

APPROVED BY
Decision No. V3-S-40 of the
Senate of Kaunas University of
Technology of 3 May 2017
(Decision No. V3-S-41 of 16 June
2019)

REGULATION ON RESEARCH DOCTORAL STUDIES OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. This Regulation on Research Doctoral Studies (hereinafter – Regulation) of Kaunas University of Technology (hereinafter – University) is prepared in accordance with the Regulations on Research Doctoral Studies (hereinafter – Doctoral Studies) (hereinafter – Regulations), approved by the order of the Minister of Education and Science of the Republic of Lithuania No. V-149 of 8 March 2017. The Regulation is applied to the Doctoral Studies in the science fields to which the University holds a right or a joint right with other foreign research and educational institutions.

2. This Regulation lays down the procedures for admission to Doctoral Studies, the supervision of research doctoral students (hereinafter – doctoral student), the preparation and approval of a doctoral student's work plan, the assessment of Doctoral Studies, a doctoral student's knowledge, abilities and skills, the performance of a doctoral student's research, the preparation, examination and defence of a dissertation, the issuing of the doctorate diploma, the postponement of a doctoral student's attestation and assessment deadlines, the review of an external student's requests for the dissertation defence, the examination of appeals and complaints, the funding of doctoral studies and the document storage, the procedure for approval and implementation of the doctoral committee's resolutions; the requirements for the members of the doctoral committee and defence boards, the supervisors of doctoral students, as well as the functions and work procedures for the persons, departments or specifically assembled structures involved in the process of Doctoral Studies.

3. The University's Senate, in agreement with Lithuanian Research Council, assembles and approves a doctoral committee of the science field (hereinafter – Committee), approves the Regulation on Doctoral Studies and its amendments. The University's Rector appoints the chairman elected by the Committee.

The Committee consists of at least 9 scientists. The members of the Committee can be the scientists working (a job position taken under the procedure of competition) for the institutions that hold the right to Doctoral Studies and foreign scientists participating under the contracts on activities of joint doctoral studies with foreign research and educational institutions. At least two-thirds of the members of the Committee have to be from the science field in which a right to Doctoral Studies is obtained. A member of the Committee can be the chairman of the Committee for two consecutive 4-year terms of office at most. At least half of the members and the chairman of the Doctoral Committee have to meet at least minimum qualification requirements for the persons who aim to take the position of a chief researcher stipulated by the Description of Minimum Qualification Requirements for the Job Positions of Researchers of Research and Education Institutions, approved by the decision of the chairman of the Lithuanian Research Council No. V-340 "On Approval of the Description of Minimum Qualification Requirements for the Job Positions of Researchers of Research and Education Institutions" of 28 June 2018 (hereinafter – Minimum Qualification Requirements). The remaining members of the Committee have to meet at least the established minimal qualification requirements for the persons aiming to take the position of a senior researcher.

The members of the defence board can be the scientists who have published at least five scientific works in the last five years: monographs or book chapters published by the internationally recognised publishers; scientific papers in the journals with impact factor in "Clarivate Analytics Web of Science" ("CA WoS") (in the areas of humanities, social, physical sciences and technologies) and/or "Scopus" (in the areas of humanities and social sciences) databases.

The supervisors and consultants of doctoral students have to comply with the following requirements: within the last five years have published at least 3 scientific papers in the international scientific journals with impact factor in "CA WoS" (in the areas of humanities, social, physical sciences and technologies) and/or "Scopus" (in the areas of humanities and social sciences) databases and at least 1 scientific paper in the international scientific publication with impact factor in "CA WoS" (in the areas of humanities, social, physical sciences and technologies) and/or "Scopus" (in the areas of humanities and social sciences) databases, and a science monograph.

All participants of the process of Doctoral Studies have to be the persons of impeccable reputation who are recognised scientists beyond the limits of their environment and have not otherwise breached the research ethics.

4. The University's Doctoral School coordinates and organises the process of Doctoral Studies following the Law on Science and Studies, the Statute and Regulations of the University, and this Regulation.

5. Doctoral Studies and research are coordinated by the Committee. The Committee carries out selection of the dissertation thematics, selects the candidacies for research supervisors of doctoral students, acts as a mediator in the appointment of consultants, provides the conclusions on the research level of the departments involved in the process of Doctoral Studies and the compliance with applied requirements of the scientists and the Committee's members; on the Doctoral Studies, research and publication of the findings, as well as on the plans and implementation of Doctoral Studies and research plans; on the language of a dissertation; conducts the performance evaluation of doctoral students, guarantees the success of Doctoral Studies and implements the upgrade of their level; acts as a mediator in the postponement of deadlines of a doctoral student's work plan; evaluates the prepared doctoral dissertations, forms the defence boards (hereinafter – the Board). The Committee provides all submissions, proposals and decision protocols to the Doctoral School which prepares the material for the University's Rector, Vice-Rector for Research and Innovation, and the Senate.

6. The purpose of Doctoral Studies is preparation of the scientists capable of independently performing scientific research and experimental development works, and solving scientific problems, as well as capable of working in academic and non-academic environments. The duration of Doctoral Studies - 4 years (full-time studies). Doctoral Studies involve studies, targeted research, preparation and defence of a dissertation.

7. Doctoral studies are financed by the State budget through assignments, State investment programmes and State investment project funds, incomes received as tuition fees, as well as incomes received for economic and research activities and provided services, as well as programme-based competitive research funding, funds allocated by the State, international and foreign foundations and organizations, and other legally obtained incomes.

8. The funds for doctoral scholarships (support for studies), remuneration and social security of the members of the Board, the supervisors and consultants of doctoral students, the research of doctoral students (if possible, publishing of the doctoral students' scientific papers in international journals), printing of a dissertation, and other costs related to the award of the doctoral degree are foreseen in the revenue and expenditure estimates of the budget of the University.

9. A doctoral dissertation is defended and a doctoral degree is awarded by the Board, assembled for the defence of the particular dissertation after the dissertation is completed and recommended for defence by the Committee. The Committee assembles the Board of at least three members. The composition and the chairman of the Board are approved by the Rector of the University, at the proposal of the Committee.

10. A doctoral degree is awarded to the person who has accomplished the requirements of Doctoral Studies laid down in this Regulation, whose dissertation and scientific publications have shown his/her capability of applying research methods independently and critically, carrying out research, solving scientific problems, and who has successfully defended a doctoral dissertation; or to the person who has defended a prepared dissertation externally.

