's work plan, shall consist of the following: analysis of scientific literature, scientific research, part of which may be carried out at high level science centers abroad, analysis of the obtained data, writing of scientific articles, a scientific presentation at an international scientific conference, dissertation preparation, and etc.

62. The department/scientific unit of the Doctoral Student's Institution shall consider a Doctoral student's work plan and present its conclusions to the Committee. The Doctoral student's work plan and its changes (if needed) shall be confirmed by the Committee. Every Doctoral student, not later than in a month's time after the Supervisor's approval, shall present the plan to the Office of Research of the Doctoral Student's Institution and it shall be secured in the Doctoral student's file.

63. The Doctoral student shall perform the scientific research on the basis of the approved work plan. The research content, quality, scope and deadlines shall be evaluated during the attestation of the Doctoral student.

64. Conditions shall be created for Doctoral students to use the equipment present in the departments, laboratories and other scientific units of the Doctoral Institutions and needed for the scientific research and included into their scientific research plan. If it is impossible to perform some of the research at the Doctoral Institutions, Doctoral students may be sent to carry out the research in some other national or foreign science institution.

VI. Doctoral student's examination and attestation

65. Studies of every subject/module shall be completed by taking an exam. There shall be at least two examiners. The composition of the examination committee and individual Doctoral students' work plans shall be approved by the Committee. The examination committee members may be appointed teachers who have taught the study subject/module, the Committee members as well as other scientists, active specialists of the field (who may also be from other science and study institutions), including Supervisors and Consultants. Exams shall be performed in written form, while the exam papers shall be secured in the department/scientific unit of the Doctoral Student's Institution.

66. Having passed an exam, the examination sheet shall be filled in and signed by all the examiners. The examination sheets shall be secured in the Doctoral student's file at the Office of Research of the Doctoral Student's Institution.

67. If the Doctoral student fails at an exam, it shall be possible to retake it once, but not earlier than after a month. If the exam is failed for the second time, an extraordinary attestation of the Doctoral student shall be announced.

68. Full-time Doctoral students shall pass exams during the first two years, while part-time study Doctoral students - during the first three years of the doctoral studies.

69. Taking into consideration a Doctoral student's request and the Supervisor's approval, the Committee may recognize the earlier passed exams of the subjects studied at other doctoral study programs.

70. On the deadlines set by the Committee, the Doctoral student shall present a work report at the department/scientific unit of the Doctoral Student's Institution twice a year. The department/scientific unit, at the presence of the Doctoral student and the Supervisor and having evaluated the implementation of the Doctoral student's work plan, shall present its conclusion to the Committee. In case the Supervisor of the Doctoral student cannot participate in the Doctoral student's attestation for justified reasons, he/she shall present a written evaluation of the Doctoral student's activities to the department/scientific unit. The Office of Research of the Doctoral Student's Institution shall transfer the attestation documents of the Doctoral student, discussed at the department/scientific unit, to the Committee that evaluates the Doctoral student's activity positively (hereby approving the continuation of the doctoral studies and specifying the program

for the upcoming academic year) or negatively (hereby suggesting withdrawal from the doctoral studies) or suggests postponing the attestation for not longer than 3 months' period to eliminate the flaws while implementing the work plan. The Doctoral student and his/her Supervisor may be invited to participate in the Committee meeting.

71. If the Doctoral student does not meet the study or the scientific research program requirements, by the recommendation of the Supervisor or the head of the unit as well as the Committee, an extraordinary attestation may be initiated.

72. A negatively assessed Doctoral student shall be expelled from the doctoral studies by the order of the head of the Doctoral Institution.

73. The Committee minutes concerning the attestation of Doctoral students and the documents submitted for the attestation by the Doctoral student shall be transferred to the Office of Research of the Administrative University that shall transfer the documents to the Office of Research of the Doctoral Student's Institution to secure them in the Doctoral students' files.

74. The head of the Doctoral Student's Institution or his/her authorized representative, having received a Doctoral student's request and the consents' of the department/scientific unit head and the Supervisor as well as the Committee's approval, may issue an order to grant an academic leave for up to one year. A scholarship shall not be paid during the leave.

75. For important reasons (illness, maternity leave, etc.), the head of the Doctoral Student's Institution or his/her authorized representative, having received the Doctoral student's request, the consents of the department/scientific unit head and the Supervisor, and the Committee's approval, by his/her order may:

75.1. prolong the academic leave;

75.2. extend the deadlines of examination and annual attestation recorded in the Doctoral student's individual study program for not longer than 3 months' period.

76. The requests of Doctoral students shall be registered, and the projects of orders prepared by the Office of Research of the Doctoral Student's Institution.

VII. Scholarships, business trips, appeals, and other conditions

77. During the period of their studies, individuals who are accepted to full-time state funded doctoral study positions shall be paid a scholarship fixed by the Government of the Republic of Lithuania. The scholarship shall be paid by the Doctoral Student's Institution.

78. If attestation of a full-time state funded Doctoral student is postponed by the Committee's recommendation, during the period of the postponement the scholarship shall not be paid.

79. When the doctoral studies are suspended temporarily, and when the student returns to continue the doctoral studies not on the first or the last day of the month, not all the days of that month shall be included into the duration of the doctoral studies and the corresponding part of the scholarship shall be paid to the Doctoral student.

80. A Doctoral student may perform scientific research or study part-time at other national or foreign institutions. This period shall be included into the total duration of the doctoral studies, and the person shall be paid a full scholarship. The student leaves for such trips in compliance with the order on business trips set by the Lithuanian Republic Government, by the order of the head of the Doctoral Student's Institution or his/her authorized representative, after the student has filled in an application of a set format and has received the Doctoral student's Supervisor's and the unit administration's approval. The trip expenses may be covered by projects or programs administered by the Lithuanian Research Council, the unit of the Doctoral Student's Institution, the receiving institution or other sources. An allowance in order to cover the trip expenses or part of them may be paid before leaving. Having returned from the business trip, in three days' period the Doctoral student shall present the Department of Finance of the Doctoral Institution the documents confirming the costs incurred, if the order was issued

on the business trip by the head of the Doctoral Student's Institution or his/her authorized representative.

