

APPROVED
by Vytautas Magnus University
Senate, Decision No. 5-32 of
28 June 2011

**REGULATIONS OF DOCTORAL STUDIES
IN MANAGEMENT AND ADMINISTRATION SCIENCE FIELD
AT VYTAUTAS MAGNUS UNIVERSITY,
KLAIPĖDA UNIVERSITY,
LITHUANIAN UNIVERSITY OF AGRICULTURE,
MYKOLAS ROMERIS UNIVERSITY,
ŠIAULIAI UNIVERSITY**

I. General provisions

1. Regulations of Doctoral studies in Management and Administration Science Field at Vytautas Magnus University together with Lithuanian University of Agriculture, Klaipėda University, Mykolas Romeris University, Šiauliai University (hereinafter “Regulations”) are formulated relying on the Decision No. 561 of 12 May 2010 of the Government of the Republic of Lithuania, having approved the provisions of Science doctoral studies.

2. These Regulations set procedures of doctoral studies in Management and Administration science field, doctoral students’ scientific research, dissertation preparation, defence, and science doctoral degree award at Vytautas Magnus University, Lithuanian University of Agriculture, Klaipėda University, Mykolas Romeris University, Šiauliai University (hereinafter “**Doctoral Institutions**”) that have been granted the joint right of doctoral studies by the Ministry of Education and Science of the Republic of Lithuania.

3. The purpose of the doctoral studies is to prepare scientists that are able to carry out scientific and experimental (social, cultural) development work and solve scientific problems independently. The doctoral studies shall ensure sufficient competence for a person who has completed the program and has been awarded a doctoral degree: most advanced knowledge of research work, the science areas and their relation; special skills and methodologies to solve problems of scientific research and other areas, expand current knowledge or professional practice; the ability to work independently, knowledge and know-how of science and profession in order to create new ideas and processes and use them in studies or other activities.

4. A person may be awarded a doctoral degree after having completed full time (up to 4 years) or part-time (up to 6 years) doctoral studies successfully, prepared a dissertation and defended it, or defended a dissertation prepared on a non-resident basis.

5. Key terms that shall be used in the regulations:

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

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

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

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

A Researcher Carrying out Scientific Research of a High International Level shall be a researcher meeting not lower than the senior researcher qualification requirements¹, participating in the process of doctoral studies, international projects, scientist exchange programs and other international scientific and experimental activities.

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

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

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

6. The Doctoral Institutions secure the transfer of personal data of doctoral students and candidates on a non-resident basis that is needed for the process of doctoral studies or administration of dissertation defence on a non-resident basis by procedures established by legal acts.

7. The Committee of Management and Administration science field shall consist of 9 scientists among which by common consent there shall be representatives from all the **Doctoral Institutions**. A scientist shall be a member of not more than two Committees.

8. Having acquired the right of doctoral studies in Management and Administration science field, the Doctoral Institution’s Committee composition shall be announced publicly on web pages of the Doctoral Institutions. The Committee shall select a chairperson during its first session. The Committee can elect the chairperson in rotation every year from each Doctoral Institution.

9. The composition of the Committee and changes of the Regulations shall be handled together with the Research council of the Republic of Lithuania.

10. A doctoral dissertation shall be defended and a science degree awarded in the Management and Administration science field defence Board that shall be formed for the defence of a particular dissertation after the dissertation has been completed and submitted for the defence. The Board shall be formed by the Committee from not less than five members.

II. Coordination of doctoral studies

11. The doctoral studies and scientific research shall be monitored by the **Doctoral Committee**.

12. The process of the doctoral studies shall be coordinated by the **Doctoral Institutions**.

13. The process of the doctoral studies shall be administered by one institution appointed by the agreement made by the Doctoral Institutions (hereinafter called the “Administrative University”).

14. **The Doctoral Committee** shall:

14.1. confirm conditions and procedures of dissertation topics and a competition of doctoral student Supervisors, and conditions and procedures of an open competition for admission to the doctoral studies;

14.2. administer selection of dissertation topics and doctoral students’ supervisors;

14.3. administer admission to the doctoral studies;

14.4. consider and submit for approval candidacies of doctoral student scientific supervisors and consultants; mediate in the appointment of consultants; consider applications for replacement of scientific supervisors or consultants;

¹ Minimum qualification requirements for the positions of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.1. of the Research Council of the Republic of Lithuania on 16 May 2011.

- 14.5. confirm the program of Management and Administration science field doctoral studies, its changes, doctoral students' work plans, and examination committees;
 - 14.6. provide conclusions concerning the doctoral studies, scientific research, announcement of their results, planning of doctoral dissertations and pursuance of the plans, extension of doctoral work plan deadlines;
 - 14.7. administer doctoral students' assessment;
 - 14.8. ensure a successful process of the doctoral studies and shall be concerned with the raise of the study level;
 - 14.9. evaluate written doctoral dissertations;
 - 14.10. form defence boards.
15. Documents of the Committee meeting shall be handled by a meeting secretary; the meeting minutes shall be signed by the chairperson of the Committee and the meeting secretary. All the minutes of proposals, suggestions and resolutions shall be submitted by the Committee to the Office of Research of the Administrative University that prepares material for the heads of the Doctoral Institutions or their authorized representative and Senates.
16. The Committee's resolutions shall be valid when not less than 2/3 of its members (including those participating via teleconferencing), including the chairperson, participate in the meeting. The Committee members that are not able to participate in the meeting may give their opinion on the issues to be discussed in written form in advance or via e-mail; however, it shall not be considered as voting. These written papers shall be read during the meeting. The Committee shall make the final resolution by voting: resolutions shall be considered as enacted if more than a half of the Committee members participating in the meeting vote for them. The minutes of the Committee meeting shall be secured for 6 years at the Office of Research of the Administrative University, and later in the archive of the Administrative University.
17. In order to discuss an issue that the Committee is to consider, there may be a poll organized by using electronic means. The Committee members express their opinion on the issue in question and vote online. Issues that require secret voting shall not be included into the agenda online meeting.
18. After the session, the Committee chairperson delivers its documents to the Office of Research of the Administrative University.
19. The **Doctoral** Institution shall:
- 19.1. on the basis of conditions and procedures set by the doctoral Committee, announce a competition of dissertation topics and doctoral Supervisors;
 - 19.2. on the basis of conditions and procedures set by the doctoral Committee, announce an open competition for admission to the doctoral studies;
 - 19.3. administer state budget funds dedicated for realization of the Doctoral Institution's doctoral studies;
 - 19.4. receive documents of those who apply for the doctoral studies;
 - 19.5. make a contract, in which study conditions and obligations shall be settled, with the Doctoral Student Institution when it is not a Doctoral Institution in Management and Administration science field.
20. The **Administrative** University shall:
- 20.1. organize a competition of dissertation topics and doctoral supervisors;
 - 20.2. organize an open competition of admission to the doctoral studies;
 - 20.3. submit reports about the doctoral studies to the Ministry of Education and Science of the Republic of Lithuania, the Lithuanian Research Council and other institutions ;
 - 20.4. gather information about the process of the doctoral studies;
 - 20.5. secure the minutes of the Committee meetings and other documents;

