

**REGULATIONS ON DOCTORAL STUDIES IN THE FIELD OF  
EDUCATIONAL SCIENCES AT  
LITHUANIAN UNIVERSITY OF EDUCATIONAL SCIENCES,  
KAUNAS UNIVERSITY OF TECHNOLOGY,  
LITHUANIAN SPORTS UNIVERSITY AND  
ŠIAULIAI UNIVERSITY**

**I. GENERAL PROVISIONS**

1. Regulations of Doctoral studies in the field of Educational Sciences at Lithuanian University of Educational Sciences, Kaunas University of Technology, Lithuanian Sports University and Šiauliai University (hereinafter “Regulations”) are formulated relying on the Decision on Science Doctoral studies No. 561 of 12 May 2010 of the Government of the Republic of Lithuania (hereinafter “Science Doctoral studies”).
2. These Regulations set procedures of doctoral studies in the field of Educational Studies, doctoral students’ scientific research, dissertation preparation, defence, and science doctoral degree award at Lithuanian University of Educational Sciences, Kaunas University of Technology, Lithuanian Sports University and Šiauliai University (hereinafter “**Doctoral Institutions**”).
3. The purpose of the doctoral studies is to prepare scientists that are able to carry out scientific and experimental (social, cultural) development work and solve scientific problems independently. The doctoral studies shall ensure sufficient competence for a person who has completed the programme and has been awarded a doctoral degree: most advanced knowledge of research work, educational sciences and their relations with other fields of social sciences as well as with other science fields; knowledge, transferred and special skills to solve problems of scientific research and other areas, expand current knowledge or professional practice; the ability to work independently, as well as knowledge and know-how of science and profession pursuing to create new ideas and knowledge.
4. A person may be awarded a doctoral degree after having completed full time (up to 4 years) or part-time (up to 6 years) doctoral studies successfully, prepared a dissertation and defended it, or defended a dissertation prepared on a non-resident basis.
5. Key terms that shall be used in the regulations:

**A Doctoral Student** shall be a student and a researcher of the third study cycle.

**A Doctoral Student’s Scientific Supervisor** (hereinafter called the “Supervisor”) shall be a scientist carrying out research on a dissertation topic, meeting set qualification requirements and supervising a doctoral student’s studies and scientific research.

**A Doctoral Student’s Work Plan** shall be an individual doctoral student’s work plan that includes stages and deadlines of doctoral studies, scientific research and dissertation writing.

**A Doctoral Committee** (hereinafter called the “**Committee**”) shall be a group of scientists of international level responsible for the pursuance of doctoral studies.

**A Researcher Carrying out Scientific Research of a High International Level** shall be a researcher meeting not lower than the senior researcher qualification requirements<sup>1</sup> and participating in the process of doctoral studies, international projects, scientist exchange programmes and/or other international scientific and experimental activities.

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<sup>1</sup> Minimum qualification requirements for the positions of scientific workers at state institutions of science and studies approved by Decision No. VII-20, Section 4.1. of the Research Council of the Republic of Lithuania on 12 October 2009.

**A Defence Board** (hereinafter called the “**Board**”) shall be a group of scientists formed by the doctoral Committee that, after having examined a dissertation submitted for its defence, evaluated its quality and adequacy to the set dissertation requirements, and a doctoral student’s scientific competence, decides whether the candidate shall be awarded a doctoral degree.

**Coordinating University** shall be a university appointed by the agreement of doctoral institutions that on behalf of partner institutions shall submit an application for granting the joint right of doctoral studies and shall coordinate the process of the implementation of joint doctoral studies.

**Partner Institution of Joint Doctoral Studies** shall be an institution of joint doctoral studies except the Coordinating University.

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

**The Office of Research** shall be a unit of the Partner Doctoral Institution that organizes doctoral activities.

**Joint Order** shall be the order signed by the Rectors of partner institutions of joint doctoral studies.

6. The Doctoral Institutions shall secure the transfer of personal data of doctoral students and candidates on a non-resident basis by procedures established by legal acts.
7. The Committee of the field of Educational Sciences shall consist of 13 scientists from all the Doctoral Institutions. A scientist shall be a member of not more than two Committees.
8. Having acquired the right of doctoral studies in the field of Educational Sciences, the composition of the Doctoral Institution’s Committee shall be confirmed by the order of the Rectors of Doctoral Institutions. The Committee shall select a chairperson during its first session. The Committee chairperson is elected in the rotation from each Doctoral Institution for three years.
9. The composition of the Committee and changes of the Regulations shall be handled together with the Research council of the Republic of Lithuania and confirmed by the order of the Rectors of Doctoral Institutions.
10. A doctoral dissertation shall be defended and a science degree awarded by the Defence Board in the field of Educational Sciences that shall be formed for the defence of a particular dissertation after the dissertation has been completed and submitted for the defence. The Board shall be formed by the Committee from not less than three members.