81. Doctoral students, having received the Supervisor's consent and the department/scientific unit's approval, may be employed full-time or part-time at the units of the Doctoral Student's Institution. A pedagogical internship of not more than 150 hours, whose duration is determined by the order of the head of the Doctoral Student's Institution or the authorized representative, may be scheduled for Doctoral students (except those in their first and last year of study).

82. A motivated appeal or a complaint concerning a not-awarded scientific degree, rejection of a non-resident candidate's or Doctoral student's request to defend a dissertation and other issues related to the pursuance of the doctoral studies shall be delivered to the office of the Doctoral Student's Institution, addressed to the head of the Doctoral Student's Institution, in 14 working days after the decision has been made. The head of the Doctoral Student's Institution shall inform the Committee about the appeal or complaint and send it to the corresponding units of the Doctoral Institutions or specially created groups for further consideration. The appeal or complaint shall be considered and a resolution made in two months after receiving it. The resolution of the Doctoral Student's Institution shall be sent to the appellant or complainant as well as the Committee in 5 working days after it has been made.

VIII. Dissertation preparation and examination

83. A doctor of science dissertation as a coherent publication (except the case set in art. 85) shall consist of the dissertation text, its summary and copies of scientific publications on the dissertation topic written by the person who has submitted the dissertation for defense (hereinafter "Dissertation Candidate").

84. A scientific monograph that a Dissertation Candidate has written without co-authors may also be submitted for defense as a scientific doctoral dissertation. A summary of the monograph shall be submitted then as well. In this case, other scientific publications may be submitted if they are necessary to reveal the dissertation topic.

85. A dissertation on the basis of a set of scientific articles can also be presented for defense as a doctoral dissertation. In this case, the dissertation shall consist of at least 1 quire long overview (at least 40 000 characters with spaces), a summary in Lithuanian or a foreign language (a different language from the language of the overview) and copies of the Doctoral student's scientific publications on the dissertation topic. The main research findings shall be presented by the Dissertation Candidate in at least four articles (including at least one article with the Dissertation Candidate's name as the first co-author), published in international scientific publications which have citation index in *Clarivate Analytics Web of Science (CA WoS)* database.

86. In the dissertation, the Dissertation Candidate shall define the aim, indicate the objectives and scientific novelty of the work, review the research on the dissertation topic carried out in the world, describe the research methods used, discuss the research results obtained, their reliability justified and relation with the data of other researchers, draw conclusions, and include other aspects that the Dissertation Candidate considers important. Together with the dissertation, a list of scientific conferences where the dissertation research results were presented shall be submitted, as well as curriculum vitae of the dissertation candidate, describing his/her life, scientific and creative activities.

87. The dissertation text shall be written in the Lithuanian or English language, if the Committee approves – in another language (neither Lithuanian nor English). The summary of the dissertation (recommended scope is at least 0,5 and no more than 1 quire) shall be prepared in Lithuanian or English (a language different from the language of the dissertation text). If the dissertation shall be written neither in Lithuanian nor in English, then two summaries shall be

prepared (in Lithuanian and English). The dissertation and its summary shall be written in the correct language.

88. In the dissertation, the Supervisor, Consultants and composition of the Council shall be indicated. If the Supervisor of the Doctoral student has been replaced, the previous Supervisor and the period of his/her supervision shall be indicated as well. Specific requirements shall be set for dissertations, and examples of the first and second dissertation cover pages are presented in *Appendix 1. Requirements for Doctoral Dissertation*.

89. A Doctoral student may apply for the dissertation defense when she/he:

89.1. passes all the exams planned in the Doctoral student's study program;

89.2. publishes the most important research results in at least two articles published in peer-reviewed scientific journals including one in an international publication (where more than half of the editorial Council members are representatives of other countries than the journal is published in) (if the dissertation is presented according to the case described in art. 83) or presents the main results of his/her dissertation research in at least four articles (including at least one article with the Dissertation Candidate's name as the first co-author), published (or accepted for publishing) in international scientific publications which have a citation index in *Clarivate Analytics Web of Science (CA WoS)* database (if the dissertation is presented according to the case described in art. 85) or a scientific monograph.

89.3. presents research results at international scientific events;

89.4. prepares a dissertation according to the requirements specified in Appendix 1;

89.5. has had an internship of at least three months in a foreign science and study institution/s (recommended).

90. A Doctoral student shall present the prepared dissertation in the meeting of the department/scientific unit of the Doctoral Student's Institution at the presence of the Supervisor and Consultants. The department/scientific unit shall organize the meeting and evaluate if the presented material complies with requirements set in art. 29-35 of the Provisions of Doctor of Science Studies⁴. The Office of Research of the Doctoral Student's Institution shall transfer the documents of the Doctoral student's dissertation, considered at the department/scientific unit, to the Committee.