- 20.6. on the basis of the documents of the Committee, prepare material for the Doctoral Institutions;
 - 20.7. gather documents from the Doctoral Institutions and send them to the Committee;
 - 20.8. prepare projects of joint documents;
 - 20.9. manage production of doctoral diploma blanks, accounting and registration;
 - 20.10. issue doctoral diplomas and register them.
21. **A Doctoral Student Institution:**
- 21.1. If the Doctoral Student Institution is a Doctoral Institution, it shall:
 - 21.1.1. Administer the transferred state budget funds dedicated for the realization of the doctoral studies and scientific research, preparation and defence of doctoral dissertations, payment for Supervisors' or consultants' work and coverage of other related expenses;
 - 21.1.2. award scholarships to doctoral students;
 - 21.1.3. prepare orders on organization of the doctoral study realization, appointment of doctoral supervisors and consultants, and defence board formation;
 - 21.1.4. organize the formation of the doctoral study programme and a scientific research plan, publication of doctoral dissertations and their summaries, and dissertation defence;
 - 21.1.5. create proper conditions for a doctoral student to prepare and enact the doctoral study programme and an individual scientific research plan, prepare and defend a doctoral dissertation.
 - 21.1.6. form and secure the doctoral student's file;
 - 21.1.7. prepare and submit reports on the process of the doctoral studies to the Administrative University;
 - 21.1.8. transfer necessary documents to the Administrative University.
 - 21.2. If a Doctoral Student Institution is some other Lithuanian or foreign university or scientific research institute that does not have the right to organize the doctoral studies in Management and Administration science field, a doctoral student shall only carry out scientific research and prepare a doctoral dissertation at that institution. Doctoral studies shall be organized, doctoral applications registered, the doctoral studies pursued, a supervisor or consultant appointed, orders for doctoral dissertation defence issued and the doctoral student's file formed by one of the Doctoral Institutions, with which Lithuanian or foreign university or scientific research institute signs a separate written agreement with.
22. The Doctoral studies and scientific research shall be organized by the **Doctoral Institution's Departments/Scientific Units** to which doctoral students are attributed by the Committee's proposal and by the order of the head of the Doctoral Institution. These units shall:
- 22.1. participate in the formation of the doctoral study programme and create conditions for a doctoral student to implement the study and scientific research plans;
 - 22.2. supervise the progress of a doctoral student's doctoral study process;
 - 22.3. provide methodological support;
 - 22.4. promote doctoral student mobility;
 - 22.5. before every doctoral student's assessment, provide the Committee with their conclusions concerning the doctoral student's study and research results and expedience to continue the doctoral studies;
 - 22.6. after a doctoral student has prepared a dissertation, organize primary doctoral dissertation considerations, appoint reviewers for these considerations, and provide the Committee with conclusions concerning how the doctoral dissertation meets requirements of doctoral dissertations.

III. Admission to doctoral studies

23. People are admitted to Management and Administration science field doctoral studies on the basis of an open competition. People who hold a master's degree or its equivalent may participate in this open competition.

24. State funded doctoral study positions in Management and Administration science field shall be distributed to the Doctoral Institutions by the Ministry of Education and Science of the Republic of Lithuania.

25. Not later than a month till the announcement of admission to the doctoral studies, a competition of doctoral dissertation topics and doctoral supervisors shall be announced. The topics shall correspond to the fields of scientific research carried out by the Doctoral Institutions. The process and conditions of the competition shall be confirmed by the Committee.

26. If a topic or a supervisor are suggested not by the Doctoral Institution, the institution shall submit an official confirmation concerning the doctoral study funding.

27. The competition shall be organized by the Office of Research of the Administrative University and pursued by the Committee. Relying on competition procedures of the Committee, a list of selected doctoral dissertation topics of the Doctoral Institutions and doctoral supervisors shall be finalized by the minutes of the Committee, signed by the Committee chairperson and the meeting secretary. The Committee shall present the minutes of the meeting, concerning the dissertation topics and supervisors, to the Office of Research of the Administrative University, responsible for the announcement of the list of dissertation topics, selected during the competition, on the web pages of the Doctoral Institutions.

28. The Doctoral Institutions, by the Committee's proposal, shall announce an open competition for the admission to doctoral studies and the entry conditions.

29. An applicant may apply for participation in the open competition for the doctoral studies at every Office of Research of the Doctoral Institutions. Together with the application form, which indicates the field of doctoral studies, form and preferred dissertation topics by order of priority (not more than two), the following documents shall also be submitted:

29.1. a master's degree or its equivalent qualification diploma, its appendix (the originals and their copies; the originals shall be returned straight away) and a certificate of recognition of higher education qualifications acquired abroad, issued by the Centre for Quality Assessment in Higher Education;

29.2. two references written by Management and Administration science field scientists;

29.3. a curriculum vitae;

29.4. a list of scientific works and their copies;

29.5. other documents indicated in the conditions of application to the doctoral studies.

30. The competition for admission to the doctoral studies shall take place once a year. The admission competition shall be organized by the Office of Research of the Administrative University and pursued by the Committee. Relying on the competition procedures, applicants shall be accepted to carry out research on separate Doctoral Institution topics of Management and Administration science field. All the applicants shall participate in a motivational interview with the Committee members.

31. The heads of the Doctoral Institutions or their authorized representatives shall sign bilateral agreements of a set format with the persons who, according to the competition procedures, have been accepted to Management and Administration science field full-time or part-time doctoral studies.

32. Selection criteria for applicants of the doctoral program shall be as follows:

32.1. publications, evaluated by assigning points, according to the order on methodology of scientific production evaluation, approved by the Minister of Education and Science of the Republic of Lithuania, and other scientific activities;

- 32.2. the average of the final thesis and grades received by an applicant in master's degree studies or one cycle higher education studies;
- 32.3. knowledge of foreign languages;
- 32.4. correspondence of scientific qualification, scientific publications and scientific experience to the chosen topic;
- 32.5. a research proposal;
- 32.6. a motivational interview;
- 32.7. other criteria approved by the minutes of the Committee.

33. The selection criteria and their weight ratios shall be approved by the minutes of the Committee every academic year.

34. On the basis of the selection criteria, the Committee shall evaluate candidates by assigning points and establishes the priority order for the Doctoral Institutions' topics according to the highest competition score. The competition lists of these candidates and a resolution regarding a proposal to accept or not to accept to the doctoral studies shall be finalized by the minutes of the Committee. They shall be signed by the chairperson of the Committee and the meeting secretary. The Committee shall present the minutes of the meeting to the Office of Research of the Administrative University.

35. On the basis of the minutes of the Committee, the candidates shall be accepted to the doctoral studies according to the orders of the heads of the Doctoral Institutions by indicating the science area, the funding type, the Doctoral Institution, the dissertation topic and the doctoral study form.

36. If any vacant positions are left after the admission, according to the quotas of the Doctoral Institutions, or some of the accepted candidates do not arrive to study at the beginning of the academic year, the Office of Research of the Administrative University may organize a second admission stage pursued in the same way.

37. The applicants who are not accepted to the state funded study positions may choose paid doctoral studies as proposed by the Committee and pay a fixed doctoral study tuition fee to the Doctoral Institution with which the applicant shall sign a study agreement.

38. The applicants to the doctoral studies who are citizens of foreign countries (not the European Union (hereinafter called the "EU") countries), hold a master's degree or its equivalent higher education diploma, together with the documents stated in section 28 submit a certificate of recognition of their higher education qualifications acquired abroad and pay a doctoral study fee fixed by the Doctoral Institution with which the applicant shall sign a study agreement.

39. The EU citizens participate in the competition following the same procedure.

40. Not later than in a month's time after the beginning of the academic year, the Committee shall convene newly accepted doctoral students and supervisors, who have won the competition of dissertation topics, to the Committee meeting/s. The supervisors shall be assigned to the newly accepted doctoral students, dissertation topics foreseen and department of the Doctoral Institution attributed. The Committee's recommendation shall be finalized by the meeting minutes. The minutes shall be presented to every Doctoral Institution separately. The minutes and extracts from the minutes shall be presented to the Office of Research of the Administrative University that presents the Committee's recommendation (the extracts of the minutes) to the Offices of Research of the Doctoral Institutions.

41. On the basis of the Committee's recommendations, the heads of the Doctoral Institutions or their authorized representatives shall issue an order confirming the intended doctoral students' topics and supervisors, and assign the doctoral students to departments/scientific units. The order is prepared by the Office of Research of the Doctoral Institution.

42. The file of a person who has not been accepted to the doctoral studies shall be secured for a year at the Office of Research of the Administrative University and later at the archive of the Administrative University.

43. A person, who has applied for participation in the admission process of doctoral studies and has not been accepted or does not agree with a given dissertation topic, in three days after the announcement of the minutes of the Committee may:

43.1. submit a motivated application or appeal to the Committee;

43.2. after receiving a negative response from the Committee, in three days s/he may appeal to the head of the Doctoral Institution, the candidate was assigned to or applied for.

IV. Scientific supervision of doctoral students

44. A scientific supervisor supervises the doctoral student's studies and scientific research. The supervisor may supervise not more than five doctoral students at the same time.

45. If needed, doctoral student's consultants (not more than two) shall be appointed who may also be scientists of another field (branch). The doctoral consultants may be assigned not earlier than in the second year of the doctoral studies.