## **II. COORDINATION OF DOCTORAL STUDIES**

11. The process of doctoral studies shall be monitored by the **Coordinating University of Joint Doctoral Studies**.
12. The Coordinating University shall:
  - 12.1. report about the implementation of doctoral studies to Lithuanian Research Council, RL Ministry of Education and Science, Centre for Quality Assessment in Higher Education and other institutions;
  - 12.2. administer and distribute the state funds confirmed by the joint order for partner institutions intended for the implementation of joint doctoral studies as provided for in the Agreement of Joint Doctoral Activity;
  - 12.3. collect information about the procedure of joint doctoral studies;
  - 12.4. administer and store the minutes of Committee meetings and other documents;
  - 12.5. prepare materials for partner institutions of Joint Doctoral Studies in regard to Committee documents;
  - 12.6. collect documents from partner institutions of Joint Doctoral Studies and transfer them to the Committee;

- 12.7. announce and organise a competition of dissertation topics and Scientific Supervisors;
  - 12.8. announce and organise open competition for admission to doctoral studies;
  - 12.9. administer the production of the forms of doctor's diploma.
13. An Institution of Joint Doctoral Studies shall:
- 13.1. participate in the announcement and organisation of the competition of dissertation topics and Scientific Supervisors;
  - 13.2. implement doctoral studies in collaboration with other partner institutions of Joint Doctoral Studies;
  - 13.3. administer state budget funds of the institutions of Joint Doctoral Studies meant for the implementation of doctoral studies and grants scholarships to doctoral students;
  - 13.4. receive documents of the applicants to doctoral studies and transfer them to the Coordinating University;
  - 13.5. prepare and submit reports to the Coordinating University about the procedure of doctoral studies;
  - 13.6. organise the publication of doctoral dissertations and their summaries following the form of approved by the Committee, as well as organise the defence of doctoral dissertations;
  - 13.7. administer and store the files of doctoral students;
14. The Committee shall coordinate doctoral studies and scientific research.
15. The Doctoral Committee shall:
- 15.1. ensure the quality of doctoral studies: it shall annually assess the condition of the doctoral studies in the field of Educational Sciences in the institutions of Joint Doctoral Studies, shall analyse experience in doctoral studies and the quality of defended dissertations in the institutions of Joint Doctoral Studies, as well as shall render conclusions and recommendations to the Senates and Rectors of the partner institutions of Joint Doctoral Studies regarding the quality of doctoral studies;
  - 15.2. implement the competition of dissertation topics and Scientific Supervisors;
  - 15.3. implement the admission to doctoral studies;
  - 15.4. consider and confirm candidacies of scientific supervisors and consultants, as well as consider and confirm their replacement;
  - 15.5. under special circumstances, assess the conformance of the level of scientific research and researchers of the departments participating in the process of doctoral studies to qualification requirements;
  - 15.6. confirm the programme of doctoral studies in the field of Educational Sciences, its changes, doctoral students' individual plans for studies and scientific research, as well as examination boards;
  - 15.7. conduct the assessment of doctoral students;
  - 15.8. assess the prepared doctoral dissertations and render them for defence;
  - 15.9. form a defence board for individual doctoral students and submit it for approval to the **Rector of the doctoral student's institution.**
16. The documents of the Committee shall be handled by the Office of Research of the Coordinating University.
17. The Committee's resolutions shall be valid when no less than a half of its members (including those participating via teleconferencing) participate in the meeting. The resolution shall be considered as enacted provided more than a half of Committee members vote in its favour. The minutes of the Committee meeting shall be secured for 6 years at the Office of Research of the Coordinating University, and later in the archives of the Coordinating University.
18. The departments / scientific units of the partner institutions of Joint Doctoral Studies shall be liable for the organisation and quality of doctoral studies and scientific research. The units shall:
- 18.1. on the basis of the proposition of the scientific supervisor, render a proposal for the Committee to approve of the doctoral student's study programme, as well as the individual plans for studies and scientific research;
  - 18.2. ensure the monitoring of studies and dissertation preparation, as well as promote the mobility of a doctoral student;

- 18.3. provide its conclusion regarding the quality of a doctoral student's studies and scientific research results for the doctoral attestation board;
- 18.4. after a doctoral student has prepared a dissertation, organise its primary considerations and provide the Committee with conclusions concerning how the doctoral dissertation meets requirements for doctoral dissertations.

### **III. ADMISSION TO DOCTORAL STUDIES**

19. Persons holding a Master's degree or its equivalent may participate in the open competition to the doctoral studies in the field of Educational Studies.
20. Admission to the doctoral studies at institutions of Joint Doctoral Studies shall be implemented according to the annually allocated quota confirmed by the Ministry of Education and Science (hereinafter "the Ministry").
21. Not later than a month before the announcement of admission to the doctoral studies, a competition of doctoral dissertation topics and doctoral supervisors shall be announced. The topics shall correspond to the fields of scientific research carried out by the Doctoral Institutions. The process and conditions of the competition shall be confirmed by the Joint Order.
22. The competition shall be organized by the Office of Research of the Coordinating University and pursued by the Committee. Relying on competition procedures of the Committee, a list of selected doctoral dissertation topics of the Doctoral Institutions and doctoral supervisors shall be finalized by the minutes of the Committee, signed by the Committee chairperson and the meeting secretary. The Committee shall present the minutes of the meeting, concerning the dissertation topics and supervisors, to the Office of Research of the Coordinating University, responsible for the announcement of the list of dissertation topics, selected during the competition, on the web pages of the Doctoral Institutions.
23. The Doctoral Institutions, by the Committee's proposal, shall announce an open competition for the admission to doctoral studies and the entry conditions. The competitions shall be implemented for individual topics submitted by Doctoral Institutions provided they conform to the essential criteria set by the Committee.
24. An applicant shall apply to the Rector of the Doctoral Institution for participation in the open competition for the doctoral studies. The application may be submitted at every Office of Research of the Doctoral Institutions. Alongside with the application form, which indicates the field of doctoral studies, form and preferred dissertation topics by order of priority (not more than two), the following documents shall also be submitted:
  - 24.1. a master's degree or its equivalent qualification diploma, its appendix (the originals and their copies; the originals shall be returned immediately) and a certificate of recognition of higher education qualifications acquired abroad, issued by the Centre for Quality Assessment in Higher Education;
  - 24.2. two references written by scientists in the field of Educational Sciences;
  - 24.3. a curriculum vitae;
  - 24.4. a list of scientific works and their copies;
  - 24.5. other documents indicated in the conditions of application to the doctoral studies.
25. Applicants from other fields than Educational Sciences shall additionally take an examination on Education in accordance with the procedure established by the Committee; the applicants that have received positive evaluation shall continue their participation in the competition as established above.
26. Admission to doctoral studies shall be organised after receiving the allocated quota for doctoral studies. It shall be organised by the Office of Research of the Coordinating University and pursued by the Committee. Relying on the competition procedures, applicants shall be accepted to carry out research on separate topics offered by Doctoral Institutions. All the applicants shall participate in a motivational interview with the Committee members.

