

APPROVED by
Order No. SEN-N-37 the
Senate of Vytautas Magnus
University of 18 June 2024

**REGULATIONS OF DOCTORAL STUDIES IN
BIOLOGY SCIENCE FIELD AT VYTAUTAS MAGNUS UNIVERSITY IN
COOPERATION WITH THE NATURE RESEARCH CENTRE AND THE
CENTRE FOR INNOVATIVE MEDICINE,**

**BIOCHEMISTRY SCIENCE FIELD AT VYTAUTAS MAGNUS UNIVERSITY
IN COOPERATION WITH THE LITHUANIAN UNIVERSITY OF HEALTH
SCIENCES AND THE LITHUANIAN RESEARCH CENTRE FOR
AGRICULTURE AND FORESTRY,**

**ECOLOGY AND ENVIRONMENTAL SCIENCE FIELD AT VYTAUTAS
MAGNUS UNIVERSITY IN COOPERATION WITH THE LITHUANIAN
RESEARCH CENTRE FOR AGRICULTURE AND FORESTRY**

I. General part

1. Regulations of Doctoral Studies in Biology science field at Vytautas Magnus University in cooperation with the Nature Research Centre and the Centre for Innovative Medicine; in Biochemistry science field at Vytautas Magnus University in cooperation with the Lithuanian University of Health Sciences and the Lithuanian Research Centre for Agriculture and Forestry; and in Ecology and Environmental science field at Vytautas Magnus University in cooperation with the Lithuanian Research Centre for Agriculture and Forestry (hereinafter referred to as the Regulations) are prepared in accordance with the Regulations of Doctoral Studies approved by Order No. V-739 of the Minister of Education, Science and Sport of the Republic of Lithuania of 18 May 2020.

2. These Regulations establish the procedure for doctoral studies, doctoral research, thesis preparation, defence and awarding of the doctoral degree in the field of Biology at Vytautas Magnus University in cooperation with the Natural Research Centre and the Centre for Innovative Medicine (hereinafter referred to as the Doctoral Institutions), in the field of Biochemistry at Vytautas Magnus University in cooperation with the Lithuanian University of Health Sciences and the Lithuanian Centre for Agrarian and Forestry Science, in the field of Ecology and Environmental Science at Vytautas Magnus University in cooperation with the Lithuanian Centre for Agrarian and Forestry Science, which have been jointly granted the right to doctoral studies by the Ministry of Education, Science and Sport of the Republic of Lithuania.

3. The purpose of doctoral studies is to prepare scientists who are able to independently carry out work of scientific research and experimental development and solve scientific problems. Doctoral studies shall ensure sufficient competence for a person who has completed these studies and has been awarded a degree of the doctor of science: most advanced knowledge of research activity, fields of science and their interaction; special skills and methods to solve problems of scientific research and other areas, expand knowledge or professional practice; ability to work independently, knowledge and know-how of science and profession required for the development of new ideas and processes and ability to use them in studies and other activities.

4. The Doctor of Science degree may be awarded to a person who has successfully completed full-time (up to 4 years) or part-time (up to 6 years) doctoral studies, prepared a dissertation and successfully defended it, or to a person who has successfully defended a dissertation prepared externally.

5. The following concepts are used in the Regulations:

Doctoral student (hereinafter referred to as a doctoral student) is a student and a researcher of third-cycle studies.

Work plan of the doctoral student (hereinafter referred to as the work plan of the doctoral student) is an individual work plan of the doctoral student which provides stages and deadlines of doctoral studies, scientific research and dissertation preparation.

Scientific supervisor of a doctoral student (hereinafter referred to as a supervisor) shall be a researcher who meets the requirements of the Regulations of Doctoral Studies and supervises studies and scientific research of a doctoral student.

The Committee of Doctoral Studies (hereinafter referred to as the Committee) shall be a group of researchers who are carrying out high-level scientific research and are responsible for the content, quality, management and implementation of doctoral studies.

A researcher carrying out high-level international scientific research shall be a researcher who meets the requirements no lower than those of a senior research worker of the Coordinating Institution and participates in the process of doctoral studies, international projects, research exchange programmes and other international scientific and expert activities.

Defence Council (hereinafter referred to as **the Council**) is a group of researchers composed by the Committee of Doctoral Studies which, after examining the dissertation presented for defence and evaluating its quality and compliance with the requirements for the dissertation, decides whether a dissertation candidate is to be granted a degree of the Doctor of Science.

Doctoral Student Institution shall be an institution in which a doctoral student is pursuing doctoral studies and scientific research and is preparing a dissertation.

Doctoral School/Research Unit is a division of the Doctoral Institution which organises activities of doctoral studies.

Joint Doctoral Institutions shall be scientific and/or study institutions that have been granted the right to conduct doctoral studies.

Coordinating Institution shall be Vytautas Magnus University.

Finance Department/Finance Office is a division of the Doctoral Institution which manages the accounting necessary for economic decision-making, establishment of financial and tax accountability.

6. Doctoral Institutions shall ensure the exchange of individual data of doctoral students and external students required for the process of doctoral studies or for the management of external student dissertation defence in accordance with legislation.

7. The Committee of Doctoral Studies shall be composed of at least 9 high-level researchers working (who have been selected for the position following a competitive procedure or who have been employed by the institution for at least 0.5 full-time equivalent (FTE) for the last three years) The requirement to take positions through a competitive process shall not apply to researchers from foreign research and study institutions. When the right to doctoral studies is granted with the participation of a foreign research and studies institution(s), the Committee shall include more than half of the researchers from the Lithuanian institution(s). The members of the Committee of Doctoral Studies shall include at least two-thirds of the members of the field of study in which the institution(s) have obtained the doctoral degree. At least half of the members of the Committee of Doctoral Studies and its chairperson shall meet at least the qualification requirements set by the Coordinating Institution for the position of chief research worker, and the remaining members of the Committee of Doctoral Studies shall meet at least the qualification requirements set by the Coordinating Institution for the position of a senior

research worker. Qualification requirements apply in all cases to the extent that they relate to scientific publications. The institution(s) shall review and update the composition of the Committee of Doctoral Studies at least every 5 years. A researcher may be a member of no more than two science (arts) doctoral committees. At least two-thirds of the members of the Committee shall be from the field of study in which the right to doctoral studies has been granted.

8. After obtaining the right to doctoral studies, the Doctoral Institutions shall publicly announce the composition of the Committee on the websites of the Doctoral Institutions. The Committee shall elect a chairperson at its first meeting, who may serve for no more than two consecutive 5-years. The chairperson can be elected for one year on rotating basis from each Doctoral Institution. The Committee of Doctoral Studies may also include high-level international researchers from foreign research and study institutions with which an international cooperation agreement has been signed for participation in the doctoral study process. The contract has to establish conditions for participation in the activities of the Committee of Doctoral Studies by the researcher from a foreign research and study institution and to ensure continuity in case a foreign member is replaced. The contract shall be signed for at least 5 years.

9. Changes to the composition of the Committee shall be coordinated with the Research Council of Lithuania.

10. The doctoral dissertation shall be defended, and a scientific degree shall be awarded in the Defence Council of the science field, which shall be composed for defence of the specific dissertation after the dissertation has been completed and presented for defence. The Defence Council shall consist of at least five Committee members.

II. Coordination of doctoral studies

11. Doctoral studies and scientific research shall be coordinated and controlled by the Committee of Doctoral Studies.

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

13. The course of doctoral studies shall be administered by the institution designated by the Doctoral Institutions Agreement.

14. **The Committee of Doctoral Studies** shall:

14.1. approve the terms and procedure of dissertation topics and a competition of doctoral students' supervisors as well as open competition for admission to the doctoral studies;

14.2. perform the selection of dissertation topics and supervisors of doctoral students;

14.3. carry out the admission to doctoral studies;

14.4. consider and present for approval the candidacies of doctoral students' scientific supervisors and consultants; mediate in the appointment of consultants; consider applications for the replacement of scientific supervisor or consultant;

14.5. approve the doctoral study programme of Biology science field as well as changes in the programme, the work plans of doctoral students and examination committees;

14.6. provide conclusions on the plans for and implementation of doctoral studies, research, publication of the results thereof, and the preparation of the doctoral dissertations; postponement of the deadlines for the doctoral student's work plan;

14.7. conduct certification of doctoral students;

14.8. ensure a successful process of doctoral studies and take care of its improvement;

14.9. evaluate the prepared doctoral dissertations;

14.10. establish a Defence Council and set the date of doctoral dissertation defence.

15. Documents of the Committee meetings shall be managed by the meeting secretary; the minutes of meeting shall be signed by the chairperson of the Committee and the meeting

secretary. The Committee shall present its recommendations, proposals and the minutes of resolutions to the Doctoral School of the Coordinating University, which in turn shall prepare and submit material to the heads of the Doctoral Institutions or their authorised persons and the Senates.

16. Decisions made by the Committee shall be valid if no less than two thirds of all members of the Committee of Doctoral Studies vote in favour of them. The minutes of the meeting of the Committee shall be preserved at the Doctoral School of the Administering University for 6 years, later in the archive of the Coordinating University.

17. A survey for a discussion on the issue considered by the Committee may be prepared using electronic means of communication. Using electronic means of communication, the Committee members shall express their opinion regarding the considered issue and vote.

18. At the end of the meeting, the chairperson of the Committee shall deliver the documents to the Doctoral School of the Coordinating University.