46. On the basis of the Committee's recommendation, not later than in a month's time after the doctoral student's admission, the head of the Doctoral Institution or an authorized representative shall confirm Supervisors by order. The process of approval of doctoral students' consultants (if, according to the doctoral student, supervisor and the Committee, they are needed) shall be the same as the one of a doctoral supervisor.

47. A supervisor and doctoral students' consultants shall meet requirements for not lower than the senior researcher² and participate in the process of doctoral studies, in international scientific-expertise activities. The Committee shall transfer Supervisors' and consultants' written agreements and lists including their main scientific publications and other scientific activities to the Office of Research of the Administrative University together with a recommendation to approve the Supervisors and the consultants. The Office of Research of the Administrative University shall transfer the Committee's recommendation and documents on scientific activities of the supervisors and consultants to the Office of Research of the Doctoral Institution.

48. A Supervisor shall:

48.1. together with a doctoral student, make projects of the doctoral students study programme and scientific research plan;

48.2. suggest candidates for consultant positions if they are necessary;

48.3. provide a doctoral student with methodological assistance, supervise the doctoral student's scientific activities and constantly supervise the process of the doctoral student's doctoral studies;

48.4. for every doctoral student's assessment present his/her own conclusion concerning the doctoral student's study and scientific research results and expedience to continue the doctoral studies;

48.5. help a doctoral student to tackle organizational study and dissertation preparation problems;

48.6. together with a doctoral student, be responsible for the quality preparation of the doctoral dissertation.

49. A doctoral student's consultant shall:

49.1. consult a doctoral student in a certain scientific research field (branch);

49.2. organize performance of scientific research or experiments at units of other Doctoral Institutions or other Lithuanian or foreign universities and (or) scientific research institutes.

² Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2. of the Lithuanian Research Council on 16 May 2011

50. If for justified reasons it is necessary to replace a Supervisor or a consultant, the replacement shall be coordinated and confirmed on the same basis as the appointment of the Supervisor or the consultant.

51. The doctoral student shall have a right to make a motivated request, addressed to the head of the Doctoral Student's Institution, to replace his/her Supervisor if not less than a year till completion of the doctoral studies is left. The head of the doctoral student institution or his/her authorized representative shall direct the doctoral student's request to the Committee that shall discuss the request in its meeting in 1 month. If it complies with the doctoral student's request, the Committee, taking into consideration the doctoral student's dissertation topic, announces a competition for the position of the doctoral student's supervisor. If the Committee does not comply with the request, the Supervisor shall continue the supervision. The replacement of the supervisor when less than a year till completion of the doctoral studies is left is possible only because of important reasons and it shall be performed on the basis on the Committee's resolution.

V. Doctoral student's study programme and scientific research plan

52. A supervisor with a doctoral student, not later than in a month's time after the appointment of the Supervisor, shall prepare a doctoral study programme and a scientific research plan. The plan shall contain deadlines of all activities. Purposeful scientific research shall be started from the beginning of the doctoral studies.

53. The doctoral studies shall consist of not less than 30 credits. The credits shall be awarded for studying not less than 3 subjects/modules. The credits may be earned while participating in international schools for doctoral students, when a doctoral student pursues partial studies abroad. A resolution regarding the credit recognition shall be made by the Committee.

54. If a person's, admitted to doctoral studies, master's degree or its equivalent higher education is not in Management and Administration science field, the person may be obliged to study some extra compensation subjects under the Committee's recommendations.

55. The programme of Management and Administration science field doctoral studies consists of compulsory study subjects/modules that are assigned by the Committee and elective study subjects/modules of Management and Administration science field or its branches and adjacent scientific fields. The programme of Management and Administration science field doctoral studies and its changes shall be confirmed in the meetings of the Committee.

56. A doctoral student shall study compulsory subjects/modules of the doctoral study programme, determined by the Committee. Depending on the needs of scientific research, a doctoral student, after having coordinated it with his/her Supervisor, shall choose other study subjects/modules from the list of elective subjects/modules scheduled by the Committee.

57. The doctoral study programme shall consist of only those study subjects/modules that are approved by the Committee. The Office of Research of the Doctoral Student Institution shall foresee that only the subjects that have been approved and meet the study programme requirements enter individual doctoral students' programmes.

58. A doctoral student, after having coordinated it with his/her Supervisor and the Committee, registers the planned to study subjects into his/her individual study programme that is a composite part of a work plan of the doctoral student.

59. Only those individuals who have a science degree and meet not lower than the senior researcher requirements³, and whose scientific research and publications from the last five years correspond to topics of the subjects taught can teach in the doctoral programme.

60. The doctoral study lectures/seminars shall be organized by the department of the Doctoral Institution whose employees have been approved by the Committee to teach the

³ Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Lithuanian Research Council on 16 May 2011.

doctoral study subjects/modules and the Office of Research of the Doctoral Student Institution. The lectures may be organized of those subjects/modules that not less than three doctoral students record into their individual study programmes. In all other cases, studying shall be independent and consultations attended periodically.

61. A doctoral student's scientific research plan that is a composite part of the work plan of the doctoral student shall consists of: the analysis of scientific literature, scientific research whose part may be carried out at high level science centres abroad, analysis of the obtained data, writing of scientific articles, scientific presentations at international scientific conferences, dissertation preparation, etc.

62. The department/scientific unit of the Doctoral Student Institution shall consider a doctoral student's work plan and present its conclusions to the Committee. The doctoral student's work plan and its changes (if there is a need) shall be confirmed by the Committee. Every doctoral student, not later than in a month's time after the Supervisor's approval, shall present the plan to the Office of Research of the Doctoral Student Institution and it shall be secured in the doctoral student's file.

63. On the basis of the approved work plan, the doctoral student shall pursue the study programme and scientific research. The research content, quality, scope and deadlines shall be evaluated during the assessment of the doctoral student.

64. Conditions shall be created for doctoral students to use the equipment present at the departments, laboratories and other scientific units of the Doctoral Institutions, needed for the scientific research included into their scientific research plan. If it is impossible to carry out some of the research at the Doctoral Institutions, doctoral students may be sent to carry out the research in some other state or foreign science institution.

VI. Doctoral students' examination and assessment

65. Studies of every subject/module shall be completed by taking an exam. There shall be not less than two examiners. The composition of the examination commission, individual doctoral students' study programmes and scientific research plans shall be confirmed by the Committee. The examination commission members may be appointed professors who have taught the study subject/module, the Committee members, as well as other scientists, active specialists of the field (who may be from other science and study institutions), including Supervisors and consultants. Exams shall be written, while the exam papers shall be secured at the department/scientific unit of the Doctoral Student Institution.

66. After having passed an exam, the examination sheet shall be filled in and signed by all the examiners. The examination sheets shall be secured in the doctoral student's file at the Office of Research of the Doctoral Student Institution.

67. If an exam is failed, it shall be possible to retake it once, but not earlier than after a month. If the exam is failed for the second time, an extraordinary assessment of the doctoral student shall be announced.

68. Full-time doctoral students shall pass exams during the first two years, while part-time study doctoral students during the first three years of the doctoral studies.

69. Taking into consideration a doctoral student's request and the Supervisor's approval, the Committee may recognize earlier passed exams of subjects studied at other doctoral study programmes.

70. On deadlines set by the Committee, a doctoral student shall report at the department/scientific unit of the Doctoral Student Institution twice a year. The department/scientific unit, at the presence of the doctoral student and the Supervisor, after having evaluated the pursuance of the doctoral student's work plan, shall present its conclusion to the Committee. The supervisor of the doctoral student shall present a written evaluation of the doctoral student's activities to the department/scientific unit. The Office of Research of the Doctoral Student institution shall transfer the assessment documents of the doctoral student, discussed at the department/scientific unit, to the Committee that evaluates the doctoral student

positively (hereby approving the doctoral study continuation and specifying the programme of the upcoming academic year) or negatively (hereby suggesting withdrawal from the doctoral studies) or suggests postponing the assessment for not longer than 3 months while the shortcomings in pursuance of the work plan shall be eliminated. The doctoral student and his/her Supervisor may be invited to participate in the Committee meeting.

71. If a doctoral student does not meet the study or the scientific research programme requirements, by recommendation of the doctoral student's Supervisor or the head of the unit as well as the Committee, an extraordinary assessment may be initiated.

72. A negatively assessed doctoral student shall be expelled from the doctoral studies by the order of the head of the Doctoral Institution.