91. A Doctoral student from the Doctoral Institutions or another Lithuanian or foreign science institution shall fill in the application form requesting the permission to defend his/her doctoral dissertation and submits the form to the Office of Research of the Doctoral Student's Institution/the Doctoral Institution together with the following documents:

91.1. copies of a master's degree (or an equivalent higher education degree) diploma and its supplements (Doctoral students from the Doctoral Institutions do not need to submit them, it shall be done by the Office of Research of the Doctoral Student's Institution on the basis of the documents submitted for admission);

91.2. a description of the dissertation candidate's life, scientific and creative activities – *curriculum vitae*;

91.3. confirmed copies of papers of exams passed as required by the doctoral study program (Doctoral students from the Doctoral Institutions do not need to deliver them, it shall be done by the Office of Research of the Doctoral Student's Institution on the basis of the documents secured in the Doctoral student's file and data base records);

91.4. a printed doctoral dissertation (2 copies);

91.5. an extract from the minutes concerning dissertation evaluation obtained from the department / science unit in which the dissertation was written (if the extract is delivered to the Office of Research during the period of doctoral studies, it is not necessary to deliver its copy because it is done by the Office of Research of the Doctoral Student's Institution); when the dissertation is submitted by a Doctoral student

⁴ Order No. V-149 of the MES of 8 March 2017 On Provisions of Doctor of Science Studies.

who is not a student of the Doctoral Institution, he/she shall submit the extracts from the minutes of the dissertation evaluation obtained from the Institution in which the dissertation was written and a recommendation to defend the dissertation signed by the its head;

91.6. the Supervisor's and Consultants' (if there are any) reviews (if the reviews have already been delivered to the Office of Research, it is not necessary to deliver their copies because it shall be done by the Office of Research of the Doctoral Student's Institution);

91.7. an agreement to upload the dissertation on the Lithuanian Electronic Thesis and Dissertation (ETD) data base (eLABa) in 2 weeks after the public dissertation defense meeting.

92. The Office of Research of the Doctoral Student's Institution/Doctoral Institution, having determined that the delivered documents meet the set formal requirements, shall submit the application together with other documents listed in art. 91 to the head of the Committee.

93. The Chairperson of the Committee shall convene a meeting of the Committee not later than in two weeks after receiving the documents; during the meeting, two reviewers shall be appointed who shall be the scientists from the Doctoral Institutions, other Lithuanian or foreign scientific institutions, social partner institutions, or Committee members.

94. Not later than a month after receiving the documents for the dissertation defense, the Chairperson of the Committee shall convene an open Committee meeting where a Dissertation Candidate and the Supervisor participate. The Committee shall hear the Doctoral student's presentation (at least 20 minutes long) about the dissertation work, in which the aim of the scientific work, its objectives, novelty, relevance and originality shall be revealed, and the main results, propositions and conclusions presented; reviews by the appointed reviewers (written reviews of the reviewers shall be submitted to the Office of Research of the Doctoral Student's Institution/Doctoral Institution) about the presented dissertation and the Dissertation candidate's responses to the reviewers' comments; the Supervisor's review of the dissertation.

95. The Committee shall evaluate, by providing objective justification, the aims and objectives of the dissertation, its scientific novelty, relevance and originality; the review of the research on the dissertation topic carried out in Lithuania and abroad, the described research methodology; the reliability and validity of obtained results; the validity of the defended concluding statements and adequacy to the scientific research; the correspondence between the summary project and content of the dissertation; the correspondence between scientific research results published in scientific articles and the main propositions of the dissertation.

96. The Committee shall make the following decisions:

96.1. *The dissertation needs to be corrected and resubmitted for further consideration in the Committee.* The dissertation shall be returned to the Doctoral student. The consideration of the corrected dissertation shall be started according to the requirements laid down in art. 83 and/or further paragraphs;

96.2. *The dissertation is written properly and recommended for public defense.* It means the dissertation meets the requirements laid down in art. 29-32 of Provisions of Doctor of Science Studies⁵; the Doctoral student has fulfilled art. 35 requirements of Provisions of Doctor of Science Studies and the dissertation maybe be delivered for its defense without any corrections or after small corrections;

96.3. *The dissertation does not meet the requirements.*

97. After deciding that it is possible to submit the dissertation for defense, the Committee shall:

97.1. decide whether an open or closed dissertation defense session will be held at the defense Council;

97.2. prepare a project on the composition of the dissertation defense Council;

⁵ Order No. V-149 of the MES of 8 March 2017 On Provisions of Doctor of Science Studies.

97.3. together with the department/ science unit, the Office of Research of Doctoral Student's Institution/Doctoral Institution shall foresee the procedure to collect the necessary documents, such as agreements of the intended Members of the Council and the documents proving the adequacy of their qualification to the set requirements (lists, certificates, and etc.);

97.4. propose the date and place of the dissertation defense;

97.5. prepare a recommendation to the head of the Doctoral Student's Institution/Doctoral Institution and transfer it to the Office of Research of the Administrative University;

97.6. the Office of Research of the Administrative University shall deliver the documents of the Doctoral student's doctoral dissertation, discussed at the Committee meeting, and the Committee's recommendation to defend the doctoral dissertation to the Office of Research of the Doctoral Student's Institution/Doctoral Institution.

98. The Committee organizes the defense Council from at least five members. The Council members shall meet not lower than the senior researcher requirements⁶ and participate in the process of doctoral studies and in international scientific-expertise activities. There shall be no conflict of interest between the Council members and the Doctoral student or his/her Supervisor and Consultant. The Council members shall have no joint publications with the Doctoral student. More than half of the Council members shall have no joint publications with the dissertation Supervisor or Consultant during the last five years. The Doctoral student's Supervisor and scientific Consultant shall not be the Council members. It is advisable that at least one Council member shall be from a foreign academic and research institution. At least two Council members shall be scientists from other than the Doctoral Student's Institution. If the dissertation crosses the boundaries of the science fields or if it is needed for overall evaluation of the defended dissertation, two Council members may be scientists from other science fields. On the Committee's recommendation, the composition of the Council and its Chairperson shall be approved by the order of the head of the Doctoral Student's Institution or the authorized representative.

99. The Council members shall submit their written reviews on the dissertation to the Office of Research of the Doctoral Student's Institution not later than five working days before the defense of the doctoral dissertation. The person who is to defend the dissertation has the right to familiarize himself with the submitted reviews.