19. **The Doctoral Institution** shall:

19.1. announce, in accordance with the terms and procedures laid down by the Committee of Doctoral Studies, a competition for topics and supervisors of doctoral students;

19.2. announce, in accordance with the terms and procedures laid down by the Committee of Doctoral Studies, an open competition for admission to the doctoral studies;

19.3. manage state budget funds dedicated to the implementation of doctoral studies at the Doctoral Institution;

19.4. accept documents of applicants for the doctoral studies;

19.5. sign a contract with the Doctoral Student Institution when it is not the Doctoral Institution in the science field, which shall define commitments and conditions of studies;

20. **The Coordinating University** shall:

20.1. organise competition of topics and doctoral students' supervisors;

20.2. organise an open competition for admission to the doctoral studies;

20.3. present reports on the implementation of doctoral studies to the Ministry of Education, Science and Sport of the Republic of Lithuania, the Research Council of Lithuania and other institutions;

20.4. collect information on the process of doctoral studies;

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

20.6. based on the Committee's documents, prepare material for the Doctoral Institutions;

20.7. collect documents from the Doctoral Institutions and give them to the Committee;

20.8. draft joint document projects;

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

20.10. issue diplomas of the doctor of science and register them.

21. A Doctoral Student Institution shall:

21.1. If the Doctoral Student Institution is the Doctoral Institution, it shall:

21.1.1. manage the funds transferred from the state budget for the doctoral study programme and research, for the preparation and defence of the doctoral dissertation, for the work of the supervisor or consultant, and for the payment of related expenses;

21.1.2. award scholarships for doctoral students;

21.1.3. prepare resolutions regarding implementation of doctoral studies, appointment of supervisors and consultants of doctoral students, and establishment of the Defence Council;

- 21.1.4. organise the formulation of the plan for the study programme and scientific research of the doctoral student, the publication of doctoral dissertations, the defences of dissertations;
- 21.1.5. create suitable conditions for the doctoral student to prepare and implement the doctoral study programme and the individual plan for scientific research, and to prepare and successfully defend the doctoral dissertation;
- 21.1.6. formulate and preserve the doctoral student's file;
- 21.1.7. prepare and provide reports to the Coordinating University regarding the process of doctoral studies;
- 21.1.8. submit the required documents of doctoral students to the Coordinating University.

21.2. If the Doctoral Student Institution is another Lithuanian or foreign university or scientific research institute which does not possess the right to organise doctoral studies in the science field, then the doctoral student shall only conduct scientific research and prepare the dissertation at this institution. Studies of the doctoral student shall be organised, the doctoral student's applications shall be registered, resolutions on the implementation of doctoral studies, appointment of supervisor or consultant and defence of doctoral dissertation shall be prepared, and the doctoral student's file shall be formulated by one of the Doctoral Institutions with which this Lithuanian or foreign university or scientific research institute signs a separate written contract.

22. Doctoral studies and scientific research shall be organised by the Departments/Research Units of Doctoral Institutions to which the doctoral students are appointed on the recommendation of the Committee and by Order of the head of the Doctoral Institution. These Units shall:

- 22.1. participate in the preparation of the study programme of the doctoral student and create conditions for the doctoral student to successfully implement the plan of studies and scientific research;
- 22.2. monitor the process of the doctoral student's doctoral studies;
- 22.3. provide methodological support;
- 22.4. promote mobility of the doctoral student;
- 22.5. for each certification of the doctoral student, present their conclusion to the Committee regarding the results of the doctoral student's studies and scientific research as well as the appropriateness of continuation of doctoral studies;
- 22.6. after the doctoral student has prepared a dissertation, organise preliminary considerations of the doctoral dissertation and appoint reviewers of these considerations, submit conclusions to the Committee regarding compliance of the doctoral dissertation with appropriate requirements.

III. Admission to doctoral studies

23. Persons shall be accepted to the doctoral studies in the science field on the basis of open competition. Persons who have academic qualification of a master's degree or equivalent higher education qualification can participate in the open competition. Doctoral students who have voluntarily discontinued, have not returned after a study break, or have been excluded from doctoral studies by the Committee's decision cannot apply for state-funded doctoral places if they have already studied for more than half of the doctoral period in a doctoral place financed from the state budget.

24. State-funded doctoral study places in the science field shall be distributed between the Doctoral Institutions by the Ministry of Education, Science and Sport of the Republic of Lithuania.

25. No later than one month before the announcement of admission to doctoral studies, a call for dissertation topics and doctoral students' supervisors shall be announced. The topics shall comply with the areas of scientific research conducted by the Doctoral Institutions. The procedure and terms of the competition shall be approved by the Committee.

26. If the topic or supervisor is not proposed by the Doctoral Institution, the Doctoral Institution shall provide official confirmation of the funding of the doctoral studies.

27. The competition shall be organised by the Doctoral School of the Coordinating University and implemented by the Committee. Relying on the competition procedures of the Committee, a list of selected doctoral dissertation topics of the Doctoral Institutions and doctoral supervisors shall be finalised by the minutes of the Committee, signed by the chairperson of the Committee and the meeting secretary. The Committee shall present the minutes of the meeting concerning the dissertation topics and doctoral students' supervisors to the Doctoral School of the Coordinating University, which shall be responsible for the announcement of the list of dissertation topics selected during the competition on the websites of the Doctoral Institutions.

28. On the recommendation of the Committee, Doctoral Institutions shall announce an open competition for admission to the doctoral studies and admission conditions.

29. An applicant may submit a request for permission to participate in the open competition for the doctoral studies to the Doctoral School at every Doctoral Institution/Research Unit. Along with the request, which specifies the doctoral studies' science field, study form and the desired dissertation topics by Order of priority (no more than two), the following documents shall be provided:

29.1. a diploma confirming a master's degree or an equivalent qualification, its supplement/appendix; a certificate of recognition of higher education qualifications acquired abroad in Lithuania issued by the Centre for Quality Assessment of Studies or a University entitled to carry out academic recognition of education and qualifications;

29.2. recommendations by two scientists;

29.3. a curriculum vitae;

29.4. an approved list of references and copies of scientific articles;

29.5. other documents specified in the admission conditions to the doctoral studies.

30. The competition of admission to the doctoral studies funded by the state shall occur once a year. The admission competition shall be organised by the Doctoral School of the Coordinating University and implemented by the Committee. The competition procedure shall be applied separately to the topics of doctoral institutions in the field of science. All applicants shall be required to attend an interview with the members of the Committee.

31. The heads of Doctoral Institutions or their authorised persons shall sign bilateral or trilateral contracts of a specific form with the individuals admitted to full-time or part-time doctoral studies of the science field.

32. Selection criteria for the applicants to the doctoral studies shall be as follows:

32.1. relevance of scientific qualifications, scientific publications and scientific experience to the topic;

32.2. the average of the applicant's grades in the master's degree or equivalent higher education programme and the final thesis grade;

32.3. command of foreign languages;

32.4. compatibility of the scientific qualification, scientific publications and scientific experience with each selected topic;

32.5. scientific research project;

32.6. motivation interview;

32.7. other criteria approved by the minutes of the Committee.

33. Selection criteria, their weight coefficients and calculation of the competition score shall be approved every academic year by the minutes of the Committee.

34. Based on the selection criteria, the Committee shall evaluate applicants by scores and form the priority queues for the topics of the Doctoral Institution in accordance with the highest

competition score. These competition lists of the applicants and the decision regarding the proposal to accept or reject applicants to the doctoral studies shall be recorded by the minutes of the Committee. The minutes shall be signed by the chairperson of the Committee and the meeting secretary. The Committee shall present the minutes of the meeting to the Doctoral School of the Coordinating University.

35. On the basis of the minutes of the Committee, applicants shall be accepted to the doctoral studies by Orders of the heads of the Doctoral Institutions, specifying the science field, the type of funding, the Doctoral Institution, topic of the dissertation, and the form of doctoral studies.

36. If free places are available after the admission in accordance with the quotas of the Doctoral Institutions or if some of the accepted persons do not arrive to study at the beginning of the academic year, the Doctoral School of the Coordinating University may organise the second stage of admission, which shall be conducted following the same procedure.

37. Upon proposal by the Committee, those who were not accepted to state-funded places in the competition may choose paid doctoral studies upon paying the doctoral study fee established by the Doctoral Institution with which they will sign a contract.

38. Citizens who are applying for the doctoral studies and have the qualification of a master's degree or its equivalent higher education diploma acquired abroad (non-European Union (EU) countries) shall provide a diploma of higher education acquired abroad in addition to the documents specified in clause 29.

39. For state-funded doctoral studies, citizens of the EU shall participate in the competition in accordance with the general procedure; non-EU citizens shall participate in the competition in accordance with the legislation in force at the time.

40. No later than in a month's time after the beginning of the academic year, the Committee shall organise a meeting (meetings) of the Committee which (that) includes (include) participation of the newly accepted doctoral students and the supervisors who won the competition of dissertation topics. New doctoral students are assigned supervisors, dissertation topics, and the Unit of the Doctoral Institution. The Committee's recommendation shall be recorded by the minutes of the Committee. The records of these minutes shall be provided to each Doctoral Institution separately. The minutes and the records of the minutes shall be submitted to the Doctoral School of the Administering University, which shall submit the Committee's recommendation (records of the minutes) to the Doctoral Schools/Research Units of Doctoral Studies.

41. On the recommendation of the Committee, the heads of Doctoral Institutions or their authorised representatives shall approve the doctoral students' intended topics and supervisors, and doctoral students shall be assigned to Departments/Research Units. The Order shall be prepared by the Doctoral School/Research Unit of the Doctoral Institution.

42. The file of a person who is not accepted to the doctoral studies shall be preserved for a year in the Doctoral School/Research Unit at the institution to which he/she was applying; later it shall be preserved by the institution to which the applicant was applying.