73. The Committee minutes concerning the assessment of doctoral students and documents submitted for the assessment of the doctoral students shall be transferred to the Office of Research of the Administrative University that shall transfer the documents to the Office of Research of the Doctoral Student Institution to secure them in the doctoral students' files.

74. The head of the Doctoral Student Institution or his/her authorized representative, after having received a doctoral student's request, the Supervisor's approval and the department/scientific unit's approval, by his/her order may give an academic leave for up to one year. A scholarship shall not be paid during the leave.

75. The head of the Doctoral Student Institution or his/her authorized representative, after having received a doctoral student's request, the Supervisor's approval and the department/scientific unit's approval, for important reasons (illness, maternity leave, etc.) by order may:

75.1. prolong an unpaid academic leave;

75.2. extend deadlines of examination and annual assessment noted in the doctoral student's individual study programme by not longer than 3 months;

76. Requests of doctoral students shall be registered and the projects of orders prepared by the Office of Research of the Doctoral Student Institution.

VII. Business trips, scholarships, appeals, other conditions

77. Individuals, who are accepted to full-time state funded doctoral study positions, during the period of their studies shall be paid a scholarship fixed by the Government of the Republic of Lithuania. The scholarship shall be paid by the Doctoral Student Institution.

78. If assessment of a full-time state funded doctoral student is postponed by the Committee's recommendation, during the period of postponement the scholarship shall not be paid.

79. When the doctoral studies are suspended temporarily and when the student returns to continue the doctoral studies not on the first or the last days of the month, not all the days of that month shall be included into the length of the doctoral studies and a corresponding part of the scholarship shall be paid to the doctoral student for them.

80. In case of sickness, a doctoral student or his/her relatives shall notify the Office of Research of the Doctoral Student Institution about this not later than in three days. Having returned after the sickness, the doctoral student shall present a medical statement for the days of absence. The medical statement is the basis to permit extension of assessment deadlines by order of the head of Doctoral Student Institution or his/her authorized representative. Because of sickness, the length of the doctoral studies shall not be changed. If the sickness prolongs, the doctoral student may ask for permission to suspend the studies temporarily and take an academic leave.

81. A doctoral student may carry out scientific research or study part-time at other state or foreign institutions. This period shall be included into the total length of the doctoral studies; the person is paid a full scholarship. The student goes on such trips on the basis of the order on business trips set by the Government, by the order of the head of the Doctoral Student

Institution or his/her authorized representative, after the student has delivered an application of a set format coordinated with the doctoral student's Supervisor and administration of the unit. The trip expenses may be covered by projects or programmes administered by the Lithuanian Research Council, the unit of the Doctoral Student Institution, the receiving institution or other sources. An allowance in order to cover the trip expenses or a part of them may be paid before leaving.

82. Doctoral students, after having received the Supervisor's consent and the department/scientific unit's approval, may be employed full-time or part-time at the units of the Doctoral Student Institution. A pedagogical internship of not more than 150 hours, whose length is determined by the order of the head of the Doctoral Student Institution or the authorized representative, may be scheduled for doctoral students.

83. A motivated appeal or a complaint related to the science degree that has not been awarded, a non compliance of a non-resident candidate's or a doctoral student's request to defend a dissertation and other issues related to the organization and pursuance of the doctoral studies shall be delivered in 14 working days to the office of the Doctoral Student Institution addressed to the Head of the institution. The head of the Doctoral Student Institution shall send the appeal or the complaint to the Committee and corresponding subdivisions of the Doctoral Institutions or specially created groups to consider. The appeal or the complaint shall be considered and a resolution made in two months after receiving it. The resolution of the Doctoral Student Institution shall be sent to the appellant or the complainant in 5 working days after it has been made.

VIII. Dissertation preparation and examination

84. A science doctoral dissertation shall consist of the dissertation text, its summary and copies of scientific publications on the dissertation topic, written by the person who has submitted the dissertation for defence (hereinafter called the "Dissertation Candidate").

85. A scientific monograph that a Dissertation Candidate has written without co-authors may also be submitted for defence as a scientific doctoral dissertation. A summary of the monograph shall be submitted then as well. In this case, other scientific publications may be submitted if they are necessary to reveal the dissertation topic.

86. In the dissertation, the Dissertation Candidate shall define the aim, indicate objectives and scientific novelty of the work, review research on the dissertation topic carried out in the world, describe the research methods used, discuss the research results obtained, their reliability justified and relation with data of other researchers, make conclusions, and include other aspects that the Dissertation Candidate considers important. Together with the dissertation, a list of scientific conferences where the dissertation research results were presented shall be submitted, as well as a description of the dissertation candidate's life, scientific and creative activities – *curriculum vitae*.

87. The dissertation text shall be written in Lithuanian or other language if the Committee approves of it. The summary of the dissertation or scientific monograph that is to be defended as a dissertation shall be written in a language different from the text of the dissertation or monograph. In cases when the text of the dissertation or monograph is written not in Lithuanian, there shall be a summary in Lithuanian. The dissertation shall be written in correct language.

88. In the dissertation and its summary, the Supervisor and consultants shall be indicated, while in the summary the composition of the Board shall be indicated in addition to this. If the Supervisor of a doctoral student has been replaced, the previous Supervisor and the period of supervision shall be indicated as well. Specific requirements shall be raised for dissertations, and examples of the first and second dissertation and its summary pages are presented in Appendix 1.

89. A doctoral student may apply for dissertation defence when she/he:
- 89.1. passes all the exams planned in the doctoral student's study programme;
 - 89.2. publishes the most important research results in not less than two articles published (or accepted for publishing) in peer-reviewed scientific journals or a scientific monograph;
 - 89.3. presents research results at international scientific events;
 - 89.4. prepares a dissertation and its summary according to the requirements specified in Appendix 1.

90. A doctoral student shall present a prepared dissertation to the meeting of the department/scientific unit of the Doctoral Student Institution at the presence of the Supervisor and consultants. The department/scientific unit shall evaluate the dissertation, its summary draft, scientific articles published by the doctoral student, and scientific qualifications achieved, and present its conclusion to the Committee. The Office of Research of the Doctoral Student Institution shall transfer the documents of the doctoral student's doctoral dissertation considered at the department/scientific unit to the Committee.

91. A doctoral student from the Doctoral Institutions or other Lithuanian or foreign science institution shall fill in an application form addressed to the Doctoral Student Institution/the head of the Doctoral Institution in order to get a permission to defend a doctoral dissertation and submit it to the Office of Research of the Doctoral Student Institution/the Doctoral Institution together with the following documents:

- 91.1. copies of a master's degree (or an equivalent degree) diploma and its appendices (doctoral students from the Doctoral Institutions do not need to submit them; it shall be done by the Office of Research of Doctoral Student Institution on the basis of the documents submitted for admission);
- 91.2. a list of published scientific works on his/her dissertation topic and copies of these works (if a work has not been printed yet, there shall be attached a note from the editorial review board of a journal stating that the article shall be published);
- 91.3. a description of the dissertation candidate's life, scientific and creative activities – *curriculum vitae*;
- 91.4. confirmed copies of papers of exams passed in the doctoral study programme (doctoral students from the Doctoral Institutions do not need to deliver them; it shall be done by the Office of Research of the Doctoral Student Institution on the basis of the documents secured in the doctoral student's file and data base records);
- 91.5. a printed doctoral dissertation (2 copies.) and its summary project (2 copies.);
- 91.6. an extract from the minutes concerning dissertation evaluation obtained from the department or another unit in which the dissertation was written (if the extract is delivered to the Office of Research during the period of doctoral studies, it is not necessary to deliver its copy because it is done by the Office of Research of the Doctoral Student Institution); extracts from the minutes of the dissertation evaluation obtained from the Institution, in which the dissertation has been written, and an recommendation to defend the dissertation signed by the Supervisor, when the dissertation is submitted by a doctoral student who is not a student of the Doctoral Institutions;
- 91.7. the Supervisor's and consultants' (if there are any) reviews (if the reviews have already been delivered to the Office of Research, it is not necessary to deliver their copies because it shall be done by the Office of Research of the Doctoral Student Institution).
- 91.8. an agreement to upload the dissertation on the Lithuanian Electronic Thesis and Dissertation (ETD) data base in 2 weeks after a public dissertation defence meeting.