11. The Committee annually evaluates the relevance of the science field to scientific and social development, the level of the research carried out in the dissertation thematics, the condition of Doctoral Studies, analyses the experience of Doctoral Studies, the quality of the defended dissertations, and submits the summarised findings and the recommendations on improvement of Doctoral Studies to the Doctoral School, the Rector, and the Vice-Rector for Research and Innovation.

12. The process of Doctoral Studies is supervised by the University's Vice-Rector for Research and Innovation; the documentation is managed by the Doctoral School.

13. Joint/double-degree doctoral programmes can be provided with foreign research and educational institutions for the enhancement of internationality and quality of Doctoral Studies. In such a case, the contracts on joint/double-degree Doctoral Studies are made with foreign research and educational institutions; the agreements are made regarding the conditions and obligations related to the studies of doctoral students.

CHAPTER II ADMISSION TO DOCTORAL STUDIES

14. The persons who have a Master's qualification degree or equivalent degree of higher education can participate in the open competition for admission to Doctoral Studies. The additional requirements for the applicants with regards to the suggestions of the Committees are stipulated by the Rules for Admission to Doctoral Studies, annually approved by the Senate of the University.

15. The doctoral students who terminate their studies on their own will or are excluded from Doctoral Studies by the Committee's decision cannot apply to the state-funded places of Doctoral Studies for the second time if more than half of the duration of their Doctoral Studies were financed by the funds of the state budget.

16. At least one month before the announcement of the open competition for admission to Doctoral Studies, the Vice-Rector for Research and Innovation, upon the proposal of the Committee, announces a competition for dissertation thematics and Supervisors of doctoral students. The competition is organised by the Doctoral School and implemented by the Committee. The dissertation thematics (Supervisors of doctoral students) selected by the Committee are finalised in the protocol of the Committee signed by the chairman of the Committee and secretary of the meeting. The Committee submits the protocol of the meeting on dissertation thematics and supervisors of doctoral students to the Doctoral School. The Doctoral School submits the selected dissertation thematics for the approval of the Rector and announces them on University's website.

17. An open competition for admission to Doctoral Studies is announced by the Rector, upon the proposal of the Committee.

18. A candidate submits an application for participation in the open competition for admission to Doctoral Studies of the science field addressed to the Rector, to the Doctoral School. The application indicating the field (up to two) and form of Doctoral Studies, the source of financing, as well as the preferred dissertation thematics in order of priority (up to two) is submitted by a candidate accompanied by the following documents:

18.1. A Master's diploma or a diploma of one-cycle higher education and diploma supplement, a document certifying an academic qualification of higher education acquired abroad if the qualification of higher education is acquired abroad, issued by the Centre for Quality Assessment in Higher Education or by the University that holds the right to conduct the academic recognition of education and qualifications;

18.2. A curriculum vitae;

18.3. A recommendation by two scientists of a relevant science field;

18.4. A list of the candidate's research works and copies thereof, in the absence of such works – a research project on the topic selected in accordance with the dissertation thematics the candidate plans to study;

18.5. Other documents specified in the Rules for Admission to Doctoral Studies.

19. The candidates are separately admitted to full-time state-funded and state non-funded Doctoral Studies under the competition procedure. The persons invited to study in Doctoral Studies sign a learning agreement in the specified format.

20. The selection criteria for admission to Doctoral Studies are as follows:

20.1. An applicant's grade point average or evaluations of the Master's or one-cycle higher education studies and the thesis;

20.2. The relevance of scientific qualification and scientific publications, and compliance of scientific experience with the dissertation thematics;

20.3. An interview, etc.

21. The selection criteria, its weight coefficients and competition score calculation are approved for each academic year in the Rules on Admission to Doctoral Studies, upon the proposal of the Committee.

22. According to the selection criteria, the Committee evaluates the candidates in grades and composes the priority ranking for the thematics according to the highest competition score. The lists of candidates and the decision regarding the offer to admit or not to Doctoral Studies are finalised in the protocol of the Committee. The Committee transfers the meeting protocol to the Doctoral School.

23. If the Committee determines that a candidate has attended an insufficient number of subjects in the relevant science field or his/her knowledge in particular subjects is insufficient, the Committee may assign the additional subjects to be completed by the doctoral student during the years of Doctoral Studies. A doctoral student has to pay a fee for the additional credits of the subjects to the University according to the value and price of the completed modules.

24. In case not all available state-funded positions of Doctoral Studies are occupied after the signing of the learning agreements based on the quotas of the University, an additional stage of the competition may be organised by the Doctoral School under the same procedure.

25. A person is admitted to Doctoral Studies by the order of the Rector. The order is prepared by the Doctoral School in accordance with the protocol of the Committee and a signed learning agreement.

26. The meeting of the Committee is organised within the first two weeks of Doctoral Studies at the latest; during this meeting, the supervisor is appointed, the dissertation topic is planned and the academic department is assigned to the newly admitted doctoral students. The proposal of the Committee is finalised in the protocol of the meeting which is submitted to the Doctoral School. A doctoral student's supervisor is approved by the order of the University's Rector. A doctoral student is assigned to the academic department by the order of the University's Rector.

27. The applicants who are not admitted to the state-funded places under the procedure of competition can choose the state non-funded Doctoral Studies at the proposal of the Committee, paying tuition fee for Doctoral Studies set out by the University.

28. Non EU citizens admitted to Doctoral Studies have to obtain permission to live in the Republic of Lithuania under the procedure established by the legislation.

29. The personal files of the applicants who fail to be admitted to and graduate from Doctoral Studies are stored at the Doctoral School for one year; afterwards, they are stored under the procedure established by the University.

CHAPTER III SUPERVISION OF DOCTORAL STUDENTS

30. The studies and research of a doctoral student are supervised by the doctoral student's research supervisor (hereinafter – Supervisor). A Supervisor has to be a scientist of the science field

a doctoral student is admitted to. A Supervisor may supervise the studies of up to five doctoral students simultaneously.

31. If necessary, a doctoral student can be assigned consultants (up to two) who can be scientists of a different science field. The consultants of a doctoral student cannot be appointed earlier than in the second year of studies.

32. The Doctoral School submits the lists of Supervisors and academic departments of doctoral students for the approval of the Rector of the University within the first two weeks of Doctoral Studies. The supervisors have to be approved by the Rector within one month after the beginning of the studies of doctoral students at the latest. The doctoral student's consultants (if considered necessary by the Supervisor and the Committee) have to be approved under the same procedure as the Supervisor.

