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by Resolution No. 121-2.1 of 1 December
2020 of the Senate of Vilnius Gediminas
Technical University

REGULATIONS FOR DOCTORAL STUDIES

CHAPTER I GENERAL PROVISIONS

1. The Regulations for Doctoral Studies (hereinafter referred to as the “Regulations”) have been prepared in accordance with the Provisions for Doctoral Studies approved by Order No. V-739 of 18 May 2020 “On Approval of the Provisions for Doctoral Studies” of the Minister of Education, Science and Sport of the Republic of Lithuania.

2. The Regulations establish the procedure for the conduct of doctoral studies in the scientific disciplines for which Vilnius Gediminas Technical University (hereinafter referred to as “VILNIUS TECH”) has acquired the right to doctoral studies jointly with its partner institutions, where VILNIUS TECH is the coordinating institution of the doctoral studies, as well as the procedure for the conduct of doctoral studies in the scientific disciplines for which VILNIUS TECH has acquired the right to doctoral studies independent of any partner institutions. These Regulations establish the principles for the admission of doctoral students to doctoral studies, the organisation and conduct of doctoral studies, the certification of doctoral students, the preparation and defence of doctoral dissertations, the conferral of doctoral degrees, the award of doctoral diplomas, the processing of external candidate applications for doctoral dissertation defence, the funding of doctoral studies, the retention of documents, the principles for the activities of doctoral committees, the requirements for doctoral students’ supervisors, the requirements for the members of the dissertation defence boards, and the roles of the persons and offices involved in the doctoral studies procedure.

3. The purpose of doctoral studies is to train researchers capable of conducting independent research and development work and addressing scientific problems. The doctoral degree studies are intended to provide the successful doctoral candidate awarded with the doctoral degree with sufficient competence in the following: advanced knowledge of research, scientific disciplines, and their interaction; specialised skills and methodologies for solving research and other problems, and for developing existing knowledge or professional practice; and the ability to work independently, using scientific and professional knowledge to develop and apply new ideas or processes in the studies and other activities.

4. The doctoral studies involve doctoral studies, focused research, and the preparation and defence of a dissertation. The duration of doctoral studies must be at least 30 credits.

5. The doctoral degree may be awarded to a candidate who has successfully completed a full-time (up to 4 years) or part-time (up to 6 years) doctoral studies and who has prepared and successfully defended their dissertation, or to an individual having defended a dissertation prepared externally.

6. The following terms are used in these Regulations:

Joint doctoral studies institutions – Vilnius Gediminas Technical University and the institutions to which the Minister of Education, Science, and Sport of the Republic of Lithuania has granted the right to conduct doctoral studies, together with Vilnius Gediminas Technical University, where VILNIUS TECH is the coordinating institution for the doctoral studies.

Dissertation Defence Board (“Defence Board”) – a scientists’ group set up by the doctoral committee, which, following an assessment of the dissertation submitted for defence, its quality and compliance with the requirements for dissertations and the doctoral candidate’s scientific competence, decides whether the candidate should be awarded a doctoral degree.

Doctoral Department – The department (e.g., Department for Doctoral Studies, Doctoral School or other) of the doctoral student’s academic institution that organises the doctoral studies.

The doctoral student is a third-cycle student and researcher.

The doctoral student's work plan (the “**Work plan**”) is the doctoral student's individual work plan, which sets the stages and deadlines for doctoral studies, research, dissertation preparation.

A doctoral student's institution is the institution where the doctoral candidate studies, performs research, and prepares his/her dissertation.

A doctoral student's supervisor (the “**Supervisor**”) is a researcher conducting research in the area of the dissertation who satisfies the qualification requirements specified in the Regulations and who supervises the doctoral student's studies and research.

The Doctoral Committee (the “**Committee**”) is a group of senior researchers who coordinate doctoral studies in a specific field of science that is eligible for a doctoral degree. The Committee is responsible for the content, quality, organisation, and conduct of doctoral studies in that field of science.

The doctoral right is the right to organise third-cycle studies, research, the preparation and defence of a dissertation, and the awarding of doctoral degrees. The doctoral right is granted in the field of science involving advanced research.

Partner institutions – institutions to which the Minister of Education, Science and Sport of the Republic of Lithuania has granted the right to conduct doctoral studies, together with Vilnius Gediminas Technical University, where VILNIUS TECH is the coordinating institution for the doctoral studies.

7. Each partner institution must have no less than 3 researchers specialising in the field of science with the doctoral studies or pursuing the doctoral right, who meet the minimum qualification requirements for the position of a researcher in public research and academic institutions as specified in the Minimum Qualification Requirements for Researchers of Public Research and Academic Institutions, approved by Order No. V-340 of 28 June 2018 of the Chairman of the Research Council of Lithuania “On the Approval of the Schedule for the Minimum Qualification Requirements for Researchers of Public Research and Academic Institutions” (the “Minimum Qualification Requirements”), which constitute the minimum qualification requirements for persons pursuing the positions of Chief Researcher or Senior Researcher, and at least one of them must meet at least the minimum qualification requirements of a Chief Researcher.

8. The Committee shall be formed of no less than 9 high-level research scientists meeting the requirements established in paragraph 10 of the Regulations. These researchers must be employed (either in a position granted via competition or working at least 0.5 FTE for the last three years) in a doctoral institution(s) (not applicable to researchers from foreign research and academic institutions). Doctoral committees in the research disciplines for which VILNIUS TECH has jointly acquired the doctoral right with partner institutions shall be formed following the principles established in the Joint Doctoral Agreements signed by the Joint Doctoral Institutions. The committees shall include representatives from all the participating institutions that have been granted the doctoral right in a given discipline. A researcher may be a member of no more than two Committees. At least two-thirds of the members of the Committee must represent the institution(s) in the field of science in which the doctoral right has been granted.

9. The Rector of VILNIUS TECH shall approve the members, the Chairperson, and the Secretary of the Committee after the Joint Doctoral Institutions have nominated their representatives to the Committee. A member of the Committee may serve as the Chairperson of the Committee for no more than two consecutive 4-year terms. Changes in the composition of the Committee shall be coordinated with the Research Council of Lithuania.

10. At least half of the members of the Committee and its Chairperson must meet at least the minimum qualification requirements for the position of a Chief Researcher specified in the Minimum Qualification Requirements, and the remaining members of the Committee must meet at least the minimum qualification requirements for the position of a Senior Researcher.

11. The doctoral dissertation shall be defended and the degree awarded at a meeting of the Defence Board appointed by the Committee. The Defence Board shall be formed for the defence of a specific dissertation after the dissertation has been prepared and recommended for defence by the Committee. The members of the Defence Board and other participants in the doctoral process

(supervisors, consultants, reviewers, lecturers for doctoral students, and, in the case of external candidates defending their dissertations – research consultants) must be unbiased, of impeccable reputation, with a proven record of scientific recognition and research ethics, active researchers in the respective discipline, and must meet the following qualification requirements:

11.1. Researchers in the area of natural, technological, medicine, health, and agricultural sciences must have published at least three research papers in the last five years: scientific articles in journals with a citation index in the *Clarivate Analytics Web of Science* database; non-dissertation monographs published by internationally recognised scientific publishing houses; patents issued through the European Patent Office (EPO), the United States Patent and Trademark Office (USPTO), or the Japanese Patent Office (JPO), held by Lithuanian natural persons or legal entities; and other internationally significant works in the respective discipline. In all cases, the researcher must have published at least one scientific article in a foreign journal with a citation index in the *Clarivate Analytics Web of Science* database within the last five years.

11.2. Researchers in the area of social sciences must have published at least three research papers in the last five years: research articles in journals with a citation index in the *Clarivate Analytics Web of Science* database; research articles in journals referenced in the *Scopus* database; non-dissertation monographs published by internationally and/or nationally recognised scientific publishing houses; and other internationally significant works in the respective discipline. In all cases, the researcher must have published at least one research article in a foreign journal with a citation index in the *Clarivate Analytics Web of Science* database or a research article in a foreign journal referenced in the *Scopus* database within the last five years.

11.3. Researchers in the area of humanities must have published at least three research papers in the last five years: research articles in foreign or Lithuanian research journals; non-dissertation monographs published by internationally and/or nationally recognised research publishing houses; and other internationally significant research papers in the respective discipline. In all cases, the researcher must have published at least one research article in a foreign journal and at least one other research article in a publication referenced in the *Clarivate Analytics Web of Science* database or a research article in a publication referenced in the *Scopus* database within the last five years.

12. The activities of the Committee and the Defence Board shall be based on the principles of collegial deliberation, impartiality, transparency, tolerance, legitimacy, and personal responsibility of the members for their actions. The members of the Committees and the Defence Board are obliged to inform the Rector of VILNIUS TECH if there is the slightest indication that they may be considered as having an interest in the decisions of the collegiate body whose members they are. A request for the removal of a member of the Committee or the Defence Board may be submitted to the Rector of VILNIUS TECH by the Doctoral students and their Supervisor, stating the reasons why the member of the Committee or the Defence Board may be considered to be partial.