100. The Office of Research of the Doctoral Student's Institution, having overviewed the documents, shall prepare a draft of the order of the head of the Doctoral Student's Institution or the authorized representative, by which the Council, dissertation defense date and place shall be confirmed.

101. After the head or the authorized representative of the Doctoral Student's Institution signs the order:

101.1. the Office of Research of the Doctoral Student's Institution shall organize the publication of the dissertation at the set number of copies;

101.2. the Office of Research of the Doctoral Student's Institution, not later than a month before the dissertation defense, shall send a copy of the dissertation to every member of the Council;

101.3. the Office of Research of the Doctoral Institution announces the information about the dissertation defense on special sections of web pages of the Doctoral Institutions and the Lithuanian Research Council. In addition to this, an announcement about the dissertation defense may be made in press. In the announcement, the doctoral candidate's name and surname, institution, in which the dissertation has been written, the title of the dissertation, defense time and place, Supervisor, Council members,

⁶ Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Lithuanian Research Council on 16 May 2011.

science fields and institutions represented by them, and a web page address of the Doctoral Student's Institution where the dissertation is announced shall be indicated;

101.4. the Office of Research of the Doctoral Student's Institution delivers the dissertation to be defended to the libraries of the Doctoral Institutions.

102. The expenses of printing and delivering the submitted dissertations written by Doctoral students of the Doctoral Institutions shall be covered from the funds of the Doctoral Student's Institution allocated for the realization of the doctoral studies.

103. The dissertation shall be defended at an open/closed session of the Council according to the Regulations of the Council for doctoral dissertation defense in Psychology science field (*Appendix 2. Regulation of the Council for doctoral dissertation defense in Psychology science field*).

104. The defense session shall proceed in Lithuanian or in another language. In cases when some other language is used in the session, the need of translating it into the Lithuanian language shall be determined by the Committee. The session shall be chaired by the Chairperson of the Council. The session shall be valid if attended by more than half members of the Council (including those participating via video conferencing). The reviews of the dissertation written by the Council members who do not participate and other received reviews of the dissertation shall be read in the session.

105. After the dissertation defense, all the defense documents shall be submitted to the Office of Research of the Doctoral Student's Institution, including the minutes of the session and the decision of the Council on whether to award the dissertation candidate a doctor of science degree. On the basis of this decision, the Office of Research of the Doctoral Institution (university) shall issue a doctor of science diploma.

106. If the dissertation includes information which constitutes state, official, professional or commercial secret, it may be defended in a closed session.

107. If the Council decides not to award the doctor of science degree, a corrected and (or) improved dissertation may be submitted for its defense not earlier than after one year. In this case, the doctor of science degree shall be acquired on a non-resident basis according to Section IX requirements of these regulations. If a fact of scientific dishonesty (plagiarism, etc.) is determined, the dissertation shall not be defended.

108. Not later than in two weeks after the public dissertation defense session the Doctoral Student's Institution shall submit one copy of the defended dissertation to Martynas Mažvydas National Library of Lithuania (included dissertations defended in a closed session) and the dissertation is uploaded on the Lithuanian Electronic Thesis and Dissertation (ETD) database.

109. Not later than in 20 working days after the dissertation defense session the Doctoral Student's Institution informs the Lithuanian Council of Science about the doctoral dissertation defense results.

110. A registered doctor of science diploma shall be awarded to the scientist in compliance with the order set in every Doctoral Student's Institution after their dissertation has been uploaded on the Lithuanian Electronic Thesis and Dissertation (ETD) data base.

111. The file of the person who has defended a doctoral dissertation shall be secured for one year at the Office of Research on the Doctoral Student's Institution, and later submitted to the archive of the Doctoral Student's Institution. The file shall include:

111.1. a request for permission to defend the dissertation, related documents and the Committee's recommendation to defend the doctoral dissertation;

111.2. an agreement to upload the dissertation on the Lithuanian Electronic Thesis and Dissertation (ETD) database in 2 weeks after the dissertation defense session;

111.3. documents of composition of the Council;

111.4. a list of addressees the Dissertation was sent to;

111.5. documents confirming the transfer or delivery of the dissertation to Martynas Mažvydas National Library of Lithuania;

111.6. the voice recording of the dissertation defense session in electronic file;

111.7. the decision of the Council regarding the award of the doctor of science degree;

111.8. a copy of doctor of science diploma.

112. If a Doctoral student submits the dissertation by the end of the doctoral studies but does not manage to defend it, the doctoral dissertation may be defended in 12 months after the end of the doctoral studies following the same procedure. If the dissertation is not defended during that time, it shall be defended on a non-resident basis according to the requirements of Section IX of these Regulations. A timely defended dissertation is the dissertation which was defended not later than in one year after the end of the doctoral studies.

IX. Acquisition of doctor of science degree on a non-resident basis

113. A person who holds a master's degree or its equivalent higher education degree may seek to acquire a doctor of science degree on a non-resident basis. A non-resident candidate shall have published a monograph without co-authors or announced the most important dissertation research results in at least two articles, published in international scientific journals, as indicated in art. 90.2 of these regulations.

114. An application addressed to the head of the Doctoral Institution requesting a permission to defend a doctoral dissertation on a non-resident basis shall be delivered to the Office of Research of that Doctoral Institution. The following shall be attached to the application:

114.1. a dissertation manuscript or a published scientific monograph;

114.2. a list of scientific publications and electronic copies of the publications;

114.3. a master's degree or its equivalent diploma, its supplement/appendix (originals and their copies; the originals shall be returned straight away); a certificate on the acknowledgement of a higher education qualification acquired abroad, issued by the Centre for Quality Assessment in Higher Education;

114.4. copies of the doctoral study exam (if there were any) minutes or their extracts;

114.5. a description of life, scientific and creative activities – *curriculum vitae*;

114.6. a copy of an identity document.