33. The doctoral student's Supervisor:

33.1. Prepares a draft work plan for the doctoral student in cooperation with the doctoral student;

33.2. Proposes the consultant candidates, if necessary;

33.3. Provides methodical assistance, supervises the doctoral student's research activities and constantly monitors the process of the doctoral student's Doctoral Studies;

33.4. Provides assistance to the doctoral student on the issues related to the organisation of studies, carrying out of research and preparation of a dissertation;

33.5. Presents a conclusion on the outcomes of the doctoral student's studies and research, and the expediency of continuation of Doctoral Studies for each performance evaluation of the doctoral student;

33.6. Ensures high-quality preparation of a dissertation in cooperation with the doctoral student;

33.7. Prepares a detailed review of the prepared doctoral dissertation before the end of the doctoral student's studies.

34. The doctoral student's consultant:

34.1. Provides consultations to the doctoral student on the issues related to a certain branch of the research field;

34.2. Organises the conduction of research and experiments at the other department of the Institution or other institutions;

34.3. Prepares a detailed review of the prepared doctoral dissertation before the end of the doctoral student's studies.

35. The academic department that a doctoral student is assigned to:

35.1. Provides the doctoral student with conditions for a successful implementation of a work plan;

35.2. Monitors the doctoral student's progress in the process of Doctoral studies;

35.3. Provides methodological assistance; encourages the doctoral student's mobility;

35.4. Assists the doctoral student who chooses a path of an academic career to gain pedagogical experience;

35.5. Helps to develop excellence in research throughout the entire period of Doctoral Studies;

35.6. Presents a conclusion on the outcomes of the doctoral student's studies and research, and the expediency of continuation of Doctoral Studies for each performance evaluation of the doctoral student;

35.7. Upon the preparation of a dissertation, organises the initial discussions on the doctoral dissertation under the procedure for discussion of dissertations at the departments set out by the University, presents the Committee with conclusions on the doctoral dissertation's compliance with the applied requirements.

36. In case there is a need to change the Supervisor or consultant due to significant reasons, this intention is coordinated and approved under the same procedure.

37. A doctoral student has a right to submit a reasoned request to the Doctoral School addressed to the Rector, requesting for replacement of his/her Supervisor one year before the end of Doctoral Studies at the latest. The University's Rector forwards a doctoral student's request to the Committee; a decision has to be discussed and taken during its meeting within one month after the receipt of the request. If a doctoral student's request is satisfied, the Committee takes into consideration the doctoral dissertation topic and offers a candidacy of the new Supervisor for approval of the University's Rector. If a request is rejected by the Committee, the Supervisor continues the supervision.

CHAPTER IV DOCTORAL STUDENT'S WORK PLAN

38. A Supervisor, in cooperation with a doctoral student, prepares the doctoral student's draft work plan including Doctoral Studies and research plans not later than two weeks after the Supervisor is approved. The deadlines for all works have to be scheduled in the work plan. The targeted research has to be carried out from the beginning of Doctoral Studies.

39. The scope of Doctoral Studies – 30 credits. A doctoral student studies at least 3 subjects. At least one subject (it can be interdisciplinary) has to be completed at the foreign research or educational institution or the events organised by the foreign associated education structures. At least one study subject of Doctoral Studies of the science field chosen by the Committee is mandatory to all the doctoral students of that particular science field. The credits can also be acquired at the international summer/winter schools for doctoral students or the doctoral student's partial studies abroad. The decision regarding their validation is made by the Committee. Upon the agreement with the Supervisor and the Committee, a doctoral student includes the planned study subjects into an individual study plan which is an integral part of the doctoral student's work plan. Each doctoral student prepares and coordinates this plan within the first month of Doctoral Studies. The timetables of the classes of individual subjects are prepared at the University's academic departments based on the individual study plans.

40. A programme of Doctoral Studies can only consist of the modules attested by the Committee under the procedure set by the University. The Doctoral School controls that the study modules included in the individual study plans of doctoral students would be attested and complying with the programme of Doctoral Studies.

41. The lectures of doctoral studies are organised by the heads of the first level academic departments which employees are responsible for the delivered modules of Doctoral Studies. The timetable of the classroom classes of the modules of Doctoral Studies is announced in the University's Academic Information System.

42. The research plan of a doctoral student consists of: analysis of scientific literature, research, a part of the research can be carried out at the foreign high-level research centres, analysis of the obtained data, writing of scientific papers, delivery of scientific presentations at the international conferences, preparation of a dissertation, etc.

43. A doctoral student's work plan is approved by the Supervisor, the head of the academic department that the doctoral student is assigned to, the chairman of the Committee of science field.

44. A doctoral student carries out research in accordance with the approved work plan. The content, quality, scope and deadlines of the performed research are evaluated during the doctoral student's performance assessment.

45. A doctoral student is provided with access to any equipment contained in the University's academic departments required for the research scheduled in his/her research programme. If any research cannot be carried out at the University, a doctoral student can be directed to carry out research to other local or foreign science institution or company.

CHAPTER V ASSESSMENT OF THE DOCTORAL STUDENT'S KNOWLEDGE, ABILITIES AND

SKILLS, AND PERFORMANCE EVALUATION

46. A study course of each subject ends with an examination. It is recommended to organise the examinations for students during the regular examination sessions. The examinations can be conducted both orally and in writing. The written examinations are performed under the procedure set out by the University. The evaluated sheets for answers to written examinations are submitted to the Doctoral School with an examination protocol. The examination results are entered and stored in the databases of the Academic Information System and the doctoral student's file.

47. Upon the request of a doctoral student's or his/her Supervisor, the credits for the previously taken examinations in the subjects studied under the programmes of Doctoral Studies may be included by the Committee.

48. A doctoral student is assessed at the department and the Committee at the end of autumn and spring semester of each academic year. The academic department, with participation of a doctoral student and his/her Supervisor, assesses the implementation of the doctoral student's work plan and provides the conclusions to the Committee which gives the doctoral student a positive (thereby approving the continuation of Doctoral Studies and specified work plan for the next academic year) or negative (thereby suggesting the termination of Doctoral Studies) evaluation. The Committee transfers a protocol on performance evaluation and the documents submitted by the doctoral student to the Doctoral School. A doctoral student who receives a negative evaluation is expelled from the Doctoral Studies by the order of the University's Rector. In case a doctoral student obviously fails to implement a work plan, an extraordinary performance evaluation may be initiated upon the proposal of the doctoral student's Supervisor or the head of the doctoral student's department, as well as the Committee.

