

REGULATIONS OF THE RESEARCH CLUSTER OF VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. A cluster is a formally approved group of scientists and researchers working in various academic departments and scientific fields at Vytautas Magnus University (hereinafter referred to as “the University”), carrying out experimental development and basic and applied research (hereinafter referred to as “R&D”) on similar themes, integrating studies and science, and addressing issues of scientific, technological, business, social, political, educational and other issues of relevance to society.

2. Objectives of the Cluster:

2.1. conduction of fundamental applied research at a high level

2.2. production of high-level scientific output;

2.3. dissemination and integration of the latest research results into studies;

2.4. integration of interdisciplinary research;

2.5. submission of R&D project proposals, carrying out R&D projects, developing new, patentable products and technologies, setting up start-ups and providing services to businesses;

2.6. involvement of full-time and part-time undergraduate, postgraduate and doctoral students engaged in research or scientific activities in clusters;

2.7. establishment and maintenance of regular contacts with businesses and public organisations.

II. REGISTRATION OF THE CLUSTER

3. The research topics of the registered Cluster shall be in line with the latest international research trends, the research priorities approved by the Senate of the University and/or the smart specialisation priorities of the European Union.

4. The Cluster Registration Form (Annex 1) shall be completed by the initiator of the Cluster to be established, indicating the recommended composition of the future Cluster Scientific Council (hereinafter referred to as “the Council”), and shall be submitted to the Council of the relevant academic subdivision for approval. The academic subdivision shall be selected based on the central theme of the research to be carried out in the registered Cluster.

5. Having accepted the Cluster registration application, the Council of the Academic Subdivision shall check whether the research topics of the Cluster to be established meet the requirements of Clause 3 of the Regulations and whether the research plan complies with the criteria of novelty, relevance and innovativeness.

6. Clusters approved by the Council of Academic Subdivision shall be approved by order of the Rector and registered with the Science and Arts Unit of the Science and Innovation Department.

III. STRUCTURE AND MANAGEMENT OF THE CLUSTER

7. The Cluster brings together scientists, researchers and students conducting interdisciplinary R&D on the same topic, as well as scientists and researchers conducting research and R&D projects in different fields of science in different Academic Subdivisions of the University.

8. Representatives of enterprises also have a right to participate in the Cluster if the enterprise contributes to or orders the research in the Cluster.

9. The Cluster activities are also open to the University's partners from other institutions working on the same topic and producing research outputs with the University's scientists and researchers or participating in joint R&D project activities.

10. No more than two clusters can be represented at the same time by one scientist, researcher or student.

11. A scientist or researcher belonging to two clusters decides on the share of his/her scientific output and other scientific activities to be allocated to each Cluster and notifies the Science and Arts Unit of the Department of Science and Innovation (the shares allocated may be unequal).

12. There is no limit to the number of cluster members.

13. A scientist or researcher wishing to join or leave the Cluster shall submit an electronic application to the head of the Cluster or fill in an application form according to the prescribed format (Annex 2). The student's supervisor requests to assign a student to the Cluster.

14. Taking into account the opinion of the Cluster members, the head of the Cluster shall decide on the admission of new members and inform the Science and Arts Unit of the Department of Science and Innovation of the change in the composition of the Cluster within 5 working days.

15. A cluster member wishing to move from one Cluster to another shall inform the head of the Cluster to which s/he belonged, then submit a request to the head of the Cluster to which s/he wishes to move and fill in an application form (Annex 3).

16. The head of the Cluster is the initiator of the Cluster or a candidate elected by a majority of cluster members. The head of the Cluster is accountable to the Cluster General Meeting and the Cluster Council.

17. The head of Cluster is responsible for the following in the Cluster:

17.1. the organisation of activities;

- 17.2. implementation of annual plans;
- 17.3. provision of information on cluster activities;
- 17.4. enforcement of Council decisions;
- 17.5. admission and removal of members.

18. In the absence of the head of the Cluster, the head of the Cluster shall be temporarily replaced by a member appointed by the head of the Cluster and, in his absence, by the Chairperson of the Council.

19. By a majority of all its members, the meeting of cluster members shall have the power to:

- 19.1. elect a head of the Cluster;
- 19.2. approve the composition of the Council;

19.3. evaluate the work of the Cluster's governing bodies, make proposals, and comment on the organisation and execution of the Cluster's work.

20. Following the election of a new head of the Cluster by a majority of the cluster members, the new Cluster Council is approved at the same time. The Chairperson of the Cluster Council and the head of the Cluster shall not be the same person.

21. Following the election of the head of Cluster, the new head shall inform the Science and Arts Unit of the Department of Science and Innovation of the change of the head of Cluster and provide an extract of the minutes of the meeting within 5 working days.