115. The head of the Doctoral Institution or his/her authorized representative shall direct the application with its appendices to the Committee, which shall appoint at least two experts and a corresponding department/scientific unit of the Doctoral Institution to evaluate the accomplishment of the submitted dissertation. The experts may be scientists of the Doctoral Institutions, other science institutions and social partners. The department/scientific unit of the Doctoral Institution organizes a meeting and assesses whether the submitted material corresponds to the requirements of art. 29-35 of the Provisions of Doctor of Science Studies⁷. Each expert presents his/her conclusion in one month after the submission of the dissertation/scientific monograph.

116. After receiving the conclusions and not later than in three months after the application submission, the Committee convenes a meeting in which a non-resident candidate participates as well. Having heard the experts and the candidate, the Committee, according to the requirements of the doctor of science study regulations, decides whether the candidate's dissertation meets the requirements of doctoral study dissertations. If a positive decision is made, the Committee, upon the order set in these doctoral study regulations, shall:

116.1. assign the non-resident candidate to a department/ science unit of the Doctoral Institution;

116.2. deliver the candidacy of the candidate's Consultant, who shall exercise the non-resident candidate Supervisor's functions, to be confirmed by the head or the authorized representative of the Doctoral Institution to which the candidate's application has been addressed; if a person seeking to acquire a doctoral degree on a non-resident basis has already been a Doctoral student but has not submitted a dissertation, the Committee may appoint his/her previous Supervisor or another person as his/her Consultant;

⁷ Order No. V-149 of 8 March 2017 of the MES On Provisions of Doctor of Science Studies.

116.3. decide on the issue of doctoral study exam recognition that a candidate on a non-resident basis has already passed; decide on other doctoral study exams that the candidate shall take and determine their deadlines;

116.4. assign the dissertation defense date that shall be not later than after a year since the day of the decision making.

117. Exams of a candidate on a non-resident basis shall be organized complying with Section VI requirements of these Regulations, while the dissertation shall be analyzed and defended according to Section VIII requirements.

118. If the Committee decides that the dissertation cannot be prepared for its defense in a year after the submission of application, the candidate on a non-resident basis may appeal against the decision. The appeal shall be considered according to art. 81 of these Regulations. If a negative decision of the Committee is confirmed, the candidate may appeal again not earlier than after one year.

119. The candidate on a non-resident basis shall cover for the Doctoral Institution only those expenses that are directly related to the acquisition of the doctor of science degree.

X. Award of doctoral degree

120. The Doctoral Institution which has been granted the right to provide doctoral studies shall award a doctor of science degree and diploma to the person who has defended his/her dissertation.

121. The form of doctoral diplomas and production of the diploma blanks, order of accounting and registering shall be determined by the Minister of Education and Science.

122. An appeal concerning a not-awarded degree of science shall be considered on the basis of the procedures laid down in art. 81 of these Regulations.

123. The Doctoral Student's Institution may withdraw its resolution to award a doctor of science (including degrees awarded before these provisions came into force) when:

123.1. a fact of academic dishonesty has been identified;

123.2. a doctor of science degree was awarded having violated these Regulations.

124. The university that has awarded a doctor of science degree may withdraw its resolution to award the degree when the controller of Academic ethics and procedures issues a binding decision to do that. The controller of Academic ethics and procedures may issue a decision to oblige the university to withdraw its resolution to award a doctor of science degree, even if it was made before these provisions came into force.

125. If the institution which awarded the degree of science has been liquidated, the decision to declare the awarded degree of science invalid is made by the Council.

XI. Funding of doctoral studies

126. The doctoral studies are funded from state budget assignments, state investment programs and state investment project funds, income that is received as payment for tuition, as well as income from business, scientific activities and services, funds of competitive scientific research financing programs, state, international and foreign funds, funds provided by organizations and other legal sources.

127. Funds for Doctoral student scholarships, payment for the Council members', Doctoral students' (except for candidates' on a non-resident basis) scientific Supervisors and Consultants' work and their social insurance, Doctoral students' scientific research (if there is a possibility, for publication of Doctoral students' scientific articles in international journals), dissertation multiplication, as well as other expenses related to the award of doctor of science degrees, shall be foreseen in the budget program estimates of the Doctoral Institutions.

XII. Doctoral study quality assurance

128. Doctoral study quality assurance shall be regulated by external documents: Provisions of Doctor of Science Studies approved by the Government of the Republic of Lithuania, decisions of the Lithuanian Research Council and internal doctoral study documents: Regulations of doctoral studies in Psychology science field, the doctoral Committee work regulations and other internal doctoral study documents and agreements.

129. In order to assure the internal quality of doctoral studies in Psychology science field, the Committee shall carry out the evaluation of doctoral studies in Psychology science field at least once in three years by taking into consideration the following indicators:

129.1. *effectiveness and efficiency indicator*. The ratio of Psychology science field Doctoral students and prepared doctors of science shall be estimated; scientific papers published by Doctoral students during the period of their doctoral studies; Doctoral students' participation in scientific internships and conferences; Doctoral students' participation in scientific research projects on their dissertation topics; employment of Doctoral students who have defended their dissertations and the students' further career;

129.2. *scientific resource indicator*. The qualification of scientists participating in education of Doctoral students in Psychology science field shall meet the set qualification requirements;

129.3. *organizational indicator*. The preparation of Doctoral students in Psychology science field shall be planned and all the stages of this process justified well;

129.4. *infrastructure indicator*. Proper organizational and material preconditions should be created to ensure high quality of doctoral studies in Psychology science field and dissemination of Doctoral students' scientific achievements.

