

APPROVED by  
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**GUIDELINES OF KAUNAS UNIVERSITY OF TECHNOLOGY FOR THE  
ORGANISATION OF THE PERFORMANCE AND COMPETENCY EVALUATION,  
CERTIFICATION AND COMPETITIONS FOR THE JOB POSITIONS OF TEACHERS  
AND RESEARCHERS**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Guidelines of Kaunas University of Technology for the Organisation of Performance and Competency Evaluation, Certification and Competitions for the Job Positions of Teachers and Researchers (hereinafter – Guidelines) establish the performance and competency evaluation, certification and competition requirements applied to teachers and researchers (hereinafter – academic employees) of Kaunas University of Technology (hereinafter – University), the procedures of performance evaluation and competency evaluation, certification and competitions and the functions of the commissions conducting these procedures. The Guidelines are applied to academic employees who will be or are already employed to positions by public competition (except for research fellows) or working under an open-ended employment contract. The competition requirements and the recruitment procedure for research fellows are set out by other legislation of the University.

2. The Guidelines are prepared following the Law on Higher Education and Research of the Republic of Lithuania, recommendations of the European Commission on the European Charter for Researchers and on the Code of Conduct for the Recruitment of Researchers, Description of Mandatory Competencies for the Career Stages of Researchers in Research and Academic Institutions, the Statute and other legislation of Kaunas University of Technology.

3. Professors, associate professors, assistants, senior lecturers, lecturers, chief researchers, senior researchers, researchers (except for project teachers and project researchers, guest and temporary teachers and researchers for whom the recruitment procedure is established by other legislation of the University) are recruited by public competition and work at least 0.25 of the working time standard (full-time equivalent or FTE). Junior assistants and junior researchers are recruited without public competition under fixed-term contracts lasting no longer than until the end of their doctoral studies. These contracts can be extended for a maximum period of one year. The positions of professors, associate professors, assistants, chief researchers, senior researchers, and researchers can be held by researchers or recognised artists; therefore, researchers are subject to an assessment of their compliance with the mandatory competencies for the career stages of researchers during a competition or certification.

4. The definitions and abbreviations used in the Guidelines are provided in the Appendix 1 to the Guidelines. Other definitions, i.e. not provided in the Appendix 1 to the Guidelines, are interpreted in the meaning stipulated by the Law on Higher Education and Research and other legislation of the Republic of Lithuania.

5. The process flow diagram “Implement the performance and competency evaluation, certification and competition of teachers and researchers” is prepared according to the Guidelines and provided in Appendix 2 to the Guidelines.

## CHAPTER II

### RECRUITMENT AND CERTIFICATION COMMISSION AND APPEAL COMMISSION

6. The compliance of teachers and researchers with the qualification requirements of their positions, their compliance with the mandatory competency requirements and academic activities are assessed, and certification and competitions for the positions are conducted by the department recruitment and certification commissions consisting of a minimum of 9 members and assembled by the rector's order (hereinafter – RCC).

7. The faculty RCC chairperson is the dean of the faculty, other members of the commission are appointed by the rector. The RCC of research institutes covers all first-level research institutes and the position of its chairperson is held by the directors of the first-level research institutes that are members of the RCC of research institutes for one year in succession. The members of the RCC of research institutes are appointed by the rector. The composition of the RCC aims at ensuring diversity and representative gender balance.

8. The RCCs are assembled according to the following requirements:

8.1. At least half of the RCC members have to be the University's scientists or artists working in the position of professor / chief researcher or associate professor / senior researcher working under an open-ended employment contract;

8.2. At least one-third of the RCC members have to be persons who are not the University's employees: at least one of them is a student representative delegated by the University Students' Association; the other members are persons holding leading positions in the Lithuanian and/or international companies or institutions or hold a doctoral degree in science/arts or have won wide recognition by the arts professionals, including at least one international expert;

9. Representatives of the Labour Council, the Equality and Violence Prevention Commission and the Trade Union of employees, employees of the Department of Human Resources, the Department of Academic Affairs and the Department of Research Affairs and the lawyers from the Legal and Procurement Office have the right to attend the meetings of the RCC as observers.

10. The functions of the RCC:

10.1. expert evaluation:

10.1.1. assesses the compliance of teachers and researchers with the mandatory competency requirements;

10.1.2. assesses the compliance of teachers and researchers with qualification or certification requirements;

10.1.3. assesses candidates for the positions of teachers and researchers;

10.2. makes decisions on compliance with the mandatory competency requirements;

10.3. makes decisions on certification and academic performance evaluation;

10.4. makes decisions on the successful candidates for competitions.

11. A meeting of the RCC is valid if at least two-thirds of the members of the RCC (including the RCC chairperson) are present. If the RCC chairperson is unable to attend the meeting for objective reasons, the RCC meeting is organised at another time. The meeting may be held as a video teleconference using the software available at the University, secret voting is ensured, and participants are identified by their names and surnames.

12. A member of the RCC must abstain from the discussion of an issue and voting if his/her attendance and voting could cause a conflict of public and private interests. He/she must inform the members of the RCC about it before the discussion. The abstaining member of the RCC, when the RCC is considering his/her certification, performance evaluation, compliance with the requirements of qualification and competencies or during a competition for the position, can only answer questions without the right to vote, and has to leave the room (remote videoconferencing room) in which the discussion is taking place during the deliberations and decision of the RCC. When a decision is made

regarding the certification, performance evaluation, compliance with the requirements of qualification or competencies or during a competition for the position of a person close to a member of the RCC, as defined by the Law of the Republic of Lithuania on the Reconciliation of Public and Private Interests, that member has to leave the room (remote video teleconference room) and has no right to vote. Decisions of the RCC on certification, performance evaluation and compliance with the requirements of qualification and competencies are made by open voting; decisions regarding the successful competitor for the position are made by secret ballot. A decision is considered adopted if more than half of the members of the RCC, who are present at the meeting and are entitled to vote, vote in favour. In the event of a tied vote, the RCC chairperson has the casting vote, except in secret ballots. In the event of a tied secret ballot, the voting is repeated and the two candidates with the highest number of votes proceed to the second round of voting. If, after the second secret ballot, there is no candidate with more than half of the votes cast, the competition is considered failed. The meetings of the RCC are documented in minutes, decisions are formalised in decrees. Minutes and decrees are signed by the RCC chairperson and the RCC secretary.

13. When a candidate or academic employee disagrees with the decision made by the RCC, he/she is entitled to appeal to the Appeals Commission for Recruitment and Certification of Academic Employees (hereinafter - ACACAE) within 5 working days of being informed about the decision.

14. The ACACAE consists of 7 members and its composition is approved by the rector's order.

15. The ACACAE is assembled according to the following requirements:

15.1. The ACACAE members are the director of organisational development, the vice-rector for studies and the vice-rector for research and innovation. The vice-rector for studies and the vice-rector for research and innovation hold the position of the ACACAE chairperson for one year in succession;

15.2. The University Senate delegates one member each from the Research and Innovation Committee, the Study Committee and the Strategic Development Committee;

15.3. The University Students' Association delegates one student representative;

15.4. The ACACAE members cannot be the RCC members.

16. The functions of the ACACAE:

16.1. hears appeals against decisions made by the RCC;

16.2. hears appeals against the decisions made by the Committee for the Assessment of Compliance of the Teachers and Researchers of Kaunas University of Technology with the Job Grades (hereinafter - JGAC).

17. The ACACAE hears the appeal and makes one of the following decisions no later than within 10 working days from the date of receipt of the appeal:

17.1. uphold the decision made by the RCC or the JGAC;

17.2. order the RCC or JGAC to conduct a re-evaluation;

17.3. reverse the decision taken by the PRCC or the JGAC.

18. The appellant is informed of the decision of the ACACAE by email no later than 3 working days after the date when the ACACAE makes the decision.

19. The decision of the ACACAE regarding the heard appeal can be appealed to the Labour Disputes Commission of the State Labour Inspectorate. Technical errors or obvious clerical mistakes are corrected by writing an application to the ACACAE, stating which technical errors or clerical mistakes should be corrected. If the ACACAE decides that the requested corrections do not constitute a technical error or clerical error, the decision of the ACACAE can be appealed to the Labour Disputes Commission of the State Labour Inspectorate.

20. The organisational work necessary for the work of the ACACAE is carried out and the meetings are organised by the Department of Human Resources. The organisational work necessary for the work of the RCC of the research institutes is carried out and the meetings are organised by the Department of Research Affairs. The organisational work necessary for the work of the faculty RCC is carried out and the meetings are organised by the faculty administration.

### **CHAPTER III**

## **PRINCIPLES OF WORK ETHICS OF THE RECRUITMENT AND CERTIFICATION COMMISSIONS**

21. All RCC members and persons participating in the meeting as observers have to complete and sign the pledge of a member of the Kaunas University of Technology commission/committee/working group/department council/observer not to disclose any information and to report a conflict of public and private interests. By signing the pledge, the RCC members confirm that they have read the Guidelines.

22. The RCC members have to follow the following principles of ethics: objectivity, impartiality, respect for the participants of performance and competency evaluation, certification and competitions, equal opportunities, confidentiality and cooperation.

23. The principle of objectivity means that an RCC member pursues the evaluation goals honestly and conducts the assessment of the individuals being certified and participating in the competition objectively; the RCC member expresses his/her opinion, formulates conclusions, and makes decisions based on facts, accurate information, as well as personal competence.

24. The principle of impartiality means that while assessing, the RCC member acts independently, does not represent any institution or department, does not express any interests, and trusts his/her competence.

25. The principle of respect for the participants of performance and competency evaluation, certification and competitions means that while assessing, the RCC member behaves professionally and politely, does not abuse the position of an expert, and does not use any financial, psychological or other kind of pressure.

26. The principle of equal opportunities means equal treatment of participants in performance and competency evaluation, certification and competitions regardless of their gender, sexual orientation, disability, age, race, ethnicity, nationality, religion, faith, origin, social status, beliefs or opinions, citizenship, marital status, or the intention to have a child/children.

27. The principle of confidentiality means that all the information related to performance and competency evaluation, certification and competitions (the issues examined at the meetings, the opinions expressed by other participants of performance and competency evaluation, certification and competitions, and submitted documents) is used only for the assessment and cannot be disclosed for other purposes and to unauthorised persons who are not the RCC members.

28. The principle of cooperation means that while working at the RCC, the RCC member pursues common goals with other RCC members, promotes the University's culture of quality and performs the assigned tasks on time.