13. Following a request/statement by a member of the Committee, the Defence Board, a Doctoral student or their Supervisor regarding a possible conflict of interest/bias, the Rector of VILNIUS TECH shall have the right to replace the potentially biased member of the Committee or the Defence Board. If the Rector does not replace the potentially biased member, the member of the Committee or the Defence Board shall nevertheless be obliged to exclude themselves from the deliberations or decision-making on matters that may provide to a conflict of interest.

CHAPTER II

DOCTORAL STUDIES COORDINATION

14. In organising doctoral studies, VILNIUS TECH has the following functions:

14.1. preparing reports and self-assessments on the implementation of doctoral studies in accordance with the procedures established by the legislation and submitting them to the Research Council of Lithuania, the Ministry of Education, Science, and Sport of the Republic of Lithuania, and other institutions;

14.2. monitoring joint doctoral research studies;

- 14.3. keeping the minutes of the Committee meetings and other documents relating to the conduct of the doctoral studies;
- 14.4. providing information to the Partner Institutions;
- 14.5. collecting documents from the Partner Institutions and forwarding them to the Committees as necessary;
- 14.6. approving the rules for admission to the doctoral studies, and announcing and organising the competition for admission to the Doctoral Studies;
- 14.7. organising the dissertation defences of doctoral candidates studying at research institutes and centres of the Partner Institutions;
- 14.8. organising the studies and research of doctoral candidates studying at VILNIUS TECH, including:
 - 14.8.1. managing the funds received from the state budget for the implementation of doctoral candidates' study programmes and research, for the preparation and defence of doctoral dissertations, for the work of doctoral supervisors or advisers and any other costs related to doctoral programmes;
 - 14.8.2. providing support for the studies of doctoral students;
 - 14.8.3. preparing decisions on the conduct of doctoral studies, the appointment of supervisors and consultants for doctoral students, and the establishment of the Defence Board;
 - 14.8.4. organising the preparation of doctoral students' work plan, the publication of doctoral dissertations, and dissertation defences;
 - 14.8.5. organising the production of doctoral diploma forms, keeping records, and registering them;
 - 14.8.6. preparing, registering, and issuing doctoral diplomas;
 - 14.8.7. providing doctoral students with appropriate study conditions to fulfil their work plan and to prepare and defend their doctoral dissertations;
 - 14.8.8. creating and storing doctoral students' files in accordance with the VILNIUS TECH documentation schedule.
- 15. When signing a Joint Agreement with the Partner Institution for participation in the organisation of doctoral studies, the following must be agreed upon:
 - 15.1. participation in the announcement and organisation of calls for dissertation topics, doctoral supervisors, and doctoral candidates;
 - 15.2. the management of state budget funds received for doctoral students' study programmes and research, the preparation and defence of doctoral dissertations, the work of doctoral supervisors or consultants and any other costs related to doctoral studies;
 - 15.3. procedures for approving and revising the Regulations if such a revision is necessary;
 - 15.4. procedure for the acceptance of documents from applicants for doctoral studies and the forwarding of documents (or copies thereof) to VILNIUS TECH;
 - 15.5. preparation and submission of reports on the progress of doctoral studies to VILNIUS TECH;
 - 15.6. the conditions for terminating a doctoral programme at the initiative of one or more institutions;
 - 15.7. preparation and submission of documents to VILNIUS TECH on the studies of doctoral students studying at partner institutions;
 - 15.8. the organisation of studies and research for doctoral students studying at the Partner Institution:
 - 15.8.1. support for the studies of doctoral students;
 - 15.8.2. creation, preparation, and approval of documents relating to the conduct of doctoral studies, the appointment of supervisors and consultants for doctoral students, and the establishment of the Defence Board;
 - 15.8.3. the organisation of doctoral student work plan, publication of doctoral dissertations, and dissertation defences;
 - 15.8.4. the organisation of the production of doctoral diploma forms, their recording, and registration;

15.8.5. preparation, registration, and award of doctoral diploma;

15.8.6. doctoral studies terms and conditions;

15.8.7. creation and storage of doctoral students files.

16. The Committees shall:

16.1. coordinate doctoral studies and research by doctoral students in the relevant disciplines;

16.2. annually assess the results of doctoral studies in the relevant discipline at the Joint Doctoral Institutions, analyse changes in the compliance of the members of the Committee with the established requirements, analyse the experience of doctoral studies at the Joint Doctoral Institutions and the quality of the defended dissertations, and submit to the Vice-Rector for Research and Innovation of VILNIUS TECH summarised conclusions and recommendations on how to improve the quality of doctoral studies;

16.3. organise a call for dissertation topics, doctoral supervisors, and applicants to doctoral studies ;

16.4. consider and submit for approval to the Heads of the Joint Doctoral Institutions the nominations of supervisors and consultants of doctoral students, and consider requests for supervisor or consultant replacement;

16.5. assess the level of research in the departments involved in the doctoral studies process and the compliance of researchers with the qualification requirements;

16.6. approve the doctoral study programme in the respective discipline and amend it as necessary;

16.7. approve the work plan of doctoral students;

16.8. issue opinions on doctoral studies, research and publication of research results, the work plan of doctoral students and their progress, and the extension of the deadlines for the submission of doctoral students' assignments;

16.9. assess doctoral students;

16.10. ensure and improve the quality of the doctoral research process;

16.11. assess the content of doctoral dissertations;

16.12. submit the Dissertation Defence Boards for approval to the Rector of the Joint Doctoral Institution (or to the Rector of VILNIUS TECH for Dissertation Boards of doctoral candidates studying at research institutes and centres);

16.13. produce doctoral studies self-assessments.

17. The records of the Committee shall be kept by the Secretary of the Committee, and the minutes of the meeting shall be signed by the Chairman of the Committee and the Secretary of the Committee. The Committee shall submit all the Committee's submissions, proposals and minutes to the VILNIUS TECH Department for Doctoral Studies and the Doctoral Department of the doctoral candidate's institution.

18. The Committee may adopt decisions when at least 2/3 of its members, including the Chairperson, are present at the meetings. Members of the Committee who are unable to attend meetings in person may submit their opinions on the matters to be discussed in advance in writing or by email, but may not vote in advance in the event of a secret vote. Their opinion shall be read out loud during the meeting of the Committee. The Committee meeting may also be organised using a videoconference. Decisions of the Committee shall be taken by vote: decisions shall be deemed to be adopted if at least 2/3 of the Committee members vote in favour. A vote on the Committee's decision may also be organised remotely. The minutes of the Committee's meetings shall be kept for two years in the VILNIUS TECH Department for Doctoral Studies and later in the Vilnius Gediminas Technical University archives. Electronic documents shall be stored in the Document Management System.

19. The Committee may hold an electronic survey to consider the matter under discussion. Minutes of such a meeting must also be produced. The Committee members shall express their views on the matter under discussion through electronic means and vote. The agenda of an electronic meeting may not include items that require a secret ballot.

20. Doctoral studies and research shall be organised by the doctoral departments of the Joint Doctoral Institutions, to which doctoral students shall be nominated by the Head of the Joint Doctoral Institution, on the recommendation of the Committee. These departments shall:

- 20.1. provide methodological support to the doctoral students in the preparation of the work plan, and enable the doctoral candidate to successfully implement it;
- 20.2. supervise the doctoral student's doctoral process;
- 20.3. promote the mobility of the doctoral student to other research and academic institutions;
- 20.4. when certifying doctoral candidates, submit its opinion to the Committee on the results of the doctoral student's studies and research and on the advisability of further pursuing the doctoral programme;
- 20.5. after the doctoral student has completed their dissertation, organise the initial deliberations on the doctoral dissertation and report to the Committee on the doctoral dissertation's compliance with the applicable requirements.

21. Joint Doctoral Institutions shall adopt, in accordance with their procedures, specifications for the quality assurance of the doctoral process, or otherwise define such procedures in other documents and make them publicly available on their websites.

CHAPTER III PROCEDURE FOR ADMISSION TO DOCTORAL STUDIES

22. Admission to doctoral studies is open to persons with a master's degree or equivalent higher education qualification.

23. Persons who return to doctoral studies are not eligible for a state-funded doctoral study placement if they had already studied for more than half of the duration of their doctoral studies using state funding.

24. At least two weeks before the expected admission to the doctoral programme, the Rector of VILNIUS TECH, following the recommendation of the Committees, shall announce a call for dissertation topics and doctoral students' supervisors. The dissertation topics must be consistent with the disciplines of the Joint Doctoral Institutions and the available research facilities.