130. The Committee shall perform the evaluation in the following order:

130.1. familiarize itself with the self-evaluation material on Psychology science field provided by the Doctoral Institutions and analyses Doctoral students' questionnaire surveys;

130.2. visit every Doctoral Institution:

130.2.1. participate in discussions with the staff and scientists responsible for the doctoral study process (the discussion progresses from application for the doctoral study process to the doctoral study process, the doctoral graduation procedures, typical problems and areas of improvement);

130.2.2. participate in discussions with Doctoral students (the discussion progresses from their motivation to apply for the doctoral studies to the process of doctoral studies, scientific supervision, study organization and material study facilities, typical problems and areas of improvement).

130.2.3. on the basis of the obtained qualitative and quantitative data, evaluate the *effectiveness and efficiency; scientific resources; study organization and infrastructure* of doctoral studies in Psychology science field at the Doctoral Institutions.

130.3. present the generalized conclusions and recommendations on how to improve the quality of the doctoral studies to the Doctoral Institutions' Senate science committees, the Senates and heads of Doctoral Institutions.

During the period of doctoral studies and a year after the completion of the doctoral studies the personal file of a Doctoral Institution's Doctoral student (or the person who applies to acquire a doctoral degree as a candidate on a non-resident basis) shall be kept at the Office of Research of the **Doctoral Student's Institution** and later placed in the archive of the **Doctoral Student's Institution**. The file shall include the following:

- a request for admission to doctoral studies together with appendices indicated in the announcement about the admission to the doctoral studies;
- a study contract;
- Doctoral student's declaration of integrity;
- documents on the appointment of the Doctoral student's Supervisor and Consultants;
- the Doctoral student's program of studies, scientific research, research dissemination and preparation of doctoral dissertation (work plan);
- documents of annual attestation of the doctoral candidate;
- the Rector's orders (on scholarship payment, extension of doctoral study program deadlines, etc.);
- the Doctoral student's examination sheets;
- a list of Doctoral student's scientific articles published or accepted to be published and copies of these articles (for doctoral candidates' on a non-resident basis – electronic copies);
- a resolution regarding the withdrawal from the doctoral studies if the Doctoral student has been dismissed from the doctoral program because of attestation conclusions or other reasons, or because of failing to submit his/her doctoral dissertation for its defense by the end of the doctoral studies;
- a Doctoral student's request to defend his/her dissertation and related documents (the minutes of primary considerations, proposals of the Doctoral student's Supervisor and the Committee to allow to defend the doctoral dissertation, the minutes of final dissertation evaluation and others);
- the Rector's order concerning the approval of the defense Council; defense date and place allocation;
- a list of addressees the Dissertation was sent to;
- defense documents: the voice recording of the dissertation defense session in electronic file, the minutes of the Council's voting concerning the award of scientific doctoral degree, reviews of the dissertation received from the Council members and others;
- documents confirming the dissertation transfer (delivery) to Martynas Mažvydas National Library of Lithuania, Mykolas Romeris University and Vytautas Magnus University library;
- a copy of doctoral diploma.

DOCTORAL DISSERTATION REQUIREMENTS

1. The doctor of science dissertation consists of the dissertation text, a list of articles and scientific conferences where the research findings of the dissertation research have been published, copies of Doctoral students' articles where the main research findings were presented, a summary (in another language than that of the dissertation) and curriculum vitae of the person who submitted the dissertation for defense, i.e. description of his/her life, scientific and creative activities, appendixes (if necessary), acknowledgement (if necessary).
2. A scientific monograph written by the Dissertation Candidate without co-authors may also be submitted for defense as a doctor of science dissertation. A summary of the monograph shall also be submitted. In this case other scientific publications are submitted in they are needed to reveal the dissertation topic.
3. A dissertation on the basis of a set of scientific articles may also be presented for defense as a doctoral dissertation. In this case, the dissertation shall consist of at least 1 quire long overview, a summary in Lithuanian or a foreign language (a different language from the language of the overview) and copies of the Dissertation Candidate's scientific publications on the dissertation topic. The main research findings shall be presented by the Dissertation Candidate in at least four articles (including at least one article with the Dissertation Candidate's name as the first co-author), published in international scientific publications which have a citation index in *Clarivate Analytics Web of Science (CA WoS)* database.
4. The dissertation text shall be written in the Lithuanian or English language, if the Committee approves – in another language (neither Lithuanian nor English). The summary of the dissertation (the recommended scope is at least 0.5 and no more than 1 quire) shall be prepared in Lithuanian or English (a language different from the language of the dissertation text). If the dissertation shall be written neither in Lithuanian nor in English, then two summaries shall be prepared (in Lithuanian and English). The dissertation and its summary shall be written in the correct language.
5. The recommended doctoral dissertation (hereinafter, Dissertation) length shall be 6-15 quires (one quire equals to 40 000 characters).
 6. The Dissertation shall have the following main parts (in the case described in art. 1 of this appendix):
 - 6.1. Dissertation text.
 - 6.1.1. Introduction. It shall present a research problem, describe the relevance of the dissertation work, its aim, objectives, novelty and significance, and dissertation statements to be defended. The recommended length of the introduction is up to 3 pages.
 - 6.1.2. Research review. It shall describe the research on the dissertation topic performed in Lithuania and abroad and show the dissertation author's contribution to the issues researched.
 - 6.1.3. Methodology. It shall present the dissertation methodology and (or) methods, evaluate reliability of the methods and limits with regard to their applicability.
 - 6.1.4. Research findings. The obtained research findings shall be presented, generalized, their reliability evaluated and their relation with the research findings obtained by other scientists indicated.
 - 6.1.5. Conclusions. They shall reflect the defended dissertation statements and solutions to the objectives and problems formulated in the introduction of the dissertation.
 - 6.1.6. A list of referred (quoted) sources.
 - 6.2. A list of Dissertation Candidate's scientific publications on the dissertation topic and the scientific conferences where his/her research results were disseminated;