### **CHAPTER IV**

## **COMPETITION PROCEDURES**

29. After assessing the department's need for academic employees and the department's budget, the head of the first-level academic department submits a proposal for the announcement of competitions, coordinated with the vice-rector for studies and/or the vice-rector for research and innovation, to the Department of Human Resources no later than 31 May each year. The proposal can include additional requirements for specific job positions (for example, research experience in a certain science field or topic; experience of leading a team of researchers in a certain science field, preparation of the doctoral students in that science field, professional experience or teaching language). These requirements are included in the competition conditions and considered during the competition.

30. Open competitions for the positions of teachers and researchers are announced by the rector's order once a year, at least 6 months before the anticipated start date of the work.

31. The notice of the competition is published on the websites of the University and the Research Council of Lithuania, in at least one national media outlet and at least one international media outlet.

32. Candidates for the position have to submit the following documents to the Department of Human Resources within the deadline specified in the competition notice:

32.1. an application to participate in the competition addressed to the rector;

32.2. a curriculum vitae;

32.3. a description of academic activities prepared according to the qualification requirements set out in the Guidelines for the specific position;

32.4. a teaching portfolio (for candidates for the positions of teachers);

32.5. a 5-year activity plan;

32.6. a declaration of the competencies required for the career stage of researchers as defined for the specific positions;

32.7. copies of higher education diplomas, degree certificates, academic title certificates (if these data are not available in the University's human resources accounting system);

32.8. any other documents specified in the announcement;

32.9. additional documents and materials that demonstrate the candidate's research, pedagogical and expert activities or qualifications (at the candidate's discretion).

33. After the deadline for submission of documents, the Department of Human Resources inspects if all the documents indicated in Paragraph 32 of the Guidelines have been submitted. If the candidate fails to submit all the required documents, the Department of Human Resources informs the candidate that his/her candidature will not be considered for further competition procedures. The documents submitted by candidates who have submitted all the documents indicated in Paragraph 32 of the Guidelines are forwarded by the Department of Human Resources to the RCC.

34. The second-level academic department must organise a joint discussion at a meeting of academic employees with all candidates (a joint meeting of academic employees can be organised at a research institute). The head of the first-level academic department, the RCC chairperson or their authorised persons or the RCC members can attend the meeting. During the discussion, all candidates briefly introduce themselves (research results, teaching portfolio, lectures they gave, publications or other academic activities) and present their activity plans to the participants of the meeting. The discussion focuses on whether the candidates meet the science and/or study fields of the academic department and the specific requirements set out in the competition conditions for the position. The discussion is documented in minutes. The minutes contain information on the candidates' compliance with the additional requirements set out in the competition conditions for the position. The minutes of the meeting are submitted to the RCC chairperson at least 3 working days before the scheduled RCC meeting.

35. The head of the academic department in which the competition is announced evaluates the 5-year activity plan and teaching portfolio submitted by the candidate (for the positions of teachers) and gives feedback on the scope and relevance of the planned activities and teaching experience (for the positions of teachers). The feedback is submitted to the RCC chairperson at least 3 working days before the scheduled RCC meeting.

36. A candidate who participates in the competition for a job position is invited to attend a meeting of the RCC. If the candidate cannot attend the meeting for objective reasons, he/she submits a written request to the RCC to consider his/her candidature in his/her absence. The RCC has the right to decide in the candidate's absence.

37. The RCC organises a meeting within 3 months after the deadline for submission of the documents. The RCC notifies the candidates and the Department of Human Resources Administration, the Labour Council, the Equality and Violence Prevention Commission and the Trade

Union of employees, the Department of Academic Affairs, the Department of Research Affairs and the University's lawyers about the time and location of the meeting.

38. During the meeting, the RCC assesses and decides by open vote on the following:

38.1. The compliance of the teacher/researcher or researcher with the mandatory competency requirements for researchers and the RCC decree states "The employee has all the mandatory competencies for the career stage of researchers set for the job position" or "The employee does not have all the mandatory competencies for the career stage of researchers set for the job position";

38.2. The teacher or researcher meets the qualification requirements and the RCC decree states "The employee meets the qualification requirements" or "The employee does not meet the qualification requirements";

38.3. The activity plan of the teacher or researcher and teaching portfolio (for the positions of teachers), taking into account the feedback provided by the head of the academic department, and the RCC decree states "The activity plan and/or teaching portfolio is evaluated positively" or "The activity plan and/or teaching portfolio is evaluated negatively".

39. If any of the decrees in Paragraph 38 of the Guidelines is negative, the candidate cannot continue in the competition.

40. If a single candidate who holds the position of an associate professor, assistant, lecturer, senior researcher, or researcher at the University under an open-ended employment contract participates in the competition and meets the conditions of the competition, he/she can be promoted to a higher job position (professor, associate professor, senior lecturer, chief researcher, or senior researcher respectively) without a vote on the successful candidate. In all other cases, the secret ballot is conducted by the RCC under the following procedure:

40.1. A competition position with equivalent qualification requirements is entered in the secret ballot listing all the candidates;

40.2. The ballot is considered valid if not more than one vote has been cast "for" any one applicant and only one vote has been cast "for", "against" or "abstain" for each applicant;

40.3. The candidate is considered a winner of the competition if he/she gets more than half of the votes "for" from the RCC members entitled to vote;

40.4. If the candidates receive an equal number of votes "for", the voting is repeated and the two candidates with the highest number of votes proceed to the second round of voting. If, after the second secret ballot, there is no candidate with more than half of the votes cast by the RCC members entitled to vote, the competition is considered failed;

40.5. If a winning candidate refuses to make an employment contract and there are other unsuccessful candidates, unsuccessful candidates are notified and a second round of voting is organised within 10 calendar days. Vacant job positions and unsuccessful candidates who meet the conditions of the competition are included in a new ballot;

40.6. If there are no candidates or a competition position remains vacant after the repeated voting procedure, the competition is considered failed.

41. The candidate is informed about the results of the competition by email indicated by the candidate. Such notification is considered adequate.

42. All the documents of the participating candidates and the RCC decrees are transferred to the Department of Human Resources within 5 working days after the end of the meeting. The following documents are stored in the personal files of the successful candidates who have made employment contracts: the RCC decrees, the description of academic activities, teaching portfolio, 5-year activity plan, the declaration of competencies required for the relevant career stages of researchers, certificates issued by the University, the lists of scientific and other works for the competition, a reference from the head of the department regarding the activity plan and pedagogical experience (for the positions of teachers). These documents are stored in the personal file until the end of the certification/evaluation period. Candidates can collect their other additionally submitted documents (all submitted documents in the case of unsuccessful candidates) within 30 calendar days. If these documents are not collected within the specified period, they are destroyed.

43. The head of the department submits a proposal for the employment relationship (T2) to the Department of Human Resources on the next working day after the end of the deadline for submission of the appeal if there are no appeals received. If an appeal is received, the proposal for the employment relationship (T2) is submitted only after the appeal has been decided. The Department of Human Resources prepares and finalises the employment contract of the successful candidate or amendment thereof under the procedure and within the terms set out by the legislation of the Republic of Lithuania.

44. A fixed-term employment contract is made with the successful candidate for the position of teacher or researcher for a 5-year period; his/her activity plan for the same period is revised as necessary in agreement with the head of the department and approved by the head of the department, and specific performance indicators are set out in the academic employee's annual individual work plan. The duration of the employment contract is from 1 February to 31 January after 5 years, except for the case specified in Paragraph 45 of the Guidelines.

45. If a teacher or researcher, who is employed at the University under an open-ended employment contract, is successful in a competition for another position of a teacher or researcher, his/her employment continues under the open-ended employment contract when he/she takes up the new position.

46. When a candidate disagrees with the decision of the RCC on the competition results, he/she is entitled to appeal to the rector within 5 working days after the announcement of the results; the latter submits the appeal for the consideration of the ACACAE. The decision of the ACACAE regarding the heard appeal can only be appealed to the Labour Disputes Commission of the State Labour Inspectorate. Technical errors or obvious clerical mistakes are corrected by writing an application to the ACACAE, stating which technical errors or clerical mistakes should be corrected. If the ACACAE decides that the requested corrections do not constitute a technical error or clerical error, the decision of the ACACAE can be appealed to the Labour Disputes Commission of the State Labour Inspectorate.

## **CHAPTER V**

### **PERFORMANCE EVALUATION OF TEACHERS AND RESEARCHERS**

47. At least 3 months before the end of the fixed-term employment contract of a teacher or researcher who has been appointed by the competition, his/her performance is evaluated during the evaluation period. The performance evaluation of teachers and researchers is subject to the same certification requirements as those set out in Chapter VII of the Guidelines.

48. The Department of Human Resources provides information to the heads and employees of first-level academic departments about the forthcoming deadlines for the performance evaluation of teachers and researchers at least 6 months before the end of the evaluation period.

49. The period during which a teacher or researcher has been on pregnancy, childbirth or childcare or parental leave is not included in the 5-year period, and performance is evaluated from the beginning of the evaluation period. If, 3 months before the end of a fixed-term employment contract, the teacher or researcher is on sick leave or pregnancy, childbirth or childcare or parental leave, his/her performance is evaluated at the end of the sick leave or after the return from the leave specified in this Paragraph, at the next ordinary RCC meeting. If the teacher or researcher needs time to implement his/her performance plan due to pregnancy and childbirth, childcare or parental leave, or sickness lasting more than 3 months, his/her performance evaluation is postponed based on his/her written application, for a period not exceeding the duration of the circumstances specified in this Paragraph (i.e., until the next regular RCC meeting after the expiration of that period).

50. If an employee competes for a higher position before the expiry date of the evaluation period for the position he/she holds, the employee has to meet the performance evaluation

requirements of the position held in proportion to the shorter duration of the evaluation period and the FTE occupied.

51. A teacher or researcher who is subject to a performance evaluation during the evaluation period submits the documents necessary for the evaluation of the implementation of the activity plan and the certification requirements, to the Department of Human Resources as well as the activity plan for the new 5-year period within the deadlines and under the procedure set out by the University.

52. The head of the academic department evaluates the implementation of the activity plan for the evaluation period and the activity plan for the new 5-year period and prepares a review. The review is submitted to the RCC chairperson no later than 3 working days before the scheduled date of the RCC meeting.

53. The Department of Human Resources Department inspects if all the required documents have been submitted and, if needed, informs the teacher or researcher about the missing documents. The missing documents have to be submitted within 3 working days. The Department of Human Resources forwards the submitted documents to the RCC.

54. During the performance evaluation, the RCC considers the review of the activity plan submitted by the head of the academic department and decides whether the performance results achieved by the teacher or researcher while working at the first-level academic department, for which the performance is being evaluated, meet the certification requirements and implementation of the activity plan set out for the position during the evaluation period. The certification requirements are applied in proportion to the FTE held within the period, applying the principles of arithmetic rounding (the indicators are rounded: down to the nearest whole number when the indicator is equal or up to 0.5 but no less than 1, and up to the nearest whole number when the indicator is more than 0.5). If the academic employee's share of FTE working at the job position that is being assessed was reduced by making the additional agreements regarding the project researcher's position, the requirements of the performance evaluation of the research activities are not reduced.