27. The Rectors of the Doctoral Institutions or their authorised representatives shall sign bilateral agreements of a set format with the persons who, according to the competition procedures, have been accepted full-time or part-time doctoral studies in the field of Educational Sciences.
28. Selection criteria for applicants to the doctoral programme shall be as follows:
  - 28.1. correspondence of scientific experience and scientific publications to the selected topic;
  - 28.2. publications, evaluated by assigning points, according to methodology of scientific production evaluation, approved by the Minister of Education and Science of the Republic of Lithuania;
  - 28.3. the average of the final thesis and grades received by an applicant in master's degree studies or one cycle higher education studies;
  - 28.4. a motivational interview and other criteria approved by the Committee.
29. The selection criteria, their weight ratios and competition score shall be approved by the minutes of the Committee every academic year.
30. On the basis of the selection criteria, the Committee shall evaluate candidates by assigning points and establishes the priority order for the Doctoral Institutions' topics according to the highest competition score, yet not lower than established by the Committee. The competition lists of these candidates and a resolution regarding a proposal to accept or not to accept to the doctoral studies shall be finalized by the minutes of the Committee. They shall be signed by the chairperson of the Committee and the meeting secretary. The Committee shall present the minutes of the meeting to the Office of Research of the Coordinating University.
31. On the basis of the minutes of the Committee, the candidates shall be accepted to the doctoral studies according to the orders of the Rectors of the Doctoral Institutions by indicating the science area, the funding type, the Doctoral Institution, the dissertation topic and the doctoral study form.
32. If any vacant positions are left after the admission, the Office of Research of the Coordinating University may organise a second admission stage pursued in the same procedure.
33. The applicants who are not accepted to the state funded study positions may choose paid doctoral studies as proposed by the Committee and pay a fixed doctoral study tuition fee to the Doctoral Institution with which the applicant shall sign a study agreement.
34. The European Union (hereinafter "EU") citizens participate in the competition following the same procedure.
35. The applicants to the doctoral studies who are citizens of foreign countries (not the European Union countries), hold a master's degree or its equivalent higher education diploma, together with the documents stated in section 27 submit a certificate of recognition of their higher education qualifications acquired abroad and pay a doctoral study fee fixed by the Doctoral Institution with which the applicant shall sign a study agreement.
36. Non-EU citizens that are accepted to doctoral studies shall receive permission for residence in the Republic of Lithuania in accordance with the law.
37. Doctoral studies are pursued in the Lithuanian language or another language approved by the Committee.
38. Not later than in two weeks' time after the beginning of the academic year, the Committee shall convene newly accepted doctoral students and supervisors, who have won the competition of dissertation topics, to the Committee meeting/s. The supervisors shall be assigned to the newly accepted doctoral students.
39. On the basis of the Committee's recommendations, the Rectors of the Doctoral Institutions shall issue an order confirming the doctoral student's scientific supervisor, and assigning the doctoral students to scientific units.
40. The file of a person who has not been accepted to the doctoral studies shall be secured for a year at the Office of Research of the Coordinating University and later at the archive of the Coordinating University.
41. A person, who has applied for participation in the admission process to doctoral studies and has not been accepted, in three days after the announcement of the minutes of the Committee may:
  - 41.1. submit a motivated application or appeal to the Committee;

- 41.2. after receiving a negative response from the Committee, in three days s/he may appeal to the Rector of the Doctoral Institution.

### **III. SCIENTIFIC SUPERVISION OF DOCTORAL STUDENTS**

42. A scientific supervisor (hereinafter “the Supervisor”) supervises the doctoral student’s studies and scientific research. The supervisor may supervise not more than five doctoral students at the same time.
43. A supervisor shall meet requirements for not lower than the senior researcher<sup>2</sup> and participate in the process of doctoral studies, in international scientific-expertise activities.
44. If needed, doctoral students’ consultants (not more than two) shall be appointed who may also be scientists of another field (branch). The doctoral consultants may be assigned not earlier than the approval of the topic.
45. Doctoral students’ consultants shall meet requirements for not lower than the senior researcher<sup>3</sup> and participate in the process of doctoral studies, in international scientific-expertise activities.
46. The process of approval of doctoral students’ consultants (if, according to the doctoral student, supervisor and the Committee, they are needed) shall be the same as the one of a doctoral supervisor.
47. A Supervisor shall:
- 47.1. formulate the dissertation together with the doctoral student;
  - 47.2. consult the doctoral student in designing the individual study programme and work plan;
  - 47.3. be responsible for the objective evaluation of the implementation of the work plan;
  - 47.4. suggest candidates for consultant positions, if they are necessary;
  - 47.5. provide a doctoral student with methodological and organisational assistance, as well as supervise the doctoral student’s scientific activities and dissertation preparation;
  - 47.6. for every doctoral student’s assessment present his/her own conclusion concerning the doctoral student’s study and scientific research results and expedience to continue the doctoral studies.
48. A doctoral student’s consultant shall consult the doctoral student in a particular research field.
49. The doctoral student shall have a right to make a motivated request, addressed to the Committee to replace his/her Supervisor. The Committee shall discuss the request in 1 month and announces a competition for the position of the doctoral student’s supervisor. The newly appointed supervisor shall be approved by the Rector of the Doctoral Institution upon the Committee’s proposition. If the Committee does not grant a suit, the Supervisor shall continue the supervision.
50. A Supervisor shall have a right to make a motivated request to terminate supervision of a doctoral student. The Committee shall discuss the request in 1 month and announces a competition for the position of the doctoral student’s supervisor. The newly appointed supervisor shall be approved by the Rector of the Doctoral Institution upon the Committee’s proposition. If the Committee does not grant a suit, the Supervisor shall continue the supervision.

