

REGULATIONS ON THE DOCTORAL STUDIES IN THE FIELD OF LAW SCIENCE OF MYKOLAS ROMERIS UNIVERSITY WITH VYTAUTAS MAGNUS UNIVERSITY

I. General provisions

1. Regulations of the doctoral studies in the field of Law Science of Mykolas Romeris University with Vytautas Magnus University (hereinafter Regulations) have been drawn up in accordance with the Provisions of Science Doctoral Studies approved by the Order No V-149 adopted by the Minister of Education and Science of the Republic of Lithuania, 8 March 2017.

2. These Regulations set procedures of doctoral studies, doctoral students' scientific research, dissertation preparation, defence, and award of Doctor of Science degree in the field of Law Science at Mykolas Romeris University and Vytautas Magnus 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 in this field of science.

3. The purpose of the doctoral studies is to prepare scientists able to carry out activities of scientific research and experimental (social and cultural) development and solve scientific problems independently. The doctoral studies have to provide the person, who has completed the programme and has been awarded a Doctor of Science degree, with sufficient competence: most advanced knowledge of research work, areas of science and their relation; specialized abilities and methodologies to solve problems of scientific research and other areas, to develop the acquired knowledge or professional practice; the ability to work independently, to use scientific and professional knowledge to create new ideas or processes and use them in studies and other activity.

4. The Doctor of Science degree can be awarded to a person who has successfully completed full-time (up to 4 years) or part-time (up to 6 years) doctoral studies, has prepared a dissertation and defended it, or to a person who has defended a dissertation prepared externally.

5. Concepts used in the Regulations:

A doctoral student is a student and a researcher of third cycle studies.

A working plan of the doctoral student (hereinafter Working Plan) is an individual working plan of the doctoral student that includes stages and timeline of doctoral studies, scientific research and dissertation writing.

A Doctoral Student's Scientific Supervisor (hereinafter Supervisor) is a scientist who meets the qualification requirements established by the Regulations and supervises studies and scientific research of a doctoral student.

A Doctoral Studies Committee (hereinafter Committee) is a group of scientists who conduct research of a high international level and are responsible for the content, quality, organisation and implementation of doctoral studies.

A scientist conducting research of a high level is a researcher who meets the requirements of not lower than those of a senior research fellow¹ and takes part in doctoral study process,

¹ Requirements of the Clause 4.2 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

international projects, scientific exchange programmes or other international scientific and expert activities.

The Doctoral Dissertation Defence Board (hereinafter Defence Board) is a group of scientists formed by the Committee which, having analysed the dissertation submitted for defence, its quality and compliance with the requirements for dissertations and scientific competence of the doctoral student, takes a decision on whether to award a Doctor of Science degree to the candidate.

A Doctoral Institution is the institution which has the right to conduct doctoral studies, where the doctoral student studies, carries out scientific research and prepares the dissertation.

A Doctoral School is a unit of the Doctoral Institution which coordinates and organizes the doctoral study process.

6. Doctoral institutions ensure the transfer (processing) of the personal data of doctoral and external students, which are necessary for the process of doctoral studies or administration of the defence of the dissertation externally, in accordance with the procedure prescribed by law.

7. The Committee of the field of Law Science is composed of not less than nine researchers, who conduct research of a high international level and are employed at Doctoral Institutions (on the basis of competition) which all have to be represented by common accord. Not less than half of the members of the Committee and its chairman have to meet the requirements of not lower than those of the leading research fellow², the other members of the Committee have to meet the requirements of not lower than those of a senior research fellow³. At least two-thirds of the Committee members have to be representatives of the field of Law Science. A researcher can be a member of not more than two Committees. A Committee member is entitled to chair the Committee for not more than two consecutive 4-year terms.

8. Doctoral Institutions announce the composition of the Committee publicly on websites of the Doctoral Institutions.

9. Changes in the composition of the Committee have to be agreed with the Research Council of Lithuania.

10. Doctoral dissertation is defended and the science degree is awarded at the Defence Board in field of Law Science, which is formed specifically for the defence of a particular dissertation upon the completion and submission of the dissertation for defence. The Committee forms the Defence Board from not fewer than five members.

II. Coordination of Doctoral Studies

11. Doctoral Studies and scientific research are coordinated and controlled by the Committee.

12. The doctoral process is coordinated by Doctoral Institutions.

13. The implementation of the process of doctoral studies is administered by one of the Doctoral Institutions nominated by the agreement made between the Doctoral Institutions (hereinafter Administering Institution).