49. The Rector of the University can issue an order postponing the deadlines for Doctoral Studies, research, examinations, preparation of a doctoral dissertation or other assessments due to important reasons (illness, pregnancy and childbirth, etc.) for a period not exceeding 3 months. The requests of the doctoral students for postponement of the deadlines are admitted and draft orders of the Rector of the University are prepared by the Doctoral School. It does not influence the duration of Doctoral Studies. If the deadlines for assessments are postponed due to important reasons, the payment of the doctoral student's scholarship (support for studies) is suspended until the doctoral student's successful assessment for the scheduled activities.

CHAPTER VI DOCTORAL STUDENT'S VACATION, TRIPS, SCHOLARSHIPS (SUPPORT FOR STUDIES), APPEALS, OTHER CONDITIONS

50. Doctoral students are on vacation in July and August.

51. A scholarship (support for studies) in the amount determined by the Government of the Republic of Lithuania is paid to the persons admitted to full-time state-funded Doctoral Studies during the period of their studies. Due to the violation of assessment deadlines or internal procedures, a doctoral student may lose up to a three-month scholarship (support for studies) in that year by the order of the University's Rector upon the proposal of the Committee. If studies are temporarily interrupted and a student resumes Doctoral Studies on the day other than the first or the last day of the month, the calendar days of the incomplete month are included in the duration of Doctoral Studies and a doctoral student receives a corresponding part of the scholarship (support for studies).

52. Given the important reasons, after coordination with the doctoral student's Supervisor, the head of the academic department, and the Doctoral School, the doctoral student might be permitted to interrupt studies temporarily by the order of the Rector of the University for a total period not exceeding one year.

53. In case of the doctoral student's illness during the attestation or examination session, the doctoral student or his/her close relatives have to notify the Doctoral School within three working days at the latest and submit the documents proving his/her illness. Based on these documents, the

doctoral student is permitted to postpone the deadlines for assessment by the order of the University's Rector. An illness does not influence the duration of Doctoral Studies.

54. A doctoral student may request for an academic leave of absence due to illness, pregnancy, childbirth and parental leave. A request has to be coordinated with the doctoral student's Supervisor and the head of the academic department and submitted to the Doctoral School with supporting documents. An academic leave of absence is provided by the order of the Rector.

55. The doctoral student who fails to begin his/her studies on time or submit a work plan under the established procedure, or to return to continue Doctoral Studies within 15 calendar days after the interruption of studies, academic leave of absence, trip, illness, etc. without a valid reason, is expelled from Doctoral Studies by the order of the Rector. A doctoral student can also be expelled from Doctoral Studies due to the behaviour incompatible with the standards of the ethics of academic community.

56. A doctoral student can conduct research or complete a part of studies at other local or foreign institutions. This period is included in the total period of Doctoral Studies and a student receives a full scholarship (support for studies). A student takes such trips under the procedure set out by the University, under the order of the Rector, based on the submitted application in a specified format, approved by the doctoral student's Supervisor, the head of the academic department, and Doctoral School. The expenses of the trip may be financed under the projects and programmes administered by the Lithuanian Research Council, by the department of the University or the University's funds for students, the host institution or other sources. If funding is allocated, the documents supporting the incurred expenses have to be submitted to the University's accountancy within three working days after the return from the trip.

57. The doctoral students can be employed in the University's academic departments as full-time or part-time employees with the consent of their Supervisor. Each year a doctoral student can have a pedagogical workload if it complies with the needs and capacities of the academic department. A doctoral student receives remuneration for a pedagogical workload under the procedure set out by the University.

58. All the expenses related to the dissertations (including the printing and sending of the dissertations submitted for the first time) of doctoral students who defend dissertations before the end of the term of their Doctoral Studies or within one year after the end of the studies are financed from the University's funds.

59. A reasoned appeal or complaint regarding the not awarded doctoral degree, rejection of the external student's or doctoral student's request to defend a thesis, or other issues related to the provision of Doctoral Studies has to be submitted to the University's Document Management Office addressed to the Rector within 14 calendar days. The Rector transfers an appeal or complaint for the examination to the Committee and respective University's departments, or specifically formed structures. An appeal has to be processed and the decision has to be made within 15 calendar days after their receipt. The Doctoral School prepares a response regarding the decision on behalf of the University's Rector and sends it to the applicant by his/her email specified in the application within 3 working days after the decision has been made.

CHAPTER VII

PREPARATION AND EXAMINATION OF THE DOCTORAL DISSERTATION, ISSUE OF THE DOCTORAL DIPLOMA

60. A research doctoral dissertation, as a coherent monograph (except for the case indicated in Paragraph 61), consists of: a text of the dissertation (written in Lithuanian or English), a list of the papers and scientific conferences which presented the outcomes of the dissertation's research, an abstract (in Lithuanian or English, in the language different than the dissertation's language) and description of the life, research and creative activities of the person who submits the dissertation for defence (hereinafter – defendant) - curriculum vitae, appendixes (if needed), acknowledgment (if needed). The copies or references of the defendant's scientific publications on the dissertation topic are attached separately. A science monograph prepared by the defendant without cooperation with

co-authors can also be submitted for defence as a doctoral dissertation. A monograph's abstract is also submitted. In this case, other scientific publications are submitted if they are necessary for the disclosure of the dissertation topic.

61. A dissertation based on a set of scientific papers can also be submitted for defence as a research doctoral dissertation. In this case, a dissertation has to consist of a review in the volume of at least 1 quire, an abstract in Lithuanian or foreign language (in Lithuanian or English, the different language than the review's language) and copies of the defendant's scientific papers on the dissertation topic. The key research outcomes have to be published by the defendant at least in four papers (the defendant has to be listed as the first co-author at least in one of them), printed in the international scientific publications with impact factor in "CA WoS" database. The author of the dissertation has to submit the written consents of the publishers of the papers who hold the copyrights to the papers and the co-authors of the papers to the Doctoral School, as well as upload the copies of the papers in the dissertation.

62. A research doctoral dissertation must be an original research work including an introduction with substantiated scientific problem, defined relevance of the work, its objective, tasks, novelty of the work and statements of the dissertation to be defended, summarising the research conducted by other scientists and their outcomes, providing the methodology or methods of the work, credibility of the obtained outcomes and relation to the outcomes of other scientists, and conclusions. The volume of the dissertation (except a dissertation based on a set of scientific papers) is 4–10 quires (one quire is 40 000 characters with spaces). A dissertation abstract has to include the definition of the scientific problem analysed in the dissertation, the presentation of objectives and tasks of the research work, the scientific novelty of the work, the research methodology, the key outcomes and the conclusions based on the outcomes defended by the doctoral student, and short information about the doctoral student. The volume of the dissertation abstract – in-between 0.5 and 1 quire. A dissertation and its abstract have to be written in the correct language.