55. The RCC decree on the performance evaluation during the evaluation period includes a conclusion stating "The employee's performance is evaluated positively" or "The employee's performance is evaluated negatively". This decree, together with the review by the head of the department on the activity plan, the activity plan for the new 5-year period (revised as necessary in agreement with the head of the department and approved by the head of the department in the case of a positive evaluation), the certificates issued by the University, the list of scientific and other works are stored in the employee's personal file until the end of the certification period and for 5 years in the case of a negative performance evaluation. The employee can collect any other additionally submitted documents within 30 calendar days. If these documents are not collected within the specified period, they are destroyed.

56. The employee who is being evaluated is informed about the performance evaluation results by the University email. Such notification is considered adequate.

57. If the performance of a teacher or researcher working under a fixed-term employment contract is evaluated negatively, he/she is dismissed. The employee whose performance is evaluated negatively has to be notified about the dismissal at least 10 working days in advance. The dismissed employee is paid one month's average salary. In the event of a negative performance evaluation, the employee loses the right to compete for the same or a higher position at the University for one calendar year.

58. If the performance of a teacher or researcher working under a fixed-term employment contract is evaluated positively, the employment relationship with that teacher or researcher continues under an open-ended employment contract for the same job position. The Department of Human Resources draws up the employment contract and/or amendment thereof under the procedures and terms set out by the legislation of the Republic of Lithuania and the University.

59. When an employee disagrees with a decision made by the RCC on the performance evaluation during the evaluation period, he/she is entitled to appeal to the rector within 5 working

days after the announcement of the decision; the latter submits the appeal for the consideration of the ACACAE. A decision of the ACACAE regarding the heard appeal can only be appealed to the Labour Disputes Commission of the State Labour Inspectorate. Technical errors or obvious clerical mistakes are corrected by writing an application to the ACACAE, stating which technical errors or clerical mistakes should be corrected. If the ACACAE decides that the requested corrections do not constitute a technical error or clerical error, the decision of the ACACAE can be appealed to the Labour Disputes Commission of the State Labour Inspectorate.

## **CHAPTER VI**

### **CERTIFICATION OF TEACHERS AND RESEARCHERS**

60. At least 3 months before the end of the certification period of a teacher or researcher working under an open-ended employment contract, his/her certification is announced. Certification of researchers and researchers is organised twice a year. The standard certification period is 5 years, evaluating periods from 1 February to 31 January 5 years later or from 1 July to 30 June 5 years later.

61. The Department of Human Resources provides information to the heads and employees of the first-level academic departments about the forthcoming certification dates at least 6 months before the end of the certification period specified in Paragraph 60 of the Guidelines.

62. The extraordinary certification of the teacher or researcher is announced by the rector under the reasoned proposal of the dean of the faculty (director of the institute) at least 5 months before the end of the period of the extraordinary certification, either 31 January or 30 June. The teacher or researcher is informed about the extraordinary certification announced by the rector by the University email provided by the University. Such notification is considered appropriate.

63. The extraordinary certification can be announced by the rector under the proposal of the dean of the faculty (director of the institute) at least one year after the beginning of the certification period, no more than once per year and no more than twice per certification period.

64. During the extraordinary certification, the general requirements for certification and the implementation of the activity plan (if one has been approved) are reduced in proportion to the shorter period of certification and the FTE held.

65. The period during which a teacher or researcher has been on pregnancy, childbirth or childcare or parental leave as well as a period of sickness lasting for more than 3 months is not included in the certification period, and the achieved results are evaluated from the beginning of the evaluation period. If the teacher or researcher is on sick leave or pregnancy, childbirth or childcare or parental leave during the certification, his/her certification is conducted at the end of the sick leave or after the return from the leave specified in this Paragraph, at the next ordinary RCC meeting. If the teacher or researcher needs time to meet his/her certification requirements due to pregnancy and childbirth, childcare or parental leave, or sickness lasting more than 3 months, his/her certification is postponed based on his/her written application, for a period not exceeding the duration of the circumstances specified in this Paragraph (i.e., until the next regular RCC meeting after the expiration of that period).

66. During the period of an open-ended employment contract, at the submission of the rector, at the proposal by the head of the first-level department, and with the consent of the employee, the latter's current job position as a teacher/researcher or researcher may be replaced by an equivalent position at the same career stage of a researcher, provided that he/she meets the qualification requirements set out for that job position. Such a teacher or researcher working under an open-ended employment contract who, during the certification period, has been promoted without competition to an equivalent position of researcher or teacher is certified in respect to all positions held, in proportion to the FTE and the duration worked.

67. If an employee competes for a higher position before the expiry date of the certification period for the position he/she holds, the employee has to meet the certification requirements and the

implementation of the activity plan of the position held in proportion to the shorter duration of the certification period and the FTE occupied.

68. The employee who is being certified submits to the Human Resources Department a description of the certification activities and appendices, a declaration of the competencies required for the career stage of researchers as defined for the specific positions of researchers (if competencies in the position held have not been assessed), the implementation of the activity plan (if one has been approved) and the activity plan for the new 5-year period. The Department of Human Resources inspects if all the required documents have been submitted and, if needed, informs the teacher or researcher about the missing documents. The missing documents have to be submitted within 3 working days. The Department of Human Resources forwards the submitted documents to the RCC.

69. The head of the academic department evaluates the implementation of the activity plan for the certification period (if one has been approved) and the activity plan for the new 5-year period and prepares a review. The review is submitted to the RCC chairperson no later than 3 working days before the scheduled date of the RCC meeting.

70. During the certification, it is assessed whether the performance results achieved by the teacher or researcher while working at the first-level academic department, for which he/she is certified, meet the certification requirements set out for the position during the certification period. The certification requirements are applied in proportion to the FTE held within the period, applying the principles of arithmetic rounding (the indicators are rounded: down to the nearest whole number when the indicator is equal or up to 0.5 but no less than 1, and up to the nearest whole number when the indicator is more than 0.5). If the academic employee's share of FTE working at the job position for which he/she is certified was reduced by making the additional agreements regarding the project researcher's position, the certification requirements of the research activities are not reduced.

71. The evaluated individual is invited to participate in the RCC meeting. If the evaluated individual cannot participate in the meeting for objective reasons, he/she submits a written application to the RCC to get certified in his/her absence. The RCC has a right to decide in the absence of the individual who is being certified.

72. The certification of academic employees working under open-ended employment contracts also includes the assessment of the implementation of the 5-year activity plan (if one has been approved) and the activity plan for the new 5-year period, as well as the assessment of compliance with the mandatory competency requirements for researchers. The RCC decree on the certification during the period states the conclusion "The employee is certified", "The employee is certified conditionally", or "The employee is not certified".

73. During the meeting, the RCC assesses and decides by open vote whether a teacher/researcher or researcher meets the mandatory competency requirements for researchers (if competencies in the position held have not been assessed), with the RCC decree stating "The employee has all the mandatory competencies for the career stage of researchers set out for the job position" or "The employee does not have all the mandatory competencies for the career stage of researchers set out for the job position". If the employee meets the certification requirements, but the RCC determines that the employee does not have all the competencies required for the career stage of researchers, the employee is certified conditionally and is subject to a 5-year upskilling plan to acquire the lacking competencies. Compliance with the mandatory competencies for the career stage of researchers is reassessed at the time of the next certification. If the RCC decision on the reassessment is "The employee does not have all the mandatory competencies for the career stage of researchers set out for the job position", the employee is assessed as non-certified.

74. The RCC decrees and the description of certification activities, the certificates issued by the University, the list of scientific and other works, the activity plan for the new 5-year period (in the case of a positive evaluation, revised as necessary in agreement with the head of the department and approved by the head of the department), the review on the activity plan by the head of the department are stored in the employee's personal file until the next certification, and for 5 years in the case of a person who is not certified. The person who is being certified can collect any other

additionally submitted documents within 30 calendar days. If these documents are not collected within the specified period, they are destroyed.

75. The person who is being certified is informed about the certification results by the University email. Such notification is considered adequate.

76. If the performance of a teacher or researcher working under an open-ended employment contract is evaluated positively, the employment relationship continues for the same job position. The 5-year activity plan is revised as necessary in agreement with the head of the department and approved by the head of the department, and specific performance indicators are planned in the academic employee's annual individual work plan.

77. After a regular certification every 5 years or after the extraordinary certification, the individual who fails the certification is dismissed under the procedure set out by the legislation of the Republic of Lithuania.

78. When an employee disagrees with a decision made by the RCC on the certification, he/she is entitled to appeal to the rector within 5 working days after the announcement of the decision; the latter submits the appeal for the consideration of the ACACAE. A decision of the ACACAE regarding the heard appeal can only be appealed to the Labour Disputes Commission of the State Labour Inspectorate. Technical errors or obvious clerical mistakes are corrected by writing an application to the ACACAE, stating which technical errors or clerical mistakes should be corrected. If the ACACAE decides that the requested corrections do not constitute a technical error or clerical error, the decision of the ACACAE can be appealed to the Labour Disputes Commission of the State Labour Inspectorate.

79. By the decision of the RCC, the certification period can be extended for the teachers or researchers who work at the University in the position of a rector, vice-rector, dean or director of the first-level research institute or the dean of the faculty holding at least 5 FTE of this position during the term of office until the end of the term of office of this administrative job position, but no longer than 5 years after the end of the certification period for the teacher's or researcher's job position.

80. The University grants to rectors, vice-rectors, deans who finish their term of office, directors of the first-level research institutes and vice-deans of faculties, who have held at least 0.5 FTE of their position during the term of office, a position of a teacher or researcher they held before or during their term of office for 5 years without competition. Other heads of academic departments who have completed the specified term of office in their administrative position are entitled to return to their previous position of a teacher or researcher, if it was terminated, for the remaining certification period or one year if the remaining period is shorter than one year.

## **CHAPTER VII**

### **QUALIFICATION AND CERTIFICATION REQUIREMENTS FOR THE JOB POSITIONS OF TEACHERS AND RESEARCHERS**

81. The requirements of one of the three groups of science/art areas of the job positions the candidates apply for are applied to the candidates participating in the competition: a group of the areas of natural sciences, technology, and medical and health sciences, a group of the areas of social sciences and humanities, or a group of art areas. Compliance with the qualification requirements does not guarantee that a candidate will win the competition for the position; however, it is a precondition for participation in the competition. The certification is subject to the requirements of one of the three groups of science/art areas in which the activities were carried out: the groups of the areas of natural sciences, technology, and medical and health sciences, the group of the areas of social sciences and humanities, or the group of art areas.