43. A person who has submitted an application for participation in the admission to the doctoral studies and was not accepted or who disagrees with the dissertation topic assigned to him/her, within three days from the announcement of the minutes of the Committee, may:

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

43.2. after receiving a negative response by the Committee, within three days submit an appeal to the head of the Doctoral Institution to which the doctoral student was applying.

IV. Scientific supervision of doctoral students

44. The doctoral student's studies and research shall be supervised by the doctoral student's supervisor. The supervisor may supervise not more than five doctoral students at the same time. During doctoral studies with companies, institutions and organisations, the doctoral student shall be assigned two supervisors – one from the Institution, the other from the company, institution or organisation. A head from the company, institution or organisation shall be in the same field of study as a doctoral student or researcher; the requirements set out in the Regulation do not apply to him/her.

45. At the recommendation of the Committee, no later than one month after the admission of the doctoral student, the head of the Doctoral Institution or his/her authorised representative shall approve the supervisor by Order.

46. If required, doctoral student's consultant may be appointed (not more than two consultants can be appointed if they are needed in the opinion of the doctoral student, the supervisor and the Committee) who can be researchers of another science field (branch). On the recommendation of the Committee, the head of the Doctoral Institution or his/her authorised representative shall approve the consultant by Order.

47. The supervisor and the consultants of the doctoral student shall meet the requirements no lower than those of a senior research worker established by the Coordinating Institution and participate in the process of doctoral studies and international scientific and expert activities. The supervisor or the consultant of the doctoral student may be a researcher from a foreign research and study institution (the qualification requirements for the supervisor and the consultant apply to the extent that they relate to scientific publications). In cases where the doctoral student's supervisor is from a foreign research and study institution, the doctoral student's consultant shall be from the University where the doctoral student is studying.

48. Written agreements of supervisors and consultants as well as the lists of their main scientific publications and other research activities shall be submitted by the Committee to the Doctoral School of the Coordinating University along with the recommendation to approve the supervisors and the consultants. The Doctoral School of the Coordinating University shall submit the Committee's recommendations and the documents of the consultants' research activities to the Doctoral School/Research Unit of the Doctoral Institution.

49. The supervisor shall:

49.1. draw up drafts of the doctoral student's study programme and research plan in cooperation with the doctoral student;

49.2. propose applicants for the positions of consultants, if they are required;

49.3. provide the doctoral student with methodological support, supervise the doctoral student's research activity and continuously monitor the process of the doctoral student's doctoral studies;

49.4. for each certification of the doctoral student, present their conclusion regarding the results of the doctoral student's studies and scientific research as well as the appropriateness of continuation of doctoral studies;

49.5. help the doctoral student solve organisational issues of studies and the preparation of the dissertation.

49.6. together with the doctoral student, the supervisor shall be responsible for high-quality preparation of the doctoral dissertation.

50. The consultant of the doctoral student shall:

50.1. give advise the doctoral student in a particular field (branch) of research;

50.2. organise the conduct of research or experiments in other units of Doctoral Institutions or other Lithuanian or foreign universities and/or research institutes.

51. If for important reasons it is necessary to change the supervisor, this change shall be coordinated and approved in the same manner as the appointment of the supervisor.

52. The doctoral student shall have the right to submit a motivated request addressed to the head of the Doctoral Institution to change his/her supervisor if not less than one year till completion of the doctoral studies is left. The head of the Doctoral Institution or his/her authorised representative shall direct the request to the Committee, in whose meeting it shall be considered within 1 month (except July and August). If the doctoral student's request is satisfied, the Committee shall announce a competition for applications for the position of the doctoral student's supervisor, taking into account the topic of the doctoral student's dissertation. If the Committee does not satisfy the doctoral student's request, the supervisor shall continue to supervise. The replacement of the supervisor when less than a year till completion of the doctoral studies is left shall be possible only for important reasons and shall be made by the decision of the Committee.

V. Work plan of the doctoral student

53. No later than within one month after the approval of the supervisor, the supervisor and the doctoral student shall prepare the study programme of the doctoral studies and the plan of scientific research. The plan shall include the deadlines for the fulfilment of all tasks. Focused scientific research shall be initiated in the beginning of doctoral studies.

54. Doctoral studies shall consist of no less than 30 ECTS credits; it is recommended for the study courses to include not just the topic of the dissertation being prepared, but also the learning of key competences (i.e., preparation of project applications, issues of ethics and procedures as well as copyright, communication abilities, etc.) whose amount shall be no less than 5 credits. The credits shall be acquired by studying at least 3 study courses/modules. The credits can also be accumulated by participating in international schools for doctoral students and while the doctoral student attends part-time studies abroad. The decision regarding the acceptance of the credits shall be made by the Committee.

55. If the academic qualification of a master's degree or its equivalent in higher education acquired by the person accepted to the doctoral studies is not in the science field to which he/she has been admitted that person may be assigned additional studies of equalising courses as recommended by the Committee.

56. The doctoral study programme of the science field consists of compulsory study courses/modules assigned by the Committee and freely selected study courses/modules of the doctoral studies in the science field or branch and adjacent science fields. The doctoral study programme of the science field and its amendments shall be approved in the Committee meeting.

57. The doctoral student shall hear compulsory study courses/modules of this programme that are established by the Committee. After agreeing with the supervisor and taking into account the individual research needs, the doctoral student shall choose other study courses/modules from the list of free-choice study courses/modules compiled by the doctoral programme in the field of science.

58. The programme of doctoral studies shall consist only of study courses/modules approved by the Committee. Doctoral student institutions shall be responsible for ensuring that only those study courses/modules that are approved and in line with the doctoral study programme are included in the doctoral students' individual study programmes.

59. The doctoral student, after coordinating with the supervisor and the Committee, shall record the courses he/she plans to study in the individual study programme, which shall be an integral part of the doctoral student's work plan.

60. Only those individuals who hold a science degree and meet the requirements for senior research worker set by the Coordinating Institution, whose research and publications in the last five years are relevant to the topic of the study courses taught (the qualification requirements apply to the extent that they relate to research publications) can teach in the doctoral studies.

61. Lectures/seminars of the doctoral studies shall be organised by the Unit of the Doctoral School of the Doctoral Student Institution and by the Department of the Doctoral Institution whose employees have been approved by the committee for teaching the study courses/modules of doctoral studies. Lectures can be organised for those study courses/modules that are included in the individual study programmes of at least three doctoral students. In all other cases, the studying process shall take place independently and consultations shall be attended periodically.

62. The doctoral student's plan of scientific research, which is another component of the work plan of the doctoral student, shall consist of the following: analysis of scientific literature, scientific research a portion of which can be conducted at high-level foreign research centres, analysis of the obtained data, writing of scientific articles, reading of scientific papers at the international scientific conferences, preparation of a dissertation, etc.

63. The Department/Research Unit of the Doctoral Student Institution shall consider the work plan of the doctoral student and present its conclusions to the Committee. The doctoral student's work plan and its amendments (if necessary) shall be approved by the Committee. No later than within a month after the approval of the supervisor, each doctoral student shall present this plan to the Doctoral School/Research Unit of the Doctoral Institution, and it shall be stored in the doctoral student's file.

64. The doctoral student shall follow the study programme and conduct scientific research in accordance with the approved plan of scientific research. The content, quality, scope and deadlines of the conducted research shall be evaluated during certification of the doctoral student.

65. Conditions shall be created for the doctoral student to use the equipment present at the departments, laboratories and other research units of the Doctoral Institutions, needed for the scientific research included into his/her scientific research plan. If it is impossible to carry out some of the research at the Doctoral Institutions, the doctoral student may be sent to carry out the research in some other state or foreign research institution.

VI. Examination and certification of the doctoral student

66. Studies of every course/module shall be completed by taking an exam. At least two examiners shall be required. The composition of the examination commission shall be approved by the Committee along with the individual plans of the doctoral students' study programme and scientific research. Teachers who taught the study course/module, the Committee members, also other scientists, active specialists of that science field (may be from another institution of research and studies) including supervisors and consultants may be appointed members of the Examination Commission. Exams shall be held in writing and the exam papers shall be stored at the Doctoral Student Institution/Research Unit.

67. After having passed the exam, an exam sheet shall be filled in and signed by all examiners. The examination sheets shall be stored in the doctoral student's file at the Doctoral School/Research Unit of the Doctoral Student Institution.

68. If the exam is failed, it can be re-taken once, but no sooner than after a month. If the exam is failed the second time, special certification of the doctoral student shall be initiated.

69. Full-time doctoral students shall pass all exams within the first two years of doctoral studies; part-time doctoral students shall pass them within the first three years of doctoral studies. The Committee may decide to postpone the examinations to the following year.

70. Taking into consideration the doctoral student's request and with the approval of the supervisor, the Committee may accept previously passed exams of courses studied as part of doctoral study programmes.

71. In accordance with the deadlines set by the Committee, the doctoral student shall report to the Department/Research Unit of the Doctoral Student Institution twice a year. The Department/Research Unit, in the presence of the doctoral student and his/her supervisor, shall

submit a report to the Committee after evaluating the doctoral student's work plan. The doctoral student's supervisor shall present the written evaluation of the doctoral student's performance to the Department/Research Unit. The Doctoral School/Research Unit of the Doctoral Institution shall submit the documents of the doctoral student's certification that were considered in the Department/Research Unit to the Committee, which shall certify the doctoral student positively (thus agreeing with continuation of doctoral studies and correcting the programme for the next academic year) or negatively (thus proposing for the doctoral studies to be terminated), or propose postponement of certification for the period no longer than 3 months until the drawbacks in the implementation of the work plan are removed. The doctoral student and his/her supervisor may be invited to the meeting of the Committee.