22. At the first meeting of the Cluster, the members of the Cluster shall approve the composition of the Council proposed by the initiator of the Cluster by an open vote or shall propose to vote for a different composition of the Scientific Council. The Cluster Council shall be composed of at least 3 members, and the Council may also include representatives of the social partners. At least half of the Council members shall be scientists from the Cluster. The Council shall be deemed to be approved if more than half of all members of the Cluster vote in support.

23. The meeting of the Cluster decides independently on the number of members of the Cluster Council taking into account the size of the Cluster and the subject matter of the research being carried out.

24. The Council is headed by a chairperson elected by open ballot. The chairperson of the Council shall be deemed elected if more than half of the members of the Cluster vote in support.

25. The Cluster Council is the main governing body of the Cluster. The Council decides on matters concerning:

- 25.1. the choice of research topics for the Cluster;
- 25.2. preparation of the Cluster's annual performance plans;
- 25.3. allocation of the Cluster's financial and other resources;
- 25.4. evaluation of Cluster research reports.

IV. RESULTS OF CLUSTER PERFORMANCE

26. Each year, the Cluster members register their scientific publications in the University's database of scientific publications and fill in the form for other scientific activities approved by the Rector. These are used to generate the Cluster's annual performance report.

27. A public conference may be held and/or publication published once a calendar year in which the Clusters present the main studies carried out during the reporting period and the results obtained.

28. The Vice-Rector for Science of the University may invite heads of the Cluster to present the results of the Clusters' scientific activities.

V. ASSESSMENT AND FUNDING OF A CLUSTER

29. The Cluster activities shall be evaluated, and funds shall be allocated in accordance with the procedures laid down in the University's Regulations on the organisation of research and experimental development.

30. Based on the annual report on Cluster activities, the University's Science Fund, by order of the Rector, allocates funds in the first quarter of each year to promote the research activities of the most effective Clusters.

31. In the case where the University does not fund the Cluster's activities for two consecutive years and its members do not decide to discontinue their activities, the Cluster shall not be accounted for in the University's centralised Cluster administration system. It shall acquire the status of an informal Cluster within the University. In the event of a change in the Cluster's performance indicators and following a request from the Council of the Academic Subdivision concerned to reinstate the centralised administration of the Cluster, the Council of the Academic Subdivision shall consider the request and, if approved, shall notify the Science and Arts Unit of the Department of Science and Innovation. In this case, the Cluster performance evaluation indicators set out in the University's Regulations for the Organisation of Research and Experimental Development shall be recalculated.

32. The University's Finance Department accounts for Cluster funds, and the Science and Innovation Department's Science and Arts Unit monitors performance of the Cluster.

VI. USAGE OF FUNDS

33. Clusters can use funds from the University's Science Fund for the following purposes:

33.1. to cover the costs of organising and participating in scientific conferences;

33.2. to organise scientific events;

33.3. scientific publications;

33.4. translation of scientific publications;

- 33.5. publishing research papers in recognised scientific journals referenced in Scopus and *CA WoS* databases;
 - 33.6. purchasing of scientific publications;
 - 33.7. purchasing of goods and services, specialised software, equipment and materials for research;
 - 33.8. other purposes related to the activities of the Cluster (in agreement with the Vice-Rector for Science).
34. In order to make the most efficient use of funds for research activities, Clusters are obliged to be rational, taking into account the Cluster's objectives and planned activities. If a cluster does not use all its allocated funds, they are transferred to the following year.

VII. TERMINATION OF THE ACTIVITIES OF THE CLUSTER

35. A Cluster may be closed after achieving its objectives or for other reasons.
36. In the light of the results of the Cluster's scientific activities or of actions or omissions of Cluster members that are found to be contrary to the objectives of the Cluster, a proposal to terminate the Cluster may be made by:
- 36.1. a head of a Cluster;
 - 36.2. the Cluster Council;
 - 36.3. the Council of an Academic Subdivision;
 - 36.4. Vice-Rector for Science of the University.
37. The Cluster members shall decide on the closure of the Cluster by a majority of more than half of its members.
38. Once the decision to close the Cluster has been taken, the head of the Cluster shall inform the Science and Arts Unit of the Department of Science and Innovation within one week by submitting an extract of the minutes of the meeting and a request to the Rector to close the Cluster (Annex 4).
39. The activities of the Cluster shall be terminated by order of the Rector.
40. Any remaining unspent funds from the closed Cluster shall be transferred to the University's Science Fund.