25. The competition for doctoral positions is organised by the VILNIUS TECH Department for Doctoral Studies and is managed by the Committees. The list of dissertation topics with named doctoral supervisors for each Joint Doctoral Institution called and selected by the Committees shall be finalised in the Committee minutes. The minutes of the Committee's meeting on the dissertation topics and doctoral supervisors, together with the lists of the doctoral supervisors' major publications (and other research activities) over the last five years, shall be forwarded to the VILNIUS TECH Department for Doctoral Studies, which shall publish the list of the selected dissertation topics on VILNIUS TECH website and forward it to the Partner Institutions, which shall, in turn, publish it on their websites.

26. The applicants shall submit their application for admission to the open call for doctoral competition addressed to the Rector of the Joint Doctoral Institution where they intend to study (in the case of Partner Institutions, to the Head of the Institution – the Rector/Director), to the Doctoral Department of the Joint Doctoral Institution where they intend to study, or to the VILNIUS TECH Department for Doctoral Studies. The following documents must be submitted together with the application, specifying the field of science of doctoral study, the type of funding, the mode of the studies, and the preferred dissertation topic (no more than one):

- 26.1. a diploma certifying a master's qualification or an equivalent higher education qualification and a diploma supplement (the diplomas and the supplements are returned after the documents have been processed); if the diploma was obtained at a foreign university, the diploma must be submitted with a certificate of recognition of the higher education qualification obtained abroad issued by the Centre for Quality Assessment in Higher Education or the International Studies Centre of VILNIUS TECH. The validation of the applicant's master's degree obtained abroad is a part of the doctoral admission process;

26.2. a reference from the researcher whose dissertation topic the applicant has indicated in their application;

26.3. a curriculum vitae;

26.4. a list and copies of scientific work and, in the absence of such work, a research paper (up to 30 pages);

26.5. a bank receipt or a copy of a money transfer stating that you have paid the enrolment fee.

27. A passport or identity card should be submitted along with your application.

28. The main competition for doctoral applications takes place in the last week of June or in the first week of July. The admission competition procedures are organised by VILNIUS TECH Department for Doctoral Studies and it is carried out by the Committee.

29. All applicants must attend an interview with the members of the Committee. In certain cases, the Committee will decide on the applicant's attendance at the doctoral admission meeting. The interview with an applicant who is abroad at the time of admission to the doctoral studies may take place by videoconference, subject to prior agreement with the Committee.

30. The selection criteria for applicants for doctoral studies are as follows:

30.1. the results of the applicant's research activities (published or accepted for publication articles and conference presentations, with their correspondence to the intended topic of the dissertation being assessed accordingly);

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

30.3. scoring of the interview at the Committee meeting for doctoral admissions. The interview shall assess the applicant's qualifications, readiness and motivation to study in the relevant field of science, and ability to answer the questions in English.

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

32. After the interview with the applicants, the Committee shall calculate the competition score for each applicant. The Doctoral Committee shall select the applicants with the highest competition score from the list of applicants. These lists of applicants and the decision on whether or not to recommend admission to the doctoral studies shall be recorded in the minutes of the Committee. It shall be signed by the members of the Committee attending the meeting. In recommending the admission of an applicant to doctoral studies, the Committee shall also recommend their supervisor. The Committee shall submit the minutes of the Committee and the written agreements of the Supervisors to supervise the doctoral candidates to the VILNIUS TECH Department for Doctoral Studies, which shall forward them to the Doctoral Departments of the institutions to which it recommends the applicants for admission.

33. If the Committee determines that the doctoral applicant has taken insufficient courses in the field of study, or that the applicant's knowledge of certain subjects is insufficient, it may specify the additional subject examinations that the doctoral applicant will be required to take. The doctoral applicant shall pay the fee for the lectures and examinations in the additional subjects at their own expense, based on the number of course credits.

34. The supervisors of the doctoral students' institutions or their authorised persons shall conclude the study contract in the prescribed form with the doctoral students for the entire duration of their doctoral studies.

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

36. If, after admission, there are unfilled doctoral vacancies or if some of the admitted candidates do not enrol at the beginning of the academic year, an additional competition for doctoral admission may be organised.

37. Applicants who do not qualify for state-funded places may, at the Committee's recommendation, choose to pursue a doctoral study funded by their means or by other natural or legal persons.

38. Foreign citizens admitted to full-time doctoral studies must obtain a residence permit to live in the Republic of Lithuania according to the legislation.

39. The procedure for storing the files of unsuccessful applicants is specified in the documentation plan approved by the head of the institution to which they have applied.

40. Any unsuccessful applicant may, within the deadline specified in the Rules for Admission to the Doctoral Studies, lodge an appeal with VILNIUS TECH, which shall be reviewed by the Doctoral Appeals Review Board established by the Rector.

41. Doctoral studies begin on 1 September, unless otherwise specified in the doctoral studies contract.

CHAPTER IV SCIENTIFIC SUPERVISION OF DOCTORAL STUDENTS

42. The doctoral student's studies and research shall be supervised by a doctoral student's supervisor (hereinafter referred to as the supervisor), who shall be an active researcher conducting research in the respective field of doctoral study. They may supervise no more than four doctoral students at a time (including doctoral students studying at other institutions and doctoral students on sabbatical leave).

43. If, in the course of the research, a doctoral student requires additional long-term guidance from a field of science (or sub-discipline) other than that of their supervisor, a doctoral consultant (no more than one), who may be a researcher in another field of science, may be appointed for a minimum of one year. Following the appointment of a consultant, part of the remuneration for the supervision of the doctoral student shall be allocated for the remuneration of the consultant in accordance with the procedures agreed by the Joint Doctoral Institutions.

44. The Committee, after receiving the written consent of the consultants (if the doctoral student, the supervisor, the department to which the doctoral student is assigned, and the Committee deems it necessary) and the lists of their major research publications (and other research activities) of the last five years from the departments to which the doctoral students are assigned, shall submit them to the VILNIUS TECH Department for Doctoral Studies together with the proposal for approving the consultants. The VILNIUS TECH Department for Doctoral studies shall forward the Committee's submissions and the consultants' consent to participate in the doctoral student's studies, as well as the documentation of their research activities, to the Doctoral Department of the Joint Doctoral Institution.

45. The consultant shall be appointed by the supervisor of the doctoral student's institution.

46. The supervisor and the doctoral consultant must meet the qualification requirements referred to in paragraph 11 of these Regulations.

47. The supervisor shall:

47.1. together with the doctoral student, develop an individual doctoral work plan for the entire duration of the doctoral studies, detailing the work to be completed during the first year. A detailed work plan for the remaining years of the programme shall be developed and approved at the time of the doctoral student's assessment for the preceding year;

47.2. nominate potential consultants if they are needed;

47.3. supervise the research activities of the doctoral student, provide the doctoral student with scientific and methodological support and discuss and advise the doctoral student at least every two weeks, regularly monitor the progress of the doctoral student's doctoral studies, and initiate an alternative assessment if the doctoral student is significantly behind in their work plan;

47.4. at each doctoral student's assessment, submit their findings on the results of the doctoral student's studies and research and the advisability of continuing doctoral studies, initiate singular assessment;

47.5. assist doctoral student with organisational issues related to their studies and dissertation preparation.

48. The doctoral student's consultant shall:

48.1. advise the doctoral student if they require additional expertise in another field of studies;

48.2. organise research or experiments to be conducted in other departments of the Joint Doctoral Institutions or other Lithuanian or foreign universities and/or research centres;

48.3. submit a report on their work in supervising the doctoral student at each assessment of the doctoral student.

49. Department (subdivision) of the doctoral student's institution where they are studying and conducting their research shall:

49.1. enable the doctoral student to successfully fulfil their doctoral work plan;

49.2. monitor the doctoral student's studies and research progress;

49.3. provide methodological support and encourage doctoral student's mobility;

49.4. assist the doctoral student in gaining teaching experience if they wish to do so;

49.5. submit a report on the doctoral student's studies and research results for each doctoral student's assessment;

49.6. after the doctoral student has completed the dissertation, organised the review of the doctoral dissertation, and submitted conclusions to the Committee on the dissertation's compliance with the requirements for a doctoral dissertation.

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

51. At least one year before the end of the doctoral programme, the doctoral student shall have the right to apply to the supervisor of the institution at which they are studying to change their supervisor or consultant. The head of the doctoral institution or their authorised representative shall refer the doctoral student's request to the Committee, which must consider it within one month. If the doctoral student's request is granted, the Committee shall recommend a new doctoral supervisor, considering the focus of the doctoral student's dissertation.

CHAPTER V DOCTORAL STUDENT'S WORK PLAN

52. A doctoral student's work plan is an individual work plan for each doctoral student, which shall include the doctoral studies courses to be studied by the doctoral student and the number of credits they cover. It shall also indicate the progress of the doctoral studies, research, and dissertation, and the deadlines for the completion of the work.