### **IV. DOCTORAL STUDY PROGRAMME, INDIVIDUAL STUDY PROGRAMME AND WORK PLAN OF A DOCTORAL STUDENT**

51. The doctoral studies shall consist of not less than four study subjects, the total volume shall be not less than 30 ECTS credits. The programme shall consist of the study subjects in the field of doctoral studies, alternative branches / topic areas in the field of doctoral studies, as well as

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<sup>2</sup> Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-20, Section 4.1 of the Lithuanian Research Council on 12 October 2009.

<sup>3</sup> Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-20, Section 4.2 of the Lithuanian Research Council on 12 October 2009.

elective study subjects and the ones of other relevant scientific fields. Two study subjects in the field of Educational Sciences that are assigned by the Committee shall be compulsory to all doctoral students. Other study subjects may be offered by the Supervisor, the department, scientific unit or the Committee. A doctoral student, after having coordinated it with his/her Supervisor and the Committee, registers the planned study subjects into his/her individual study programme. The credits may be earned while participating in international schools for doctoral students, when a doctoral student pursues partial studies abroad. A resolution regarding the credit recognition shall be made by the Committee.

52. The study programme in the field of Educational Sciences shall be confirmed by the Committee and presented to the Offices of Research of the Doctoral Institutions.
53. Lectures in doctoral studies shall be delivered by university teacher having a scientific degree and meeting the requirements for not lower than the senior researcher<sup>2</sup>, whose scientific research and publications over the past five years comply with the topics of the delivered study subjects. Under exceptional conditions, the Committee shall render permission to highly competent lecturers from foreign scientific and educational institutions to teach in the doctoral studies, their qualification being lower than set in formal requirements.
54. The pursuance of the doctoral study programme shall be coordinated by the Committee.
55. A doctoral student and the Supervisor shall formulate the dissertation topic, as well as develop the individual study programme and work plan not later than one month after the approval of the Supervisor.

## **V. EXAMINATION AND ASSESSMENT OF A DOCTORAL STUDENT**

56. Studies of every subject/module shall be completed by taking an examination. There shall be not less than two examiners. The composition of the examination board shall be approved by the Committee and confirmed by the Vice-Rector of the Doctoral Student's Institution. The examination board members may be appointed university teachers who have taught the study subject/module, the Committee members, as well as other scientists, active specialists of the field (who may be from other science and study institutions), including Supervisors and consultants. Examination papers shall be secured in the personal files of doctoral students.
57. Full-time doctoral students shall pass exams over the first three semesters, while part-time study doctoral students over the first four semesters of the doctoral studies.
58. Taking into consideration a doctoral student's request and the Supervisor's approval, the Committee may recognise earlier passed examinations of subjects studied at other doctoral study programmes.
59. On deadlines set by the Committee, a doctoral student shall report at the department/scientific unit of the Doctoral Student's Institution not less than once a year. The department/scientific unit, at the presence of the doctoral student and the Supervisor, after having evaluated the pursuance of the doctoral student's work plan, shall present the required documents and its conclusion to the Committee.
60. The Committee shall assess a doctoral student positively or negatively (hereby suggesting withdrawal from the doctoral studies) or suggests postponing the assessment for not longer than 3 months. . The doctoral student and his/her Supervisor may be invited to participate in the Committee meeting.
61. Provided a doctoral student shall deliberately refuse to pursue the requirements of scientific research programme, by recommendation of the Supervisor or the head of the unit, an extraordinary assessment may be initiated.
62. A negatively assessed doctoral student shall be expelled from the doctoral studies by the order of the Rector of a Doctoral Institution.
63. The Rector of a Doctoral Institution, after having received a motivated request from a doctoral student (due to a sick leave, maternity leave, etc.), the approval of the Supervisor and the department/scientific unit, by order may render or prolong academic leave for a year; as well as

may extend the deadlines of examinations and annual assessment noted in the individual study programme.