63. A doctoral student's Supervisor and consultants have to be indicated in the dissertation. In case of the replacement of a doctoral student's Supervisor, a previous Supervisor and a period of his/her supervision have to be indicated. The examples of the title page and the second page of a dissertation are provided in Appendix 1 to the Regulation.

64. A doctoral student can submit a dissertation for defence if he/she:

64.1. Has passed all the examinations scheduled in the doctoral student's work plan;

64.2. Has published key outcomes of his/her research at least in two papers published (or accepted to be published) in the peer-reviewed scientific journals or a science monograph. The outcomes of the doctoral student's research are published:

64.2.1. In the areas of humanities and social sciences – at least in two papers in the peer-reviewed scientific journals, one of them is published in the international publication, if more than a half of the members of its editorial board are representatives of the country other than the one the publication is published in, or a science monograph;

64.2.2. In the fields of physical sciences and technologies – at least in two papers in the international scientific journals with impact factor in "CA WoS" database;

64.3. Has presented the outcomes of his/her research at least in two international scientific events;

64.4. Has prepared a dissertation;

64.5. Has completed at least a three-month internship at foreign research and educational institution (institutions) (recommended).

65. A doctoral student presents a prepared dissertation during the meeting of the academic department, with participation of the Supervisor and consultants. A dissertation and the published scientific papers, capabilities and the achieved scientific qualification of the doctoral student are evaluated by the academic department under the procedure set out by the Vice-Rector for Research and Innovation; the conclusion is submitted to the Committee. If a doctoral student submits a dissertation until the end of Doctoral Studies but fails to defend it on time, the dissertation may be

defended under the usual procedure within 12 months after Doctoral Studies. If a dissertation is not defended during this period, it is defended externally following the requirements of Chapter VIII of this Regulation.

66. A doctoral student submits a request for the dissertation defence addressed to the head of the Rector of the University and submits it to the Doctoral School. The following documents are attached to the request:

66.1. The copies of the Master's diploma (or equivalent higher education) and its supplements;

66.2. A description of the defendant's life, scientific and creative activities – *curriculum vitae*;

66.3. A certificate on the completed subjects or the certified copies of the protocols on the examinations passed according to the study programme of Doctoral Studies (they are prepared by the Doctoral School according to the documents in the doctoral student's file and the records in databases);

66.4. An author's guarantee for the originality of the defended dissertation (the examples are provided in Appendix 2 to the Regulation);

66.5. A list of the published scientific works related to the dissertation topic and copies thereof (if the work has not been published yet, it is required to include a certification from the editorial office confirming that the publication is pending);

66.6. A printed doctoral dissertation;

66.7. The reviews by the Supervisor and consultants (if any) (if the reviews have been submitted to the Doctoral School, there is no need to submit any copies);

66.8. A protocol of the dissertation's evaluation, including the conclusion in the format stipulated by Paragraph 65, by the academic department the dissertation has been prepared at (if a protocol has been submitted to the Doctoral School during the period of Doctoral Studies, there is no need to submit any copies); if a dissertation is submitted by the doctoral students who are not the students of the University, a dissertation's evaluation protocol from the institution the dissertation has been prepared at with a proposal for defence, signed by the head of the institution, has to be submitted.

67. The Doctoral School examines the compliance of the submitted documents with the established formal requirements and submits the request with appendixes to the Rector.

68. The Rector forwards a doctoral student's request and submitted documents listed in Paragraph 66 to the Committee of the field of science. The doctoral student (defendant) or the Doctoral School transfers these documents to the Committee.

69. The chairman of the Committee assembles a meeting of the Committee within two weeks after receipt of the documents at the latest, except for July and August; during this meeting, two dissertation opponents, who are competent in the dissertation's topic, are appointed (thereinafter – Opponents).

70. The chairman of the Committee assembles an open meeting with participation of the doctoral student (defendant) and his/her Supervisor within one month after the receipt of the documents for dissertation defence at the latest. The Committee hears the doctoral student's (defendant's) presentation of his/her dissertation work (at least 20 minutes) which presents the objective, tasks, novelty of the scientific work along with its key outcomes, statements and conclusions; the reviews of the appointed opponents (the written reviews of the opponents have to be submitted to the Doctoral School); the doctoral student's (defendant's) answers to the remarks of the opponents; and the dissertation review provided by the Supervisor of the doctoral student (defendant).

71. The Committee assesses, with an objective reasoning, the objectives and tasks of the dissertation, the scientific novelty, relevance and originality of the work, the review of the research conducted in Lithuania and abroad in the field of the defended dissertation, the described researched methodology, the reliability and validity of the obtained outcomes, the validity of the statements of the defended conclusions and their compliance with the essence of research, the compliance of the

published scientific papers and provided research outcomes with the basic statements of the defended dissertation.

72. The Committee may conclude that:

72.1. A dissertation is prepared correctly, it complies with the requirements of Chapter IV of the Regulations; a doctoral student (defendant) has met the requirements of Paragraph 64 of the Regulations, and the dissertation may be submitted for defence taking into consideration the remarks of the opponents and members of the Committee;

72.2. A dissertation requires corrections. A dissertation is returned to a doctoral student (defendant). A discussion on the corrected dissertation begins according to the requirements listed in Paragraph 69 and/or the subsequent paragraphs;

72.3. A dissertation does not meet the requirements.

73. If the Committee decides that a dissertation can be presented for defence, the Committee:

73.1. Substantiates the decision to defend a dissertation in a closed meeting of the Board in the exceptional cases;

73.2. Prepares a project of the constitution of the Dissertation Defence Board consisting of at least three members and appoints one of its members as the chairman;

73.3. Collects the agreements of the intended members of the Board (with the help of the Doctoral School) and the data proving their compliance with the qualification requirements for the members of the process of Doctoral Studies (lists, certificates, etc.);

73.4. Confirms a list of the institutions that will be sent a notification on the defence of doctoral dissertation according to the thematics of the prepared dissertation;

73.5. Proposes a date for the dissertation defence;

73.6. Prepares a proposal to the Rector and transfers it to the Doctoral School.

74. A dissertation is defended in the open meeting of the Board (except for the cases stipulated in Paragraph 73.1) following the Regulation on the Defence Board for Research Doctoral Dissertations (Appendix 3 to the Regulation). A dissertation defence can be held in Lithuanian or another language. A language of the dissertation defence is determined by the Committee of Doctoral Studies. The chairman of the Board conducts the meeting. The meeting is legitimate if more than half of the members of the Board are present (including the ones participating by means of teleconferencing). If the Board consists of 3 members, the meeting is legitimate if all its members are present (including the ones participating by means of teleconferencing). The meeting is based on the principles of impartiality, transparency, tolerance, correctness and legitimacy, as well as the personal responsibility of the members of the Board for their activities and decisions. The reviews of the dissertation received from the members of the Board who are absent in the meeting and other received reviews are read during the meeting.