53. A doctoral student's doctoral studies shall comprise at least 4 courses of at least 30 credits in total, selected from the doctoral study programme in the relevant discipline. Of these, two (or one for doctoral students studying at research institutes and centres) shall be general courses, designed to develop general, methodological, transferable and communication skills, and to provide knowledge of the academic organisation, the patenting and commercialisation of research results, writing of project applications, cooperation with businesses, ethics, and copyright issues, and shall be compulsory for all doctoral students. A doctoral student shall be assigned at least one course, selected by the Committee, designed to introduce the latest developments in the relevant discipline, and at least one individual specialised course, designed to broaden the doctoral student's knowledge in an area related to the dissertation topic and selected by the Committee on the recommendation of the doctoral supervisor. With the prior agreement of the Committee, the doctoral study courses may be taken and examined at another university with doctoral competence in the relevant discipline.

54. Doctoral studies shall be conducted only in accordance with doctoral course modules approved by the Committee. The Committee shall ensure that only doctoral modules approved by the Committee are included in the doctoral students' work plan.

55. Lectures to doctoral students may be given by qualified persons holding a doctoral degree whose research and articles in scientific journals or work experience of the last five years are relevant to the content of the taught courses and who meet the qualification requirements referred to in paragraph 11 of these Regulations.

56. When fewer than 4 doctoral students choose a course, they shall study independently, with regular guidance from the course lecturer.

57. Doctoral students must pass examinations in all their courses within the first two years of their doctoral studies.

58. The doctoral supervisor and the doctoral student shall prepare, at the latest within one month of the start of the doctoral studies, an outline of the doctoral student's work plan for the entire period of the doctoral studies and research. The work plan should detail the work to be completed in the first year. A detailed annual work plan for each subsequent year of the doctoral study shall be developed based on the doctoral student's work plan outline covering the entire doctoral study and research programme and shall be submitted for approval to the Head of the Department and the Committee at the time of the doctoral student's assessment for the previous year. The doctoral student's work plan shall also include research details, including analysis of articles in scientific editions on the dissertation topic, proficiency in computer software, experiment design, research, some of which may be conducted at other institutions, analysis of the obtained results, writing of research articles, presentations at international scientific conferences, preparation of the dissertation and other activities. The doctoral student's work plan shall include specific tasks and deadlines for their completion.

59. The work plan for the second and third years (or second to fifth years if the studies are part-time) of the doctoral programme is developed at the time of assessing the doctoral students at the end of the first and second years (or first to fourth years if the studies are part-time) of the doctoral study, shall include the revision of the research topic, planned participation in seminars, conferences, international research programmes, placements at universities and research centres, including at least one internship abroad (recommended), planned publication of at least one research article in the publications referred to in paragraph 98.3 of the Regulations (for dissertations in the natural sciences or technology) or 98.4 of the Regulations (for dissertations in the social sciences or humanities). The recommended total duration of the internship should be at least 3 months over the entire duration of the doctoral studies.

60. The work plan for the final year of the doctoral studies shall include the revision of the dissertation title, the summary of the research findings, and the drafting of the dissertation text. The final year work plan must allow for the publication of at least one more research article in the journals referred to in paragraph 98.3 of the Regulation (for dissertations in the natural sciences or technological disciplines) or paragraph 98.4 of the Regulation (for dissertations in the social sciences or the humanities), if the research findings have not been sufficiently published previously.

61. It is recommended that doctoral students undertake 50-70 hours of teaching practice per year during the first three years of their doctoral studies, which is provided if the doctoral student agrees to undertake it and if it is in line with the needs and capabilities of the department/subdivision, which is the best way for the doctoral student to gain experience in communicating with students and in public speaking, psychology, research management, and work organisation skills. Teaching practice shall be organised by the department where the doctoral student is studying. The doctoral student shall be paid for the teaching load in accordance with the procedure specified by the doctoral student's institution at the time of recruitment.

62. Doctoral students enrolled in a full-time doctoral study must devote at least 20 hours per week to research and practical activities at their doctoral institution, including time spent on research, preparing articles for academic journals, teaching practice (if planned), attending lectures, and any other activities undertaken at the university.

63. The doctoral student shall prepare the work plan together with a supervisor. The work plan shall be signed by the doctoral student and a supervisor. The study work shall be coordinated with

the head of the department (subdivision) where the doctoral student is studying. The work plan shall be approved by the Committee and, once approved, signed by the Chairperson of the Committee.

64. The work plan shall be submitted to the Doctoral Department of the doctoral student's institution.

65. The work plan shall be amended, if necessary, in the same way as they are developed.

CHAPTER VI CONDUCTING DOCTORAL RESEARCH

66. The doctoral student shall conduct their research based on a work plan developed for the entire duration of the doctoral studies and a detailed annual work plan.

67. The doctoral student shall have access to the equipment available in the departments, laboratories, and other subdivisions of the Joint Doctoral Institutions for the research activities specified in the doctoral student's work plan. If it is not possible to conduct any research at the Joint Doctoral Institutions, the doctoral student may be sent to another institution to conduct their research. This period shall be included in the total duration of doctoral studies.

68. International doctoral students visiting from abroad for temporary doctoral studies may study at the Joint Doctoral Institutions. They shall be admitted by the order of the Rector of the Joint Doctoral Institution (or, in the case of Partner Institutions, of the Head of the Institution - the Rector, the Director, the Head or their authorised representative), specifying the start and end dates of the placement, the department (subdivision), the field of science, and the supervisor.

69. Doctoral students' visits to conferences, seminars or other academic events shall be authorised by the order of the Rector of the doctoral student's institution (in Partner Institutions, by the Head of the institution - the Rector, the Director, the Head or their authorised representative). The doctoral student shall apply to the Rector of the doctoral student's institution (in the case of Partner Institutions, to the Head of the institution - the Rector, the Director, the Head or their authorised representative), stating the purpose, location and duration of the visit, and the form and method of payment for the outcomes of the visit. The application must be accompanied by documents supporting the motivation and funding (if any) for the visit, as well as a list of the doctoral student's publications in research journals.

70. Visit costs may be funded by projects or programmes administered by the Research Council of Lithuania or other institutions, by departments or centralised funds of the doctoral student's institution, by the host institution, or by other sources of funding. The application for the visit must be mediated by the doctoral candidate's supervisor, the Head of the Department, the head of the fund funding the visit, and the Vice-Rector responsible for research at the doctoral student's institution (or, in the case of Partner Institutions, by a person fulfilling a similar function). The Doctoral Department of the doctoral student's institution shall prepare the visit order to be approved by the Rector (or, in the case of Partner Institutions, the Head of the institution - the Rector, the Director, the Head or their authorised representative).

71. The funding for doctoral studies shall not be suspended for full-time doctoral students travelling abroad for an internship unless otherwise provided for in contractual obligations to international organisations, foundations, or the Research Council of Lithuania.

72. After returning from the visit, the doctoral candidate must submit the documents required by the institution funding the visit and by the doctoral student's institution within three working days.

CHAPTER VII DOCTORAL STUDIES FUNDING, SCHOLARSHIP FOR DOCTORAL STUDENTS

73. Doctoral studies may be funded by the state budget of the Republic of Lithuania, the Structural Funds of the European Union, the doctoral student's funds, the funds of the company funding the doctoral student's studies, and any other natural persons or foundations.

74. Doctoral funding is available for: support towards doctoral candidates' studies, the purchase of goods and services for doctoral students' research, the publication of doctoral students' research articles, the work of supervisors, advisers, lecturers, members of the Defence Boards, the publication of doctoral dissertations, funding for doctoral students' visits and internship, incentives for doctoral

students, the costs of doctoral research facilities of the doctoral institution, and other costs related to the organisation of doctoral studies and the award of doctoral degrees.

75. All full-time doctoral students admitted to state-funded doctoral places and places funded by the Structural Funds of the European Union shall be paid a support for studies (scholarship) from the state budget of the Republic of Lithuania or the Structural Funds of the European Union in the amount determined by the government of the Republic of Lithuania. The support shall be paid by the doctoral student's institution.

76. Doctoral students referred to in paragraph 75 of the Regulations shall receive a support for studies (scholarship) for doctoral studies for the entire duration of their doctoral studies. Support for doctoral studies (Scholarship) is not paid for doctoral students on academic leave.

77. If at the time of the annual assessment it is established that the doctoral student has not fulfilled their work plan for the year under assessment and their assessment is postponed, the doctoral student shall not receive any scholarship for the period between the postponed assessment and their successful completion.

78. Doctoral candidates having defended their doctoral dissertation earlier than the stipulated time may be eligible for a further four months of scholarship, if this falls within the duration of the doctoral studies.

79. Joint doctoral institutions may organise a competition for the best research papers of doctoral students and award prizes to the winners of the competition.

80. Doctoral students are entitled to all the social guarantees, rights, and obligations that the law and internal Regulations of the doctoral student's institution provide for students.