72. If the doctoral student obviously fails to comply with the requirements of the study or research programme, on recommendation of the doctoral student's supervisor or the head of the Unit as well as the Committee, an extraordinary certification may be initiated.

73. A negatively assessed doctoral student shall be removed from the doctoral studies by Order of the head of the Doctoral Institution.

74. The Committee minutes regarding certification of doctoral students and the documents presented for the doctoral student's certification shall be submitted to the Doctoral School/ Research Unit of the Coordinating University, which shall submit these documents to be stored in the doctoral student's file at the Doctoral School of the Doctoral Student Institution.

75. Upon receiving the doctoral student's request and the supervisor's agreement, the head of the Doctoral Student Institution or his/her authorised representative can grant academic leave of up to one year by his/her Order. During the academic leave, scholarship shall not be paid.

76. The head of the Doctoral Student Institution or his/her authorised representative, after having received a doctoral student's request, the supervisor's approval and the Department/Research Unit's approval, for important reasons (illness, maternity leave, etc.) by Order may:

76.1. extend the unpaid academic leave;

76.2. postpone the deadline for the passing of exams and annual certification specified in the individual programme for the period no longer than 3 months.

77. Doctoral students' applications shall be registered, and Orders shall be drafted by the Doctoral School/Research Unit of the Doctoral Institution.

VII. Trips, scholarships, appeals, other conditions

78. Persons admitted to state-funded places in a full-time doctoral programme shall be paid a scholarship of the amount set by the Government of the Republic of Lithuania for the duration of their studies. The scholarship shall be paid by the Doctoral Institution.

79. If the certification of the doctoral student of full-time state-funded position is postponed, the scholarship shall not be paid during the period of the postponement of certification.

80. When studies are temporarily interrupted and the return to continue the doctoral studies is not on the last or first day of the month, the calendar days of the month shall be included in the duration of the doctoral studies and the corresponding part of the scholarship shall be paid.

81. In the event of illness, the doctoral student or his/her relatives shall notify the Doctoral School/Research Unit of the Doctoral Student Institution within three days. On returning from sickness, the doctoral student shall provide a certificate or other document relating to this period. The certificate shall be the basis for authorising, by Order of the head of the Doctoral Institution or his/her authorised person, a postponement of the examination deadlines. The duration of doctoral studies shall not be altered as a result of sickness. In the

event of prolonged illness, the doctoral student may apply for permission to temporarily terminate his/her studies and to take an academic leave.

82. The doctoral student may conduct scientific research or spend a period of time studying at other institutions in the country or abroad. This time period shall be included in the overall duration of the doctoral studies and full scholarship shall be paid for it. Such trips shall be made following Orders of the head of the Doctoral Student Institution or his/her authorised person, in accordance with the procedures laid down by the Government for trips, on the basis of a request in the prescribed form agreed with the head of the Doctoral Student Institution and the head of the Unit. The costs of the trip may be covered by projects or programmes administered by the Research Council of Lithuania, by the Unit of the Doctoral Student Institution, by the host institution and by other sources. The allowance to cover the costs of the trip, or part of it, may be paid before departure.

83. After receiving the supervisor's approval and agreement from the Department/Research Unit, doctoral students may be employed in full-time or part-time positions at the units of the Doctoral Institution. Doctoral students can be assigned no longer than 150 hours of pedagogical practice, the duration of which shall be determined by the head of the Doctoral Student Institution or by Order of his/her authorised representative.

84. A motivated appeal or complaint related to the science degree that has not been awarded, rejection of an external student's or doctoral student's request to defend the dissertation and other issues related to the implementation of doctoral studies shall be submitted to the office of the Doctoral Student Institution on behalf of the head of the Doctoral Student Institution within 14 working days. The head of the Doctoral Institution shall submit the appeal or complaint to the Committee or to the relevant units of the Doctoral Institutions, or the structures established for that purpose. The appeal or complaint shall be considered, and decision shall be made in two months from its receipt. The decision of the Doctoral Institution shall be sent to the appellant in 5 working days after it has been made.

VIII. Preparing and examining the doctoral dissertation

85. The dissertation of the Doctor of Science, as an integral publication, shall consist of the following parts (except for the case specified in clause 87): text and abstract of the dissertation. The dissertation shall also contain a list of scientific articles and scientific conferences where the results of the dissertation research have been published, and *a curriculum vitae* (description of life, scientific and creative activities of the person who is submitting the dissertation for defence). Copies of, or references to, the dissertation's scientific publications on the topic of the dissertation shall be attached separately (not included in the dissertation).

86. A scientific monograph written by the dissertation candidate without co-authors may also be submitted to be defended as a dissertation of the Doctor of Science. An abstract of the monograph shall be also provided. In this case, other scientific publications shall be provided if they are required to develop the dissertation topic.

87. A doctoral dissertation may be also defended on the basis of a collection of scientific articles. In this case, the dissertation shall consist of a review of at least 1 author's sheet of the scientific articles on which the dissertation is based, an abstract in Lithuanian or in a foreign language (the abstract shall be prepared in a language other than the review language), and a copy of the author's publications on the topic of his/her dissertation, with a reference to the specific individual contribution of the author. The dissertation candidate must have published the main results of the research in at least four scientific articles (of which at least two have the dissertation candidate as the sole author or as the main co-author (the dissertation candidate is the main co-author of a scientific article when he/she is the first author of the article, unless otherwise stated in the publication or in the article itself)) published or accepted for publication (with a Digital Object Identifier (DOI) or other justification for acceptance for

publication) with a citation index in the Clarivate Analytics Web of Science (CA WoS) database. The author of the dissertation shall submit to the Doctoral School of the Institution the written consents of the publishers of the articles to whom the copyright in the articles has been transferred and of the main co-authors and authors of the articles named as contact persons for the inclusion of copies of the articles in the dissertation (in individual cases, the Committee shall decide whether to obtain co-authors' consent).

88. A doctoral dissertation (hereinafter referred to as the dissertation) shall include a defined goal of the work, formulated tasks to be solved, identified scientific novelty of the work, survey of research conducted in the world on the subject of the dissertation, presentation of the applied research methods, discussion of the research results, justification of their reliability and relationship to other researchers' data, formulated conclusions and other aspects that are important in the view of the Dissertation Candidate. The dissertation shall also be accompanied by a list of scientific conferences in which the results of the dissertation research have been published, and *a curriculum vitae* – a description of the dissertation candidate's life, scientific and creative activities.

89. The text of the dissertation shall be written in Lithuanian or English, or, if approved by the Committee of Doctoral Studies, in a language other than Lithuanian or English. The dissertation abstract (the recommended length is no shorter than 0.5 and no longer than 1 author's sheet) shall be prepared in Lithuanian or English (not in the language in which the dissertation's text is written). If the dissertation is written neither in Lithuanian nor English, then two abstracts shall be prepared (in Lithuanian and English). The dissertation and the abstract have to be written in correct language.

90. The dissertation shall indicate the supervisor, consultants and the composition of the Defence Council. If the doctoral student's supervisor has been replaced, the previous supervisor and the time period of his/her work shall be also specified. Specific requirements for the dissertation and examples of the first and second pages of the dissertation in Lithuanian and English are provided Annex 1.

91. The doctoral student can submit the dissertation for defence after he/she:

91.1. has passed all the exams provided for in the work plan of the doctoral student and has fulfilled other activities provided for in the work plan of the doctoral student;

91.2. has published the main results of their research in at least two published articles or articles with a DOI (Digital Object Identifier) (other than those already submitted in their dissertations) in international scientific journals (and be the sole author or main co-author of at least one of them), have a citation index in the Clarivate Analytics Web of Science (CA WoS) database (under the case provided for in clause 85), or has published the main results of their research in at least four articles published or DOI'd in international scientific journals (and are the sole author or main co-author of at least two of them) with a citation index in the Clarivate Analytics Web of Science (CA WoS) database (under the case provided for in clause 87);

91.3. has presented the research results in at least two international research events;

91.4. has done an internship at a foreign institution (institutions) of research and studies for no less than three months (recommended). In accordance with the institution's procedure, the doctoral student can do an internship at a company, institution or organisation in Lithuania or abroad.

91.5. has prepared the dissertation in accordance with the requirements of Annex 1.

92. The doctoral student shall present the prepared dissertation at a meeting of the Department/Research Unit of the Doctoral Student Institution, in the presence of the supervisor and the consultants. The Department/ Research Unit shall evaluate the dissertation as well as the doctoral student's published scientific articles and achieved scientific qualification and submit its conclusion to the Committee. The Doctoral School/Research Unit of the Doctoral Student Institution shall submit the documents on the consideration of the doctoral dissertation in the Department/Research Unit to the Committee.