75. The defendant presents the main outcomes and findings of his/her work, indicates his/her input into the publications presented in the dissertation. The members of the Board reasonably assess the scientific level of the dissertation, the novelty and originality of its outcomes, the reliability and validity of the conclusions, indicate the weaknesses and inaccuracies of the work and evaluate the defendant's scientific competence during the defence. The defendant answers the provided questions and comments on the given remarks. During the discussion, the defendant must defend the outcomes of his/her scientific work and reveal his/her research competence.

76. After the discussions with the defendant, the members of the Board decide by voting on the award of the doctoral degree to the student. The members of the Defence Board who participate in teleconference vote as well. A decision to award a doctoral degree is made if more than half of all members of the Board vote for it. A voting protocol is signed by all the members of the Defence Board directly participating in the meeting. Under the mutual agreement, the members of the Board can provide a recommendation to the Senate regarding the recognition of the exceptional level of the dissertation.

77. The members of the Board have to be the scientists having no joint publications with the doctoral student. A conflict of interests cannot be possible among the members of the Board and the

defendant or his/her Supervisor (or consultant if a dissertation is defended externally). More than half of the members of the Board cannot have joint publications with the doctoral student's Supervisor (or consultant if a dissertation is defended externally) within the last five years. At least two members of the Board have to be the scientists from other institutions (it is recommended to have at least one member representing foreign research and educational institution). A doctoral student's Supervisor and research consultant (consultant if a dissertation is defended externally) cannot be the members of the Board. Two members of the Board may represent other science fields if the work comprises two science fields or it is necessary for a comprehensive assessment of the defended work.

78. A member of the Board has to analyse the dissertation comprehensively and indicate its positive and negative aspects. The scientific novelty, the relevance and originality of the dissertation have to be evaluated; the opinion on the compliance of the defended work with the requirements for the doctoral dissertation has to be stated. A member of the Board has to submit a written dissertation review to the Doctoral School within five working days before the defence at the latest. The defendant has a right to get acquainted with the submitted reviews.

79. A dissertation containing the information that constitutes a state, professional or commercial secret can be defended in the closed session.

80. Upon the examination of the documents, the Doctoral School prepares a draft order by the University's Rector which approves the Board, and date of the dissertation defence.

81. After the University's Rector signs this order:

81.1. The Doctoral School organises the publishing of the required number of copies of the dissertation;

81.2. At least one month before the dissertation defence, the Doctoral School sends one copy of the dissertation to the members of the Board and notification on the dissertation defence to the addressees indicated in Paragraph 73.4 of the Regulation;

81.3. The Doctoral School announces the dissertation defence on the websites of the University and the Lithuanian Research Council. The announcement includes the name and surname of the defendant, the institution that the doctoral dissertation is prepared at, the title of the dissertation, the place and time of the defence, the Supervisor, the members of the Board, their science fields and institutions;

81.4. A copy of the dissertation is transferred to the library of the University.

82. The documents of the Board are managed by the Doctoral School. All defence documents, including a meeting protocol with the meeting's audio recording and the decision of the Board stating whether a defendant is to be awarded his/her doctoral degree, are handed over to the School after the dissertation defence. Based on this protocol, the Doctoral School prepares a doctoral diploma.

83. The University's Rector and the chairman of the Defence Board sign a diploma after the receipt of the decision of the Board to award a doctoral degree.

84. If the Board decides that a doctoral degree is not to be awarded, an amended and/or supplemented dissertation can be submitted for defence not earlier than one year. In such a case, a doctoral degree is awarded externally according to the requirements of Chapter VIII of the Regulation. In case a fact of scientific dishonesty (plagiarism, etc.) is detected, a dissertation cannot be defended.

85. A registered doctoral diploma is awarded to the scientist after the dissertation is published in eLABa repository.

86. The University informs the Research Council of Lithuania about the defended dissertation under its established procedure within 20 working days after the dissertation defence meeting. Within two weeks after defence of the dissertation, one copy of the defended dissertation is submitted to Martynas Mažvydas National Library of Lithuania and the dissertation is published in eLABa repository, except for the case specified in Paragraph 73.1.

87. The University may revoke a decision on the award of the doctoral degree:

87.1. If a fact of academic dishonesty is detected;

87.2. If a doctoral degree is awarded in violation of the Regulations;

87.3. If the Ombudsman for Academic Ethics and Procedures makes a decision authorising this action. The Ombudsman for Academic Ethics and Procedures can authorise the University to revoke a decision to award a doctoral degree, made before the Regulation came into force.

CHAPTER VIII OBTAINING A DOCTORAL DEGREE EXTERNALLY

88. The person who meets the requirements listed in Chapter V of the Regulations may acquire a doctoral degree externally.

89. A request for defence of the dissertation externally addressed to the Rector of the University is presented to the Doctoral School with the documents listed in Chapter V of the Regulations on Research Doctoral Studies. If the Doctoral School establishes that the submitted documents comply with the requirements of the Regulations on Research Doctoral Studies, it submits the request with its appendixes to the Rector of the University.

90. The Rector of the University forwards the request with its appendixes to the Committee that appoints at least two opponents for the assessment of the manuscript of the dissertation. The Committee assembles a meeting with participation of the external student and the appointed opponents within 3 months after the submission of the request at the latest. During the meeting, the Committee analyses the submitted documents and decides whether the manuscript of the dissertation meets the requirements for research doctoral dissertation according to the requirements of Paragraph 72 of the Regulations on Research Doctoral Studies.

91. If the Committee decides that a submitted or corrected dissertation of external student might be recommended for defence, the Committee:

91.1. Assigns the external student to the academic department of the University;

91.2. Proposes an external student's consultant for the confirmation to the University's Rector (a consultant can be a scientist of the same science field); the consultant will perform the functions of the external student's Supervisor; if a person who has already studied in Doctoral Studies but has not submitted a dissertation aims to obtain a doctoral degree externally, the Committee may appoint the former Supervisor of the doctoral student or another person as a consultant;

91.3. Makes decision regarding the acknowledgment of the examinations passed by the external student during Doctoral Studies; establishes the examinations of Doctoral Studies that need to be passed and the deadline;

91.4. Sets the deadline for preparation and defence of a dissertation which cannot exceed one year after the making of the decision.