81. At the end of the calendar year, in recognition of their excellent academic performance and research results, doctoral students may be awarded a lump sum of up to one month's scholarship allowance paid from the doctoral student's institution's study support fund or other such funds for doctoral students whose studies are funded by the state budget, and from other sources of funds or projects of the doctoral students's institution for other doctoral candidates, as approved by the order of the Rector of the doctoral students's institution (or, in Partner Institutions, the Head of the institution, e.g. the Rector or the Director).

CHAPTER VIII EXAMINATION AND ASSESSMENT OF DOCTORAL STUDENTS

82. Each doctoral course is concluded with an examination. The examinations shall be conducted in writing, and the answers to the examination questions shall be kept in the department of the lecturer who gave the lectures or tutorials for a period to be determined by the Joint Doctoral Institutions.

83. Examinations shall be organised after the doctoral student has completed all the practical tasks included in the course work plan. After passing the examination, the examiners shall complete and sign the examination protocol. These protocols with original signatures shall be kept in the doctoral student's study file.

84. If the examination fails, it may be retaken once. If the examination is failed for the second time, the doctoral student shall be subject to an alternative assessment.

85. The Committee may, at the request of the doctoral student and with the approval of their supervisor, give credit for examinations previously taken as part of the doctoral study programme.

86. The quality, scope and timeliness of the work completed during the assessment period shall be evaluated during the doctoral student's assessment.

87. The doctoral student shall submit a report on the results of their research and the progress of their work plan to the department (subdivision) where they are studying prior to the annual assessment, which shall take place by the middle of June of each academic year. The department/subdivision shall give its opinion on the doctoral student's performance concerning the work plan. The doctoral supervisor, who is absent from the doctoral student's assessment for valid reasons, shall submit a written evaluation of the doctoral candidate's performance to the department/subdivision. Doctoral candidates who are absent from the department or the Committee at the time of their assessment (where an absence notice has been processed), shall be assessed by

videoconference. The departmental minutes shall record observations and comments on the doctoral student's implementation of the work plan.

88. The doctoral student shall present to the Committee an annual report on the implementation of the work plan, the minutes of the subdivision/department or an extract thereof, and a draft work plan for the following doctoral year. The Committee shall decide on the student's assessment. The secretary of the Committee shall forward the minutes of the Committee's assessment and the documents, submitted by the doctoral student, to the doctoral department of the doctoral student's institution no later than the working day following the doctoral student's assessment. The Committee's minutes shall include observations and comments on the doctoral student's implementation of the work plan.

89. The Committee may postpone the annual assessment of the doctoral student for valid reasons until the last week of August, on the recommendation of the doctoral student's department/subdivision.

90. At the end of January, a mid-term assessment of doctoral student is conducted in the departments/subdivision of the doctoral student's institution. If the mid-term assessment reveals that the doctoral student is not fulfilling their work plan, the minutes of the department meeting (or an extract thereof) with the negative conclusion shall be forwarded to the Committee. The Committee shall decide on the appropriateness of the doctoral student's continuation of studies. If the Committee decides that the studies should be terminated, the minutes of the meeting, together with the decision and a written explanation by the supervisor, shall be forwarded to the doctoral department of the doctoral student's institution.

91. If the doctoral student fails to fulfil the work plan, an alternative assessment may be initiated by the doctoral student's supervisor or by the Head of the department, as well as by the Committee, in accordance with the procedure specified in paragraphs 86 to 88 of the Regulations.

92. The doctoral student who has been negatively assessed by the Committee or who has failed to attend the assessment without a justifiable reason shall be dismissed from the doctoral studies on the order of the Rector of the doctoral student's institution (or, in the case of Partner Institutions, the Head of the Institution – the Rector, the Principal, the Director, the Head or their representative). If the Committee postpones the doctoral student's assessment or if the doctoral student is assessed negatively, the minutes of the Committee shall record the doctoral student's answers to the key questions and comments and the main reasons for the decision.

93. The doctoral student may submit an appeal to the Head of the doctoral student's institution against the decisions taken concerning them on doctoral matters within 5 working days from the date of the decision to be appealed or the date on which the doctoral student was informed (became aware) of the adopted decision. The Head of the doctoral student's institution shall refer the appeal to the Doctoral Student' Appeals Committee for consideration. The appeal or complaint must be considered and a decision taken within one month of receipt. The decision shall be sent to the applicant within 5 working days following its issue.

94. The doctoral student may be granted an academic leave for valid reasons (sickness, pregnancy or maternity leave, parental leave, etc.), with a consequent postponement of the doctoral degree graduation date. It is recommended that the total duration of academic leave during the entire doctoral programme should not exceed one year. During the period of academic leave, support for doctoral studies (scholarship) shall not be paid.

95. The doctoral student shall submit the request for academic leave, the reasoned approval of the supervisor, the department/subdivision and the Committee, along with the documents supporting the request, to the doctoral department of the doctoral student's institution.

96. The doctoral student who fails to complete their studies on time, fails to submit their work plan in accordance with the prescribed procedure, or fails to return to continue their doctoral studies within 5 working days after the end of their academic leave, absence, illness, etc., without justifiable reason, shall be dismissed from their doctoral studies. The doctoral student may also be dismissed from doctoral studies if they have seriously violated the Statute of the doctoral student's institution or the internal regulations governing the internal procedure, or if they have completed the work

planned in the work plan in bad faith (e.g. committed plagiarism) or not independently, or if they have behaved in a manner that is inconsistent with the ethical principles of the academic community, or if they have failed to meet the financial obligations stipulated in the study contract.

97. The doctoral study contract expires at the end of the doctoral study and the doctoral student ceases to be a student.

CHAPTER IX DISSERTATION PREPARATION AND EXAMINATION

98. The doctoral candidate submitting a dissertation or a monograph for defence may apply to the Rector to defend the dissertation after:

98.1. passing all examinations and completing all other tasks specified in the doctoral candidate's work plan;

98.2. preparing a doctoral dissertation satisfying the requirements specified in Annex 1 to these Regulations, submitting a research monograph satisfying the requirements specified in paragraph 101 of the Regulations, or submitting a collection of articles satisfying the requirements specified in paragraph 102 herein;

98.3. publishing the most important research findings in the areas of natural and technological sciences in at least two articles that have not already been submitted in defended dissertations and that have been published (or, if the article has been assigned a DOI number, have been accepted for publication) in peer-reviewed research journals with a citation index in the *Clarivate Analytics Web of Science* database, and, in the case of a scientific monograph, at least one article that has not been submitted as part of an existing dissertation and that has been published (or, if the article has been assigned a DOI number, has been accepted for publication) in a peer-reviewed research journal with a citation index in the *Clarivate Analytics Web of Science* database;

98.4. publishing the main research findings in the areas of social sciences and humanities in at least two articles that have not already been submitted in defended dissertations and that have been published (or, if the article has been assigned a DOI number, accepted for publication) in peer-reviewed research journals, of which at least one has been published in a journal referenced by the *Scopus* database or in a journal that has a citation index in the *Clarivate Analytics Web of Science* database, and the other in an international research journal where more than half of the editorial board is from a country other than the country in which the publication is published; and, where the defence is for a research monograph, in at least one article that has not yet been submitted in a defended dissertation, and that has been published (or, if the article has been assigned a DOI number, accepted for publication) in a peer-reviewed research journal that is referred to in the *Scopus* database, or in a journal with a citation index in the *Clarivate Analytics Web of Science* database;

98.5. presenting the research results at a minimum of two international conferences. The doctoral candidate must have presented at least one paper in person at an international conference held abroad;

98.6. presenting the final results of the research at a minimum of one seminar at another university/research centre/institute on a topic related to the dissertation.

99. It is recommended that the doctoral candidate has completed an internship of at least three months in a foreign research and academic institution(s).

100. The Committee shall decide whether the doctoral candidate's research results have been sufficiently published in articles in research journals and presented at research conferences and seminars.

101. A scientific monograph, written by a doctoral candidate without a co-author and which meets the requirement specified in Annex 98, may be submitted for the defence as a doctoral dissertation. In this case, articles in research journals that have not been submitted in already defended dissertations and that are referred to in paragraph 98 of the Regulations must also be submitted. A monograph abstract that complies with the requirements of a dissertation abstract specified herein must also be submitted.

102. A dissertation based on a collection of research articles that have not been already submitted in a defended dissertation may also be submitted for defence as a doctoral dissertation. In this case,

the dissertation must consist of a review of at least one choir, a summary in Lithuanian or a foreign language (a summary must be in a language other than the review) and copies of the dissertation's articles in research journals on the topic of the dissertation. The doctoral candidate must have published the major results of their research in at least four articles published (or, if the article has been assigned a DOI number, accepted for publication) in international research journals with a citation index in the *Clarivate Analytics Web of Science* database.

