

REGULATIONS OF THE FUND OF INTERNATIONAL SCIENTIFIC EVENTS OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The objective of the Fund of International Scientific Events (hereinafter – Fund) is promotion of dissemination of the results of research performed by the doctoral (in exceptional cases – master's) students and academic employees (hereinafter – Applicant) of Kaunas University of Technology and their integration in the international scientific community.

2. The Regulations of the Fund of International Scientific Events (hereinafter – Regulations) of Kaunas University of Technology (hereinafter – University) regulate the procedure for allocation, use of and settlement for the funds for participation in the international scientific conferences or seminars, international science Olympiads and competitions (hereinafter – Events).

3. The Fund consists of the University's funds specified in a separate line in the annual revenue and expenditure estimate.

4. The Fund can finance the expenses of registration fee and/or economy class trip, and/or economy class accommodation, related to the Event. A maximum sum that the Fund can allocate to the Applicant is 1000 EUR per calendar year.

5. The funds for participation in the Events are allocated under the procedure of competition. The Applicants' applications are analysed and the funds are allocated by the Fund's permanent commission (hereinafter – Commission) assembled by the Rector's order.

CHAPTER II PRINCIPLES OF ALLOCATION OF THE FUNDS

6. The Fund's funds can be allocated to the Applicant if at least one of the following conditions is fulfilled:

6.1. The Applicant is going to participate and present the research results at the international conference, seminar or exhibition;

6.2. The Applicant is going to a foreign country to represent the University at the international science competition.

7. The priorities for evaluation of the applications in decreasing order:
 - 7.1. The Event's, in which he/she intends to participate, level and significance for the dissemination of scientific results and development of that science field at the University;
 - 7.2. The method for dissemination of scientific results in decreasing order of priorities – paper in the scientific journal of "CA Web of Science" database, paper in the scientific journal of "Scopus" database, paper in the proceedings of the conference presentations, refereed in "CA Web of Science" or "Scopus" databases, paper in the publications non-refereed in the databases;
 - 7.3. The method of the presentation of scientific results – oral presentation (priority is given to the plenary presentation);
 - 7.4. The funds acquired by the Applicant for the Event from other sponsors and from the University (while evaluating the applications of the academic employees);
 - 7.5. The validity of the estimated expenses;
 - 7.6. The results of the Applicant's research activities;
 - 7.7. The amount of the previously received support from the Fund.
8. The Fund's funds are not allocated to:
 - 8.1. The doctoral (master's) students who are on an academic leave of absence, their studies are temporarily suspended or they have academic debts;
 - 8.2. The doctoral students who have already presented their research results at least at two international conferences;
 - 8.3. The academic employees who have additional work at other institutions; guest lecturers and guest researchers; lecturers paid by the hour;
 - 8.4. The Applicants who have received the Fund's support during the last two calendar years, except for the doctoral students (in exceptional cases, a different decision can be made by the Commission);
 - 8.5. The doctoral students who have received 2000 EUR support during the period of their doctoral studies.

CHAPTER III SUBMISSION OF APPLICATIONS

9. The Applicant who wants to receive the funds for his/her trip to the Event submits his/her application and the following appendixes to the Commission:
 - 9.1. The description and programme of the Event, link to the Event's website;

9.2. The information proving that the Applicant is invited to participate in the Event and is the author (co-author) of the Event's approved presentation, participant of the exhibition or Olympiad, etc.;

9.3. The documents proving the estimated expenses;

9.4. One recommendation by the University's scientist (only applied to the master's students);

9.5. The list of scientific publications: For doctoral (master's) students – publications published (or accepted for publishing) during their studies; for academic employees – publications of the last 5 years indicating 5 key publications and h-index of "CA Web of Science".

10. The submission of applications for the Fund's support is carried out monthly, on 1-10 of each month (except for July, August and December).

11. The applications are not accepted, if:

11.1. Not all the documents listed in paragraph 9 of the Guidelines are submitted;

11.2. The conditions specified in paragraph 6 of the Guidelines are not fulfilled.

CHAPTER IV EXAMINATION OF APPLICATIONS

12. The applications are examined by the Commission. Its members, chairman, and secretary are appointed by the order of the University's Rector. The Commission consists of 8 members: Vice-Rector for Research and Innovation (chairman of the Commission), recognised University's scientists representing various science fields, representative of doctoral students, head of the Doctoral School.

13. The commission's working format is the meetings organised at the end of each month (except for July, August and December). The dates are specified at the beginning of each month. The Commission's work can be organised remotely.

14. The Commission's meeting is led by the chairman of the Commission; in his/her absence – by the member of the Commission delegated by the chairman.

15. The secretary of the Commission organises the Commission's work – manages all documentation in coordination with the chairman of the Commission, prepares a monthly timetable for the Commission's meetings, notifies the Commission and interested parties about the scheduled meetings of the Commissions, prepares meeting protocols and decree of the Vice-Rector for Research and Innovation on the allocated financing.

16. The Commission's members are notified about the meeting at least 5 working days before the meeting.

17. A meeting of the Commission is legitimate if at least half of the Commission's members participate in the meeting (including the ones participating remotely). The Commission's decision is made by a simple majority of votes of the present Commission's members. If votes are distributed equally, the decision that chairman of the meeting votes for is considered accepted.

18. The Commission has a right to postpone the decision for another meeting, request to submit the missing documents and/or specify the information.

19. The Commission's decision is finalised in the meeting protocol; it is signed by the chairman and the secretary of the Commission's meeting within 3 working days from the meeting. The copies of the protocol are emailed to all the Commission's members.

20. The Applicants are notified about the Commission's decision individually by email within 3 working days from the date the decision has been made.

CHAPTER V APPEALS

21. The Applicants who disagree with the Commission's decision have the right to submit a written appeal to the University's Rector within 3 working days from the date of the email of the Commission's decision at the latest.

22. A reasoned appeal regarding the Commission's decision is addressed to the Rector and submitted to the Fund's secretary.

23. The Rector transfers the received appeal for examination of the board of appeals which consists of three members: representative of the Research Affairs, representative of doctoral students and scientist of the respective science field directly unrelated to the Applicant's research activities. The board of appeals can examine the appeal remotely.

24. After the examination of the appeal, a representative of the Research Affairs prepares an answer that is signed by the Rector and sent to the Applicant's email specified in the application. The appeal has to be examined and the decision has to be made and sent within 5 working days from the receipt of the appeal.

CHAPTER VI ALLOCATION, USE OF AND SETTLEMENT FOR THE FUNDS

25. The Fund allocates the funds by the decree of the Vice-Rector for Research and Innovation taking into consideration the Commission's decision.

26. When the funds are allocated:

26.1. The doctoral students' right to participate in the event is formalised by the order on authorisation to conduct the tasks related to doctoral studies at another institution by the University's Rector or his/her authorised person; prior to this, the doctoral student has submitted the documents related to the journey to the Doctoral School (the journey of the master's students is formalised under the procedure set out by the faculty);

26.2. The secondment of the academic employees is formalised by the order of the University's Rector or his/her authorised person; prior to this the employee as to submit a secondment application in the Document Management System under the procedure set out by the University.

27. The Applicant has to use and settle for the received funds during the current calendar year in accordance with the procedure set out by the University. The allocated and unused funds of the Fund are not transferred to the next calendar year.

28. The Applicant settles for proper use of the Fund's funds as intended.

CHAPTER VII FINAL PROVISIONS

29. The Regulations can be amended, supplemented or repealed by Order of the Rector of the University.