82. The following additional research and study results, exceeding the minimum performance evaluation requirements, may be considered equivalent to international-level scientific papers:

82.1.2 quires in scientific monographs or parts thereof published by internationally recognised scientific publishers are equivalent to 1 international-level scientific paper;

82.2. A patent issued by the most important international patent offices (if patents issued by several patent offices are for the same object, they are counted as one patent), a plant (other than ornamental) or animal variety registered in European specialised centres, or a new species of organisms that has undergone international scientific examination is equivalent to 2 international-level scientific papers;

82.3. Research and experimental development (hereinafter - R&D) works, services or projects managed or carried out with external funding for 50 000 EUR are equivalent to 1 international-level scientific paper;

82.4. The results of experimental/technological development (developed and implemented technology, prototype tested in real conditions (technological readiness level 7)), a scientifically structured data set, all of which, or the metadata of which, are made publicly available, are equivalent to 1-2 international-level scientific papers;

82.5. Coordination of an international science programme project involving R&D is equivalent to 4 international-level scientific papers for the project manager; coordination of an international science programme project not involving R&D or implementation of an international science programme project where the University is the coordinator of the R&D work package is equivalent to 2 international-level scientific papers for the project manager; coordination of a national science project where the partner is an economic entity or the project is aimed at experimental/technological development is equivalent to 1 international-level scientific paper for the project manager;

82.6. Coordination of an international study project is equivalent to 2 international-level scientific papers for the project manager; implementation of an international study project where the University is the coordinator of a study-related work package is equivalent to 1 international-level scientific paper for the project manager.

83. The following additional research and study results, exceeding the minimum performance evaluation requirements, may be considered equivalent to study publications:

83.1.2 quires in scientific monographs or parts thereof published by internationally recognised scientific publishers are equivalent to 1 educational book if that scientific monograph is used in the study process;

83.2.2 international-level scientific papers (WoS SCIE, WoS SSCI or Scopus) on didactic research in the study subject(s), where the author's total contribution in the article(s) is at least 0.4, are equivalent to 1 educational book; 1 international-level scientific paper (WoS SCIE, WoS SSCI or Scopus) on didactic research in the study subject(s), where the author's contribution in the article(s) is at least 0.2, is equivalent to 1 methodological tool.

84. Researchers who are being certified must have at least 2 international-level scientific papers in the position of professor, at least 1 international-level scientific paper in the position of associate professor, at least 5 international-level scientific papers in the position of chief researcher, at least 3 international-level scientific papers in the position of senior researcher, and at least 2 international-level scientific papers in the position of researcher.

85. The decision on the equivalences specified in Paragraphs 82-83 of the Guidelines is made during the RCC expert evaluation.

### **Natural sciences, technology, and medical and health science areas**

86. The scientists who have the competencies set out for a leading researcher and meet the following requirements can participate in the competition for the position of **professor**:

86.1. Published at least 10 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 3 scientific papers following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts

thereof published by internationally recognised scientific publishers), of which at least 2 have been published in the last 5 years;

86.2. Announced the research results in at least 5 international and/or national scientific conference presentations or plenary lectures;

86.3. Managed R&D works or projects funded by external sources or international study projects;

86.4. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research of first and/or second cycle students leading to the publication of at least 2 international-level scientific papers, where at least one of the co-authors is a student or graduate;

86.5. Have at least 5 years of experience in giving lectures to students of any study cycle;\

86.6. Developed and published a publication for studies (textbook, educational book or part thereof) or an e-learning/teaching course for studies;

86.7. Carried out activities in at least three of the following ways: produced publications of scientific resources, scientifically structured data sets, produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

87. The scientists working in the position of **professor** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

87.1. Published at least 4 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Paragraph 82 of the Guidelines); of which at least 2 with co-authors from foreign institutions;

87.2. Announced the research results in at least 3 international scientific conference presentations or plenary lectures;

87.3. Managed R&D works or projects;

87.4. Managed or carried out R&D works, services or projects with external funding for at least 35 thousand EUR or international study projects;

87.5. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships;

87.6. Gave lectures for at least 45 academic hours per year;

87.7. Developed or updated a publication for studies (textbook, educational book or part thereof) or developed an approved e-learning/teaching Moodle course for studies;

87.8. Participated in the University's activities for science or study promotion or gave public lectures;

87.9. Carried out activities in at least three of the following ways: produced publications of scientific resources, scientifically structured data sets, produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

87.10. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

88. The scientists who have the competencies set out for a leading researcher and meet the following requirements can participate in the competition for the position of **chief researcher**:

88.1. Published at least 15 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 3 scientific papers following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts thereof published by internationally recognised scientific publishers), of which at least 5 have been published in the last 5 years;

88.2. Announced the research results in at least 10 international and/or national scientific conference presentations or plenary lectures;

88.3. Managed R&D works or projects funded by external sources;

88.4. Participated in doctoral studies as a supervisor of a doctoral student or supervised postdoctoral fellowships;

88.5. Carried out activities in at least three of the following ways: produced publications of scientific resources, scientifically structured data sets, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

89. The scientists working in the position of **chief researcher** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

89.1. Published at least 7 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 2 scientific papers following the provisions of Paragraph 82 of the Guidelines), of which at least 2 have been published with co-authors from foreign institutions;

89.2. Announced the research results in at least 3 international scientific conference presentations or plenary lectures;

89.3. Managed R&D works or projects;

89.4. Managed or carried out R&D works, services or projects with external funding for at least 70 thousand EUR;

89.5. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships;

89.6. Participated in the University's activities for science or study promotion or gave public lectures;

89.7. Carried out activities in at least three of the following ways: produced publications of scientific resources, scientifically structured data sets, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, gave public lectures,

participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

89.8. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course.

90. The scientists who have the competencies set out for an established researcher and meet the following requirements can participate in the competition for the position of **associate professor**:

90.1. Published at least 4 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts thereof published by internationally recognised scientific publishers), of which at least 1 has been published in the last 5 years;

90.2. Announced the research results in at least 3 international and/or national scientific conference presentations or plenary lectures;

90.3. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the department or the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research of first and/or second cycle students leading to the publication of at least 1 international-level scientific paper, where at least one of the co-authors is a student or graduate;

90.4. Has at least 3 years of experience in giving lectures or conducting seminars (practice classes, laboratory work, etc.) in the study programmes of any study cycle;

90.5. Developed and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an e-learning/teaching course for studies;

90.6. Carried out activities in at least two of the following ways: produced publications of scientific resources, scientifically structured data sets, produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

91. The scientists working in the position of **associate professor** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

91.1. Published at least 2 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Paragraph 82 of the Guidelines); of which at least 1 with co-authors from foreign institutions;

91.2. Announced the research results in at least 2 international scientific conference presentations or plenary lectures;

91.3. Managed or carried out R&D work or projects with external funding or international study projects;

91.4. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the department or the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research of first and/or second cycle students leading to the publication of at least 1 international-level scientific paper, where at least one of the co-authors is a student or graduate;

91.5. Gave lectures for at least 45 academic hours per year;

91.6. Developed or updated a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an approved e-learning/teaching Moodle course for studies;

91.7. Participated in the University's activities for science or study promotion or gave public lectures;

91.8. Carried out activities in at least two of the following ways: produced publications of scientific resources, scientifically structured data sets, produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

91.9. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

92. The scientists have the competencies set out for an established researcher and meet the following requirements can participate in the competition for the position of **senior researcher**:

92.1. Published at least 7 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 3 scientific papers following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts thereof published by internationally recognised scientific publishers), of which at least 3 have been published in the last 5 years;

92.2. Announced the research results in at least 5 international and/or national scientific conference presentations or plenary lectures;

92.3. Managed or carried out R&D work or projects with external funding or provided doctoral studies as a doctoral student's supervisor or supervised postdoctoral fellowships;

92.4. Carried out activities in at least two of the following ways: produced publications of scientific resources, scientifically structured data sets, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

93. The scientists working in the position of **senior researcher** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

93.1. Published at least 5 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 2 scientific papers following the provisions of Paragraph 82 of the Guidelines); of which at least 1 with co-authors from foreign institutions;

93.2. Announced the research results in at least 2 international scientific conference presentations or plenary lectures;

93.3. Managed R&D works or projects;

93.4. Managed or carried out R&D works, services or projects with external funding for at least 35 thousand EUR;

93.5. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the

department or the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships;

93.6. Participated in the University's activities for science or study promotion or gave public lectures;

93.7. Carried out activities in at least two of the following ways: produced publications of scientific resources, scientifically structured data sets, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

93.8. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course.

94. The scientists who have the competencies set out for a recognised researcher and published at least 1 scientific paper in a peer-reviewed scientific publication refereed in the international databases and have at least 2 years of pedagogical work experience (the latter provision is not applied to the professionals who have at least 5 years of experience) can participate in the competition for the position of **assistant**.

95. The scientists working in the position of **assistant** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

95.1. Published at least 1 scientific paper in the publication refereed in the *WoS SCIE* database;

95.2. Carried out R&D works, services or projects;

95.3. Carried out pedagogical activities;

95.4. Developed or updated a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an approved e-learning/teaching Moodle course for studies;

95.5. Participated in the University's activities for science or study promotion or gave public lectures;

95.6. Carried out activities in at least one of the following ways: produced publications of scientific resources, scientifically structured data sets, produced or compiled peer-reviewed scientific publications, produced policy briefs, participated in R&D work or projects or study projects, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

95.7. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

96. The scientists who have the competencies set out for a recognised researcher and published at least 2 international-level scientific papers can participate in the competition for the position of **researcher**.

97. The scientists working in the position of **researcher** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

97.1. Published at least 3 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Paragraph 82 of the Guidelines);

97.2. Announced the research results in at least 1 international scientific conference presentation;

97.3. Managed or carried out R&D works, services or projects with external funding for at least 15 thousand EUR;

97.4. Participated in the University's activities for science or study promotion or gave public lectures;

97.5. Carried out activities in at least one of the following ways: produced publications of scientific resources, scientifically structured data sets, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), produced or compiled peer-reviewed scientific publications, produced policy briefs, submitted patent applications to major international patent offices, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

97.6. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course.

98. The persons holding a doctoral degree in science/art, who have experience in methodological work and at least 2 years of experience in pedagogical work can participate in the competition for the position of **senior lecturer**.