93. The doctoral student of the Doctoral Institution or another research institution in Lithuania or abroad shall prepare a request to be permitted to defend the doctoral dissertation on behalf of the head of the Doctoral Student Institution or the Doctoral Institution and submit it to the Doctoral School/Research Unit of the Doctoral Student Institution/Doctoral Institution with the following documents:

93.1. copies of the Master's degree (or equivalent higher education qualification) diploma and its supplements (Doctoral students at the Doctoral Institutions do not need to submit these; they shall be prepared by the Doctoral School/Research Unit of the Doctoral Institution of the dissertation candidate, based on the documents submitted at the time of application);

93.2. a curriculum vitae of the dissertation candidate, i.e., a description of life and scientific and creative activities;

93.3. approved copies of the pages of exams passed in accordance with the doctoral study programme (doctoral students of the Doctoral Institutions do not have to submit them, they are prepared by the Doctoral School/Research Unit of the Doctoral Institution based on the documents accumulated in the doctoral student's file and database records);

93.4. an electronic copy of the dissertation;

93.5. the record from the minutes of the evaluation of the dissertation by the Department/Research Unit in which the dissertation has been prepared (if the record of the minutes has been submitted to the Doctoral School/Research Unit of Doctoral Student Institution during the period of doctoral studies, its copy does not have to be submitted, it shall be prepared by the Doctoral School/Research Unit of the Doctoral Student Institution); when the dissertation is submitted not by the doctoral students of Doctoral Institutions – the record of the minutes of the dissertation's assessment by the Institution at which the dissertation has been prepared and the recommendation to defend the dissertation signed by its head;

93.6. comments by the supervisor and the consultant(s) (if any) (if the comments have already been submitted to the Doctoral School/Research Unit, their copies do not have to be provided, they shall be prepared by the Doctoral School/Research Unit of the Doctoral Institution);

93.7. with the consent of the dissertation's public defence meeting one month before the dissertation's public defence meeting, publish the dissertation in the Lithuanian Electronic Theses and Dissertations Database (ETD) or in the VMU Research Management System (VMU Cris);

93.8. the author's guarantee regarding the originality of the defended dissertation;

93.9. a list of scientific articles published on the topic of the dissertation and their copies (if the scientific article has not yet been published, it is necessary to attach a certificate from the editorial office of the publication indicating that the article will be published);

93.10. written consents from the publishers of the articles, to whom the copyright of the articles has been transferred, and from the main co-authors and authors of the articles, indicated as contact persons, to upload copies of the articles to the dissertation (only if the dissertation is prepared in accordance with clause 87).

94. After determining that the provided documents meet the established formal requirements and correspond to the request and other documents referred to in clause 93, the Doctoral School/Research Unit of the Doctoral Student Institution/Doctoral Institution shall submit them to the Committee.

95. No later than within two weeks after receiving the documents, the chairperson of the Committee shall summon a meeting in which two reviewers shall be appointed. Reviewers may include researchers from the Doctoral Institutions, social partners, Committee members.

96. No later than a month after receiving the documents for the defence of the dissertation, the chairperson of the Committee shall summon an open meeting of the Committee, which shall be attended by the doctoral student (dissertation candidate) and his/her supervisor. The Committee shall listen to the doctoral student's presentation (no less than 20 minutes) about the dissertation, which shall reveal the scientific work's goal, tasks, novelty, relevance and originality, present the main results, statements and conclusions of the work; the reviews of the appointed reviewers (the reviewers' reviews have to be presented in writing to the Doctoral School/Research Unit of the Doctoral Student Institution/the Doctoral Institution) about the presented dissertation and the doctoral student's (dissertation candidate's) responses to the notes of reviewers; the supervisor's review of the dissertation.

97. The Committee shall evaluate, with objective justification, the goals and objectives of the dissertation, the scientific novelty, relevance and originality of the work; an overview of the research carried out in Lithuania and abroad on the topic of the dissertation under defence, the methodology described; the reliability and validity of the results obtained; the validity of the wording of the conclusions defended and the relevance of the substance of the research; the conformity of the published scientific articles and the results of the research they contain with the main statements of the dissertation under defence.

98. The Committee may adopt the following decisions:

98.1. The dissertation has to be modified. The dissertation is returned to the doctoral student. The consideration of the modified dissertation shall be initiated in accordance with the requirements of clause 85 and/or further clauses.

98.2. The dissertation has been prepared properly; it corresponds with the Regulations of Doctoral Studies, the doctoral student has fulfilled the requirements of the Regulations of Doctoral Studies and the dissertation can be submitted for defence without any modifications or with small modifications;

98.3. The dissertation does not meet the requirements.

99. After having decided that it is possible to submit the dissertation for defence, the Committee shall:

99.1. decide whether the meeting of the dissertation defence at the Defence Council will be public or closed;

99.2. draft the composition of the Defence Council;

99.3. together with the Department/Research Unit, the Doctoral School of Doctoral Student Institution/Doctoral Institution organise the reception of documents on the agreement of the planned Defence Council members and on the substantiation of their compliance with the qualification requirements for participants in the doctoral study process (lists, certificates, etc.);

99.4. propose the date and place of the dissertation defence;

99.5. draft the recommendation for the head of the Doctoral Student Institution/Doctoral Institution and submit it to the Doctoral School of the Coordinating University;

99.6. the Doctoral School of the Coordinating University shall submit the documents of the doctoral dissertation's consideration in the Committee meeting and the Committee's recommendation to defend the doctoral dissertation to the Doctoral School/Research Unit of the Doctoral Student Institution/Doctoral Institution.

100. The Defence Council shall consist of at least five Committee members. Members of the Defence Council shall meet the requirements at least the requirements of a senior research worker of the Coordinating Institution and participate in the doctoral process and international scientific and expert activities (qualification requirements apply to the extent related to scientific publications). A conflict of interests cannot emerge between the Defence Council members and the dissertation candidate or between his/her supervisor and the consultant. Members of the Defence Council cannot have co-authored publications with the dissertation candidate. More than half of the members of the Defence Council cannot have had co-authored publications with

the dissertation candidate's supervisor or consultant for the last five years. The supervisor and the consultant of the doctoral student cannot be a member of the Defence Council. At least one member of the Defence Council shall be from a foreign institution of research and studies. At least two members of the Defence Council shall be researchers from other than the Doctoral Institution. If the work has been done at the intersection of multiple science fields or if it is required for the defended work to be evaluated comprehensively, two members of the Defence Council can be researchers of other fields of science. On the recommendation of the Committee, the composition and the chairperson of the Defence Council shall be approved by Order of the head of the Doctoral Institution or his/her authorised representative.

101. The members of the Defence Council shall submit written comments on the dissertation to the Doctoral School/Research Unit of the Doctoral Institution no later than five days before the defence of the doctoral dissertation. The person defending the dissertation has the right to familiarise himself/herself with the submitted comments.

102. The Doctoral School/Research Unit of the Doctoral Institution shall, after verification of the documents, draft an Order of the head of the Doctoral Institution or his/her authorised representative approving the Defence Council, the date and the venue of the dissertation defence.

103. After the head of the Doctoral Institution or his/her authorised representative signs the Order:

103.1. The Doctoral School/Research Unit of the Doctoral Institution shall help to organise publication of the dissertation in the required number of copies;

103.2. The Doctoral School/Research Unit of the Doctoral Institution shall send a copy of the dissertation to the members of the Defence Council at least one month before the defence of the dissertation;

103.3. The Doctoral School/Research Unit of the Doctoral Institutions shall announce the defence of the dissertation at least one month before the defence on the website of the Doctoral Institution and in the database administered by the Research Council of Lithuania. The announcement of the dissertation defence may also be published in the press. The announcement shall include the name and surname of the dissertation candidate, the institution where the dissertation was prepared, the title of the dissertation, the place and time of the defence, the supervisor, the members of the Defence Council, the fields and institutions they represent, and the address of the website of the doctoral candidate's institution where the dissertation is published;

103.4. The Doctoral School/Research Unit of the Doctoral Institution shall submit the dissertation which is being prepared by the doctoral student for defence to the libraries of the Doctoral Institutions.

104. Expenses for printing of the dissertations submitted by the doctoral students of the Doctoral Institutions shall be covered from the funds of the Doctoral Student Institution that have been allocated for the implementation of doctoral studies.

105. The dissertation shall be defended in a public meeting of the Council in accordance with the Regulations of the Council on the Defence of Doctoral Dissertations in the Science Field (Annex 2).

106. A dissertation which may contain information constituting a state, professional or commercial secret can be defended in a closed meeting.

107. The dissertation defence can take place in Lithuanian or another language. In cases where another language is used at the meeting, the need for translation into Lithuanian is determined by Committee. The meeting shall be headed by the chairperson of the Defence Council. The meeting shall be valid if it is attended by more than half of the members of the Defence Council (including those participating by videoconferencing). Comments on the dissertation received from non-participating members of the Defence Council and other persons shall be also read during the meeting. The decision to award a degree of the Doctor of Science shall be deemed adopted if more than half of all members of the Defence Council vote in favour.

If a decision is made that the degree of the Doctor of Science is not granted, then the arguments for such a decision shall be specified in the minutes of the voting. The chairperson of the Defence Council reads the ruling of the Defence Council to the participants of the meeting and declares the end of the meeting.

108. After the dissertation defence, the Doctoral School/Research Unit of the Doctoral Student Institution shall be given all documents of the defence, including the minutes of the meeting and the decision of the Defence Council on whether the dissertation candidate is to be awarded the degree of the Doctor of Science. On its basis, the Doctoral School shall issue the Doctor of Science diploma.

109. If the Defence Council rules that the degree of the Doctor of Science is not to be awarded, the modified and/or amended dissertation may be submitted for defence no sooner than one year later. In such a case, the doctor's degree may be acquired externally in accordance with the requirements of Chapter IX of these Regulations. If the fact of scientific dishonesty (plagiarism, etc.) is determined, the dissertation cannot be defended.

110. Within two weeks after the defence, the doctoral student's institution shall submit one paper copy of the defended dissertation (except for dissertations defended in a closed meeting) to the Martynas Mažvydas National Library of Lithuania, and the dissertation shall be published in the Lithuanian Database of Electronic Theses and Dissertations (ETD) or the VMU Research Management System (VMU Cris).