## **VI. ANNUAL DURATION OF STUDIES, STUDY TRIPS, SCHOLARSHIPS, APEALS AND OTHER CONDITIONS**

64. The annual studies shall cover two semesters in accordance with the order established by the Committee.
65. Individuals, who are accepted to full-time state funded doctoral study positions, over the period of their studies shall be paid a scholarship fixed by the Government of the Republic of Lithuania. The scholarship shall be paid by the **Doctoral Student's Institution**.
66. When the doctoral studies are suspended temporarily and when the student returns to continue the doctoral studies not on the first or the last days of the month, not all the days of that month shall be included into the length of the doctoral studies and a corresponding part of the scholarship shall be paid to the doctoral student for them.
67. A doctoral student may carry out scientific research or study part-time at other state or foreign institutions. This period shall be included into the total length of the doctoral studies; the person is paid a full scholarship. The student goes on such trips by the order of the Rector of the **Doctoral Student's Institution** or his/her authorised representative, after the student has delivered an application of a set format coordinated with the doctoral student's Supervisor and administration of the unit. The trip expenses may be covered by projects or programmes administered by the Lithuanian Research Council, the unit of the Doctoral Student's Institution, the receiving institution or other sources.
68. A pedagogical internship of not more than 100 hours per year may be scheduled for doctoral students at an institution of higher education (except those in their first and last year of studies).

## **VII. DISSERTATION PREPARATION AND EXAMINATION**

69. A scientific doctoral dissertation shall consist of the dissertation text, its summary and copies of scientific publications on the dissertation topic, written by the person (hereinafter "Dissertation Candidate") who has submitted the dissertation for defence.
70. A scientific monograph that a Dissertation Candidate has written without co-authors may also be submitted for defence as a scientific doctoral dissertation. A summary of the monograph shall also be submitted. In this case, other scientific publications may be submitted if they are necessary to reveal the dissertation topic.
71. In the dissertation, the Dissertation Candidate shall define the aim, indicate objectives and scientific novelty of the work, review research on the dissertation topic carried out in the world, describe the research methods used, discuss the obtained research results, justify their reliability and relation with data of other researchers, make conclusions, and include other aspects that the Dissertation Candidate considers important. Together with the dissertation, a list of scientific conferences where the dissertation research results were presented, as well as a description of the dissertation candidate's life, scientific and creative activities – *curriculum vitae* shall be submitted.
72. The dissertation text shall be written in Lithuanian or another language if the Committee approves of it. The summary of the dissertation or scientific monograph that is to be defended as a dissertation shall be written in a language different from the text of the dissertation or monograph. In cases when the text of the dissertation or monograph is written not in Lithuanian, the summary shall be written in Lithuanian. The dissertation shall be written in the correct language.



73. In the dissertation and its summary, the Supervisor and consultants shall be indicated, while in the summary the composition of the Board shall be indicated in addition to this. If the Supervisor of a doctoral student has been replaced, the previous Supervisor and the period of supervision shall be indicated. Specific requirements shall be raised for dissertations, and examples of the first and second dissertation and its summary pages are presented in Appendix I.
74. A doctoral student may apply for dissertation defence when she/he:
- 74.1. passes all the examinations outlined in the doctoral student's study programme;
  - 74.2. publishes the most important research results in not less than two articles published in peer-reviewed scientific journals or presents a scientific monograph;
  - 74.3. presents research results at international scientific events (conferences, symposiums, seminars, etc.);
  - 74.4. prepares a dissertation and its summary according to the requirements specified in Appendix I.
75. A doctoral student shall present a prepared dissertation to the meeting of the department/scientific unit of **the Doctoral Student's Institution** at the presence of the Supervisor and consultants. The department/scientific unit shall assess the dissertation, its summary project, scientific articles published by the doctoral student, the achieved scientific qualifications, and present its conclusion to the Committee. The Office of Research of **the Doctoral Student's Institution** shall transfer the documents of the doctoral dissertation examined by department/scientific unit to the Committee.
76. A doctoral student from the Doctoral Institutions or other Lithuanian or foreign science institutions shall fill in an application form addressed to the Rector of Doctoral Student's Institution/Doctoral Institution seeking for a permission to defend a doctoral dissertation and submit it to the Office of Research of the Doctoral Student's Institution/the Doctoral Institution alongside with the following documents:
- 76.1. copies of a master's degree (or an equivalent degree) diploma and its appendices (doctoral students from the Doctoral Institutions do not need to submit them; it shall be done by the Office of Research of Doctoral Student's Institution on the basis of the documents submitted for admission);
  - 76.2. a list of published scientific works on his/her dissertation topic and copies of these works (if a work has not been published yet, there shall be attached a note from the editorial review board of a journal stating that the article shall be published);
  - 76.3. a description of the dissertation candidate's life, scientific and creative activities – *curriculum vitae*;
  - 76.4. confirmed copies of examination papers that were passed in the doctoral study programme (doctoral students from the Doctoral Institutions do not need to deliver them; it shall be done by the Office of Research of **the Doctoral Student's Institution** on the basis of the documents secured in the doctoral student's file and data base records);
  - 76.5. a printed doctoral dissertation (2 copies) and its summary project (2 copies);
  - 76.6. an extract from the minutes concerning dissertation evaluation obtained from the department or another unit in which the dissertation was written (if the extract is delivered to the Office of Research within the period of doctoral studies, it is not necessary to deliver its copy as it is done by the Office of Research of the Doctoral Student's Institution);
  - 76.7. the reviews of the Supervisor and consultants (if the reviews are delivered to the Office of Research, it is not necessary to deliver their copies as it is done by the Office of Research of **the Doctoral Student's Institution**).
77. The Office of Research of **the Doctoral Student's Institution**, after having found that the delivered documents meet the set formal requirements, shall submit the application together with its appendices to the Rector of **the Doctoral Student's Institution**.
78. The Rector of **the Doctoral Student's Institution** or his/her authorised representative shall direct a doctoral student's application and other documents listed in section 75 to the Committee.