- 6.3. Copies of the Dissertation Candidate's scientific publications on the dissertation topic;
- 6.4. The dissertation summary which shall define a problem of the scientific dissertation, indicate the research aims and objectives, novelty of the dissertation, research methodology, the most significant results and conclusions drawn that the Dissertation Candidate is to defend;
- 6.5. Curriculum vitae of the Dissertation Candidate;
- 6.6. Appendixes (if necessary);
- 6.7. Acknowledgements (if any).
7. The dissertation shall have the following main parts (in the case described in art. 3 of this appendix):
 - 7.1. An overview (at least 1 quire length);
 - 7.2. A summary in Lithuanian or a foreign language (a different language from the language of the overview);
 - 7.3. Copies of the scientific publications on the dissertation topic.
8. The form of the first title page of a doctoral dissertation is presented in Sample 1 in Appendix 1. The first page shall include the following:
 - 8.1. name of the institution in which the doctoral dissertation is defended;
 - 8.2. the Dissertation Candidate's name and surname;
 - 8.3. the dissertation title;
 - 8.4. the text "Doctor of Science Dissertation";
 - 8.5. the area and field of science; the code of science field.
 - 8.6. place (city) and year.
9. The form of the second title page of the doctoral dissertation is presented in Sample 2 in Appendix 1. The second page shall include the following:
 - 9.1. a period of time and place of the dissertation preparation and legal basis to provide doctoral studies;
 - 9.2. if the dissertation is defended on a non-resident basis, it shall be indicated: "The dissertation is defended on a non-resident basis";
 - 9.3. a scientific Supervisor and scientific Consultant(s) (if there are any). Information about the Supervisor and Consultant(s) shall be written in the following order: present academic/scientific position, degree, name, surname, institution (its full name), science area, field and its code. If the Dissertation Candidate's Supervisor has changed, the previous Supervisor and the time period of the supervision shall be indicated as well. If the Dissertation Candidate's scientific Supervisor or Consultant is a scientist from a foreign country, the name of the country shall be indicated next to the name of the institution that the scientist represents;
 - 9.4. the name of the dissertation defense Council;
 - 9.5. the Chairperson of the dissertation defense Council and its members. Information about the Council members shall be written in the following order: present academic position, degree, name, surname, institution (its full name), science area, field and its code. If the defense Council member is a scientist from a foreign country, the name of the country shall be indicated next to the name of the institution that the member represents;
 - 9.6. date and place (including the address) of the dissertation defense;
 - 9.7. The third and fourth pages shall include the information of the first and second title pages in the English language (Samples 3 and 4 of Appendix 1).

(NAME OF THE DOCTORAL INSTITUTION WHERE THE DOCTOR OF
SCIENCE DISSERTATION IS DEFENDED)

Name Surname

TITLE OF DOCTOR OF SCIENCE DISSERTATION

Doctor of Science Dissertation
Science area, science field (field code)

Kaunas, 2021

The doctor of science dissertation was prepared in 2017-2021 and defended at (name of the institution where the dissertation is defended) in compliance with the right to provide doctoral studies (No. ...) granted to (names of doctoral institutions) on ... (day) of (month) ... year (the date when the right was granted).

Scientific Supervisor:

prof. habil. dr. Name Surname (name of the institution, science area, science field, field code) *(If there were two Supervisors, both names are indicated together with the period of supervision)*

Scientific Consultants:

prof. habil. dr. Name Surname (name of the institution, science area, science field, field code)

prof. dr. Name Surname (Xxxx Yyyy University (Sweden), science area, science field)

(If the dissertation is defended on a non-resident basis)

The doctor of science dissertation was prepared at Xxxx Yyyy institution in 2016-2017 and at (name of doctoral institution) in 2020-2021 in compliance with the right to provide doctoral studies (No. ...) granted to (the names of doctoral institutions) on ... (day) of (month) ... year (the date when the right was granted).

The doctor of science dissertation is defended on a non-resident basis.

Scientific Consultants:

prof. habil. dr. Name Surname (name of the institution, science area, science field, field code)

prof. dr. Name Surname (Xxxx Yyyy University (Sweden), science area, science field)

The doctor of science dissertation is defended in the Council of Psychology science field of Vytautas Magnus University and Mykolas Romeris University:

Chairperson

prof. habil. dr. Name Surname (name of the institution, science area, science field, field code)

Members:

prof. habil. dr. Name Surname (name of the institution, science area, science field, field code)

prof. habil. dr. Name Surname (name of the institution, science area, science field, field code)

dr. Name Surname (name of the institution, science area, science field, field code)

doc. dr. Name Surname (name of the institution, science area, science field, field code)

The doctor of science dissertation will be defended in the open/closed session of the Council of Psychology science field at (name of the institution and place) at 13 o'clock on ... (day) of ... (month) ... (year).

Address: S. Daukanto str. 28, LT - 44248 Kaunas, Lithuania

(DOCTORAL INSTITUTION)

Name Surname

DOCTORAL WORK TITLE

Doctor of Science Dissertation
Social Sciences, Field of Psychology (06 S)

Kaunas, 2021

The doctor of science dissertation was prepared at the Department of of the (Faculty) at (Vytautas Magnus University), during the period of 2013-2017 under the doctoral program right conferred to Vytautas Magnus University together with Mykolas Romeris University on by the Order No..... of the Minister of Education and Science of the Republic of Lithuania.

Scientific Supervisor:

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

Scientific Consultant:

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

Dissertation will be defended at the Biology Science Council of Vytautas Magnus University, Nature Research Centre, Centre for Innovative Medicine, Agder University, University of Latvia:

Chairperson

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

Members:

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

Pedagogical name, Scientific degree Name Surname (Name of the institution, Science area, Science field - field code)

The doctoral thesis will be defended in the public meeting of the Psychology Science Council attime.... on date, place.