103. The text of the dissertation shall be written in either Lithuanian or English or, if approved by the Committee, in a language other than Lithuanian or English. The dissertation must be written in linguistically correct language. The requirements for the formatting of the dissertation are listed in Annex 1 of these Regulations.

104. The dissertation must include the supervisor (or, in the case of an external candidate's dissertation, the research adviser), the consultant, and the members of the Defence Board. If the doctoral candidate's supervisor has been replaced, the previous supervisor and the period of their appointment must also be indicated. The first and second sample pages of the dissertation are given in Annex 2.

105. The doctoral candidate shall present the completed dissertation to the department/subdivision of the doctoral candidate's institution. The department/subdivision shall appoint two reviewers who shall assess the dissertation and its level of completion, the academic contribution of the doctoral candidate to the research on the dissertation's topic, the presentation of the dissertation's material at conferences and seminars, and submit their conclusions at a meeting of the department/subdivision in the presence of the doctoral candidate, the doctoral candidate's supervisor (where the dissertation is defended by an external candidate, in the presence of their scientific consultant), and the consultant (where one had been appointed). The meeting shall hear the doctoral candidate's presentation and answers to the questions, the reviewers and the supervisor, and shall submit the dissertation together with its conclusions to the Committee.

106. The Chairperson of the Committee shall convene a meeting of the Committee no later than two weeks after the receipt of the documents, at which two reviewers shall be appointed to provide feedback on the dissertation no later than two weeks after the receipt of the documents.

107. No later than one month after the receipt of the documents for the defence of the dissertation, the Chairperson of the Committee shall convene an open meeting of the Committee, which shall be attended by the doctoral candidate and their supervisor. The Committee shall hear a presentation by the doctoral candidate (approximately 20 minutes) on their dissertation, outlining the aim, objectives, originality, relevance and authenticity of the dissertation, and presenting the key results, claims and conclusions of the work. The candidate shall respond to the reviewers' comments and receive the supervisor's feedback on the dissertation. The feedback of the appointed reviewers on the presented dissertation must be submitted in writing to the doctoral department of the doctoral candidate's institution.

108. The Committee shall assess whether the aims and objectives of the dissertation have been properly formulated, and shall evaluate the scientific originality, relevance and authenticity of the work; the analysis of the research conducted in Lithuania and abroad on the subject of the defended dissertation, the described research methodology, the reliability and validity of the obtained results, the validity of the conclusions, the relevance of the abstract to the content of the dissertation, the contribution of the candidate to the research in the research journals on the subject of the dissertation, the conformity of the articles and research results in the research publications to the key claims of the dissertation, the grammatical appropriateness of the dissertation and the abstract, and shall decide whether the dissertation has been properly prepared and complies with the requirements referred to in Schedule 1 to these Regulations, whether the doctoral candidate has fulfilled the requirements of paragraph 98 herein, whether the results of the research presented in the dissertation have been sufficiently published and sufficiently presented at conferences and seminars in Lithuania and abroad, and whether the dissertation may be submitted for defence.

109. If the dissertation fulfils all the requirements, the Committee shall form a five-member Dissertation Defence Board and appoint one of its members as the Chairperson. The members of the

Board must be active researchers in the relevant discipline who meet the requirements referred to in paragraph 11 herein. There shall be no conflict of interest between the members of the Defence Board and the doctoral candidate or their supervisor (and in the case of an external candidate - their scientific consultant) and the adviser. The Defence Board members may not have co-authored any publications with the doctoral candidate. More than half of the members of the Defence Board must not have co-authored any joint publications with the supervisor (or, in the case of an external candidate - their scientific consultant) and the consultant within the last five years. It is recommended that at least one member of the Defence Board be from foreign research and academic institution. The dissertation supervisor, the external scientific supervisor, or their consultant may not be a member of the Defence Board. If the dissertation addresses problems across several disciplines or if this is necessary for a comprehensive evaluation of the dissertation, no more than two members of the Defence Board may be researchers from other scientific disciplines.

110. The Committee shall:

110.1. arrange for the consent of the invited members of the Defence Board to participate in the Defence Board's deliberations and a list of publications in research journals;

110.2. approve the list of institutions, whose opinion may be relevant for the evaluation of a particular dissertation, and to whom notification of the intended doctoral defence shall be sent by email;

110.3. propose the date and venue for the dissertation defence;

110.4. identify the language of the dissertation defence and the need for translation into Lithuanian;

110.5. prepare a submission to the head of the doctoral candidate's institution.

111. On the recommendation of the Committee, the composition of the Defence Board and its Chairperson shall be approved by the Head of the Joint Doctoral Institution (or the Rector of VILNIUS TECH in the case of Defence Boards for doctoral candidates studying at research institutes and centres).

112. The doctoral department of the joint doctoral institution shall prepare an order of the Rector approving the composition of the Dissertation Defence Board and the time and venue of the dissertation defence. VILNIUS TECH department for doctoral studies shall organise the defence of dissertations of doctoral candidates studying at research institutes and centres and shall prepare the Rector's order approving the composition of the Dissertation Defence Board and the time and venue of the dissertation defence.

113. After agreeing on the layout of the dissertation with the doctoral department of the doctoral candidate's institution, the doctoral candidate shall submit an authorisation request to defend the doctoral dissertation to the Rector of the doctoral candidate's institution (doctoral candidate studying at research institutes and centres shall submit a request to the Rector of VILNIUS TECH). Along with the application for dissertation defence authorisation, the doctoral candidate shall submit a Declaration of Academic Integrity (Annex 3). The Vice-Rector responsible for research activities of the doctoral institution shall endorse the application after reading the dissertation.

114. The subdivision responsible for dissertation publishing shall use automated plagiarism checkers to verify the level of overlap of the dissertation and its abstract with other authors' publications and, if the overall level of overlap is found to be greater than 30% or greater than 10% concerning at least one other author's publication, shall inform the VILNIUS TECH department for doctoral studies of the verification outcome.

115. After the Rector of the doctoral candidate's institution (or the Rector of VILNIUS TECH in the case of Doctoral Defence Boards for doctoral candidates studying at research institutes and centres) has signed the order for the dissertation defence:

115.1. The subdivision responsible for publishing dissertations shall organise the publication of the dissertation in a book format.

115.2. At least 30 calendar days before the dissertation defence, the doctoral department of the doctoral candidate's institution shall send one copy of the dissertation to the members of the Defence Board.

115.3. The doctoral department of the doctoral candidate's institution shall send a notice of the proposed dissertation to the Research Council of Lithuania and the following recipients: Lithuanian and foreign research and study institutions and researchers involved in the topic of the dissertation. The notice shall include the name of the doctoral candidate, the institution where the dissertation was prepared, the supervisor (or research adviser in the case of an external candidate) and the members of the Defence Board (teaching title, degree, name, discipline, and institution), the title of the dissertation, the time and venue of the defence, and the website on which the dissertation is being published.

115.4. The doctoral department of the doctoral candidate's institution shall announce the defence of the dissertation on the institution's website and in the database of the Research Council of Lithuania, which shall also include a link to the website where the dissertation is published. The announcement on the dissertation defence may additionally be published through other media sources. The announcement shall include the name of the doctoral candidate, the institution where the dissertation was prepared, the title of the dissertation, the place and time of the defence, the supervisor, the adviser, and the members of the Defence Board, including the disciplines and the institutions they represent, and the website of the doctoral candidate's institution where the dissertation is published.

115.5. The dissertation shall be submitted to the libraries of the Joint Doctoral Institutions at least 30 calendar days before the dissertation defence.

116. The total cost of printing and posting the doctoral candidates' dissertations at the doctoral institutions shall be paid by the doctoral candidate's institution.

CHAPTER X PROCEDURES FOR THE DISSERTATION DEFENCE AND THE AWARD OF THE DOCTORAL DIPLOMA

117. The dissertation defence documents shall be prepared and the dissertation defence meeting shall be organised by the doctoral department of the doctoral candidate's institution (or by the VILNIUS TECH department for doctoral studies in the case of dissertations prepared in research institutes and centres). The Vice-Rector in charge of doctoral studies of the university organising the dissertation defence or their authorised representative may participate in the deliberations of the Dissertation Defence Board as an observer and shall, together with the Chairperson of the Dissertation Defence Board, ensure that the provisions of the doctoral programmes and the present Regulations have not been contravened. If the award of the doctoral degree is made in breach of these Regulations, the Vice-Rector or their authorised representative shall inform the Rector of the doctoral candidate's institution.

118. The dissertation shall be defended at a public meeting of the Dissertation Defence Board.

119. The meeting shall be valid if at least three members of the Defence Board (including the Chairperson of the meeting) are present, either in person or by videoconference.