92. The examinations of the external student are organised following the requirements of Chapter V of this Regulation, and a dissertation is examined and defended following the requirements of Chapter VII (Paragraph 70 and subsequent) of the Regulation.

93. If the Committee decides that the dissertation may not be prepared for defence within one year after its submission, the external student may submit an appeal which is processed under the procedure stipulated by Paragraph 59 of the Regulation. In case the Committee's decision is negative, the external student may submit a request for dissertation defence repeatedly but no sooner than after one year.

94. The external student covers only the expenses of the University directly related to the acquisition of the doctoral degree.

CHAPTER IX PROCEDURE OF THE WORK OF THE COMMITTEE

95. The activities of the Committee are based on the collegial discussion of the issues, principles of impartiality, transparency, tolerance and legitimacy, as well as personal responsibility of the members of the Committee for their activities.

96. A meeting secretary, elected from the members of the Committee, manages the documents of the Committee's meeting and signs the meeting protocols.

97. The Committee's decisions are legitimate if at least 2/3 of all members of the Committee vote for them. A meeting for the Committee's discussion on a certain issue can be organised via telecommunications. The Committee's members express their opinion on the discussed issue and vote via email or other telecommunications. The Committee makes a final decision by voting: if votes are distributed equally, the chairman of the Committee has a casting vote. The protocols of the Committee's meeting are prepared in two copies, one copy is stored at the Doctoral School for 6 years, another copy is stored at the Committee, afterwards - in the archive of the University.

98. The signed protocols of the Committee's meeting are delivered to the Doctoral School within 5 working days.

99. The chairman of the Committee summons its meetings and organises its work; in case of his/her absence, a member of the Committee is appointed as his/her deputy. The chairman:

99.1. Examines the received documents in advance;

99.2. Analyses the received reviews which must be presented during the meeting of the Committee, or assigns this work to a member of the Committee;

99.3. Chairs during the meeting of the Committee;

99.4. Signs the documents of the meeting of the Committee.

100. A member of the Committee:

100.1. Familiarises with the received documents in advance;

100.2. Expresses his/her personal opinion on the discussed question during the meeting;

100.3. Performs other assignments of the chairman of the Committee.

101. The meeting of the Committee is public. If members of the Committee are foreign scientists or doctoral students from foreign countries are present at the meeting, the need for translation to Lithuanian or other language is determined by the Committee. If translation is needed, it is organised by the chairman of the Committee.

102. When the meeting is over, the chairman of the Committee returns the documents to the Doctoral School.

CHAPTER X

PROCEDURE FOR STORAGE OF THE DOCUMENTS OF DOCTORAL STUDIES

103. A personal file of the University's doctoral student is stored at the Doctoral School during the period of Doctoral Studies and two years after the graduation; afterwards, it is transferred to the archive of the University. The file has to be composed of the following documents:

103.1. An application for admission to Doctoral Studies, including the appendixes specified in the Rules on Admission to Doctoral Studies;

103.2. The documents of the admission to Doctoral Studies;

103.3. The documents of the appointment of the doctoral student's Supervisor and consultants;

103.4. A doctoral student's work plan;

103.5. The documents of the doctoral student's performance evaluations;

103.6. The documents of the postponement of the deadlines of the doctoral student's work plan, the documents of the interruption of studies/provision of the academic leave of absence;

103.7. The protocols of examinations of the doctoral student's studies;

103.8. The documents of the graduation from or termination of Doctoral Studies;

104. A personal file of the person who has defended the doctoral dissertation at the University is stored at the Doctoral School for two years; afterwards, it is delivered to the archive of the University. The file has to be composed of the following documents:

104.1. A request for defence of the dissertation with supporting documents and the proposal for defence provided by the Committee;

- 104.2. The documents of the assembly of the Board;
- 104.3. A protocol of the dissertation defence meeting;
- 104.4. The Board's decision on the award of the doctoral degree;
- 104.5. A copy of the doctoral diploma.

105. If a person has completed doctoral studies and acquired a doctoral degree at the University, the documents listed in Paragraphs 103 and 1304 of this Regulation may be stored in one file.

EXAMPLES OF THE TITLE AND SECOND PAGES OF THE DISSERTATION

KAUNAS UNIVERSITY OF TECHNOLOGY

NAME SURNAME

TITLE OF THE DOCTORAL DISSERTATION

Doctoral dissertation
Science area, science field (code of the science field)

20xx, Kaunas

Appendix 1 to the Regulation on
Research Doctoral Studies of
Kaunas University of Technology

The dissertation is prepared in the department (title of the department/research department) of the faculty (title of the faculty/institute) of Kaunas University of Technology in 20xx-20xx. The research is sponsored by (for example, Lithuanian Research Council if a scholarship was awarded for academic achievements, if there was no sponsorship – delete).

In case the dissertation is defended by an external student, the entry “Dissertation is defended externally”.

Research supervisor:

(Scientific degree) Name SURNAME (Kaunas University of Technology, science area, science field, code of the science field).

Research consultant (if appointed):

(Scientific degree) Name SURNAME (Kaunas University of Technology, science area, science field, code of the science field).

Edited by: Name Surname

Dissertation Defence Council of (title of the science field) science field:

(Scientific degree) Name SURNAME (title of the University, science area, science field, code of the science field) – **chairman;**

(Scientific degree) Name SURNAME (title of the University, science area, science field, code of the science field);

(Scientific degree) Name SURNAME (title of the University, science area, science field, code of the science field);

(Scientific degree) Name SURNAME (title of the University, science area, science field, code of the science field);

(Scientific degree) Name SURNAME (title of the University, science area, science field, code of the science field).

The dissertation defence will be held on (day) (month) 20xx, at (hours) in a public meeting of the Dissertation Defence Board of the (title of the science field) science field at the hall (title of the hall) of Kaunas University of Technology.

Address: K. Donelaičio Str. 73-(number of the hall), 44249 Kaunas, Lithuania.

Tel. (370) 37 300 042; fax (370) 37 324 144; email doktorantura@ktu.lt.

The dissertation was sent on (day) (month) 20xx.

The dissertation is available on <http://ktu.edu> and at the library of Kaunas University of Technology (K. Donelaičio Str. 20, 44239 Kaunas).

© N. Surname, year

ISBN (enter the received ISBN code)

Bibliographic information of the publication is available at the databank of the National Bibliographic Database of Martynas Mažvydas National Library (NBDB).