99. The persons working in the position of **senior lecturer** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

99.1. Carried out pedagogical activities at least 65% of their working time;

99.2. Prepared or updated and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study and its description) or developed a certified Moodle e-learning/teaching course for studies;

99.3. Participated in the University's activities for the promotion of studies or gave public lectures;

99.4. Carried out activities in at least two of the following ways: coordinated and/or developed study modules, supervised final degree projects of the students of first or second study cycle, prepared expert opinions on study activities, reviews, overviews, organised study events, participated/participates in the work of study committees, commissions or working groups, participated/participates in the activities of peer-to-peer mentorship, led seminars on sharing the experience in studies;

99.5. Completed at least 40 hours of didactic and subject-specific professional development.

100. The persons holding at least a master's degree or equivalent higher education can participate in the competition for the position of **lecturer**.

101. The persons working in the position of **lecturer** can be certified if they meet the following requirements within a 5-year certification/evaluation period

101.1. Carried out pedagogical activities at least 65% of their working time;

101.2. Prepared or updated and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study and its description) or developed a certified Moodle e-learning/teaching course for studies;

101.3. Participated in the University's activities for the promotion of studies or gave public lectures;

101.4. Carried out activities in at least two of the following ways: developed study modules, supervised final degree projects of the students of first study cycle, organised study events,

participated/participates in the work of study committees, commissions or working groups, participated/participates in the activities of expert study organisations;

101.5. Completed at least 40 hours of didactic and subject-specific professional development.

### **Humanities and social science areas**

102. The scientists who have the competencies set out for a leading researcher and meet the following requirements can participate in the competition for the position of **professor**:

102.1. Published at least 10 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 4 scientific papers following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts thereof published by internationally recognised scientific publishers), of which at least 2 have been published in the last 5 years;

102.2. Announced the research results in at least 5 international and/or national scientific conference presentations or plenary lectures;

102.3. Managed R&D works or projects funded by external sources or international study projects;

102.4. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research of first and/or second cycle students leading to the publication of at least 2 international-level scientific papers, where at least one of the co-authors is a student or graduate;

102.5. Has at least 5 years of experience in giving lectures to students of any study cycle;

102.6. Developed and published a publication for studies (textbook, educational book or part thereof) or developed an e-learning/teaching course for studies;

102.7. Carried out activities in at least three of the following ways: produced scientific studies, synthetic scientific works, publications of scientific resources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, created and/or supervises digital resources for the dissemination of science, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

103. The scientists working in the position of **professor** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

103.1. Published at least 4 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 2 scientific papers following the provisions of Paragraph 82 of the Guidelines); of which at least 2 with co-authors from foreign institutions;

103.2. Announced the research results in at least 3 international scientific conference presentations or plenary lectures;

103.3. Managed R&D works or projects;

103.4. Managed or carried out R&D works, services or projects with external funding for at least 35 thousand EUR or international study projects;

103.5. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the

doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships;

103.6. Gave lectures for at least 45 academic hours per year;

103.7. Developed or updated a publication for studies (textbook, educational book or part thereof) or developed an approved e-learning/teaching Moodle course;

103.8. Participated in the University's activities for science or study promotion or gave public lectures;

103.9. Carried out activities in at least three of the following ways: produced scientific studies, synthetic scientific works, publications of scientific sources, publications of scientific resources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, created and/or supervises digital resources for the dissemination of science, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

103.10. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

104. The scientists who have the competencies set out for a leading researcher and meet the following requirements can participate in the competition for the position of **chief researcher**:

104.1. Published at least 15 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 7 scientific papers following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts thereof published by internationally recognised scientific publishers), of which at least 5 have been published in the last 5 years;

104.2. Announced the research results in at least 10 international and/or national scientific conference presentations or plenary lectures;

104.3. Managed R&D works or projects funded by external sources;

104.4. Participated in doctoral studies as a supervisor of a doctoral student or supervised postdoctoral fellowships;

104.5. Carried out activities in at least three of the following ways: produced scientific studies, synthetic scientific works, publications of scientific sources, publications of scientific resources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, created and/or supervises digital resources for the dissemination of science, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

105. The scientists working in the position of **chief researcher** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

105.1. Published at least 7 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 2 scientific papers following the provisions of Paragraph 82 of the Guidelines); of which at least 2 with co-authors from foreign institutions;

105.2. Announced the research results in at least 3 international scientific conference presentations or plenary lectures;

105.3. Managed R&D works or projects;

105.4. Managed or carried out R&D works, services or projects with external funding for at least 70 thousand EUR or international study projects;

105.5. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships;

105.6. Participated in the University's activities for science or study promotion or gave public lectures;

105.7. Carried out activities in at least three of the following ways: produced scientific studies, synthetic scientific works, publications of scientific sources, publications of scientific resources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, created and/or supervises digital resources for the dissemination of science, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

105.8. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course.

106. The scientists who have the competencies set out for an established researcher and meet the following requirements can participate in the competition for the position of **associate professor**:

106.1. Published at least 4 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts thereof published by internationally recognised scientific publishers), of which at least 1 has been published in the last 5 years;

106.2. Announced the research results in at least 3 international and/or national scientific conference presentations or plenary lectures;

106.3. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the department or the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research of first and/or second cycle students leading to the publication of at least 1 international-level scientific paper, where at least one of the co-authors is a student or graduate;

106.4. Has at least 3 years of experience in giving lectures or conducting seminars (practice classes, laboratory work, etc.) in the study programmes of any study cycle;

106.5. Developed and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an e-learning/teaching course for studies;

106.6. Carried out activities in at least two of the following ways: produced scientific studies, synthetic scientific works, produced publications of scientific resources, publications of scientific

sources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, created and/or supervises digital resources for the dissemination of science, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

107. The scientists working in the position of **associate professor** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

107.1. Published at least 2 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Paragraph 82 of the Guidelines); of which at least 1 with co-authors from foreign institutions;

107.2. Announced the research results in at least 2 international scientific conference presentations or plenary lectures;

107.3. Managed or carried out R&D work, services or projects with external funding or international study projects;

107.4. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the department or the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research of first and/or second cycle students leading to the publication of at least 1 international-level scientific paper, where at least one of the co-authors is a student or graduate;

107.5. Gave lectures for at least 45 academic hours per year;

107.6. Developed or updated a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an approved e-learning/teaching Moodle course for studies;

107.7. Participated in the University's activities for science or study promotion or gave public lectures;

107.8. Carried out activities in at least two of the following ways: produced scientific studies, synthetic scientific works, produced publications of scientific resources, publications of scientific sources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, created and/or supervises digital resources for the dissemination of science, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

107.9. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

108. The scientists who have the competencies set out for an established researcher and meet the following requirements can participate in the competition for the position of **senior researcher**:

108.1. Published at least 7 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 3 scientific papers following the provisions of Subparagraph 82.1 of the Guidelines, by making them equivalent to scientific monographs or parts

thereof published by internationally recognised scientific publishers), of which at least 3 have been published in the last 5 years;

108.2. Announced the research results in at least 5 international and/or national scientific conference presentations or plenary lectures;

108.3. Managed or carried out R&D work or projects with external funding or provided doctoral studies as a doctoral student's supervisor or supervised postdoctoral fellowships;

108.4. Carried out activities in at least two of the following ways: produced scientific studies, synthetic scientific works, produced publications of scientific resources, publications of scientific sources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, participated in activities for science or study promotion, created and/or supervises digital resources for the dissemination of science, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations.

109. The scientists working in the position of **senior researcher** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

109.1. Published at least 5 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 2 scientific papers following the provisions of Paragraph 82 of the Guidelines); of which at least 1 with co-authors from foreign institutions;

109.2. Announced the research results in at least 2 international scientific conference presentations or plenary lectures;

109.3. Managed R&D works or projects;

109.4. Managed or carried out R&D works, services or projects with external funding for at least 35 thousand EUR;

109.5. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the department or the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships;

109.6. Participated in the University's activities for science or study promotion or gave public lectures;

109.7. Carried out activities in at least two of the following ways: produced scientific studies, synthetic scientific works, produced publications of scientific resources, publications of scientific sources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, publications for studies, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, created and/or supervises digital resources for the dissemination of science, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

109.8. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course.

110. The scientists who have the competencies set out for a recognised researcher and published at least 1 scientific paper in a peer-reviewed scientific publication refereed in the international databases and have at least 2 years of pedagogical work experience (the latter provision is not applied to the professionals who have at least 5 years of experience) can participate in the competition for the position of **assistant**.

111. The scientists working in the position of **assistant** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

111.1. Published at least 1 scientific paper in the publication refereed in the *WoS SCIE* or *Scopus* database;

111.2. Carried out R&D works, services or projects;

111.3. Carried out pedagogical activities;

111.4. Developed or updated a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an approved e-learning/teaching Moodle course for studies;

111.5. Participated in the University's activities for science or study promotion or gave public lectures;

111.6. Carried out activities in at least one of the following ways: produced scientific studies, synthetic scientific works, publications of scientific resources, publications of scientific sources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, participated in R&D work or projects or study projects, produced examinations, reviews and overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, created and/or supervises digital resources for the dissemination of science, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

111.7. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

112. Scientists who have the competencies set out for a recognised researcher and published at least 2 international-level scientific papers can participate in the competition for the position of **researcher**.

113. The persons working in the position of **researcher** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

113.1. Published at least 3 international-level scientific papers (this minimum number of scientific papers can be reduced by a maximum of 1 scientific paper following the provisions of Paragraph 82 of the Guidelines);

113.2. Announced the research results in at least 1 international scientific conference presentation;

113.3. Managed or carried out R&D works, services or projects with external funding for at least 15 thousand EUR;

113.4. Participated in the University's activities for science or study promotion or gave public lectures;

113.5. Carried out activities in at least one of the following ways: produced scientific studies, synthetic scientific works, publications of scientific resources, publications of scientific sources, scientifically structured data sets, scientific publications in translation, scientific (bio)bibliographies, key legislation drafts or feedback thereof, coordinated study modules or participated in the study process (gave lectures, supervised final degree projects of first or second cycle students), published research results or reviews in cultural or professional publications, produced or compiled peer-reviewed scientific publications, produced policy briefs, produced examinations, reviews and

overviews of research or study activities, produced papers of representative co-authorship, organised scientific or study events, participated in the editorial boards of scientific journals, created and/or supervises digital resources for the dissemination of science, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert scientific or study organisations;

113.6. Upgraded his/her scientific-subject qualifications in at least two of the following ways: participated in an international scientific conference, a research fellowship or a subject-specific training course.

114. The persons holding a doctoral degree in science/art, who have experience in methodological work and at least 2 years of experience in pedagogical work can participate in the competition for the position of **senior lecturer**.