14. The Committee:

14.1. approves the conditions and procedures of the open competition for dissertation topics, doctoral supervisors, admission to doctoral studies;

14.2. carries out selection of dissertation topics and doctoral supervisors;

14.3. carries out admission to doctoral studies;

14.4. considers and submits for approval the candidatures for doctoral supervisors and consultants; mediates in the appointment of scientific consultants; considers requests for replacement of scientific supervisor or adviser;

² Requirements of the Clause 4.1 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

³ Requirements of the Clause 4.2 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

- 14.5. approves the programme of doctoral studies in the field of Law Science, its amendments, working plans of doctoral students, and examination commissions;
- 14.6. submits conclusions concerning doctoral studies and doctoral process to the heads of Doctoral Institutions;
- 14.7. administers assessment of doctoral students;
- 14.8. ensures the successful process of doctoral studies and takes care of its development;
- 14.9. evaluates submitted dissertations;
- 14.10. forms defence boards;
- 14.11. performs other functions related to doctoral studies.

15. Documents of the Committee meetings are handled by the secretary of the meeting; minutes of the meetings are to be signed by the Committee Chairperson and the secretary of the meeting. The Committee submits all minutes of proposals, suggestions and decisions to the Doctoral School of the Administering Institution, which, in turn, draws up documents for the heads of the Doctoral Institutions, or their authorized persons, and the Senates.

16. The Committee's decisions are valid when not less than half of its members (including those who participate by teleconference) participate in the meeting. Minutes of the Committee meetings are stored for six years by the Doctoral School of the Administering Institution, and later in the archive of the Administering Institution.

17. The Committee may use electronic means to discuss an issue under consideration. The Committee members express their opinion on the issue and vote by electronic means. The e-meeting agenda cannot include issues that require a secret ballot.

18. After the meeting, the Committee Chairperson submits the documents to the Doctoral School of the Administering Institution.

19. The Doctoral Institution:

- 19.1. announces a competition for dissertation topics and doctoral supervisors;
- 19.2. announces an open competition for the admission to doctoral studies;
- 19.3. receives documents of applicants to doctoral studies;
- 19.4. handles the state budget funds allocated for the implementation of the doctoral studies at the Doctoral Institution; allocates scholarships to doctoral students;
- 19.5. prepares orders on the implementation of doctoral studies, appointment of doctoral supervisors and consultants, and formation of the defence board;
- 19.6. organizes the drafting of the working plans of doctoral students, publication of doctoral dissertations and defences of dissertations;
- 19.7. provides doctoral students with favourable conditions to implement the working plans of doctoral studies, prepare and defend a dissertation;
- 19.8. forms and stores the file of the doctoral student;
- 19.9. drafts and submits reports to the Administering Institution on the process of the doctoral studies;
- 19.10. transfers the necessary documents of doctoral students to the Administering Institution;
- 19.11. issues doctoral diplomas, handles the production, order of accounting and registration of diploma blanks.

20. The Administering Institution:

- 20.1. organizes a competition for dissertation topics and doctoral supervisors;
- 20.2. organizes an open competition for the admission to doctoral studies;
- 20.3. submits reports on the implementation of the doctoral studies to the Ministry of Education and Science of the Republic of Lithuania, the Research Council of Lithuania and other institutions;
- 20.4. accumulates information on the process of the doctoral studies;
- 20.5. stores the minutes of the Committee meetings and other documents;
- 20.6. on the basis of the documents of the Committee, prepares documents for the Doctoral Institutions;

- 20.7. collects documents from the Doctoral Institutions and submits them to the Committee;
- 20.8. drafts joint documents.
- 21. Doctoral studies and scientific research are organized by structural units of the Doctoral Institution, to which the doctoral students are assigned by the order of the head of the Doctoral Institution upon the proposal of the Committee. These departments:
 - 21.1. take part in the drafting process of the working plan of the doctoral student and provide the doctoral students with favourable conditions to implement it successfully;
 - 21.2. supervise the progress of study process of a doctoral student;
 - 21.3. provide methodological support;
 - 21.4. promote doctoral student mobility;
 - 21.5. provide the Committee with the conclusions on the results of the doctoral studies and scientific research conducted by the doctoral student and the advisability to pursue doctoral studies for each assessment of the doctoral student;
 - 21.6. upon submission of the dissertation by the doctoral student, organize primary readings of the doctoral dissertation and assign reviewers for the readings, provide the Committee with conclusions on the compliance of the doctoral dissertation with the requirements for doctoral dissertations.