79. After having received the prepared dissertation, the chairperson of the Committee, upon the agreement of the Committee, shall appoint two reviewers from the Committee members. If needed, one reviewer shall be appointed from outside the Committee.
80. The chairperson of the Committee shall convene a Committee meeting where a Dissertation Candidate and the Supervisor participate. The Committee shall hear the doctoral student's presentation about the dissertation work, reviews by the appointed reviewers about the presented dissertation and the doctoral student's (doctoral candidate's) responses to the reviewers' comments; as well as the Supervisor's review of the dissertation.
81. The Committee shall evaluate whether the doctoral dissertation conforms to sections 19-21 of the Provisions for Scientific Doctoral Studies, and whether the doctoral student has fulfilled the requirements outlined in section 24 of the Provisions for Scientific Doctoral Studies.
82. If the dissertation does not comply with the requirements outlined in the Provisions for Scientific Doctoral Studies, it shall not be submitted for defence.
83. If the dissertation complies with the requirements outlined in the Provisions for Scientific Doctoral Studies, the Committee shall set up a Defence Board, which shall be confirmed by the **Rector of the Doctoral Student's Institution** in which the dissertation was prepared.
84. Having decided that the dissertation may be submitted for defence, the Committee shall:
  - 84.1. decide whether an open or closed session will be held at the Defence Board;
  - 84.2. set up a Defence Board, which shall be confirmed by the Rector of **the Doctoral Student's Institution**;
  - 84.3. (in cooperation with the Office of Research of **Doctoral Student's Institution**) foresee the procedure to collect the necessary documents, such as agreements of the intended Members of the Board and the documents proving the adequacy of their qualification to the set requirements (lists, certificates, and etc.);
  - 84.4. confirm a list of institutions to which the summary of the dissertation shall be sent;
  - 84.5. propose time and date of the dissertation defence;
  - 84.6. prepare a recommendation to the Rector of **the Doctoral Student's Institution** and transfer it to the Office of Research of the Coordinating University;
  - 84.7. transfer the documents of the dissertation examination at the Committee meeting and the Committee's recommendation to defend the doctoral dissertation to the Office of Research of **the Doctoral Student's Institution**.
85. The Committee organises the Defence Board (hereinafter "the Board") from not less than three members that are scientists conducting scientific research at an international level. The Board members shall be scientists of that area and have no joint publications with the doctoral student. There shall be no conflict of interest between The Board members and the doctoral student or her/his Supervisor. The doctoral student's Supervisor (in case of part-time studies – the consultant) shall not be the Board members. Not less than one member of the Board shall be from a foreign academic and research institution. At least two Board members shall be scientists from other than **the Doctoral Student's Institution**. If the research crosses the boundaries of the science fields, the Defence Board shall be composed of not less than five members, two of whom shall be scientists representing the crossing fields of science. By the Committee's recommendation, the composition of the Board and its chairperson shall be approved by the Rector of the Doctoral Student's Institution.
86. The Board members shall submit their written reviews on the dissertation to the Office of Research of the Doctoral Student's Institution not later than five working days before the defence of the doctoral dissertation. A person who is to defend the dissertation has the right to familiarize him/herself with the reviews.
87. The Office of Research of the Doctoral Student's **Institution**, after having reviewed the documents, shall prepare a draft of the order of the Rector of the **Doctoral Student's Institution** or the authorised representative, by which the Board, dissertation defence date and place shall be confirmed.
88. When the Rector or the authorised representative of the **Doctoral Student's Institution** signs the order confirming the Board, the date and place of the dissertation defence:

- 88.1. a doctoral student shall finish preparing the summary of the dissertation;
  - 88.2. the Office of Research of **the Doctoral Student's Institution** shall organize publication of the dissertation and its summary at the set number of copies;
  - 88.3. the Office of Research of **the Doctoral Student's Institution**, not later than a month before the dissertation defence, shall send a copy of the dissertation and its summary to every member of the Board, as well as a copy of the summary of the dissertation to every institution from the list confirmed by the Committee;
  - 88.4. The Office of Research of the Doctoral Student's Institution shall announce the dissertation defence on the website of the Doctoral Student's Institution, the website of the Coordinating Institution and the Lithuanian Research Council. In addition to this, an announcement about the dissertation defence may be made in press. In the announcement, the doctoral candidate's name and surname, institution, in which the dissertation has been written, the title of the dissertation, defence time and place, Supervisor, Board members, science areas and institutions represented by them, and a web page address of the Doctoral Student's Institution where the dissertation is announced shall be indicated;
  - 88.5. the Office of Research of **the Doctoral Student's Institution** shall deliver the dissertation to be defended to the libraries of the Doctoral Institutions.
89. Expenses of printing and sending out the submitted dissertations and their summaries written by doctoral students shall be covered from the funds of the Doctoral Student's Institution obtained in accordance with the financial agreement on implementing doctoral studies signed by the Coordinating University and Partner Institutions of Joint Doctoral Studies.
  90. A dissertation shall be defended at an open/closed session of the Board according to regulations of the board for doctoral dissertation defence in the field of Educational Sciences (*Appendix 2*).
  91. The defence session shall proceed in Lithuanian. Upon the Committee's decision, the session may proceed in another language. In this case, when another language is used in the session, it shall be translated into Lithuanian. The session shall be lead by the chairperson of the Board. The session shall be valid if attended by more than a half of the Board's members (including those participating via video conferencing). Dissertation reviews written by the Board members who do not participate in the session and other received reviews of the dissertation shall be read in the session.
  92. After the dissertation defence, all the defence documents shall be submitted to the Office of Research of the **Doctoral Student's Institution**, including the minutes of the session and the decision of the Board on whether to award the dissertation candidate the doctoral degree. On the basis of this decision, the Office of Research of the Coordinating University shall issue a diploma of Doctor's degree.
  93. The dissertation that can contain confidential state, professional or commercial information, shall be defended at the closed session of the Board.
  94. If the Board decides not to award the Doctor of Science degree, a corrected and (or) revised dissertation may be submitted for its defence not earlier than after one year. In this case, the Doctor's degree shall be acquired on a non-resident basis according to the requirements of Section VIII of these regulations. If a fact of scientific dishonesty (plagiarism, etc.) is found, the dissertation shall not be defended.
  95. **The Doctoral Student's Institution**, in compliance with the set order and not later than in 10 working days after the open dissertation defence session, shall inform the Lithuanian Research Council about the defended dissertation. In two weeks after the open dissertation defence session, one copy of the defended dissertation shall be submitted to Martynas Mažvydas National Library of Lithuania and the dissertation uploaded on the Lithuanian Electronic Thesis and Dissertation (ETD) data base.
  96. A registered diploma awarding the Doctor of Science degree shall be granted at the Senate meeting of the Doctoral Student's Institution after the dissertation has been uploaded on the Lithuanian Electronic Thesis and Dissertation (ETD) data base.