120. The meeting shall be chaired by the Chairperson of the Defence Board, who shall:

120.1. examine the doctoral candidate's file before the start of the meeting and make sure that the file contains all the documents characterising the doctoral candidate and his/her studies, as well as the documents required for the meeting (voting ballots, voting protocol form);

120.2. examine the feedback received on the dissertation to be presented to the meeting of the Defence Board, or instruct one of the Board members to do so;

120.3. make sure that the preparations for the meeting are adequate, including the availability of audio or video recording, video screenings and, if necessary, interpreting the meeting participants' languages into Lithuanian.

121. Member of the Dissertation Defence Board shall:

121.1. examine the submitted dissertation and assess whether it is an original research paper presenting a synthesis of the doctoral candidate's research on a problem in a particular discipline, and whether the content of the dissertation fulfils the requirements for a doctoral dissertation;

121.2. assess whether doctoral candidate's articles in research journals meet the requirements referred to in paragraph 98 of these Regulations, and whether the key results of their research have been published in those articles;

121.3. no later than 5 working days before the defence, provide a written scientific review on the dissertation and its compliance with the requirements listed in the Regulations to the doctoral department of the institution organising the defence, which shall make it available to the doctoral candidate.

122. Proceedings of the Dissertation Defence Board meeting:

122.1. Having ascertained that the required number of members of the Board is present, the Chairperson of the meeting shall introduce the doctoral candidate's dissertation, and the candidate's file, and answer any questions from the members of the Board if there are any uncertainties following the introduction.

122.2. In the 20-minute speech, the doctoral candidate shall present the aim and objectives of the dissertation, the most significant research and its results, present the conclusions of the dissertation, and indicate their contribution to research articles published on the topic of the dissertation in the research publications.

122.3. The candidate shall answer questions from the members of the Defence Board and other participants in the meeting.

122.4. The supervisor of the doctoral candidate is invited to speak (up to 5 minutes).

122.5. The Chairperson of the Defence Board shall open a scientific discussion, during which the members of the Defence Board shall provide a reasoned assessment of the dissertation's academic, the novelty and originality of the obtained results, the reliability and validity of the conclusions, the limitations and inaccuracies of the paper, and the candidate's academic excellence. The members of the Defence Board shall also assess the compliance of the dissertation and the candidate's articles in research publications with the requirements of these Regulations.

122.6. The candidate shall provide reasoned answers to the questions of the members of the Defence Board and comment on their observations.

122.7. The Chairperson or a member of the Defence Board nominated by the Chairperson shall publicly read out the response to the dissertation of the absent member of the Defence Board (if any) and any other feedback received on the dissertation.

122.8. The candidate shall provide reasoned answers to the questions and comments made in the feedback.

122.9. The floor shall be opened to other participants in the meeting.

122.10. Other participants at the meeting are invited to speak.

122.11. In the voting room, the Chairperson of the Defence Board shall distribute the secret voting ballots for the award of the doctoral degree to the doctoral candidate to the members of the Defence Board, or the secret voting ballots shall be submitted to the members of the Defence Board through a secret voting software. Where at least one member of the Defence Board participates in the meeting by videoconference, the secret ballot shall be held using the software. The Chairperson of the Defence Board shall fill in the voting protocol after the vote has been taken. The decision to grant the doctoral degree shall be adopted if more than half of all members of the Defence Board vote in favour. If the decision not to award the degree is adopted, the Chairperson of the Defence Board shall state the reasons for such a decision in the voting protocol. The voting protocol and the decision shall bear the signatures of all the members of the Defence Board attending the meeting in person. The signatures of the Defence Board members participating by videoconference shall be replaced by the words 'Participated remotely.'

122.12. The Chairperson of the Defence Board shall read the decision of the Defence Board to all participants and close the meeting. At the end of the meeting, the Chairperson of the Board shall return the dissertation defence documents to the doctoral department of the doctoral candidate's institution (or to the VILNIUS TECH department for doctoral studies in the case of dissertations defended in research institutes and centres).

123. Within two weeks, one copy of the defended dissertation is delivered to the Martynas Mažvydas National Library of Lithuania and the dissertation is published in the Lithuanian Electronic Theses and Dissertations Database.

124. No later than 20 working days after the dissertation defence meeting, the doctoral department of the doctoral candidate's institution shall inform the Research Council of Lithuania of the results of the defence. The details of the defended dissertation shall be made available in the dissertation database administered by the Research Council of Lithuania in accordance with the procedure established by the Council. If the dissertation is not defended or is not defended within the prescribed deadline, the notice to the Research Council of Lithuania shall contain information on the reasons for this. The registered doctoral degree diploma shall be awarded to the researcher at the meeting of the Senate of the Doctoral Institution (or VILNIUS TECH for dissertations defended at research institutes and centres), or, in exceptional cases only, personally.

125. If the dissertation defence board decides that the doctoral degree should not be granted, the revised and/or supplemented dissertation may be submitted for defence no sooner than one year later. In this case, the doctoral degree shall be awarded to an external candidate in accordance with the requirements of Article XI of these Regulations. In the event of academic dishonesty (plagiarism or other breaches of academic ethics and procedures), the dissertation shall not be defended.

126. If the doctoral candidate submits their dissertation before the end of the doctoral studies, they may defend it in the standard way within 12 months after the end of the doctoral studies. If not defended within this period, the dissertation shall be defended externally in accordance with the procedure specified in Article XI of these Regulations. It is considered that a dissertation defended on time is one defended within one year of the end of the doctoral studies.

127. Following the decision of the dissertation defence board to award the doctoral degree, the Rector of the doctoral candidate's institution (or the Rector of VILNIUS TECH, in the case of dissertations defended in research institutes and centres) and the Chairperson of the defence board shall sign the doctoral diploma prepared by the doctoral department of the doctoral candidate's institution (or of VILNIUS TECH in the case of dissertations defended in research institutes and centres).

128. An audio recording of the dissertation defence board's meeting shall be kept in the doctoral candidate's file or in the audio database of the institution that organised the dissertation defence, in accordance with the procedures specified by that institution.

129. The files of persons who have completed their doctoral studies and defended their dissertation, as well as the files of persons who have not completed their doctoral studies or who have completed their doctoral studies but have not yet defended their dissertation, shall be kept by the doctoral candidate's institution (or by VILNIUS TECH, if the defended dissertation belongs to the doctoral candidate studying at a research institute or centre) in accordance with the procedures established in the Documentation Schedule.

130. M The awarding university may revoke the decision to confer a degree (including degrees conferred prior to these Regulations becoming effective) in accordance with the university's procedures and in the following cases:

130.1. where evidence of academic dishonesty has been established;

130.2. where the award of a doctoral degree has been made in contravention of these Regulations or other legislation governing the award of doctoral degrees;

130.3. where the Ombudsman for Academic Ethics and Procedures issues a binding decision to that effect. The Ombudsman for Academic Ethics and Procedures may also oblige a university to revoke the decision to confer a degree adopted prior to these Regulations becoming effective.

131. Doctoral candidates, their supervisors, members of Doctoral Committees, and other participants in the doctoral process shall be guided by the academic ethical standards of the academic community as set out in the codes of academic ethics adopted by the Joint Doctoral Institutions.

CHAPTER XI

DEFENDING A DOCTORAL DISSERTATION EXTERNALLY

132. Access to an externally awarded doctoral degree is open to persons with a master's degree or an equivalent higher education qualification (hereinafter referred to as an "external candidate"). The external candidate must have produced a dissertation manuscript or a research monograph, and must have published the key results of the dissertation or the monograph in the research journals referred to in paragraph 98.3 (for dissertations in the fields of natural sciences or technology) or 98.4 (for dissertations in the social sciences or the humanities) of the Regulations and presented them at conferences and seminars, as provided for in paragraphs 98.5 and 98.6 of the Regulations.

133. The request for the doctoral dissertation to be defended by an external candidate addressed to the Head of the Joint Doctoral Institution, shall be submitted to the doctoral department of the relevant Joint Doctoral Institution. The request shall be supported by the following:

133.1. the dissertation manuscript or the published research monograph;

133.2. a list of published articles in research journals, articles with DOI numbers accepted for publication in research journals, and electronic copies of the articles;

133.3. a diploma certifying a master's qualification or equivalent higher education qualification and a diploma supplement (the diplomas and the supplements are returned after the documents have been processed); if the diploma was obtained at a foreign university, the diploma must be accompanied by a certificate of recognition of the higher education qualification obtained abroad issued by the Centre for Quality Assessment in Higher Education or the International Studies Centre of VILNIUS TECH;

133.4. details of the examinations (if any) passed during the doctoral studies;

133.5. a curriculum vitae, including details of academic and creative activities.

134. If the doctoral department establishes that the request and its attachments do not comply with the formal requirements, it shall contact the external candidate, specifying the irregularities and suggesting that the application be amended.

135. The Head of the Institution shall refer the request and its attachments to the Committee of the relevant field of science.