Address: 28 S. Daukanto str., LT - 44248 Kaunas, Lithuania

**REGULATIONS
OF THE DOCTORAL DISSERTATION DEFENSE COUNCIL
OF PSYCHOLOGY SCIENCE FIELD**

1. These regulations establish the rules of procedure for the Council of doctoral dissertation defense in Psychology science field (hereinafter called the “Council”), created in accordance with the Provisions of doctor of science studies, approved by Decision No. V-149 On Provisions of Doctor of Science Studies of the Ministry of Education and Science on 8 March 2017.
2. The Council’s documents shall be handled and the dissertation defense session organized by the Office of Research of the Doctoral Student’s Institution⁸.
3. The Committee shall appoint the defense Council, which consists of at least five members. The qualifications of the Council members shall meet at least senior researcher qualification requirements⁹ and they shall be researchers who participate in the process of doctoral studies and in international scientific-expertise activities. There shall be no conflict of interest between the Doctoral student and the Council members, the Supervisor and scientific Consultants. The Council members shall not have co-authored publications with the doctoral candidate. More than half of the Council members shall have no co-authored publications with the dissertation Supervisor or Consultant during the last five years. The Doctoral student’s Supervisor and scientific Consultant shall not be the Council members. It is advisable that at least one Council member shall be from a foreign academic and research institution. If the dissertation of Lithuanian nature is defended, scientists from foreign academic and research institutions shall be included into the defense Council on demand. At least two Council members shall be scientists from other than the Doctoral Student’s Institution. If the dissertation crosses the boundaries of the science fields or if it is needed for overall evaluation of the defended dissertation, two Council members may be scientists from other science fields. On the Committee’s recommendation, the composition of the Council and its Chairperson shall be approved by the order of the head of the Doctoral Student’s Institution or the authorized representative.
4. The Council members shall submit their written reviews of the dissertation to the Office of Research of the Doctoral Student’s Institution¹⁰ not later than 5 working days before the dissertation defense.
5. The Council’s work shall be organized by the Chairperson of the Council. The Chairperson shall:
 - 5.1. in advance, examine the file of the person who shall defend the dissertation (hereinafter the “Dissertation Candidate”) and ascertain that the file and all the session documents (the voting bulletins, the form of voting minutes and others) are ready;
 - 5.2. examine the received reviews of the dissertation which shall be presented during the Council’s meeting or assign a member(-s) of the Council to do this;

⁸ Doctoral Student’s Institution is an institution where the Doctoral student is pursuing his/her studies, conducting scientific research, prepares and defends his/her doctoral dissertation. If the Doctoral Student’s Institution is not the Doctoral Institution, then the Council’s documents shall be handled and the session for the dissertation defense shall be organized by the Doctoral institution the Doctoral Student’s Institution has signed an agreement of doctoral studies with.

⁹ Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Lithuanian Research Council on 16 May 2011.

¹⁰ **Doctoral Student’s Institution** - if the Doctoral Student’s Institution is not the Doctoral institution, then the Council’s documents shall be handled and the session for the dissertation defense shall be organized by the Doctoral Institution the Doctoral Student’s Institution has signed an agreement of doctoral studies with.

- 5.3. ascertain whether it is prepared for the session properly (for audio record or shorthand of the session, demonstration of visual material and, if necessary, interpretation of the session);
- 5.4. chair the Council's session;
- 5.5. sign the documents of the Council's session.
6. A Council member shall:
 - 6.1. in advance, examine the submitted dissertation for its defense and evaluate whether it is an original scientific piece of work which summarizes the Doctoral student's scientific research and aims at solving a certain problem of the field, and whether its content meets other doctoral dissertation requirements;
 - 6.2. evaluate whether the Dissertation Candidate's scientific articles are published in compliance with the Regulation requirements for publications, and whether the most important research findings are presented in these publications;
 - 6.3. evaluate whether the research findings have been presented in at least two international scientific events.
7. The session shall be valid if attended by more than half of the defense Council members (including those participating via video conferencing). Only one member of the Council shall participate in the defense via video conferencing.
8. The Council's session shall be open. If the dissertation includes information which constitutes state, official, professional or commercial secret, it may be defended in a closed session.
9. The session procedure shall be the following:
 - 9.1. having ascertained that the session is attended by more than half of the Council members (including those participating via video conferencing) and the non-participating members have submitted their written reviews of the dissertation, the Chairperson of the Council shall inform the session participants about the quorum and present the Dissertation Candidate's file;
 - 9.2. the Dissertation Candidate shall present the dissertation problem, aims, objectives, data obtained during the research, conclusions; he/she shall answer the questions presented by the session participants and indicate his/her contribution to the publications presented in the dissertation;
 - 9.3. the right to speak shall be given to the Dissertation Candidate's scientific Supervisor and Consultants;
 - 9.4. the Chairperson of the Council shall announce the scientific discussion open;
 - 9.5. the Chairperson or the appointed Council member shall read aloud all reviews of the Council members who do not participate in the session and other received reviews of the dissertation; present the remarks laid down in the reviews and conclusions; the dissertation candidate may comment on them;
 - 9.6. the opportunity to speak shall be given to the Council members and guests; after every speech, the Dissertation Candidate may ask for and be granted the right to speak;
 - 9.7. the Dissertation Candidate shall speak at the end of the scientific discussion;
 - 9.8. after the scientific discussion, the Council members shall decide by voting whether to award the Dissertation Candidate the doctoral degree. The Council members participating via video-conferencing shall also have a right to vote. The decision to award the doctoral degree shall be made if more than half of the Council members vote for it. All the Council members who participate in the session directly shall sign the voting minutes.

- 9.9. The Chairperson of the Council shall read the Council's resolution to the session participants and announce the end of the session.
10. After the session, the Chairperson of the Council shall return the dissertation defense documents to the Office of Research of the Doctoral Student's Institution.