111. No later than within 20 working days after the meeting of the dissertation defence, the Doctoral Student Institution shall notify the Research Council of Lithuania about the results of the doctoral dissertation defence. The notification to the Research Council of Lithuania shall also include information on the reasons why the dissertation was not successfully defended or was not defended at all.

112. The registered doctor's diploma shall be awarded to the scientist in accordance with the procedure established by each Doctoral Student Institution, after the dissertation has been published in the Lithuanian Database of Electronic Theses and Dissertations (ETD) or in the VMU Research Management System (VMU Cris).

113. The file of the person who has defended the doctoral dissertation shall be stored for one year in the Doctoral School/Research Unit of the Doctoral Student Institution; later it shall be submitted to the archive of the Doctoral Student Institution. The file shall contain:

113.1. a request for permission to defend the dissertation along with the attached documents and the Committee's recommendation to defend the doctoral dissertation;

113.2. a consent to publish the dissertation in the VMU Research Management System (VMU Cris) or in the Lithuanian Database of Electronic Theses and Dissertations (ETD);

113.3. documents on the composition of the Defence Council;

113.4. documents confirming that the dissertation has been transferred or sent to the Martynas Mažvydas National Library of Lithuania;

113.5. audio recording of the defence of the dissertation on electronic media;

113.6. the Defence Council's ruling on the award of a degree of the Doctor of Science;

113.7. a copy of the diploma of the Doctor of Science.

114. If the doctoral student submits the dissertation before the end of the doctoral studies but does not defend it on time, the dissertation can be defended in accordance with standard procedure within 12 months after the end of doctoral studies. If a dissertation which was not defended within this period, it shall be defended externally in accordance with the requirements of Chapter IX of these Regulations. A dissertation defended on time is a dissertation which has been defended no later than within one year after the end of doctoral studies.

IX. Degree of the Doctor of Science obtained externally

115. A person who has a master's qualification degree or equivalent higher education qualification can seek to obtain a degree of the Doctor of Science externally. A person who studies externally must have published a scientific monograph or must have published the main results of the dissertation in at least two articles published in international scientific publications specified in clause 91.2 of these Regulations.

116. The request addressed to the head of the Doctoral Institution for the permission to defend the doctoral dissertation externally shall be submitted to the Doctoral School/Research Unit of the Doctoral Institution. The following shall be attached to the request:

116.1. electronic version of a dissertation manuscript or a published scientific monograph;

116.2. a list of scientific publications and electronic copies of publications;

116.3. copies of a diploma confirming the master's degree or its equivalent qualification, its supplement (annex); a certificate issued by the Centre for Quality Assessment in Higher Education regarding recognition of higher education qualification acquired abroad;

116.4. copies of minutes or extracts from approved doctoral studies exams (if any);

116.5. a curriculum vitae, i.e., a description of life and scientific and creative activities;

116.6. a copy of identity document;

117. The head of the Doctoral Institution or his/her authorised representative shall direct the request with the supplements to the Committee, which shall appoint at least two experts and the relevant Department/Research Unit of the Doctoral Institution to assess the readiness of the dissertation. Experts may include researchers from the Doctoral Institutions, other research institutions and social partners whose research and publications in the last five years are relevant to the topic of the dissertation. The Department/Research Unit of the Doctoral Institution shall organise a meeting to determine whether the submitted material meets the requirements of the Regulations of the Doctoral Studies. The expert shall submit his/her conclusion within one month of the submission of the dissertation/scientific monograph.

118. After receiving the conclusions, no later than within three months from the submission of the request, the Committee shall hold a meeting in which the person who studies externally shall participate as well. If necessary, after listening to the experts and the person who studies externally, in accordance with the requirements of the Regulations of Doctoral Studies, the Committee shall rule whether the dissertation of the person who studies externally meets the requirements of a doctoral dissertation. If a positive decision is made, in accordance with the procedure of these Regulations, the Committee shall:

118.1. assign the external student to the Department/Research Unit of the Doctoral Institution;

118.2. present the recommendation for the head of the Doctoral Institution to which the request of the person who studies externally was addressed or his/her authorised representative to approve the external student's consultant who shall perform the functions of the external student's supervisor; if the acquisition of the doctoral degree is sought by the person who studies externally who had already studied in the doctoral studies but did not present a dissertation, the Committee can appoint the doctoral student's former supervisor or another individual as his/her consultant;

118.3. decide on the issue of the accepting of the doctoral study exams that have already been passed by the person who studies externally; determine which other doctoral study exams the person who studies externally must pass and until when;

118.4. schedule the date of the dissertation defence, which shall be no later than one year after the day the decision was made.

119. The exams for the person who studies externally shall be organised in accordance with the requirements of Chapter VI, whereas the dissertation shall be examined and defended in accordance with the requirements of Chapter VIII of these Regulations.

120. If the Committee decides that the dissertation cannot be prepared for defence within one year from the submission of the application, the external student may file an appeal, which shall be considered in accordance with the procedure established in clause 84 of these Regulations. If the negative decision of the Committee is approved, the person who studies externally may re-submit the request to defend the dissertation no earlier than after one year.

121. The person who studies externally shall cover only those expenses of the Doctoral Institution that are directly related to the acquisition of a degree of the Doctor of Science.

X. Awarding of a degree of the Doctor of Science

122. A degree of the Doctor of Science shall be awarded to a person who has successfully defended the dissertation and the diploma issued by the University which shall be signed by the Rector and the Chairperson of the Defence Council.

123. The form of the diploma of a degree of the Doctor of Science and the procedure of the production, accounting, registration and issuing of the diploma forms shall be established by the Minister of Education, Science and Sport.

124. Appeals regarding a degree of the Doctor of Science that has not been awarded shall be examined in accordance with the procedure set forth in clause 84 of these Regulations.

125. The Doctoral Institution may cancel the ruling to award a degree of the Doctor of Science (including the degrees of science awarded until the entry into force of these Regulations) when:

125.1. the fact of scientific dishonesty is determined;

125.2. when the degree of the Doctor of Science was awarded in violation of these Regulations.

126. The university which has awarded a degree of the Doctor of Science may cancel the ruling to award a degree of the Doctor of Science when the Ombudsman for Academic Ethics and Procedures makes the ruling which obligates it to do so. The Ombudsman for Academic Ethics and Procedures can also obligate the university to cancel the ruling to award a degree of the Doctor of Science made before the entry into force of these Regulations.

127. If the institution which has awarded a degree of the Doctor of Science has been liquidated, the ruling regarding the recognition of the awarded a degree of the Doctor of Science shall be made by the Council.

XI. Funding of doctoral studies

128. Doctoral studies shall be funded from the appropriations allocated from the state budget, funds of state investment programmes and state investment projects, income received as the fees of studies, also income from economy and research-related activities and provided services, funds of programme and competition-based funding of scientific research, funds allocated by international and foreign foundations and organisations as well as other legally obtained funds.

129. Doctoral funds at the Doctoral Institution shall be allocated as follows:

129.1. for scholarships (study support) for doctoral students. Persons admitted to state-funded places in a full-time doctoral programme shall be paid a scholarship (study support) of the amount set by the Government of the Republic of Lithuania for the duration of their studies. When studies are temporarily interrupted and the return to continue the doctoral studies is not on the last or first day of the month, the calendar days of the month shall be included in the duration of the doctoral studies and the corresponding part of the scholarship (study support) shall be paid;

- 129.2. for the payment of the teaching fees of supervisors, consultants and teachers of doctoral students;
- 129.3. for the conduct of the doctoral dissertation defence process (for doctoral candidates who publicly defend their doctoral dissertations before the end of their doctoral studies or after a period of up to one year after the end of their studies, for the payment of the fees of the members of the Council, for the travel and accommodation expenses of foreign members of the Council, and for the financing of publication, post services, etc.);
- 129.4. to finance the costs of doctoral students taking courses at other higher education institutions;
- 129.5. for the establishment of a research fund to finance the acquisition of materials, goods and services (including open access services) to meet the research needs of doctoral students, the preparation of scientific publications and dissertations, and the international mobility of doctoral students (for study in foreign higher education institutions, participation in international scientific conferences, etc.);
- 129.6. for funding the development of doctoral students' general competences (organisation of doctoral students' summer schools, language courses, academic writing consultations, etc.);
- 129.7. for the acquisition and maintenance of the infrastructure necessary for the conduct of the research, the setting up of the workplaces for the doctoral students, access to various subscription databases, licensed software, library resources and publications;
- 129.8. for the implementation of the initiatives of committees to improve doctoral studies;
- 129.9. for the promotion of doctoral students (one-time incentive scholarships);
- 129.10. to cover the costs of units administering doctoral studies, etc.

XII. Quality assurance of doctoral studies

130. Doctoral quality assurance shall be governed by the following external documents: Regulations of Doctoral Studies approved by the Ministry of Education and Science of the Republic of Lithuania, resolutions of the Research Council of Lithuania, and internal documents of doctoral studies, such as the Regulation of Doctoral Studies in the field of science, work regulations of the Committee of Doctoral Studies, and other internal documents and agreements of doctoral studies.