III. Admission to Doctoral Studies

22. Admission to the doctoral studies in the field of Law Science is organized on the basis of an open competition. Persons, who hold a Bachelor Degree in Law and a Master Degree in Law or a professional qualification degree of a lawyer, are eligible to take part in the competition.

23. The state funded doctoral study positions in the field of Law Science are allocate to the Doctoral Institutions by the Ministry of Education and Science of the Republic of Lithuania.

24. Not later than a month before the announcement of the admission to the doctoral studies, a competition for dissertation topics and doctoral supervisors has to be announced. The topics have to correspond to the fields of scientific research carried out by the Doctoral Institutions. The procedure and conditions for the competition have to be confirmed by the Committee.

25. The competition is organized by the Doctoral School of the Administering Institution and is implemented by the Committee. The list of dissertation topics and doctoral supervisors of the Doctoral Institutions selected by the Committee under the open competition procedure, has to be finalised by the minutes of the Committee, signed by the Committee Chairperson and the meeting secretary. The Committee submits the minutes to the Doctoral School of the Administering Institution which is responsible for the announcement of the list of the dissertation topics and doctoral supervisors selected through the competition on the websites of the Doctoral Institutions.

26. Upon proposal of the Committee, Doctoral Institutions announce an open competition for the admission to the doctoral studies and entrance requirements. The competition is organized individually for each topic area of Doctoral Institutions.

27. A person can submit an application for participation in the open competition for the doctoral studies to the Doctoral School of any Doctoral Institution. Together with the application, which indicates the field of science and the form of doctoral studies as well as the topic areas in the order of priority (not more than two), the following documents have to be submitted:

- 27.1. an application addressed to the Rector;
- 27.2. the diplomas of Bachelor Degree in Law and Master Degree in Law or a professional qualification degree of a lawyer (one-tier university legal education) and their supplements (originals and their copies; the originals are returned straight away); if education has been acquired abroad, the applicant has to provide a certificate issued by the Centre for Quality Assessment in Higher Education on the recognition of higher education qualifications acquired abroad;
- 27.3. one recommendation from a scientist in the field of law science;
- 27.4. a curriculum vitae;

- 27.5. a list of scientific works and other scientific activity and their copies;
- 27.6. a document certifying foreign language proficiency (not lower than C1) (applicants who do not have such a document are provided with the possibility to have their foreign language skills assessed);
- 27.7. copy of passport or identity card;
- 27.8. other documents as indicated in the conditions for admission to the doctoral studies.

28. The admission competition to the doctoral studies is organised by the Doctoral School of the Administering Institution and implemented by the Committee. Admission can be also implemented by an ad hoc commission for admission, when it is necessary to evaluate the applicants' proficiency in foreign languages. Admission to the topic areas in the field of law science of Doctoral Institutions is administered separately on the competition basis.

29. Heads of the Doctoral Institutions or their authorized persons sign bilateral agreements of the prescribed form with the persons who, according to the competition procedures, have been accepted to full-time or part-time doctoral studies in the field of law science.

30. Selection criteria for the applicant to the doctoral studies are:

- 30.1. 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;
- 30.2. the average of grades of the Bachelor and Master studies or one-tier university legal education studies and evaluation of the final thesis;
- 30.3. compliance of the scientific publications with each selected topic area;
- 30.4. a scientific research project and its defence.

31. The weight of coefficients of selection criteria and calculation of the competition grade are approved by the minutes of the Committee every academic year.

32. On the basis of the selection criteria, the Committee evaluates the applicants by assigning points and makes priority lists for topic areas of Doctoral Institutions according to the highest competitive grade. These competition lists of applicants and the decision regarding the proposal to admit or not to admit to the doctoral studies are documented by the minutes of the Committee, which have to be signed by the chairperson of the Committee and the meeting secretary. The Committee submits the minutes to the Doctoral School of the Administering Institution.

33. On the basis of the minutes of the Committee, persons are admitted to the doctoral studies by the orders of the heads of Doctoral Institutions, which indicate the field of science, the type of funding, the topic of the dissertation, the form of doctoral studies and the structural unit.

34. In case any vacant positions are left after the admission in accordance with the quotas of the Doctoral Institutions, or some of persons admitted to studies do not arrive at the beginning of the academic year to study, the Doctoral School of the Administering Institution can organize a second round of admission, which is administered in accordance with the same procedures.