(This form is used for the dissertation is prepared as a coherent monograph)

GUARANTEE OF THE AUTHOR OF THE RESEARCH DOCTORAL DISSERTATION

I [Click here to enter text.](#)

(name, surname)

hereby confirm that I have prepared this research doctoral dissertation submitted for defence at Kaunas University of Technology

entitled [Click here to enter text.](#)

(title of the research doctoral dissertation)

in accordance with the requirements of the Regulation on Research Doctoral Studies of Kaunas University of Technology. Directly and indirectly used ideas from other sources are always indicated with references to the literature. My personal input in the dissertation topic-related publications published with co-authors is sufficient.

While selecting and assessing the material, as well as while preparing the research doctoral dissertation, besides my research supervisor, I was consulted by:

[Click here to enter text.](#)

(name, surname)

[Click here to enter text.](#)

(name, surname)

[Click here to enter text.](#)

(name, surname)

[Click here to enter text.](#)

(name, surname)

There is no contribution by other persons to the prepared research doctoral dissertation. I have not made any other payments for this work, except those stipulated by the law.

This work has not been presented for the defence of research doctoral dissertation neither in this or any other form in the state and abroad.

(name, surname)

(signature)

(date)

(This form is used for the dissertation is prepared based on the research papers)

GUARANTEE OF THE AUTHOR OF THE RESEARCH DOCTORAL DISSERTATION

I [Click here to enter text.](#)

(name, surname)

hereby confirm that I have prepared this research doctoral dissertation submitted for defence at Kaunas University of Technology

entitled

(title of the research doctoral dissertation)

in accordance with the requirements of the Regulation on Research Doctoral Studies of Kaunas University of Technology. Directly and indirectly used ideas from other sources are always indicated with references to the literature. My personal input in the dissertation topic-related publications published with co-authors is sufficient.

I confirm that I have received written consents regarding the inclusion of the copies of publications in the doctoral dissertation from all the publishers that hold the copyrights to the publications included in the dissertation, as well as co-authors of the publications.

While selecting and assessing the material, as well as while preparing the research doctoral dissertation, besides my research supervisor, I was consulted by:

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(name, surname)

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[Click here to enter text.](#)

(name, surname)

There is no contribution by other persons to the prepared research doctoral dissertation. I have not made any other payments for this work, except those stipulated by the law.

This work has not been presented for the defence of research doctoral dissertation neither in this or any other form in the state and abroad.

(name, surname)

(signature)

(date)

**REGULATION ON THE BOARD FOR DEFENCE OF THE DOCTORAL DISSERTATION
OF SCIENCE FIELD
REGULATION**

1. This Regulation lays down the work procedures for the Board for Defence of the Doctoral Dissertation of Science Field (hereinafter – Board), assembled in accordance with the Regulations on Research Doctoral Studies approved by the order No. V-149 of the Minister of Education and Science of the Republic of Lithuania of 8 March 2017.

2. The Board's documents are managed and the meeting for the dissertation defence is organised by the Doctoral School of Kaunas University of Technology.

3. The work procedures of the Board are organised by the chairman of the Board. The chairman:

3.1. Analyses the personal file of the person who will defend the dissertation in advance and makes sure that the file and all meeting documents (ballot papers, a blank of voting protocol and others) are prepared;

3.2. Analyses the received reviews, which must be presented during the Board's meeting, or assigns this work to the Board's member;

3.3. Ascertain that everything is properly prepared for the meeting (for the audio recording of the meeting, demonstration of visual material and translation of the meeting, if needed);

3.4. Chairs during the Board's meeting (if the chairman of the Board, appointed by the order of the University's Rector, is unable to be present at the defence meeting, members of the Dissertation Defence Board elect one of the members, who will perform the chairman's functions);

3.5. Signs the documents of the meeting of the Board.

4. A member of the Board:

4.1. Examines the dissertation submitted for defence in advance and assesses whether it is an original scientific work which includes a summary of the research work conducted by the doctoral student on the problem of the science field, and whether its content meets the other requirements applied to a doctoral dissertation;

4.2. Assesses whether the defendant's scientific publications are published in the scientific journals and whether the main research outcomes are published in these publications.

5. The meeting of the Board is public (in case of the closed meeting, the participants only include the members of the Board, the defendant, his/her supervisor and consultants; all members of the meeting sign a declaration of information confidentiality). The proceeding of the meeting is as follows:

5.1. The chairman of the Board makes sure that more than half of the members of the Board, including the ones participating by means of teleconferencing, participate in the meeting (if the Board consists of 3 members, the meeting is legitimate when all three members participate), and the members who do not participate in the meeting have submitted their written report on the dissertation; afterwards, he/she informs the participants of the meeting, the quorum, and presents the file of the defendant;

5.2. The defendant introduces the problem of the dissertation, its objectives, tasks, obtained research data, main research outcomes and findings;

5.3. The defendant's supervisor and consultants are provided with an opportunity to speak;

5.4. The chairman of the Board announces a scientific discussion which is started by the members of the Board. They have to reasonably assess the dissertation's scientific level and validity of the outcomes, estimate whether the dissertation and defendant's publications comply with the

requirements of the Regulations on Research Doctoral Studies. The members of the Board have to provide questions to the defendant;

5.5. The chairman or his/her appointed member of the Board read in public the additional reviews on the dissertation or, upon the agreement of the members of the Board, introduces the remarks and conclusions presented in the reviews, and the defendant has to provide a reasoned reply to the remarks;

5.6. The guests are provided with an opportunity to speak (in case of an open meeting); the defendant has to be provided with an opportunity to speak after any speech;

5.7. The defendant makes a final speech after the scientific discussion;

5.8. At the end of the discussion, the chairman of the Board asks the participants of the meeting to leave the meeting room, except for the members of the Board. When members of the Board stay alone on the premises, they vote:

5.8.1. The chairman of the Board distributes the ballot papers to the participating members. After the voting of the directly participating members of the Board, the members of the Board participating by means of teleconferencing inform the chairman of the Board about their decision via electronic means of communication; he/she marks a vote of the member participating by means of teleconferencing in a separate ballot and signs it;

5.8.2. The chairman of the Board fills the voting protocol after the voting; members of the Board have a right to verify the voting results;

5.8.3. Members of the Board confirm voting results under the procedure of the open voting and sign the voting protocol and the Board's decision on the award of the doctoral degree to the defendant.

5.9. The chairman of the Board reads the Board's decision to the members of the meeting and announces the end of the meeting.

6. When the meeting is over, the chairman of the Board returns all documents of the dissertation defence to the Doctoral School.

7. The chairman of the Board reviews and signs a protocol of the meeting prepared according to the audio recording of the meeting.