136. To assess the maturity of the dissertation, the Committee shall appoint at least two reviewers and the relevant department/subdivision of the Joint Doctoral Institution, which shall organise the doctoral candidate's studies once the Committee has decided that the dissertation meets the requirements of a doctoral dissertation. The reviewers may be researchers from the Joint Doctoral Institutions and from other research institutions that meet the qualification requirements referred to in paragraph 11 of the Regulations. The department of the Joint Doctoral Institution shall organise a meeting within four weeks at the latest to determine whether the submitted material meets the requirements of paragraphs 98, 101 to 103 and Annex 1 of these Regulations.

137. After receiving the conclusions, the Committee shall convene a meeting no later than three months after the receipt of the external candidate's request, and the external candidate shall attend the meeting. After hearing the reviewers and the external candidate, the Committee shall decide whether the external candidate's dissertation or published monograph fulfils the requirements for a doctoral dissertation.

138. If the Committee decides that the submitted, or partially revised or supplemented, dissertation or published monograph of the external candidate fulfils the requirements for a doctoral dissertation, it shall:

138.1. request the Head of the Joint Doctoral Institution to which the external candidate addressed his/her request to approve a scientific consultant for the external candidate; if the person pursuing an external doctoral degree is a person who has already completed their doctoral studies but has not defended their dissertation, the Committee may propose that their former supervisor or another person be appointed their scientific consultant;

138.2. decide on the issue of crediting doctoral examinations previously passed by the external candidate, determine the courses to be studied in the doctoral programme referred to in Article V of these Regulations, and the deadlines for sitting the examinations.

139. The dissertation of the external candidate may be defended no later than one year after the date of the positive decision of the Committee referred to in paragraph 138.

140. The external candidate's examinations shall be organised in accordance with the procedure described in Article VIII of these Regulations, and the dissertation shall be examined and defended in accordance with the procedure outlined in Articles IX and X of these Regulations.

141. If the Committee, after considering the application, decides that the dissertation or the published monograph does not meet the requirements for a doctoral dissertation, the person may reapply for the dissertation defence no sooner than one year after the date of the Committee's decision. If the external candidate disagrees with the Committee's decision, they may appeal, which shall be processed in accordance with the procedure referred to in paragraph 93 of the Regulations.

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Vice-Rector for Research and
Innovation

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Director of the Legal Affairs
Office

Antanas Čenys
.11.2020

Violeta Keršulienė
11.2020

Produced by
Head of a Department for Doctoral Studies _____
Šarūnas Mikaliūnas, T: (8 5) 274 4952
___.11.2020

REQUIREMENTS FOR THE DOCTORAL DISSERTATION AND ITS FORMATTING

1. A doctoral dissertation (hereinafter referred to as the “dissertation”) (except where a monograph or a dissertation based on a collection of research articles is submitted for defence as a dissertation) shall consist of the text of the dissertation and its summary. Copies of, or references to, the doctoral candidate’s articles in research journals on the topic of the dissertation shall be attached separately.

2. The text of the dissertation must consist of between 6 and 10 choirs (40 000 characters per quire, including spaces), and the summary must consist of between 0.8 and 1 quire.

3. The dissertation is formatted and printed as a book (A5+ format, typically with a print run of 20 copies) (unless a monograph or a dissertation based on a collection of research articles is submitted for defence as a dissertation), according to the dissertation layout template prepared by VILNIUS TECH. In the text of the dissertation written in Lithuanian, the figure captions and table headings shall be written in Lithuanian and English, and the table of contents shall be written in Lithuanian and English.

4. It is recommended that the dissertation contains the following chapters:

4.1. Introduction. It states the research problem, defines the relevance of the research, the object and the aim of the research, the objectives for achieving the aim, specifies the applied research methods, describes the scientific novelty of the dissertation, and the theoretical and applied significance of the research formulates the defended statements, describes the validation of the dissertation in research journal articles, provides a list of the projects carried out by the author and describes the dissertation organisation. The recommended length of the introduction is up to 5 pages.

4.2. An analytical review of articles in research publications on the subject of the dissertation. The aim and the objectives of the dissertation are formulated following this review. The length of the review chapter is up to 20-25% of the dissertation text, excluding the summary and the list of references.

4.3. Methodology and theoretical study chapter. This chapter explains the author’s proposed research methods or provides a reasoned choice of research methods used by other authors. It assesses the reliability of the methods used and the limitations of their application. This chapter may describe the theoretical study conducted using the chosen research methods. It also presents and discusses, generalises the obtained results, and assesses their reliability and their relationship with the results of other researchers.

4.4. The experimental chapter. It describes the author’s natural experiments and discusses the findings, supporting their validity. The results obtained experimentally are compared with the results obtained through theoretical studies and by other researchers. Conclusions are presented at the end of each of the main chapters of the dissertation.

4.5. General conclusions and, where appropriate, recommendations. The conclusions should discuss the fulfilment of the dissertation’s aim and the results of the addressed objectives, the originality and academic innovation of the obtained results, and the possibilities and benefits of their application. If necessary, recommendations for the theoretical and practical application of the results should be included. The general conclusions may not include statements that are common knowledge or that are trivial. The conclusions of the dissertation must be not only qualitative but also quantitative.

4.6. List of references. The list of references cited in the text of the dissertation should include not only primary sources on the dissertation topic, but also journal articles and, where appropriate, patents published in the last few years on the topic of the dissertation. The list of references should contain approximately 100-200 sources.

4.7. A list of articles published (or, if the article has a DOI number, accepted for publication) by the author in research journals and other publications on the topic of the author’s dissertation that have not been included in an already defended dissertation. This list shall include patents and patent applications obtained by the author.

4.8. A list of conferences where the results of the dissertation research have been presented.

4.9. A curriculum vitae, including details of the candidate's academic and creative activities, as well as details of their studies, qualifications, employment, placements in Lithuanian and foreign research and academic institutions, and participation in scientific and other projects.

5. When the body of the dissertation or the research monograph defended as a dissertation is written in Lithuanian, the abstract must be written in English, and when the body of the dissertation is written in English or another language, the abstract must be written in Lithuanian. If the dissertation is written in a language other than Lithuanian or English, two abstracts shall be produced in both Lithuanian and English.

6. The Annexes to the dissertation, which must include a declaration of integrity and copies of, or references to, the author's articles in research journals on the subject of the dissertation, shall be recorded on a CD accompanying the dissertation.

7. Examples of how to format a doctoral dissertation are available on the internal Web pages of the Joint Doctoral Institutions.

FIRST AND SECOND SAMPLE PAGES OF A DISSERTATION

NAME OF THE DOCTORAL CANDIDATE'S INSTITUTION

FULL NAME

TITLE OF THE DOCTORAL DISSERTATION

Doctoral Dissertation

_____ area of science

_____ field of science (____)

20__, Vilnius

The dissertation was prepared in 20__-20__ at Vilnius Gediminas Technical University (or another Joint Doctoral Institution).

If the dissertation is defended by an external candidate, please insert “Dissertation defended by an external candidate”

~~Research~~ Supervisor:

~~Research~~ Consultant:

The dissertation shall be defended before the Dissertation Defence Board of _____ science field of Vilnius Gediminas Technical University (or other Joint Doctoral Institution):

Chairperson

Members:

The dissertation shall be defended in a public meeting of the Dissertation Defence Board of _____ field of science on the ____ of _____ 20__ am/pm in the Senate (or other meeting venue) of Vilnius Gediminas Technical University (or other Joint Doctoral Institution).

Address: Saulėtekio Ave. 11, LT-10223 Vilnius, Lithuania.

Tel: (8 5) 274 4952; Fax: (8 5) 270 0112, Email: doktor@vilniustech.lt

Notices of the dissertation defence were sent on the ____ of _____ 20__.

The dissertation is available at the repository of Vilnius Gediminas Technical University (or other Joint Doctoral Institution) at <http://dspace.vgtu.lt> and at the library of Vilnius Gediminas Technical University (Saulėtekio Ave. 14, Vilnius, LT-10223 Vilnius, Lithuania), as well as at other Joint Doctoral Institutions.

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DECLARATION OF INTEGRITY BY THE DISSERTATION'S AUTHOR

I, _____, hereby declare that I have prepared the doctoral dissertation on the topic _____ in accordance with the requirements of the Regulations for Doctoral Studies. Any direct or indirect use of other authors' ideas or graphic material is acknowledged with references to the used sources. My personal contribution to the articles published with my co-authors and, if the article has a DOI number, accepted for publication in research journals on the subject of the dissertation is acknowledged by the co-authors of those articles.

In addition to my research supervisor, I received advice on my dissertation and the manuscript from _____.

Other persons not named here have not contributed to the doctoral dissertation.

The dissertation has not yet been submitted for defence as a doctoral thesis in Lithuania or abroad in this or a comparable form, and the articles I have included in the dissertation have not been submitted to research journals as part of other co-authored and defended dissertations.

(signature)

(full name)

_____ of _____ 20____.