92. The Office of Research of the Doctoral Student Institution/Doctoral Institution, after having found that the delivered documents meet the set formal requirements, shall submit the application together with its appendices to the head of the Doctoral Student Institution/Doctoral Institution or his/her authorized representative.

93. The head of the Doctoral Student Institution/Doctoral Institution or his/her authorized representative shall direct a doctoral student's application and other documents listed in section 91 to the Committee. The documents shall be transferred to the Committee by the Office of Research of Doctoral Student Institution/Doctoral Institution.

94. The chairperson of the Committee shall convene a meeting of the Committee not later than in two weeks after having received the documents; during the meeting, two reviewers shall be selected from the Committee members and, if the Committee decides, one reviewer not from the Committee members (a scientist from the Doctoral Institutions or other Lithuanian or foreign institutions).

95. Not later than a month after the reception of the documents concerning dissertation defence, the chairperson of the Committee shall convene an open Committee meeting where a Dissertation Candidate and the Supervisor participate. The Committee shall hear the doctoral student's presentation (not less than 20 minutes long) about the dissertation work, in which the aim of the scientific work, its objectives, novelty, relevance and originality shall be revealed, and the main results, propositions and conclusions presented; reviews by the appointed reviewers (written the reviews of the reviewers shall be submitted to the Office of Research of the Doctoral Student Institution/Doctoral Institution) about the presented dissertation and the doctoral student's (doctoral candidate's) responses to the reviewers' comments; the supervisor's review of the dissertation.

96. The Committee shall evaluate, by giving objective reasons, the aims and objectives of the dissertation, its scientific novelty, relevance and originality; a review of research on the dissertation topic carried out in Lithuania and abroad, described research methodology; reliability and validity of obtained results; validity of the defended concluding statements and adequacy to the scientific research; correspondence between the summary project and content of the dissertation; correspondence between scientific research results published in scientific articles and the main propositions of the dissertation.

97. The Committee may make the following decisions:

97.1. *a dissertation or its summary requires correction.* The dissertation shall be returned to the doctoral student. Consideration of the corrected dissertation shall be started according to Section 84 and further requirements;

97.2. *a dissertation is written properly;* it meets Section 19–21 requirements of the science doctoral study provisions⁴; the doctoral student has fulfilled Section 24 requirements of science doctoral study provisions and the dissertation maybe be delivered for its defence without any corrections or after small corrections;

97.3. *a dissertation does not meet requirements.*

98. After having decided that it is possible to submit the dissertation for defence, the Committee shall:

98.1. decide whether an open or closed session will be held at the defence Board;

98.2. prepare a project on the composition of the dissertation defence Board;

98.3. together with the department/subdivision, the Office of Research of Doctoral Student Institution/Doctoral Institution shall foresee the procedure to collect the necessary documents, such as agreements of the intended Members of the Board and the documents proving the adequacy of their qualification to the set requirements (lists, certificates, and etc.);

98.4. confirm a list of institutions to which the summary of the dissertation shall be sent;

98.5. propose time and date of the dissertation defence;

98.6. prepare an recommendation to the head of the Doctoral Student Institution/Doctoral Institution and transfer it to the Office of Research of the Administrative University;

⁴ Decision No. 561 of 12 May 2010 of the Government of the Republic of Lithuania on provisions of science doctoral studies.

98.7. the Office of Research of the Administrative University shall deliver the documents of the doctoral student's doctoral dissertation consideration at the Committee meeting and the Committee's recommendation to defend the doctoral dissertation to the Office of Research of the Doctoral Student Institution/Doctoral Institution.

99. The Committee organizes the defence Board from not less than five members. The Board members shall meet not lower than the senior researcher requirements⁵ and participate in the process of doctoral studies, in international scientific - expertise activities. The Board members shall be scientists of that area and have no joint publications with the doctoral student. There shall be no conflict of interest between The Board members and the doctoral student. The doctoral student's Supervisor and scientific consultant shall not be the Board members. Not less than one member of the Board shall be from a foreign academic and research institution. If a dissertation of Lithuanistic nature is defended, scientists from foreign academic and research institutions shall be included into the defence board on demand. At least two Board members shall be scientists from other than the Doctoral Student Institution. If the research crosses the boundaries of the area or it is needed for full evaluation of the defended dissertation, two Board members may be scientists from other areas. By the Committee's recommendation, the composition of the Board and its chairperson shall be approved by the order of the head of the Doctoral Student Institution or the authorized representative.

100. The Board members shall submit their written reviews on the dissertation to the Office of Research of the Doctoral Student Institution not later than five working days before the defence of the doctoral dissertation. A person who is to defend the dissertation has the right to familiarize himself with the submitted reviews.

101. The Office of Research of the Doctoral Student Institution, after having reviewed the documents, shall prepare a draft of the order of the head of the Doctoral Student Institution or the authorized representative, by which the Board, dissertation defence date and place shall be confirmed.

102. When the head or the authorized representative of the Doctoral Student Institution signs the order:

102.1. a doctoral student shall finish to prepare a summary of the dissertation;

102.2. the Office of Research of the Doctoral Student Institution shall organize publication of the dissertation and its summary at the set number of copies;

102.3. the Office of Research of the Doctoral Student Institution, not later than a month before the dissertation defence, shall send a copy of the dissertation and its summary to every member of the Board, as well as a copy of the summary of the dissertation to every institution from a list confirmed by the Committee;

102.4. Offices of Research of the Doctoral Institutions announce the dissertation defence at special sections of web pages of the Doctoral Institutions and the Lithuanian Research Council. In addition to this, an announcement about the dissertation defence may be made in press. In the announcement, the doctoral candidate's name and surname, institution, in which the dissertation has been written, the title of the dissertation, defence time and place, Supervisor, Board members, science areas and institutions represented by them, and a web page address of the Doctoral Student Institution where the dissertation is announced shall be indicated;

102.5. the Office of Research of the Doctoral Student Institution delivers the dissertation to be defended to the libraries of the Doctoral Institutions.

⁵ Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Lithuanian Research Council on 16 May 2011.

103. Expenses of printing and sending out the submitted dissertations and their summaries written by doctoral students of the Doctoral Institutions shall be covered from the funds of the Doctoral Student Institution dedicated for the realization of the doctoral studies.

104. A dissertation shall be defended at an open session of the Board according to regulations of Management and Administration science field board for doctoral dissertation defence (Appendix 2).

105. If the dissertation includes information constituting state, professional or commercial secret, it may be defended in a closed session.

106. The defence session shall proceed in Lithuanian. In cases when some other language is used in the session, it shall be translated into Lithuanian. The session shall be conducted by the chairperson of the Board. The session shall be valid if attended by more than a half of the Board's members (including those participating via video conferencing). Reviews of the dissertation written by the Board members who do not participate and other received reviews of the dissertation shall be read in the session. A decision to award the doctoral degree shall be made if more than one half of the Board members vote for it.

107. After the dissertation defence, all the defence documents shall be submitted to the Office of Research of the Doctoral Student Institution, including the minutes of the session and the decision of the Board on whether to award the dissertation candidate the doctoral science degree. On the basis of this decision, the Office of Research of the Administrative University shall issue a science doctoral degree diploma.

108. If the Board decides not to award the science doctoral degree, a corrected and (or) improved dissertation may be submitted for its defence not earlier than after one year. In this case, the doctoral degree shall be acquired on a non-resident basis according to Section IX requirements of these regulations. If a fact of scientific dishonesty (plagiarism, etc.) is found, a dissertation shall not be defended.

109. The Doctoral Student Institution, in compliance with the set order and not later than in 10 working days after the open dissertation defence session, shall inform the Lithuanian Research Council about the defended dissertation. In two weeks after the open dissertation defence session, one copy of the defended dissertation shall be submitted to Martynas Mažvydas National Library of Lithuania and the dissertation uploaded on the Lithuanian Electronic Thesis and Dissertation (ETD) data base.

110. A registered science doctoral diploma shall be awarded to a scientist of every Doctoral Student Institution in compliance with the set order after their dissertation has been uploaded on the Lithuanian Electronic Thesis and Dissertation (ETD) data base.