115. The persons working in the position of **senior lecturer** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

115.1. Carried out pedagogical activities at least 65% of their working time;

115.2. Prepared or updated and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study and its description) or developed a certified Moodle e-learning/teaching course for studies;

115.3. Participated in the University's activities for the promotion of studies or gave public lectures;

115.4. Carried out activities in at least two of the following ways: coordinated and/or developed study modules, supervised final degree projects of the students of first or second study cycle, prepared expert opinions on study activities, reviews, overviews, organised study events, participated/participates in the work of study committees, commissions or working groups, participated/participates in the activities of expert study organisations, peer-to-peer mentorship, led seminars on sharing the experience in studies;

115.5. Completed at least 40 hours of didactic and subject-specific professional development.

116. The persons holding a master's qualification degree or equivalent higher can participate in the competition for the position of **lecturer**.

117. The persons working in the position of **lecturer** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

117.1. Carried out pedagogical activities at least 65% of their working time;

117.2. Prepared or updated and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study and its description) or developed a certified Moodle e-learning/teaching course for studies;

117.3. Participated in the University's activities for the promotion of studies or gave public lectures;

117.4. Carried out activities in at least two of the following ways: developed study modules, supervised final degree projects of the students of first study cycle, organised study events, participated/participates in the work of study committees, commissions or working groups, participated/participates in the activities of expert study organisations;

117.5. Completed at least 40 hours of didactic and subject-specific professional development.

### Art areas

118. Scientists or renowned artists holding at least a master's qualification degree or equivalent higher education or doctors of art who carry out artistic activities and meet the following requirements can participate in the competition for the position of **professor**:

118.1. according to the nature of artistic expression:

118.1.1. in the field of music:

118.1.1.1. Published or performed at least 5 pieces of music, cinema or audio-visual art and/or interpretations or editions thereof that are widely recognised or have a prestigious international reputation; at least 3 of them within the last 5 years;

118.1.1.2. Published at least 5 works of art with publishers, audio and video studios, at least 3 of them within the last 5 years;

118.1.1.3. The artistic activities are awarded at least 3 premiums, prizes or awards at the events or competitions that are nationally, widely recognised or have a prestigious international reputation, at least 1 of them within the last 5 years;

118.1.2. activities in architecture:

118.1.2.1. Implemented at least 5 large-scale projects of urban complex, territorial planning, architectural complex or public building in Lithuania or abroad; at least 1 of them within the last 5 years;

118.1.2.2. The activities in architecture are awarded at least 3 premiums, prizes or awards at the architectural events or competitions that are nationally, widely recognised or have a prestigious international reputation, at least 1 of them received within the last 5 years;

118.1.3. activities in design:

118.1.3.1. Published or presented at least 5 complex visual styles or complex object designs at the events that are widely recognised or have a prestigious international reputation or to foreign clients; at least 1 of them within the last 5 years;

118.1.3.2. The artistic activities are awarded at least 3 premiums, prizes or awards at the events or competitions that are nationally, widely recognised or have a prestigious international reputation, or the author's works are acquired by a foreign museum or prestigious art gallery, at least 1 of them within the last 5 years;

118.2. Managed artistic outsourced works or projects with external funding or international study projects;

118.3. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research/artistic work and/or projects of first and/or second cycle students leading to the presentation of at least 2 of them at least in the nationally-recognised artistic events or publishing in artistic/scientific publications, where a student/graduate is an author or co-author;

118.4. Has at least 5 years of experience in giving lectures to students of any study cycle;

118.5. Developed and published a publication for studies (textbook, educational book or part thereof) or developed an e-learning/teaching course for studies;

118.6. Carried out activities in at least three of the following ways: carried out cultural development work, artistic research and published the results in publications, published research results or reviews in cultural or professional publications, produced or compiled serial or one-off artistic publications, produced examinations, reviews and overviews of artistic or study activities, organised artistic or study events, participated in the editorial boards of artistic journals, participated in activities for the promotion of art or studies, created and/or supervises digital resources for the dissemination of art, gave public lectures, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert artistic or study organisations or creative unions.

119. Performance of the artists working in the position of **professor** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

119.1. according to the nature of artistic expression:

119.1.1. creation of music:

119.1.1.1. Published or performed at least 5 pieces of music, cinema or audio-visual art and/or interpretations or editions thereof that are widely recognised or have a prestigious international reputation;

119.1.1.2. Published at least 3 works of art with publishers, audio and video studios;

119.1.1.3. Participated in or curated at least 3 nationally or internationally recognised artistic events or competitions, and received at least 1 award in them;

119.1.2. activities in architecture:

119.1.2.1. Implemented at least 3 large-scale projects of urban complex, territorial planning, architectural complex or public building in Lithuania or abroad;

119.1.2.2. Participated in or curated at least 3 nationally or internationally recognised artistic events or competitions, and received at least 1 award in them or managed or carried out R&D or artistic outsourced works, services or projects with external funding for at least 35 thousand EUR or international study projects;

119.1.3. activities in design:

119.1.3.1. Published or presented at least 3 complex visual styles or complex object designs that are widely recognised or have a prestigious international reputation at the events or to foreign clients;

119.1.3.2. Participated in or curated at least 3 nationally or internationally recognised artistic events or competitions, and received at least 1 award in them or the author's works are acquired by a foreign museum or prestigious gallery, or published an album or an illustrated book with foreign publishers or managed or carried out R&D or artistic outsourced works, services or projects with external funding for at least 35 thousand EUR or international study projects;

119.2. Conducted artistic research and published research results;

119.3. Participated in doctoral studies (as a supervisor or consultant of a doctoral student, a member of the doctoral committee or defence board, a dissertation reviewer at the invitation of the doctoral committee, or taught a study module of doctoral studies) or supervised postdoctoral fellowships, or supervised the research/artistic work and/or projects of first and/or second cycle students leading to the presentation of at least 2 of them at least in the nationally-recognised artistic events or publishing in artistic/scientific publications, where a student/graduate is an author or co-author;

119.4. Gave lectures for at least 45 academic hours per year;

119.5. Developed or updated a publication for studies (textbook, educational book or part thereof) or developed an approved e-learning/teaching Moodle course;

119.6. Participated in the University's activities for the promotion of art or studies or gave public lectures;

119.7. Carried out activities in at least three of the following ways: managed or carried out R&D or artistic outsourced works or projects or international study projects, carried out cultural development works, published the results of cultural activities or reviews in cultural or professional publications, produced or compiled serial or one-off artistic publications, produced examinations, reviews and overviews of artistic or study activities, organised artistic or study events, participated in the editorial boards of artistic journals, created and/or supervises digital resources for the dissemination of art, participated/participates in the work of study or research committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert artistic or study organisations or creative unions;

119.8. Upgraded his/her artistic-subject qualifications in at least two of the following ways: participated in an international scientific conference, an artistic fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

120. Renowned artists holding at least a master's qualification degree or equivalent higher education or doctors of art who carry out artistic activities and meet the following requirements can participate in the competition for the position of **associate professor**:

120.1. according to the nature of artistic expression;

120.1.1. creation of music:

120.1.1.1. Published or performed at least 3 pieces of music, cinema or audio-visual art and/or interpretations or editions thereof that are widely recognised or have a prestigious international reputation; at least 3 of them within the last 5 years;

120.1.1.2. Published at least 3 works of art with publishers, audio and video studios, at least 3 of them within the last 5 years;

120.1.1.3. The artistic activities are awarded at least 1 premium, prize or award at the event or competition that is nationally, widely recognised or has a prestigious international reputation;

120.1.2. activities in architecture:

120.1.2.1. Implemented at least 1 large-scale project of urban complex, territorial planning, architectural complex or public building or at least 3 small-scale projects of a relevant nature or interior design in Lithuania or abroad;

120.1.2.2. The activities in architecture are awarded at least 1 premium, prize or award at the architectural event or competition that is nationally, widely recognised or has a prestigious international reputation;

120.1.3. activities in design:

120.1.3.1. Published or presented at least 2 complex visual styles or complex object designs at the exhibitions that are at least nationally recognised or to foreign or Lithuanian clients;

120.1.3.2. The artistic activities are awarded at least 1 premium, prize or award at the event or competition that is nationally, widely recognised or has a prestigious international reputation; or the author's works are acquired by a foreign or Lithuanian museum or prestigious art gallery;

120.2. Supervised artistic/research work and/or projects of the students of any study cycle;

120.3. Has at least 3 years of experience in giving lectures or conducting seminars (practice classes, laboratory work, etc.) in the study programmes of any study cycle;

120.4. Developed and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an e-learning/teaching course for studies;

120.5. Carried out activities in at least two of the following ways: carried out R&D or artistic outsourced work or projects or international study projects, carried out cultural development work, artistic research and published the results in publications, published the results of artistic activities or reviews in cultural or professional publications, produced or compiled serial or one-off artistic publications, produced examinations, reviews and overviews of artistic or study activities, organised artistic or study events, participated in the editorial boards of artistic journals, participated in activities for the promotion of art or studies, created and/or supervises digital resources for the dissemination of art, gave public lectures, participated/participates in the work of study or scientific committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert artistic or study organisations or creative unions.

121. Performance of the artists working in the position of **associate professor** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

121.1. according to the nature of artistic expression:

121.1.1. creation of music:

121.1.1.1. Published or performed at least 3 pieces of music, cinema or audio-visual art and/or interpretations or editions thereof that are widely recognised or have a prestigious international reputation;

121.1.1.2. Published at least 3 works of art with publishers, audio and video studios;

121.1.1.3. Participated in or curated at least 2 nationally or internationally recognised artistic events or competitions, and received an award;

121.1.2. activities in architecture:

121.1.2.1. Implemented at least 1 large-scale project of urban complex, territorial planning, architectural complex or public building or at least 2 small-scale projects of a relevant nature or interior design in Lithuania or abroad;

121.1.2.2. Participated at least in 2 architecture competitions that are nationally, widely recognised or have a prestigious international reputation and received an award or managed or carried out R&D or artistic outsourced works or projects with external funding for at least 15 thousand EUR or international study projects;

121.1.3. activities in design:

121.1.3.1. Published or presented at least 2 complex visual styles or complex object designs at the exhibitions that are at least nationally recognised or to foreign or Lithuanian clients;

121.1.3.2. Participated at least in 2 architecture competitions that are nationally, widely recognised or have a prestigious international reputation or curated such events and received an award or managed or carried out R&D or artistic outsourced works or projects with external funding for at least 15 thousand EUR or international study projects;

121.2. Supervised artistic/research work and/or projects of the students of any study cycle;

121.3. Gave lectures for at least 45 academic hours per year;

121.4. Developed or updated a publication for studies (textbook, educational book, methodological tool or part thereof, case study or case description) or developed an approved e-learning/teaching Moodle course for studies;

121.5. Participated in the University's activities for the promotion of art or studies or gave public lectures;

121.6. Carried out activities in at least two of the following ways: carried out R&D or artistic outsourced work or projects or international study projects, carried out cultural development work, artistic research and published the results in publications, published the results of artistic activities or reviews in cultural or professional publications, produced or compiled serial or one-off artistic publications, produced examinations, reviews and overviews of artistic or study activities, organised artistic or study events, participated in the editorial boards of artistic journals, created and/or supervises digital resources for the dissemination of art, participated/participates in the work of study or scientific committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert artistic or study organisations or creative unions;

121.7. Upgraded his/her artistic-subject qualifications in at least two of the following ways: participated in an international scientific conference, an artistic fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

122. Recognised artists holding at least a master's qualification degree or equivalent qualification of higher education or doctors in art involved in artistic activities who published at least 1 work of art and have at least 2 years of pedagogical work experience (the latter provision is not applied to the professionals who have at least 5 years of experience) can participate in the competition for the position of **assistant**.