97. The file of a person who has defended the doctoral dissertation shall be secured for a year at the Office of Research of **the Doctoral Student's Institution**, and later transferred to the archive of the Doctoral Student's Institution. The file shall include:
- 97.1. a request for permission to defend the dissertation, related documents and the Committee's recommendation to defend the doctoral dissertation;
  - 97.2. an agreement to upload the dissertation on the Lithuanian Electronic Thesis and Dissertation (ETD) data base in 2 weeks after the dissertation defence session;
  - 97.3. documents on the composition of the Board;
  - 97.4. the list of addressees the summary of the dissertation was sent to;
  - 97.5. documents confirming the transfer or sending of the dissertation to Martynas Mažvydas National Library of Lithuania;
  - 97.6. the minutes of the dissertation defence session;
  - 97.7. the decision of the Board regarding the award of the Doctor of Science degree;
  - 97.8. a copy of the Doctor's diploma.
98. If a doctoral student submits the dissertation by the end of the doctoral studies but does not manage to defend it, the doctoral dissertation may be defended in 12 months after the end of the doctoral studies following the same procedure. If the dissertation is not defended over that time, it shall be defended on a non-resident basis according to the requirements of Section VIII of these Regulations.

## **VIII. ACQUISITION OF THE DOCTOR OF SCIENCE DEGREE ON A NON-RESIDENT BASIS**

99. A person who holds a master's degree or its equivalent higher education degree may seek to acquire a doctoral degree on a non-resident basis. A non-resident candidate shall have written a dissertation and announced the most important research results in not less than two articles published in peer-reviewed scientific journals or shall have published a scientific monograph without co-authors.
100. An application addressed to the Rector of **the Doctoral Institution** in order to acquire a permission to defend the doctoral dissertation on a non-resident basis shall be delivered to the Office of Research of that Doctoral Institution. The following documents shall be attached to the application:
- 100.1. a dissertation manuscript or a published scientific monograph;
  - 100.2. a list of scientific publications and electronic copies of the publications;
  - 100.3. a Master's degree or its equivalent diploma, its appendix/attachment (the originals and their copies; the originals shall be returned immediately); a certificate on acknowledgement of a higher education qualification acquired abroad, issued by the Centre for Quality Assessment in Higher Education;
  - 100.4. copies of the minutes or their extracts on the doctoral study examinations (if there have been any);
  - 100.5. a description of life, scientific and creative activities – *curriculum vitae*.
101. The Rector of **the Doctoral Institution** or his/her authorised representative shall direct the application with its appendices to the Committee that shall appoint not less than two experts and a corresponding department/scientific unit of the Doctoral Institution in order to evaluate the accomplishment of the submitted dissertation. The experts may be scientists of the Doctoral Institutions and other scientific institutions. The department/scientific unit of the Doctoral Institution shall convene a meeting and assess whether the submitted material corresponds to the requirements of Sections 19–21 and 37 of the Provisions for Scientific Doctoral Studies.
102. After having received the conclusions, in three months after the application, the Committee shall convene a meeting in which participates a non-resident candidate. After having heard the experts and the candidate, the Committee, according to the requirements of the science doctoral

study regulations, decides whether the candidate's dissertation meets the requirements for doctoral dissertations. If a positive decision is made, the Committee, upon the order set in these Regulations on Doctoral Studies, shall:

- 102.1. assign the non-resident candidate to a unit of the Doctoral Institution;
  - 102.2. deliver the candidacy of the candidate's consultant who shall exercise the functions of the non-resident candidate's supervisor to be confirmed by the Rector or the authorised representative of the Doctoral Institution, to which the candidate's application has been addressed; if a person seeking to acquire a doctoral degree on a non-resident basis has already been a doctoral student but has not submitted a dissertation, the Committee may appoint his/her previous supervisor or another person as his/her consultant;
  - 102.3. decide on the issue of doctoral study examination recognition that a candidate on a non-resident basis has already passed; settle other doctoral study exams that the candidate shall take and their deadlines;
  - 102.4. form examination boards;
  - 102.5. set the dissertation defence date that shall be not later than after a year since the day of the resolution.
103. Examinations of a candidate on a non-resident basis shall be organized complying with the requirements of Section V, whereas the dissertation shall be analysed and defended according to the requirements of Section VII of these Regulations.
  104. If the Committee decides that a dissertation cannot be prepared for its defence in a year after its submission, a candidate on a non-resident basis may appeal against the decision. The appeal shall be considered according to Section 109 of these Regulations. If a negative decision of the Committee is confirmed, the candidate may appeal again not earlier than after a year.
  105. A candidate on a non-resident basis shall refund only those expenses for the Doctoral Institution that are directly related to the acquisition of the Doctor of Science degree.