111. A file of the person who has defended a doctoral dissertation shall be secured for a year at the Office of Research on the Doctoral Student Institution, and later submitted to the archive of the Doctoral Student Institution. The file shall include:

- 111.1. a request for permission to defend the dissertation, related documents and the Committee's recommendation to defend the doctoral dissertation;
- 111.2. an agreement to upload the dissertation on the Lithuanian Electronic Thesis and Dissertation (ETD) data base in 2 weeks after the dissertation defence session;
- 111.3. documents of composition of the Board;
- 111.4. a list of addressees the summary of the dissertation was sent to;
- 111.5. documents confirming the transfer or sending of the dissertation to Martynas Mažvydas National Library of Lithuania;
- 111.6. the minutes of the dissertation defence session;
- 111.7. the decision of the Board regarding the award of the science doctoral degree;
- 111.8. a copy of science doctoral diploma.

112. If a doctoral student submits the dissertation by the end of the doctoral studies but does not manage to defend it, the doctoral dissertation may be defended in 12 months after the end of the doctoral studies following the same procedure. If the dissertation is not defended during that time, it shall be defended on a non-resident basis according to the requirements of Section IX of these Regulations.

IX. Acquisition of science doctoral degree on a non-resident basis

113. A person who holds a master's degree or its equivalent higher education degree may seek to acquire a doctoral degree on a non-resident basis. A non-resident candidate shall have written a dissertation and announced the most important research results in not less than two articles published in peer-reviewed scientific journals or shall have published a scientific monograph without co-authors.

114. An application addressed to the head of the Doctoral Institution in order to acquire a permission to defend a doctoral dissertation on a non-resident basis shall be delivered to the Office of Research of that Doctoral Institution. The following shall be attached to the application:

- 114.1. a dissertation manuscript or a published scientific monograph;
- 114.2. a list of scientific publications and electronic copies of the publications;
- 114.3. a master's degree or its equivalent diploma, its appendix/attachment (the originals and their copies; the originals shall be returned straight away); a certificate on acknowledgement of a higher education qualification acquired abroad, issued by the Centre for Quality Assessment in Higher Education;
- 114.4. copies of the minutes or their extracts from the doctoral study exams (if there have been any);
- 114.5. a description of life, scientific and creative activities – *curriculum vitae*;
- 114.6. a copy of an identity document.

115. The head of the Doctoral Institution or his/her authorized representative shall direct the application with its appendices to the Committee that shall appoint not less than two experts and a corresponding department/scientific unit of the Doctoral Institution in order to evaluate the accomplishment of the submitted dissertation. The experts may be scientists of the Doctoral Institutions, other science institutions and social partners. The department/scientific unit of the Doctoral Institution organizes a meeting and assesses whether the submitted material corresponds to the requirements of Sections 19–21 and 37 of science doctoral study provisions⁶. Each expert presents his/her conclusion in a month after the submission of the dissertation/scientific monograph.

116. After having received the conclusions, in three months after the application, the Committee convenes a meeting in which a non-resident candidate participates as well. After having heard the experts and the candidate, the Committee, according to the requirements of the science doctoral study regulations, decides whether the candidate's dissertation meets the requirements of science doctoral study dissertations. If a positive decision is made, the Committee, upon the order set in these doctoral study regulations, shall:

- 116.1. assign the non-resident candidate to a unit of the Doctoral Institution;
- 116.2. deliver the candidacy of the candidate's consultant who shall exercise the non-resident candidate supervisor's functions to be confirmed by the head or the authorized representative of the Doctoral Institution, to which the candidate's application has been addressed; if a person seeking to acquire a doctoral degree on a non-resident basis has already been a doctoral student but has not submitted a dissertation, the Committee may appoint his/her previous supervisor or another person as his/her consultant;
- 116.3. decide on the issue of doctoral study exam recognition that a candidate on a non-resident basis has already passed; settle other doctoral study exams that the candidate shall take and their deadlines;
- 116.4. set the dissertation defence date that shall be not later than after a year since the day of the resolution.

⁶ Decision No. 561 of 12 May 2010 of the Government of the Republic of Lithuania on science doctoral study provisions.

117. Exams of a candidate on a non-resident basis shall be organized complying with Section VI requirements of these Regulations, while the dissertation shall be analysed and defended according to Section VIII requirements.

118. If the Committee decides that a dissertation cannot be prepared for its defence in a year after its submission, a candidate on a non-resident basis may appeal against the decision. The appeal shall be considered according to Section 83 of these Regulations. If a negative decision of the Committee is confirmed, the candidate may appeal again not earlier than after a year.

119. A candidate on a non-resident basis shall cover for the Doctoral Institution only those expenses that are directly related to the acquisition of the science doctoral degree.

X. Award of doctoral degree

120. The Doctoral Institution shall award a doctoral degree to the person who has defended his/her dissertation.

121. The form of doctoral diplomas, production of the diploma blanks, order of accounting and registering shall be determined by the Government of the Republic of Lithuania.

122. An appeal concerning a not awarded science degree shall be considered on the basis of the procedures of Section 83 of these Regulations.

123. The Doctoral Student Institution may withdraw its resolution to award a science degree (including degrees awarded before these provisions have come into force), when:

123.1. a fact of scientific dishonesty is found;

123.2. the doctoral science degree was awarded by violating these Regulations.

XI. Funding of doctoral studies

124. The doctoral studies are funded from state budget assignments, state investment programmes and state investment project funds, income that is received as a payment for tuition, as well as income from business, scientific activities and services, funds of competitive scientific research financing programmes, state, international and foreign funds, funds provided by organizations and other legal sources.

125. Funds for doctoral student scholarships, payment for the Board members', doctoral student (except for candidates on a non-resident basis) scientific supervisors and consultants' work and social insurance, doctoral students' scientific research (if there is a possibility, for publication of doctoral students' scientific articles in international journals), dissertation and its summary multiplication, as well as other expenses related to the award of science doctoral degrees, shall be foreseen in the budget programme estimates of the Doctoral Institutions.

XII. Doctoral study quality assurance

126. Doctoral study quality assurance shall be regulated by external documents: provisions of science doctoral studies approved by the Government of the Republic of Lithuania, decisions of the Lithuanian Research Council and internal doctoral study documents: Management and Administration science field doctoral study regulations, the doctoral Committee work regulations and other internal doctoral study documents and agreements.

127. In order to assure the internal quality of Management and Administration science field doctoral studies, the Committee shall carry out evaluation of Management and Administration science field doctoral studies at least once in three years by taking into consideration the following indicators:

127.1. *effectiveness and efficiency indicator.* The ratio of Management and Administration science field doctoral students and prepared doctors of science shall be estimated; scientific papers published by doctoral students during the period of their doctoral studies; doctoral students' participation in scientific

- internships and conferences; doctoral students' participation in scientific research projects on their dissertation topics; employment of doctoral students who have defended their dissertations and the students' further career;
- 127.2. *scientific resource indicator*. The qualification of scientists participating in education of Management and Administration science field doctoral students shall meet the set qualification requirements;
 - 127.3. *organizational indicator*. Training of doctoral students in Management and Administration science field shall be organized planning and supporting with arguments all the steps of this process;
 - 127.4. *infrastructure indicator*. Proper organizational and material preconditions should be created to ensure high quality of Management and Administration science field doctoral studies and dissemination of scientific achievements.
128. The Committee shall carry out evaluation in the following order:
- 128.1. familiarize with self-evaluation material on Management and Administration science field provided by the Doctoral Institutions;
 - 128.2. visit every Doctoral Institution:
 - participate in discussions with employees and scientists responsible for the doctoral study process (the discussion process: application for the doctoral studies, the study process, the doctoral graduation procedures, typical problems and areas to improve);
 - participate in discussions with doctoral students (the discussion process: motivation to apply for the doctoral studies, process of doctoral studies, scientific supervision, study organization and material study welfare, typical problems and areas to improve).
 - on the basis of the received qualitative and quantitative data, evaluate the *effectiveness and efficiency; scientific resources; study organization and facilities* of doctoral studies of Management and Administration science field at the Doctoral Institutions.
 - 128.3. present the Senate science committees of the Doctoral Institutions, the Senates and heads of Doctoral Institutions with generalised conclusions and recommendations on how to improve the quality of the doctoral studies.