123. The persons working in the position of **assistant** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

123.1. according to the nature of artistic expression:

123.1.1. creation of music:

123.1.1.1. Published or performed at least 1 piece of music, cinema or audio-visual art and/or interpretation or edition thereof in at least a nationally recognised artistic event or competition and received an award;

123.1.1.2. Published at least 1 work of art with publishers, audio and video studios;

123.1.2. activities in architecture: presented at least 1 work of architecture in at least a nationally recognised artistic event or competition and received an award;

123.1.3. activities in design: presented at least 1 design work in at least a nationally recognised artistic event or competition and received an award;

123.2. Carried out pedagogical activities;

123.3. Developed or updated a publication for studies (textbook, educational book, methodological tool or part thereof, case study and case description) or developed an approved e-learning/teaching Moodle course;

123.4. Participated in the University's activities for the promotion of art or studies or gave public lectures;

123.5. Carried out activities in at least one of the following ways: carried out R&D or artistic outsourced work or projects or study projects, carried out cultural development work, artistic research

and published the results in publications, produced or compiled serial or one-off artistic publications, produced examinations, reviews and overviews of artistic or study activities, organised artistic or study events, participated in the editorial boards of artistic journals, created and/or supervises digital resources for the dissemination of art, participated/participates in the work of study or scientific committees (except for doctoral studies), commissions or working groups, participated/participates in the activities of expert artistic or study organisations or creative unions;

123.6. Upgraded his/her artistic-subject qualifications in at least two of the following ways: participated in an international scientific conference, an artistic fellowship or a subject-specific training course; upgraded his/her pedagogical qualifications in at least two of the following ways: participated in a study conference, a teaching fellowship abroad, or a didactic training course.

124. Recognised artists holding at least a master's qualification degree or equivalent qualification of higher education or doctors in art involved in artistic activities who have experience in methodological work and at least 2 years of pedagogical work experience can participate in the competition for the position of **senior lecturer**.

125. The persons working in the position of **senior lecturer** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

125.1. Carried out pedagogical activities at least 65% of their working time;

125.2. Prepared or updated and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study and its description) or developed a certified Moodle e-learning/teaching course for studies;

125.3. Participated in the University's activities for the promotion of studies or gave public lectures;

125.4. Carried out activities in at least two of the following ways: coordinated and/or developed study modules, supervised final degree projects of the students of first or second study cycle, prepared expert opinions on study activities, reviews, overviews, organised study events, participated/participates in the work of study committees, commissions or working groups, participated/participates in the activities of expert study organisations, peer-to-peer mentorship, led seminars on sharing the experience in studies;

125.5. Completed at least 40 hours of didactic and subject-specific professional development.

126. The persons holding a master's qualification degree or equivalent higher can participate in the competition for the position of **lecturer**.

127. The persons working in the position of **lecturer** can be certified if they meet the following requirements within a 5-year certification/evaluation period:

127.1. Carried out pedagogical activities at least 65% of their working time;

127.2. Prepared or updated and published a publication for studies (textbook, educational book, methodological tool or part thereof, case study and its description) or developed a certified Moodle e-learning/teaching course for studies;

127.3. Participated in the University's activities for the promotion of studies or gave public lectures;

127.4. Carried out activities in at least two of the following ways: developed study modules, supervised final degree projects of the students of first study cycle, organised study events, participated/participates in the work of study committees, commissions or working groups, participated/participates in the activities of expert study organisations;

127.5. Completed at least 40 hours of didactic and subject-specific professional development.

## CHAPTER VIII FINAL PROVISIONS

128. The Guidelines come into force on the date indicated in the decree of the University Senate.

129. The forms of documents required for the competition, evaluation and certification procedures are approved by the order of the rector of the University.

130. The certification requirements specified in the Guidelines are applied to the employees who occupy their positions according to the competition requirements of the Guidelines or work under open-ended employment contracts if a new certification period begins after the date when Chapter VII of the Guidelines comes into force. Other employees working under fixed-term and open-ended employment contracts are certified according to the requirements that were valid at the beginning of the 5-year period for which they are being certified.

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## KEY DEFINITIONS AND ABBREVIATIONS

### Concepts

**Academic employee** is a teacher or researcher.

**Head of the academic department or head of the department** - in the case of a faculty, it is the head of the second-level academic department, in the case of a research institute, it is the director of the institute.

**Certification in a certification/evaluation period** is an evaluation of whether the performance results achieved by a teacher or researcher while working at the job position that is being certified comply with the certification requirements set out for this job position. The evaluation includes only the work performed at the University, scientific works published in the University's name (with the University's affiliation), including the ones accepted for publishing (with a digital object identifier DOI) or the works of art included in or submitted for the publishing in the University's annual report, or performed.

**Assessment of compliance with the competition requirements** is an assessment of the compliance of the candidate's performance indicators with the qualification requirements for the job position he/she aims to hold. All work carried out and published by the candidate is assessed, regardless of the institution in which the candidate carried it out and on behalf of which institution it was published.

**Assessment of compliance with the mandatory competencies for career stages of researchers** is an assessment of whether the competencies of a candidate for a job position or an employee who is being certified comply with the mandatory competency requirements for career stages of researchers set out in the Description of Mandatory Competencies for the Career Stages of Researchers in Research and Academic Institutions.

**Paper of representative co-authorship** is a scientific paper where the authorship of the paper is attributed to individual researchers as well as a consortium or team, and the paper is not on the list of publications of the University's employees (team or consortium members) in the WoS or Scopus database.

**Case study and case description** is a publication for studies peer-reviewed under the procedure set out by the University and labelled as a case study and case description which is used in the study process and describes a specific (real life) event, situation, enterprise, organisation, product or model that provides the data and description of the situation, the formulated objective that requires a solution, the questions, problems and tasks. The student and teacher guidelines for the work with a case study and other additional information are also provided. The minimum volume of the publication is 0.5 quires.

**Quire** (quire) is 40 000 characters (with spaces) of 700 lines of text. If it is impossible to determine the volume in characters, the equivalent of a quire is 14 A4 pages where text is written in single lines or 25 A4 pages where text is written in 1.5 lines. One quire in illustrations is 3 000 cm<sup>2</sup> of the illustrations of the printed area.

**Training for the development of subject-specific competencies** is training related to the development of subject-specific knowledge and skills for professional activities and/or covering the

totality of the knowledge, skills and attitudes of the taught subject, the field of education or the pedagogical specialisation.

**Employment contract** is a document made with a successful competitor or the person who works at the job position for an indefinite term; it includes agreements regarding additional work.

**Teaching portfolio** is a collection of teaching materials representing the quality of the teacher's activities related to student learning and development (description(s) of the module(s), lecture notes, semester assignments, examination assignments, assessment criteria, video recordings of lectures, examples of teacher's feedback given to students, student feedback on the study module(s), employers' opinions on the module(s), examples of student work, reviews of publications for studies, participation in study events, study awards, etc.).

**Teacher** is a person who educates and teaches students and unclassified students at a higher education institution who holds the position of professor, associate professor, assistant, junior assistant, senior lecturer or lecturer.

**Training for the development of didactic competencies** is training related to the development and upgrading of the didactic and subject-specific pedagogical competencies.

**Experimental development work** is a result of the systemic activities based on research and the knowledge collected through practical experience: newly created materials, products and equipment, newly installed processes, systems and services or essentially improved already created or installed ones; as well as created, installed or essentially improved solutions of human, cultural and societal problems.

**Expert evaluation** is a qualitative evaluation performed by the members of the recruitment and certification commissions, including situations not regulated by the Guidelines.

**Expertise** is a process or action of assigning an expert to carry out an examination and answer questions requiring special knowledge, and the expert carries out the examinations assigned to him/her and records the results of the examinations in an expert report; the expert's conclusion, the report.

**E-teaching/learning course** is an electronic course used in the process of teaching and learning.

**Competition** is a selection of the candidates for competition positions, conducted according to their achieved results, acquired competencies, an activity plan and the University's objectives.

**Cultural and professional publications** are publications intended for the professional audience in the fields of humanities, social sciences, and arts.

**Artistic research** is research based on research and art practice which aims to acquire knowledge about the essence of cultural and artistic phenomena, promote critical reflection on artistic processes, and initiate development of innovations in arts and science. Artistic research includes a creative part and research text including the definitions of research object, aim, tasks and methodologies.

**Publishing/performance of the work of art** is a (personal) presentation of the work(s), their realisation (including restoration) or performance in the artistic (exhibition hall, museum, gallery, concert hall, theatre, dance theatre, cinema, art festival, competition, etc.) or public environment (including cinema, television or radio studios, internet), or publishing at the publishers or recording studio (in the form of books, music records or computer media), or demonstration at the festival, etc.

**Context of the publishing/performance of the work of art** is a medium for the display of works of art or the performance of acts of art: an exhibition hall, museum, gallery, concert hall, theatre, dance theatre, cinema, art festival, competition, etc. Contexts for the publication/performance of the work of art:

- **Prestigious international context** is the most recognised internationally operating environment for exhibition of the works of art or demonstration of the performance of the acts of art curated by internationally renowned experts;

- **Widely recognised context** is a particularly significant national environment for the exhibition of internationally recognised works of art or demonstration of the performance of the acts of art curated by internationally renowned experts;

- **Nationally recognised context** is a regionally recognised environment for the exhibition of the works of art or demonstration of the performance of the acts of art curated by internationally and nationally renowned experts;

- **Locally recognised context** is a locally recognised environment for exhibition of the works of art or demonstration of the performance of the acts of art curated by nationally renowned experts.

**Work of art** is a publicly presented work of fine art, design, architecture, media art, theatre, cinema, dance, music or interdisciplinary art or the act of its performance corresponding to the recognised artistic criteria of the specific field of art.

**Curation of artistic events** is an intellectual creative activity arising from the selection or arrangement of the content of collections of works of art or data sets or databases (expressed by the form adapted for reading using technical means or another form).