Annex 1

**REGISTRATION OF THE RESEARCH CLUSTER
OF VYTAUTAS MAGNUS UNIVERSITY**

Registration No. Date of registration

(to be filled in by the Science and Arts Unit)

DATA ON THE RESEARCH CLUSTER:

The main field of research (code, name):	
Additional research fields (code, name):	
Keywords:	

CLUSTER PROMOTERS:

<i>No.</i>	<i>Pedagogical title and scientific degree</i>	<i>Name, surname</i>	<i>Name of the University department/social partner where the researcher is employed and one's workload. (Indicate separate workload for the teaching and research staff)</i>	<i>How much of the researcher's full-time equivalent is devoted to researching this topic. (Teaching staff spend 0.3 FTE on research).</i>
The Head (initiator)				
1				
Members of the research team				
2				
3				
4				
5				
6				

SCIENTIFIC COUNCIL OF THE CLUSTER

<i>No.</i>	<i>Pedagogical title and scientific degree</i>	<i>Name, surname</i>	<i>Workplace of the member of the Council</i>
Chairperson of the Council			
1			
Members of the Council			
2			
3			

CLUSTER DESCRIPTION

Name of a cluster:

Overall title of the theme covering research, experimental or social development

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Name of a cluster in English

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1. Objectives to be achieved by the Cluster research team

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2. A list of the objectives to be achieved by the research team of this Cluster in English

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3. Which Lithuanian, European or other R&D priorities does this Cluster meet?

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4. The most important major scientific outcome (up to 10) achieved in the last 5 years on the topic of the Cluster (monographs, articles, international conference papers, patents, etc.)

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5. Dissemination of scientific results (up to 10) on the Cluster theme in the last 5 years (journals, conferences, seminars, summer schools, etc.)

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6. Project-based research activities in the Cluster. Participation in international and Lithuanian research and experimental development projects, outsourced R&D work with state or economic entities, foreign business enterprises and public organisations. Project titles, sponsors, scope (in months of researchers' work), equipment acquisition, funding (only indicate cluster contribution), and partners.

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7. The contribution of the cluster to the study process. Participation of PhD students, Masters students, Bachelor students in research work: number of PhD theses, Master and Bachelor theses defended on this topic. Textbooks, training tools, programmes, special courses, and lectures on these research topics (5 years).

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8. Application of cluster research to technology, business, industry, governance, education, social processes, politics, etc.

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9. Integration of the Cluster's research with international and Lithuanian scientific, business, self-government, etc. institutions, organisations and bodies, research groups, etc. Interdisciplinary integration.

10. A plan for the Cluster's research outputs for the next year and beyond (up to 5 years). Number of publications, projects, dissertations, etc.

11. Other information to be indicated.

A head of a Cluster

----- (signature) ----- (name, surname) -----

Members of the research team

----- (signature) ----- (name, surname) -----

_____ (signature) _____ (name, surname) _____

_____ (signature) _____ (name, surname) _____

_____ (signature) _____ (name, surname) _____

_____ (signature) _____ (name, surname) _____

_____ (signature) _____ (name, surname) _____

_____ (signature) _____ (name, surname) _____

_____ (signature) _____ (name, surname) _____

Date of filling:

Annex 2

(NAME OF THE INSTITUTION THE PERSON WORKS FOR)

(position)

(Pedagogical name, scientific degree)

(NAME, SURNAME)

To the Head of the Cluster

APPLICATION

ON CLUSTER MEMBERSHIP

DD-MM-YYYY

Kaunas

I hereby request to be admitted/excluded from the (name) activity(s) of the Cluster.

.....
(signature)

Head of the Cluster

.....

(name, surname)

(signature)

Annex 3

(NAME OF THE INSTITUTION THE PERSON WORKS FOR)

(position)

(Pedagogical name, scientific degree)

(NAME, SURNAME)

To the Head of the Cluster

**APPLICATION
ON CLUSTER MEMBERSHIP**

DD-MM-YYYY

Kaunas

I hereby request to be withdrawn from the activities of Cluster (name) and to be admitted to Cluster (name).

.....
(signature)

Head of the Cluster to which a new member joins

.....
(name, surname) (signature)

Head of the Cluster from which the member withdraws

.....
(name, surname) (signature)

Annex 4

NAME OF THE CLUSTER

Head of the Cluster

(pedagogical name, scientific degree)

(NAME, SURNAME)

To VMU Rector

REQUEST

ON THE TERMINATION OF CLUSTER ACTIVITIES

DD-MM-YYYY

Kaunas

We hereby request to terminate the activities of the Cluster (name) based on the following resolution of the members of the Cluster (name) of DD-MM-YYYY.

ATTACHED: The extract from the minute

.....
(signature)