35. Applicants, who were not admitted to the state-funded positions on the competition basis, upon proposal from the Commission, can choose non-state-funded doctoral studies and pay the fee for the doctoral studies set by the Doctoral Institution with which they sign the agreement.

36. Citizens of the European Union who apply to the state-funded doctoral studies take part in the competition in accordance with the common procedure; non-European Union citizens participate in the competition in accordance with the legislation in force at that time.

37. Not later than in a month's time after the beginning of the academic year, the Committee organizes a Committee meeting, where scientific supervisors are assigned to the newly admitted doctoral students and dissertation topics are approved. The decision of the Committee is documented by the minutes of the meeting. Extracts of the minutes are provided to each Doctoral Institution individually. The Committee submits the minutes and the extracts to the Doctoral School of the Administering Institution, which transfers the decision of the Committee (the minutes) to the Doctoral Schools of the Doctoral Institutions.

38. Heads of the Doctoral Institutions or their authorized persons upon the submission of the Committee approve the dissertation topics of the doctoral students and their scientific supervisors by issuing an order. The order is drawn up the Doctoral School of the Administering Institution.

39. The file of the person who was not admitted to the doctoral studies is stored for a year by the Doctoral School of the institution the person applied to, and later in accordance with the procedure set by the Doctoral Institution.

40. The person, who does not agree with the competition results, has a right to submit a motivated appeal within three days after the Committee announces the minutes to the head of the Doctoral Institution which is examined according to the procedure established by the Doctoral Institution.

IV. Scientific Supervision of Doctoral Students

41. Doctoral studies and scientific research are guided by the scientific Supervisor. The Supervisor can supervise not more than five doctoral students at a time.

42. Upon the submission of the Committee, not later than within one month after the beginning of studies, the Head of the Doctoral Institution or the authorized person has to approve the scientific supervisors by issuing an order.

43. Upon the submission of the Supervisor, the Committee can assign a consultant to the doctoral student. Not more than two consultants can be assigned and they have to be scientists of other fields of science. Upon the submission of the Committee, the Head of the Doctoral Institution or the authorized person has to approve the consultant by issuing an order.

44. The Supervisor and the consultants of the doctoral student have to meet the requirements of not lower than those of senior research fellow⁴ and take part in the process of doctoral studies, and scientific-expert activity. The Committee submits the written consents, lists of scientific publications and other scientific activity of the Supervisor and the consultants to the Doctoral School of the Administering Institution together with the submission to approve the Supervisor and the consultants. The Doctoral School of the Administering Institution transfers the submissions of the Committee and the documents of scientific activities of the Supervisor and the consultants to the Doctoral School of the Doctoral Institution.

45. The Supervisor of the doctoral student:

- 45.1. together with the doctoral student, devises the doctoral student's working plan;
- 45.2. proposes candidates for consultants if needed;
- 45.3. provides the doctoral student with methodological assistance; supervises the doctoral student's scientific activities and constantly monitors the process of doctoral studies;
- 45.4. for every assessment of the doctoral student presents his/her conclusion concerning the results of the doctoral student's studies and scientific research, as well as the advisability to continue the doctoral studies;
- 45.5. assists the doctoral student in tackling problems related to the organisation of studies and preparation of the dissertation;
- 45.6. together with the doctoral student, is responsible for the quality research of the dissertation.

46. The consultant of the doctoral student:

- 46.1. advises the doctoral student in a certain field of research (branch);
- 46.2. organizes the conduct of scientific research or experiments in other divisions of the Doctoral Institutions or other universities and (or) research institutes in Lithuania or abroad.

47. In case there is a valid reason to replace the Supervisor or a consultant, the replacement is coordinated and approved in accordance with the same procedure as the appointment of the Supervisor or the consultant.

⁴ Requirements of the Clause 4.2 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

48. The doctoral student has a right to submit a motivated application addressed to the head of the Doctoral Institution, to replace the Supervisor not later than a year prior to the end of the doctoral studies. The head of the Doctoral Institution or the authorised person directs the application of the doctoral student to the Committee, which considers it at a meeting within one month.

48.1. If the application of the doctoral student is satisfied, the Committee, in accordance with the topic of the dissertation, appoints another supervisor from the list of the supervisors that have won the competition that year. In case there is no appropriate supervisor in accordance with the topic of the dissertation, the Committee announces a competition for the position of the doctoral student's supervisor.