131. For the internal assurance of the quality of doctoral studies in science field, the Committee shall conduct assessment of the quality of doctoral studies in the science field at least once every three years, taking into account the following indicators:

- 131.1. *Efficiency and effectiveness.* Proportion between the doctoral students and the prepared the Doctors of Science in the science field; the scientific works published by the doctoral students over the period of doctoral studies; the doctoral students' participation in scientific internships and conferences; the doctoral students' participation in scientific research projects that correspond to the topic of their dissertation; employment and further career of doctoral students who have successfully defended the dissertation;
- 131.2. *scientific resources.* The qualification of scientists participating in the preparation of doctoral students in the science field shall meet the established qualification requirements;
- 131.3. *organisational indicator.* The preparation of doctoral students in the science field shall be organised as an Orderly process, providing reasoned justification for all stages of this process;

- 131.4. *Infrastructure.* The appropriate organisational and material prerequisites have to be provided for high-quality studies of doctoral students in the science field and for the promotion of their scientific achievements
132. The Committee shall carry out the evaluation in accordance with the following procedure:
- 132.1. get acquainted with the self-analysis material in the science field provided by the Doctoral Institutions, analyse the surveys of doctoral students;
- 132.2. while visiting each Doctoral Institution:
- hold a discussion with the employees and scientists responsible for the doctoral study process (discussion procedure: the process of admission to the doctoral studies, study process, doctoral graduation procedures, typical problems and areas for improvement);
 - discuss with doctoral students (discussion steps: motives for joining the doctoral programme, progress of doctoral studies, scientific supervision, organisation and material support of studies, typical problems and areas for improvement);
 - on the basis of the received qualitative and quantitative information, evaluate the efficiency and effectiveness; the scientific resources; the organisation of studies and infrastructure of the doctoral studies in the science field of the Doctoral Institutions.
- 132.3. present summarised conclusions and recommendations on how the quality of the doctoral studies could be improved to the Senate Research Commissions, the Senates and the heads of the Doctoral Institutions.
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For the period of doctoral studies and for one year after the completion of doctoral studies, the personal file of the doctoral student of the Doctoral Institution (or a person wishing to acquire a doctoral degree externally) shall be stored in the Doctoral School/Research Unit of the Doctoral Institution, later it shall be submitted to the archive of the Doctoral Institution. The file shall contain:

- an application for admission to the doctoral studies, together with the documents specified in the doctoral admission notice;
- the contract of studies;
- the doctoral student's declaration of honesty;
- documents on the appointment of the doctoral student's supervisor and consultants;
- the doctoral student's programme (work plan) for the studies, scientific research, publication of its results and doctoral dissertation preparation;
- documents of the doctoral student's annual certifications;
- the Rector's Orders (on scholarship payment, postponement of deadlines of doctoral student's programme, etc.);
- pages of study exams of the doctoral student;
- the ruling regarding termination of doctoral studies – if the doctoral student has been removed from doctoral studies because of the conclusions of certification or for other reasons or if he/she did not present the dissertation for defence before the end of doctoral studies;
- the doctoral student's application for permission to defend the dissertation and related documents (minutes from initial considerations, the doctoral student's supervisor's and the Committee's recommendations to permit the defence of the dissertation, the minutes of the final assessment of the dissertation, etc.);
- the Rector's Order on the approval of the Defence Council and the setting of the date and place of the defence;

- defence documents: transcript of the dissertation defence meeting, minutes of the Defence Council's vote on the awarding of the scientific degree of the doctor, the received comments on the dissertation by the Defence Council members and others;
- documents confirming that the dissertation has been submitted (sent) to the Martynas Mažvydas National Library of Lithuania and the libraries of Nature Research Centre, Centre for Innovative Medicine and Vytautas Magnus University;
- a copy of the diploma of the Doctor of Science.

REQUIREMENTS FOR THE DISSERTATION OF THE DOCTOR OF SCIENCE

1. The dissertation of the Doctor of Science (hereinafter referred to as the dissertation) as an integral publication (except for the case specified in clause 87 of these Regulations) shall consist of the following parts: the dissertation text and abstract; the lists of publications in which the key research results are announced and the scientific conferences in which the dissertation's research results were announced; a curriculum vitae of the dissertation candidate, i.e. a description of life and scientific and creative activities. The copies of or references to scientific publications on the dissertation topic by the person submitting the dissertation for defence (hereinafter referred to as the dissertation candidate) shall be added separately.
2. A scientific monograph written by the dissertation candidate without co-authors may also be presented for defence as a dissertation of the Doctor of Science. An abstract of the monograph shall be also provided. In this case, other scientific publications shall be provided if they are required to develop the dissertation topic.
3. A doctoral dissertation may be also defended on the basis of a collection of scientific articles. In this case, the dissertation shall consist of a survey no shorter than 1 author's sheet, an abstract in Lithuanian or foreign language (not in the language in which the survey was prepared) and copies of the dissertation candidate's scientific publications on the dissertation topic. The dissertation candidate must have published the main results of the research in at least four scientific articles (of which at least two have the dissertation candidate as the sole author or as the main co-author (the dissertation candidate is the main co-author of a scientific article when he/she is the first author of the article, unless otherwise stated in the publication or in the article itself)) published or accepted for publication (with a Digital Object Identifier (DOI) or other justification for acceptance for publication) with a citation index in the Clarivate Analytics Web of Science (CA WoS) database. The author of the dissertation shall submit to the Doctoral School of the Institution the written consents of the publishers of the articles to whom the copyright in the articles has been transferred and of the main co-authors and authors of the articles named as contact persons for the inclusion of copies of the articles in the dissertation (in individual cases, the Committee shall decide whether to obtain co-authors' consent).
4. The text of the dissertation shall be written in Lithuanian or English, or, if approved by the Committee of Doctoral Studies, in a language other than Lithuanian or English. The dissertation abstract (the recommended length is no shorter than 0.5 and no longer than 1 author's sheet) shall be prepared in Lithuanian or English (not in the language in which the dissertation's text is written). If the dissertation is written neither in Lithuanian nor English, then two abstracts shall be prepared (in Lithuanian and English). The dissertation and the abstract have to be written in correct language.
5. The length of the dissertation text is 6-15 author's sheets (one author's sheet is 40 000 characters).
6. The dissertation (in the case provided for in clause 1 of this Annex) shall contain the following main parts:
 - 6.1. The dissertation text:
 - 6.1.1. Introduction. It justifies the research problem, defines the relevance of the work, its purpose, objectives, novelty of the work, and its significance. The recommended length of the introduction is up to 3 pages.
 - 6.1.2. Overview of research. It shall describe the research on the topic of the dissertation conducted in Lithuania and abroad and present the dissertation candidate's contribution into the examined issues.

- 6.1.3. Methodology of the work. The methodology of the work and /or research methods shall be presented; the reliability and application limits of the employed methods shall be evaluated.
- 6.1.4. Research results. The obtained research results shall be presented, they shall be summarised, and their reliability and relationship with the results of other researchers shall be evaluated.
- 6.1.5. Conclusions. Conclusions shall reflect the defended dissertation statements and provide solutions to the tasks or problems formulated in the introduction to the dissertation.
- 6.1.6. A list of used (cited) literature.
- 6.2. A list of scientific publications on the dissertation topic by the person presenting the dissertation for defence and the scientific conferences in which the research results have been published;
- 6.3. Abstract of the dissertation. Abstract of the dissertation, which shall include the defined research problem examined in the dissertation, specify the goals and tasks of the work, scientific novelty, research methodology, the key results and the doctoral student's defended conclusions that are based on them;
- 6.4. a curriculum vitae of the dissertation candidate, i.e., a description of life and scientific and creative activities;
- 6.5. Appendices (if needed);
- 6.6. 6.7. Acknowledgements may be included during the preparation of the scientific work.
- 7. The dissertation (in the case provided for in clause 3 of this Annex) shall contain the following main parts:
 - 7.1. survey (at least 1 author's sheet);
 - 7.2. abstract in Lithuanian or foreign language (not in the language in which the survey is written);
 - 7.3. copies of scientific publications on the topic of the dissertation.
- 8. The form of the title page of the dissertation is presented in example 1 of Annex 1. The first page shall contain the following information:
 - 8.1. the institution where the doctoral dissertation is defended;
 - 8.2. name and surname of the dissertation candidate;
 - 8.3. dissertation title;
 - 8.4. text "Doctoral dissertation";
 - 8.5. area of science, field of science and its code.
 - 8.6. place (city) and year.
- 9. The form of the second page of the dissertation is presented in example 1 of Annex 2. The second page shall contain the following information:
 - 9.1. the period and place of the preparation of the dissertation and the legal basis for the exercise of doctoral rights;
 - 9.2. if the dissertation is defended externally, the words "Dissertation is defended externally" shall be entered;
 - 9.3. the scientific supervisor and consultant(s) (if any) of the dissertation candidate. Information about the supervisor and the consultant(s) is written in the following Order: current pedagogical/scientific position, academic degree, name, surname, workplace (full name), area of science, field of science and its code. If the dissertation candidate's supervisor has been replaced, the previous supervisor and the time period of his/her work shall be also specified. If the scientific supervisor or the consultant of the dissertation candidate is a foreign scientist, the state shall be indicated next to the workplace that he/she represents;
 - 9.4. name of the dissertation Defence Council;

- 9.5. chairperson and members of the dissertation Defence Council. Information about the members of the Defence Council shall be written in the following Order: current pedagogical position, academic degree, name, surname, workplace (full name), area of science, field of science and its code. If the member of the Defence Council is a foreign scientist, the state is indicated next to the workplace that he/she represents;
- 9.6. date and place of dissertation defence (full address).
10. The third and fourth pages of the dissertation are the English version of the first title page and the second page of the dissertation (Examples 3 and 4 of Annex 1).