## **IX. AWARD OF THE DOCTOR OF SCIENCE DEGREE**

106. The Defence Board shall award the Doctor of Science degree to the person who has defended his/her dissertation, whereas the Doctoral Institution shall issue and register the diploma confirmed by the signatures of the Rectors of Doctoral Institutions.
107. An appeal concerning the fact of not awarding the degree shall be considered on the basis of the procedures of Section 109 of these Regulations.
108. The Committee may render a proposal for the Defence Board to withdraw its resolution to award the science degree when:
  - 108.1. a fact of scientific dishonesty has been determined;
  - 108.2. the Doctor of Science degree has been awarded by violating these Regulations.
109. The form of doctoral diplomas, production of the diploma blanks, order of accounting and registering shall be determined by the Government of the Republic of Lithuania.
110. A motivated appeal or a complaint addressed to the Rector concerning not awarding the Doctor of Science degree, a non-compliance of a non-resident candidate's or a doctoral student's request to defend a dissertation and other issues related to the organisation and pursuance of the doctoral studies shall be delivered in 14 working days to the Office of Research of **the Doctoral Student's Institution**. The Rector of **the Doctoral Student's Institution** shall send the appeal or the complaint to the Committee and corresponding subdivisions of the Doctoral Institutions. The appeal or the complaint shall be considered and a resolution made in two months after receiving it. The resolution of the Doctoral Student's Institution shall be sent to the appellant or the complainant in 5 working days after it has been made.

## IX. FINANCING OF DOCTORAL STUDIES

111. The doctoral studies are funded from state budget assignments, state investment programmes and state investment project funds, income that is received as a payment for tuition, as well as income from business, scientific activities and services, funds of competitive scientific research financing programmes, state, international and foreign funds, as well as funds provided by organisations and other legal sources.
112. The funds obtained for the implementation of Joint Doctoral Studies shall be distributed among Doctoral Institutions in accordance with the general agreement every year.
113. Funds for doctoral student scholarships, payment for the coordination/administration and other functions of the Committee, payment for the work and social insurance of the Board members, doctoral student (except for candidates on a non-resident basis) scientific supervisors and consultants, financing of doctoral students' scientific research (if there is a possibility, for publication of doctoral students' scientific articles in international journals), dissertation and its summary multiplication, as well as other expenses related to the award of the Doctor of Science degree, shall be foreseen in the budget programme estimates of the Doctoral Institutions.

## X. QUALITY ASSURANCE OF DOCTORAL STUDIES

114. Doctoral study quality assurance shall be regulated by external documents: the Provisions for Scientific Doctoral Studies approved by the Government of the Republic of Lithuania, documents of the Ministry of Education and Science, and decisions of the Lithuanian Research Council, and internal doctoral study documents: Regulations on Doctoral Sciences in the Field of Educational Sciences, Regulations on the Work of the Doctoral Committee and other documents and agreements of the Doctoral Committee.
115. Pursuing to assure the internal quality of doctoral studies in the field of Educational Sciences, the Committee shall carry out self-assessment of the doctoral studies in the field of Educational Sciences not less than once in three years with regard to the official criteria established in the Provisions for Scientific Doctoral Studies and other related documents.
116. Pursuing to assure the quality of doctoral studies in the field of Educational Sciences, the Committee shall initiate the discussions and surveys of the participants in the process of doctoral studies: doctoral students, their Supervisors, consultants and university units to which doctoral students are ascribed.
117. The Committee shall render conclusions and recommendations to the Senates and Vice-Rectors of the Doctoral Institutions regarding the improvement of the quality of doctoral studies in the field of Educational Sciences.

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

- a request for admission to doctoral studies alongside with the appendices indicated in the announcement about the admission to the doctoral studies;
- documents on the appointment of the scientific Supervisor and consultants of the doctoral student;
- the programme (plan) of studies, scientific research, publication of research results and preparation of doctoral dissertation;

- documents of annual assessments of the doctoral candidate;
- the Rector's orders (on scholarship payment, extension of doctoral study programme deadlines, etc.);
- examination sheets of the doctoral student;
- a list of scientific articles written by the doctoral student that have been published or accepted for publication and copies of these articles;
- a resolution regarding the termination of doctoral studies if the doctoral student has been dismissed from the doctoral programme because of assessment conclusions or other reasons, or because of failing to submit his/her doctoral dissertation for its defence by the end of the doctoral studies;
- a doctoral student's request to defend his/her dissertation and related documents (the minutes of primary considerations, proposals of the scientific Supervisor and the Committee to permit the doctoral dissertation defence, the minutes of final dissertation evaluation and others);
- assurance of the doctoral candidate that the dissertation has been prepared autonomously;
- the Rector's order concerning the approval of the defence Board, defence date and place allocation;
- a summary of the dissertation; a list of addressees the summary of dissertation was sent to;
- defence documents: stenograph of the dissertation defence session, the minutes of the Board voting regarding the award of Doctor of Science degree, reviews of the dissertation received from the board members and others;
- documents confirming dissertation transfer (sending) to Martynas Mažvydas National Library of Lithuania and the libraries of the Partner Institutions of Joint Doctoral Studies (in the alphabetical order);
- a copy of the Doctor of Science diploma.