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

- a request for admission to doctoral studies together with appendices indicated in the announcement about the admission to the doctoral studies;
- a study contract;
- documents on the appointment of the doctoral student's supervisor and consultants;
- the doctoral student's programme of studies, scientific research, research announcement and preparation of doctoral dissertation (work plan);
- documents of annual assessments of the doctoral candidate;
- the Rector's orders (on scholarship payment, extension of doctoral study programme deadlines, etc.);
- the doctoral student's study examination sheets;
- a list of doctoral student's scientific articles published or accepted to be published and copies of these articles;

- a resolution regarding the withdrawal from the doctoral studies if the doctoral student has been dismissed from the doctoral programme because of assessment conclusions or other reasons, or because of failing to submit his/her doctoral dissertation for its defence by the end of the doctoral studies;
- a doctoral student's request to defend his/her dissertation and related documents (the minutes of primary considerations, proposals by the doctoral student's supervisor and the committee to permit the doctoral dissertation defence, the minutes of final dissertation evaluation and others);
- the Rector's order concerning the approval of the defence Board; defence date and place allocation;
- a summary of the dissertation; a list of addressees the summary of dissertation was sent to;
- defence documents: the dissertation defence session minutes, the minutes of the board's voting concerning award of scientific doctoral degree, reviews of the dissertation received from the board members and others;
- documents confirming dissertation transfer (sending) to Martynas Mažvydas National Library of Lithuania, libraries of Klaipėda, Lithuanian University of Agriculture, Mykolas Romeris University and Šiauliai University;
- a copy of doctoral diploma.

DOCTORAL DISSERTATION REQUIREMENTS

1. A scientific doctoral dissertation consists of the dissertation text, a summary and copies of publications on the dissertation topic written by a person submitting the dissertation for defence (further – dissertation candidate).
2. A scientific monograph that a dissertation candidate has written without co-authors may also be submitted for defence as a scientific doctoral dissertation. A summary of the monograph shall be submitted then as well. In this case, other scientific publications may be submitted if they are necessary to reveal the dissertation topic.
3. The dissertation text shall be written in Lithuanian or, if the doctoral committee approves, in another language. The summary of the dissertation or scientific monograph to be defended as a dissertation shall be written in a language different from the text of the dissertation or monograph. In cases when the text of the dissertation or monograph is written not in Lithuanian, there shall be a summary in Lithuanian. The dissertation shall be written in correct language.
4. Together with the dissertation, a list of scientific conferences the dissertation research results have been presented at shall be submitted, as well as a description of the dissertation candidate's life, scientific and creative activities – *curriculum vitae*.
5. The dissertation text length shall be 6-15 quires (one quire equals to 40 000 characters).
6. The dissertation shall have the following main parts:
 - 6.1. Introduction. It shall present a research problem; describe its relevance, aim, objectives, its novelty and significance, and present dissertation statements to be defended. The recommended introduction length is up to 3 pages.
 - 6.2. Research review. It shall describe research on the dissertation topic in Lithuania and abroad and show the dissertation author's contribution to the issues researched.
 - 6.3. Methodology. It shall present the dissertation methodology and (or) methods, evaluate reliability of the methods and limits with regard to its applicability.
 - 6.4. Research findings. The obtained research findings shall be presented, generalized, their reliability evaluated and their relation with research findings obtained by other scientists indicated.
 - 6.5. Conclusions. They shall reflect the defended dissertation statements and ways of solution to the problems presented in the introduction of the dissertation.
 - 6.6. A list of referred (quoted) sources.
 - 6.7. Before the introduction, there may be a doctoral dissertation acknowledgement.
7. The dissertation candidate shall write a detailed summary of his/her dissertation in the Lithuanian or foreign language. If the dissertation is written in Lithuanian, its summary in a foreign language shall be with a detailed resume in Lithuanian. If a dissertation is written in a foreign language, its summary shall be in Lithuanian with a detailed resume in a foreign language. The summary length in one language shall be no less than one quire.
 - 7.1. The summary shall define a problem of the scientific dissertation, indicate aims and objectives, novelty of the dissertation, research methodology, the most significant results and conclusions drawn that a dissertation candidate is to defend, present a list of the doctoral student's scientific articles written on the dissertation topic and some information about the doctoral student.

- 7.2. At the end of the summary, a list of the doctoral student's scientific publications on the dissertation topic shall be provided by indicating the journal's (publication's) title, year, volume, pages and co-authors. Information about the dissertation candidate shall include the data on his/her studies at the institution of higher education, qualifications, work, and internships at foreign scientific and education institutions.
8. The first title page of a doctoral dissertation shall correspond to Sample 1 in Appendix 1. The first page shall include the following:
 - 8.1. name of the institution in which the doctoral dissertation is defended;
 - 8.2. the Dissertation Candidate's name and surname;
 - 8.3. the dissertation title;
 - 8.4. text "Doctoral dissertation";
 - 8.5. the area and field of science; the code of science field.
 - 8.6. place (city) and year.
9. The second title page of the doctoral dissertation shall correspond to Sample 2 in Appendix 1. It shall include the following:
 - 9.1. a period of time and place of the dissertation preparation and legal basis for implementation of the doctoral study right;
 - 9.2. if the dissertation is defended on a non-resident basis, it shall be written "The dissertation is defended on a non-resident basis";
 - 9.3. a scientific Supervisor and scientific consultant(s) (if there are any). Information about the supervisor and consultant(s) shall be written in the following order: present academic/scientific position, scientific degree, name, surname, institution (its full name), scientific area, field and its code. If the dissertation candidate's supervisor has changed, the previous supervisor and the time period of supervision shall be indicated as well. If the dissertation candidate's scientific supervisor or consultant is a scientist from abroad, the name of the country shall be indicated next to the name of the institution that the scientist represents.
10. The first title page of the summary of the doctoral dissertation shall correspond to Sample 3 in Appendix 1. It shall include the following:
 - 10.1. name of the institution in which the doctoral dissertation is defended;
 - 10.2. the Dissertation candidate's name and surname;
 - 10.3. the dissertation title;
 - 10.4. text "Summary of doctoral dissertation";
 - 10.5. the area and field of sciences; the code of science field;
 - 10.6. place (city) and year.
11. The second title page of the summary of doctoral dissertation shall correspond to Sample 4 in Appendix 1. It shall include the following:
 - 11.1. The period of time and place of the dissertation preparation and legal basis for implementation of the doctoral study right;
 - 11.2. if the dissertation is defended on a non-resident basis, it shall be written "The dissertation is defended on a non-resident basis";
 - 11.3. a scientific Supervisor and scientific consultant(s) (if there are any). Information about the supervisor and consultant(s) shall be written in the following order: present academic /scientific position, scientific degree, name, surname, institution (its full name), scientific area, field and its code. If the dissertation candidate's supervisor has changed, the previous supervisor and the time period of supervision shall be indicated as well. If the dissertation candidate's scientific Supervisor or consultant is a scientist from abroad, the name of the country shall be indicated next to the name of the institution that the scientist represents;
 - 11.4. the name of the dissertation defence board;
 - 11.5. the chairperson of the dissertation defence board and its members. Information about the board members shall be written in the following order: present academic

position, scientific degree, name, surname, institution (its full name), scientific area, field and its code. If the defence board member is a scientist from abroad, the name of the country shall be indicated next to the name of the institution that the member represents;

- 11.6. date and place (with its address) of the dissertation defence;
 - 11.7. date when the copies of the summary of the doctoral dissertation were sent;
 - 11.8. institutions at whose libraries the dissertation is available for review.
12. If the doctoral dissertation or its summary is written in a foreign language, there shall be the second title page in Lithuanian. The following equivalents of Lithuanian terminology in foreign languages are recommended:
- 12.1. *Doctoral dissertation* (in English) – *Doktordissertation* (in German) – *Thèse de doctorat* (in French) – *Докторская диссертация* (in Russian).
 - 12.2. *Summary of doctoral dissertation* (in English), *Zusammenfassung der Doktordissertation* (in German), *Résumé de la Thèse de Doctorat* (in French) - *Резюме докторской диссертации* (in Russian).

(NAME OF THE INSTITUTION WHERE THE DISSERTATION IS
DEFENDED)

Name Surname

DISSERTATION TITLE

Doctoral dissertation
Area of sciences, field of science (03P)

Kaunas, 2014

This doctoral dissertation was prepared during the period of 2011-2014 at (name of the doctoral institution) in accordance with the doctoral study right granted to (names of Doctoral Institutions) on (date of issue, document No.).