(DOKTORANTŪROS INSTITUCIJOS, KURIOJE GINAMA MOKSLO
DAKTARO DISERTACIJA PAVADINIMAS)

Vardas Pavardė

MOKSLO DAKTARO DISERTACIJOS PAVADINIMAS

Mokslo daktaro disertacija
Gamtos mokslų sritis, xxxxxx mokslo kryptis (krypties kodas)

Kaunas (Vilnius), 2024

Mokslo daktaro disertacija rengta 2016-2020 metais (Doktorantūros institucijos pavadinimas) pagal suteiktą (doktorantūros institucijų pavadinimai) institucijoms (suteikimo data, dokumento Nr.) doktorantūros teisę.

(Jei mokslo daktaro disertaciją gina eksternas)

Mokslo daktaro disertacija rengta 2011-2015 metais Xxxx Yyyy institucijoje ir 2019-20120 metais (Doktorantūros institucijos pavadinimas) pagal suteiktą (doktorantūros institucijų pavadinimai) institucijoms (suteikimo data, dokumento Nr.) doktorantūros teisę.
Disertacija ginama eksternu.

Mokslinis vadovas:

prof. habil. dr. Vardenis Pavardenis (Institucijos pavadinimas, mokslo sritis, mokslo kryptis, mokslo krypties kodas) *(Jeigu buvo du doktoranto moksliniai vadovai, nurodomas vadovavimo laikotarpis)*

Mokslinis konsultantas:

prof. habil. dr. Vardenis Pavardenis (Institucijos pavadinimas, mokslo sritis, mokslo kryptis, mokslo krypties kodas)

Mokslo daktaro disertacija ginama Gamtos tyrimų centro, Inovatyvios medicinos centro, Vytauto Didžiojo universiteto XXXXXX mokslo krypties taryboje:

Pirmininkas

prof. habil. dr. Vardas Vardaitis (Institucijos pavadinimas, mokslų sritis, mokslo kryptis, krypties kodas)

Nariai:

prof. habil. dr. Vardas Vardaitis (Institucijos pavadinimas, mokslų sritis, mokslo kryptis, krypties kodas)

prof. habil. dr. Vardas Vardaitis (Institucijos pavadinimas, mokslų sritis, mokslo kryptis, krypties kodas)

dr. Vardas Vardaitis (Institucijos pavadinimas, mokslų sritis, mokslo kryptis, krypties kodas)

doc. dr. Vardas Vardaitis (Institucijos pavadinimas, mokslų sritis, mokslo kryptis, krypties kodas)

Mokslo daktaro disertacija bus ginama viešame/uždaramame XXXXX mokslo krypties tarybos posėdyje 2020 m. lapkričio 4 d. 13 val. (Institucijos pavadinimas ir vieta).

Adresas: S. Daukanto g. 28, LT-44248 Kaunas, Lietuva

(DOCTORAL INSTITUTION)

Name Surname

DOCTORAL WORK TITLE

Doctoral Dissertation
Natural Sciences, Research field (XXXX)

Kaunas (Vilnius), 2024

Example 4

This dissertation was prepared during the period of 2011-2015 at the Department of.....of the (Faculty) at institution (Vytautas Magnus University), under the doctoral programme right conferred to Vytautas Magnus University, Nature Research Centre, the Centre for Innovative Medicine, on by Order No..... of the Minister of Education and Science of the Republic of Lithuania.

(In case the dissertation is prepared externally)

This dissertation was prepared during the period 2011-2015 at (name of the doctoral institution) and during the period 2016-2017 at (name of the doctoral institution) under the doctoral programme right conferred to Vytautas Magnus University, Nature Research Centre, Centre for Innovative Medicine by Order No..... of the Minister of Education and Science of the Republic of Lithuania.

The dissertation is defended externally.

Scientific supervisor:

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

Scientific consultant:

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

The dissertation will be defended at the Committee of Biology of Vytautas Magnus University, Nature Research Centre, the Centre for Innovative Medicine:

Chairperson

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

Members:

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

Pedagogical title, Scientific degree Name Surname (Institution, area of science, field of science and its code)

The dissertation will be defended in the public meeting of the Committee of XXXXX (field of research) attime.... on date, place.

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

**REGULATIONS OF THE COUNCIL ON THE DEFENCE OF DOCTORAL
DISSERTATION IN THE SCIENCE FIELD**

1. These Regulations define the procedure of defence of doctoral dissertations in the field of science established by the defence council (hereinafter referred to as the Defence Council) composed in accordance with the Regulations of Doctoral Studies approved by Order No. V-739 of the Minister of Education, Science and Sport of the Republic of Lithuania of 18 May 2020.
2. The doctoral dissertation shall be defended, and a scientific degree shall be awarded in the Defence Council of the science field, which shall be composed for defence of the specific dissertation after the dissertation has been completed and presented for defence. The Committee shall establish the Defence Council which shall consist of at least five members and appoint one of its members as a chairperson.
3. The members of the Defence Council shall present written comments on the dissertation to the Doctoral School/Research Unit of the Doctoral Institution no later than 5 working days before the defence of the dissertation.¹
4. The Defence Council shall consist of at least five Committee members. Members of the Defence Council shall meet the requirements at least the requirements of a senior research worker of the Coordinating Institution and participate in the doctoral process and international scientific and expert activities (qualification requirements apply to the extent related to scientific publications). A conflict of interests cannot emerge between the Defence Council members and the dissertation candidate or between his/her supervisor and the consultant. Members of the Defence Council cannot have co-authored publications with the dissertation candidate. More than half of the members of the Defence Council cannot have had co-authored publications with the dissertation candidate's supervisor or consultant for the last five years. The supervisor and the consultant of the doctoral student cannot be a member of the Defence Council. At least one member of the Defence Council shall be from a foreign institution of research and studies. At least two members of the Defence Council shall be researchers from other than the Doctoral Institution. If the work has been done at the intersection of multiple science fields or if it is required for the defended work to be evaluated comprehensively, two members of the Defence Council can be researchers of other fields of science. On the recommendation of the Committee, the composition and the chairperson of the Defence Council shall be approved by Order of the head of the Doctoral Institution or his/her authorised representative.
5. Documents of the Defence Council shall be managed and the meeting for the dissertation defence shall be organised by the Doctoral School/Research Unit of the Doctoral Institution.
6. Work of the Defence Council shall be organised by the chairperson of the Defence Council. He/she shall:
 - 6.1. examine the file of the person who will defend the dissertation (hereinafter referred to as the dissertation candidate) in advance and make sure that the file and all necessary documents of the meeting (voting ballots, voting minutes' template, etc.) are prepared;
 - 6.2. examine the received comments which shall be presented during the Defence Council meeting or delegate this task to the member of the Defence Council;

¹ If the institution of the Doctoral Student is not a Doctoral Institution, the documents of the Defence Council shall be managed and the meeting for the defence of the dissertation shall be organised by the Doctoral Institution with which the Doctoral Student's Institution has concluded a Doctoral Studies Agreement.

- 6.3. make sure whether the appropriate preparations have been made for the meeting (for the meeting's audio recording or transcribing, demonstration of video material and, if required, translation of the meeting);
 - 6.4. chair the Defence Council's meeting;
 - 6.5. sign the documents of the Defence Council's meeting.
7. The member of the Defence Council shall:
- 7.1. examine the dissertation presented for defence in advance and evaluate whether it is an original scientific work, which summarises the scientific research conducted by the doctoral student that explores the issue of the science field, whether its content corresponds with other requirements of a doctoral dissertation;
 - 7.2. evaluate whether the dissertation candidate's scientific publications have been published in accordance with the requirements specified in these Regulations and whether they include presentation of the key research results;
 - 7.3. assess whether the research results have been presented at least two international scientific events.
8. The meeting may be held in Lithuanian or another language. In cases where another language is used at the meeting, the need for translation into Lithuanian is determined by Committee.
9. The meeting shall be valid if it is attended by more than half members of the Defence Council (including those participating by videoconferencing).
10. The meeting of the Defence Council shall be public. A dissertation which may contain information constituting a state, professional or commercial secret can be defended in a closed meeting.
11. The proceedings of the meeting shall be as follows:
- 11.1. The chairperson of the Defence Council, after making sure that more than half of the members of the Defence Council attend the meeting (including those participating by teleconferencing) and that the non-participating members have presented their comments about the dissertation in writing, informs participants of the meeting about the quorum and presents the dissertation candidate's file;
 - 11.2. The dissertation candidate presents the problem, goals, objectives, research data obtained, outcomes of the dissertation, answers questions from the meeting participants; indicates his/her contribution to the publications presented in the dissertation;
 - 11.3. the opportunity is granted for the dissertation candidate's supervisor and his/her consultants to speak;
 - 11.4. the chairperson of the Defence Council announces a scientific discussion.
 - 11.5. the chairperson or the member of the Defence Council delegated by him/her reads publicly the comments about the dissertation received from the non-participating members of the Defence Council and other persons; present the comments and conclusions formulated in the comments, and the dissertation candidate may express his/her comments;
 - 11.6. the opportunity is granted for the members of the Defence Council and guests; after each speech, the dissertation candidate may request a word, which shall be granted to him/her;
 - 11.7. The dissertation candidate speaks at the end of the scientific discussion;

11.8. after discussions with the dissertation candidate, the members of the Defence Council decide by secret (or open) voting whether he/she is to be awarded a degree of the Doctor of Science. Members of the Defence Council participating via teleconference also vote. A ruling is made if more than half of all members of the Defence Council vote in favour of it. The minutes of the voting are signed by all members of the Defence Council who participated directly in the meeting.

11.9. the chairperson of the Defence Council reads the ruling of the Defence Council to the participants of the meeting and declares the end of the meeting.

12. After the meeting, the chairperson of the Defence Council returns the dissertation defence documents to the Doctoral School/Research Unit of the Doctoral Institution.