**Methodological tool** is a publication for studies that is peer-reviewed and published under the set procedure and not classified as a textbook, educational book, case study or case description. A methodological tool can contain theoretical, practical, reference or technological/calculative material. This type of publication for studies includes methodological instructions for laboratory work, practical classes, dictionaries, task books and exercise books. Scientific dictionaries, manuals and encyclopaedias may be considered methodological tools. The minimum volume of the publication is 2 quires.

**Educational book** is an original (author's) publication for studies that is peer-reviewed under the set procedure, labelled as an educational book and published, focused on the provision of specialised and concentrated material, characterised by a didactic approach that contributes to enhancing motivation for learning, promoting active and/or independent learning and enabling the acquisition of specific knowledge and/or skills in a narrower topic of specific research and/or practical activities. The minimum volume of the publication is 4 quires.

**Research and experimental development** are systemic creative cognitive activities related to nature, human, culture and society, and the use of their results.

**Scientist** is a researcher holding a doctor of science degree.

**Research fellow** is a scientist who acquired a doctor of science degree (or equivalent scientific qualification of higher education) at least 5 years before the assignment to this job position. The period of the person's vacation provided for pregnancy and childbirth, paternity or childcare leave is not included in this 5-year period.

**Publication of scientific resources** is a publication containing scientific facsimiles, typological and thematic maps, lexicographic sources, scientific systematic catalogues of sources, and works on terminology and the practice of language use (a scientific dictionary, manual, encyclopaedia, handbook, atlas or catalogue).

**Scientific publication** is a scientific journal, scientific monograph, scientific study, other scientific publication (synthetic scientific work, publication of scientific sources, publication of scientific resources, scientific publication in translation, scientific (bio)bibliography). A scientific publication must have an ISBN; a serial scientific publication must have an ISSN number.

**Publication of scientific sources** is a peer-reviewed publication providing archival documents, monuments of language and written language, works of art and other textual and audio-visual sources, characterised by scientific selection of material and its provision reflecting the principles of scientific selection, and the provision of appropriate apparatus (comments, indexes, etc.). The published objects in the publications of scientific sources can be provided in facsimiles, transcriptions, translations, critical reconstructions, digital archives, digital databases and other manners set by source research and textual criticism methodologies.

**Scientific publication in translation** is a peer-reviewed publication providing a translation of the relevant or historically significant work from or to the Lithuanian language with an appropriate apparatus (supporting research, comments, etc.), characterised by a systemic development of intellectual language.

**Scientific manual, encyclopaedia, (bio)bibliography** is a scientific work of a specific area or field intended for research and studies and complying with the scientific and systemic requirements of that area or field, except for the information publications intended for education of the public, science promotion and performance of the administrative functions.

**Scientific dictionary** is a scientific work of linguistics containing a system of lexicographical sources that are newly collected and/or selected using new scientific methodology, classified and provided and intended for research and studies.

**Scientifically structured data set** is a registered digital archive with digital object identifier DOI, digital database or digital edition of textual, audio and/or visual works, created by digitising the present archives, files or publications of traditional form and creating new electronic data sets, applying special criteria for material selection, classification methods, metadata and software surpassing the usual software tools.

**Researcher** is a researcher who works in the position of chief researcher, senior researcher, researcher, research fellow or junior researcher.

**Scientific monograph** is a peer-reviewed and published scientific work that provides a systemic and in-depth analysis of one topic/subject with clear and noticeable scientific elements of novelty characteristic to each science field or area (previously unpublished and qualitatively new material makes at least 20% of the publication's volume); the minimum volume of the scientific monograph is 8 quires. If a monograph is published in Lithuanian or another less commonly used language, it has to contain a summary in English, French or German language.

**Scientific event** is a conference, seminar, symposium or another event on the defined topic in which scientists present their ideas and latest research results.

**Scientific paper** is a paper published in a peer-reviewed scientific publication with a scientific apparatus standard for a specific science field (footnotes and/or bibliography and/or formulas and/or drawings and/or methodology description and/or statistical tables, etc.) and complying with the scientific criteria of that science field; minimum acceptable volume in the areas of humanities and social sciences is 0.25 quire

**Scientific study** is a peer-reviewed and published scientific work in humanities or social sciences complying with the requirements for a scientific monograph (except for the volume). The minimum volume of a scientific study is 2 quires.

**Activities for science or study promotion** are presenting scientific/artistic knowledge and facts, events and achievements in science/art and technology to the public in a popular and understandable form in articles, speeches in science/art promotion publications, in the media (national and regional press, news portals, specialised science/art websites, television and radio) and on social networks, specifying the author's full name and institutional affiliation. Educational projects can also be included in science promotion.

**Published scientific or study publication** is a scientific or study publication (for example, journal, monograph, textbook) or part thereof (for example, article, review, chapter) that is in the status of "Published" and has been assigned all the publication details (DOI, year of publication, volume, number, ISSN or ISBN). At the author's request, a scientific or study publication or part thereof with a status of "Published" or "Accepted for publishing" with a DOI and for which the full text or an abstract is available on the publisher's website can be included in the list of scientific and other works.

**Patent** is a patent registered at international, Lithuanian, or foreign patent offices.

**Policy brief** is a publication presenting the institution's position and published on behalf of the institution, providing an overview of a specific problem, possible solutions and recommendations for policy improvement, based on the conducted research.

**Affiliation** – is an attribution/affiliation of the author/performer indicated in the scientific publication or a part thereof, a presentation of the work of art or its performance, or declaration of the publication or a part thereof/creation to the institution.

**Renowned artist** is a creator or performer of works of art whose creative activities are defined by works of particular significance for art and culture realised in Lithuania and/or abroad, which have been widely recognised by the public and art professionals, awarded with prestigious international or national prizes and other high honours, and/or who has taught distinguished artists.

**Review** is a written critical appraisal of a scientific or study work or a work of art or its publication/performance.

**Peer-reviewed scientific publication** is a serial or occasional publication with an ISSN or ISBN that publishes scientific works based on the conclusions of the scientific peer-reviews that can be proven.

**Serial publication** is a publication in printed and/or electronic form, published in successive instalments which are numbered or have a prescribed chronology and are intended to continue indefinitely at a specific frequency.

**Synthetic scientific work** is a peer-reviewed and published work synthesising disciplines or interdisciplinary research in the humanities or social sciences, presented in scientific monographs, scientific studies and scientific papers, which meets the requirements for a scientific monograph (except for volume). The minimum volume of a synthetic scientific work is 2 quires.

**Fellowship** is a teacher's or researcher's leaving from his/her permanent workplace to perform the work related to his/her studies and/or research/artistic activities (at the Lithuanian or foreign research or educational institution, laboratory, company, institution, library, archive, expedition, etc.).

**Publication for studies** is a textbook, educational book, methodological tool, case study and case description.

**Study event** is a targeted event (conference, symposium, seminar or another event) related to education, which analyses and presents various research and topical issues relevant to the study field (teaching/learning strategies, state-of-the-art didactic methods, research results in the study field, etc.).

**Composed scientific work** is a peer-reviewed collection of original scientific works or a collective scientific work; attributed to the compiler/editor named on the title page and/or metric of the publication, except for the work of the regular editor of a serial scientific publication.

**Major international patent offices:** European Patent Office (EPO), United States Patent and Trademark Office (USPTO), Japan Patent Office (JPO), Korean Intellectual Property Office (KIPO) or China National Intellectual Property Administration (CNIPA).

**Educational projects** are prepared and hosted copyrighted TV, radio shows, public lectures for society with discussions, lectures-concerts, creative workshops, scenarios of documentaries, etc. of high cultural and/or public value, based on scientific/artistic knowledge and not intended for the professional audience, with specified name, surname and institutional affiliation of the author.

**Scientific publication refereed in the international databases** is a peer-reviewed scientific publication refereed in the international databases.

**International-level scientific paper in the areas of natural sciences, technology, and medical and health sciences** is a paper published in a scientific journal that is in the first, second or third quartile (Q1-Q3) of the relevant group of journals in the WoS SCIE database.

**International-level scientific paper in the areas of humanities and social sciences** is a paper published in a scientific journal that is in the first, second or third quartile (Q1-Q3) of the relevant group of journals in the WoS SSCI or Elsevier Scopus database.

**Internationally recognised scientific publisher** is a publisher that is constantly publishing scientific works of scientists from most countries, internationally recognised serial scientific publications and providing information on the nature of the publisher and its international recognition online. The list of such publishers is made and published by the Research Council of Lithuania.

**Researcher** is a person who has higher education and develops knowledge, conceptualises or creates new products, processes, methods and systems, manages or implements research and experimental development projects.

**Researcher's career stage** is the career stage of researchers as defined in the Law on Higher Education and Research of the Republic of Lithuania, taking into account Description of Mandatory Competencies for the Career Stages of Researchers in Research and Academic Institutions:

1) A first stage researcher is a person who holds a master's degree or equivalent higher education qualification and carries out research activities under the supervision of an established or leading researcher;

2) A recognised researcher is a scientist (doctor of arts) whose research activities are not completely independent;

3) An established researcher is a researcher (doctor of arts) who has developed a level of independence in his/her research activities;

4) A leading researcher is an independent researcher (doctor of arts) who is a leader in his/her field of research or science field.

**Management of a project/work** is the activities of a University employee who performs the functions/responsibilities of a project manager or responsible contractor. The scope of the management corresponds in financial terms to the scope of the project/contract being managed.

**Textbook** is a an original/author's study publication with a textbook label that is peer-reviewed and published under the established procedure, characterised by a didactic approach that helps to strengthen motivation to learn, promote active and independent learning, and enable the acquisition of knowledge and skills in a specific science field and/or practical activities. The minimum volume of the publication is 8 quires.

**Public lecture** is a free lecture to educate and/or promote education and/or studies, open to all interested persons.

**Activity plan** is a plan in which a candidate for a position or an employee specifies the activities he/she plans to undertake during the 5 years of activities.

**Performance evaluation** is an assessment of whether the performance results achieved by the teacher or researcher while working in the job position, for which the performance is being evaluated, meet his/her approved activity plan and the certification requirements set out for the position held. Only work carried out at the University, research published on behalf of the University (with the University's affiliation), as well as scientific works accepted for publishing (with digital object identifier DOI), or published or performed works of art included in or submitted to the University's annual report are evaluated.

## Abbreviations

**DOI** is a Digital Object Identifier.

**ISBN** is an International Standard Book Number.

**ISSN** is an International Standard Serial Number.

**R&D** is research and experimental development.

**WoS** is the Clarivate Web of Science database.

**WoS SCIE** is the Clarivate Web of Science database of scientific journals “Science Citation Index Expanded”.

**WoS SSCI** is the Clarivate Web of Science database of scientific journals “Social Science Citation Index”.

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