Scientific supervisor:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code) *(If there were two scientific supervisors, their time period of supervision is given)*

Scientific consultants:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Prof. dr. Name Surname (Xxxx Yyyy University (Sweden), Area of science, Field of science)

(If a doctoral dissertation is defended by a candidate on a non-resident basis)

This doctoral dissertation was prepared during the period of 2004-2008 at Xxxx Yyyy institution and in 2013-2014 at (name of the doctoral institution) in accordance with the doctoral study right granted to (names of Doctoral Institutions) on (date of issue, document No.).

The dissertation is defended on a non-resident basis.

Scientific consultants:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Prof. dr. Name Surname (Xxxx Yyyy University (Sweden), Area of science, Field of science)

(NAME OF THE INSTITUTION WHERE THE DISSERTATION IS DEFENDED)

Name Surname

DISSERTATION TITLE

Summary of doctoral dissertation
Area of sciences, Field of science (03P)

Kaunas, 2014

Sample of the second title page of a summary of doctoral dissertation

This doctoral dissertation was prepared during the period of 2011-2014 at (name of the doctoral institution) in accordance with the doctoral study right granted to (names of Doctoral Institutions) on (date).

Scientific supervisor:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code) *(If there were two scientific supervisors, time period of supervision is given)*

Scientific consultants:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Prof. dr. Name Surname (Xxxx Yyyy University (Sweden), Field of science, Field of science)

The dissertation is defended in (names of institutions) Management and Administration Science Board:

Chairperson:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Members:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Assoc. Prof. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

The dissertation shall be defended in an open/closed session of Management and Administration Science Board on 4 November 2014 at 1 p.m. (name of the institution and place).

Address: S. Daukantas str. 28, LT - 44248 Kaunas, Lithuania

The summary of the doctoral dissertation was sent out on (date)

The dissertation is available in the libraries of (names of institutions that have the right to organize doctoral studies (in alphabetical order)).

(If a doctoral dissertation is defended by a candidate on a non-resident basis)

This doctoral dissertation was prepared during the period of 2004-2008 at Xxxx Yyyy institution and in 2013-2014 at (name of the doctoral institution) in accordance with the doctoral study right granted to (names of Doctoral Institutions) on (date of issue, document No.).

The dissertation is defended on a non-resident basis.

Scientific consultants:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Prof. dr. Name Surname (Xxxx Yyyy University (Sweden), Area of science, Field of science)

The dissertation is defended in (names of institutions) Management and Administration Science Board:

Chairperson:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Members:

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Prof. habil. dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

Dr. Name Surname (Institution, Area of science, Field of science, Field of science code)

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**REGULATIONS OF
MANAGEMENT AND ADMINISTRATION SCIENCE FIELD BOARD OF DOCTORAL
DISSERTATION DEFENCE**

1. These regulations lay down rules of procedure for Management and Administration science Board of doctoral dissertation defence (hereinafter called the “Board”), created in accordance with provisions of doctoral science, approved by Decision No. 561 of the Government of the Republic of Lithuania on 12 May 2010.
2. A doctoral dissertation shall be defended and a scientific degree awarded in Management and Administration science field Board that shall be formed for a specific dissertation defence after the dissertation has been completed and submitted for its defence. The Committee of the Board shall consist of not less than five members, and one of the members shall be appointed as a chairperson.
3. The Board members shall submit their written reviews of the dissertation to the scientific Board of the Doctoral Student Institution⁷ not later than 5 working days before the dissertation defence.
4. The Board member qualifications shall meet not lower than the senior researcher qualification requirements⁸ and participate in the process of doctoral studies, in international scientific-expertise activities. The Board members shall be scientists in the area and have no co-authored publications with the doctoral student. There shall be no conflict of interest between the Board members and the doctoral student. The doctoral student’s Supervisor and scientific consultants may not be the Board members. Not less than one member of the Board shall be from a foreign academic and research institution. At least two Board members shall be scientists from other than the Doctoral Student Institution. If the research crosses the boundaries of the area or it is needed for the full evaluation of the defended dissertation, two Board members may be scientists from other areas. By the Committee’s proposal, the composition of the Board and its chairperson shall be approved by the order of the head of the Doctoral Student Institution⁷ or the authorized representative.
5. The Board’s documents shall be handled and the dissertation defence session organized by the scientific Board of the Doctoral Student Institution⁷.
6. The Board’s work shall be organized by the chairperson of the Board. The chairperson shall:
 - 6.1. in advance examine the file of the person who shall defend the dissertation (hereinafter called the “Dissertation Candidate”) and ascertain that the file and all the session documents (the voting bulletins, the form of voting minutes and others) are ready;
 - 6.2. examine the reviews of the dissertation presented during the Board’s meeting or assign a member of the Board to do this;
 - 6.3. ascertain whether it is prepared for the session properly (for audio record or shorthand of the session, demonstration of visual material and, if necessary, translation of the session);

⁷ If the doctoral student institution is not a Doctoral Institution, the Board’s documents shall be handled and the session for the dissertation defence shall be organized by the Doctoral institution, the Doctoral Student has signed an agreement of doctoral studies with.

⁸ Minimum qualification requirements for the position of scientific workers at state institutions of science and studies approved by Decision No. VII-71, Section 4.2 of the Lithuanian Research Council on 16 May 2011.

- 6.4. chair the Board's session;
- 6.5. sign the documents of the Board's session.
7. A Board's member shall:
 - 7.1. in advance examine the submitted dissertation for its defence and evaluate whether it is an original scientific piece of work which summarises the doctoral student's scientific research aiming at solving a certain problem of the field, and whether its content meets other doctoral dissertation requirements;
 - 7.2. evaluate whether the dissertation candidate's scientific articles are published in peer-reviewed publications, and whether the most important research findings appear in these publications.
 - 7.3. evaluate whether the research findings have been presented at international scientific events.
8. The defence session shall proceed in Lithuanian. In cases when some other language is used in the session, it shall be translated into Lithuanian.
9. The session shall be valid if attended by more than a half of the Board members (including those participating via video conferencing).
10. The Board's session shall be open. If the dissertation includes information constituting state, professional or commercial secret, it may be defended in a closed session.
11. The session proceedings shall be the following:
 - 11.1. having ascertained that the session is attended by more than a half of the Board members (including those participating via video conferencing) and the non-participating members have submitted their written reviews of the dissertation, the chairperson of the Board shall inform the session participants about a quorum and present the dissertation candidate's file;
 - 11.2. the dissertation candidate shall present the dissertation problem, aims, objectives, data, conclusions; answer the questions presented by the session participants; indicate his/her contribution to the publications presented in the dissertation;
 - 11.3. the right to speak shall be given to the dissertation candidate's scientific supervisor and consultants;
 - 11.4. the chairperson of the Board shall announce a scientific discussion open;
 - 11.5. the chairperson or the appointed Board member shall read publicly all reviews of the Board members that do not participate in the session and other received reviews of the dissertation; present remarks and conclusions; the dissertation candidate may comment on them;
 - 11.6. the opportunity to speak shall be given to the Board members and guests; after every speech, the doctoral candidate may ask for and be granted the right to speak;
 - 11.7. the dissertation candidate shall speak at the end of the scientific discussion;
 - 11.8. after the scientific discussion, the Board members shall decide by voting whether to award the dissertation candidate the doctoral degree. When the Board members stay alone in the room for voting:
 - 11.8.1. the chairperson of the Board shall distribute voting bulletins. The Board members participating via video conferencing shall vote by sending filled in and scanned voting bulletins;

- 11.8.2. after the voting, the chairperson shall fill in the voting minutes; the Board members have the right to verify the voting results. A decision to award the doctoral degree shall be made if more than one half of the Board members vote for it;
- 11.8.3. the Board members shall confirm the voting results by voting openly and all the Board members, participating in the session directly, shall sign the voting minutes and the Board's resolution on whether to award the dissertation candidate the doctoral degree.
- 11.9. The chairperson of the Board shall read the Board's resolution to the session participants and announce the end of the session.
12. After the session, the chairperson of the Board shall return the dissertation defence documents to the Office of Research of the Doctoral Student Institution⁷.
13. The chairperson of the Board shall review and sign the minutes of the session prepared on the basis of the stenograph or audio record.