48.2. If the Committee rejects the application of the doctoral student, the same Supervisor guides the doctoral student.

48.3. The replacement of the Supervisor within less than one year prior to the end of the doctoral studies is possible only due to an extremely important reason and is carried out upon the Committee decision.

V. The Working Plan of the Doctoral Student

49. The Supervisor together with the doctoral student not later than one month after the approval of the Supervisor design the working plan of the doctoral student. The plan has to include the stages and deadlines of doctoral studies, scientific research and dissertation preparation. Targeted scientific research has to be started from the beginning of the doctoral studies.

50. The doctoral studies are composed of not less than 30 ECTS credits. ECTS credits are accumulated through studying of not less than three study subjects. ECTS credits may be accumulated through studying in the international doctoral schools, taking partial doctoral studies abroad. The decision on recognition of these studies is taken by the Committee.

51. The doctoral study programme in the field of Law Science consists of compulsory courses and elective courses in the field of Law Science and doctoral courses of adjacent scientific fields. The doctoral study programme in the field of Law Science and its changes are confirmed in the Committee meeting. Doctoral Institutions can foresee additional courses intended for the development of transferable abilities of doctoral students.

52. Within the programme of doctoral studies, the doctoral student has to study the compulsory study courses prescribed by the Committee. The doctoral student, with consent of the Supervisor, taking into account the individual scientific research needs, can choose other study courses from the programme of doctoral studies in Law Science.

53. The doctoral student, with consent of the Supervisor and the Committee, includes the foreseen courses into the working plan. This working plan has to be composed only of the courses approved by the Committee. Doctoral Institutions are responsible to ensure that working plans of doctoral students contain only courses approved by the Committee and relevant for the programme of the doctoral studies.

54. Doctoral studies can be conducted by the persons who hold a scientific degree and meet the requirements of not lower than those of senior research fellow⁵, whose published papers and research within the past five years correspond to the field of the course taught.

55. Lectures/seminars of the doctoral studies are organized by the structural unit of the Doctoral Institution, whose employees are approved by the Committee to conduct the courses in doctoral studies and the Doctoral School of the Doctoral Institution. If the number of doctoral students, who have chosen courses in their working plan, is less than three, doctoral students study individually and attend consultations (including individual) periodically.

⁵ Requirements of the Clause 4.2 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

56. The working plan of the doctoral student (along with study courses) is composed of the analysis of scientific literature, scientific research, part of which can be conducted in scientific centres abroad, the analysis of the obtained data, writing of scientific articles, presentation of research results at international scientific events, preparation of the dissertation, etc.

57. The structural unit of the Doctoral Institution considers the working plan of the doctoral student and presents its conclusions to the Committee. The working plan of the doctoral student and amendments thereto (if applicable) are approved by the Committee. The approved working plan is submitted to the Doctoral School of the Doctoral Institution and is stored in the file of the doctoral student.

58. The doctoral student conducts scientific research in accordance with the approved working plan. The content, quality, scope and terms of the research are evaluated during the assessment of the doctoral student.

59. The doctoral student is provided with the possibility to use the equipment necessary for the scientific research included into the working plan, at the structural units of the Doctoral Institutions. If some research cannot be conducted at Doctoral Institutions, the doctoral student can be directed to conduct the research in another research institution in the country or abroad.

VI. Examination and Assessment of a Doctoral Student

60. Studies of every course unit are completed by an examination. There have to be at least two examiners. The composition of the examination commission is approved the structural unit of the Doctoral Institution. Members of the examination commission can be chosen from the professors who have taught the course, members of the Committee, as well as other researchers who are active specialists of that field of science (they can be from other science and studies institutions), including Supervisors and consultants. Examinations have to be conducted in writing, whereas the examination papers have to be stored at the structural unit of the Doctoral Institution.

61. After the examination, the examination sheet has to be filled in and signed by all examiners. These examination documents are stored in the file of the doctoral student in the Doctoral School of the Doctoral Institution.

62. If the examination is failed, it can be retaken once, but not earlier than in a month. If the doctoral student fails to pass the examination for second time, an extraordinary assessment of the doctoral student is announced.

63. Full-time doctoral students have to pass all examinations during the first two years, whereas part-time doctoral students have to pass all examinations during the first three years of the doctoral studies.

64. Taking into account the request of the doctoral student and approval of the Supervisor, the Committee can recognise the results of the examinations previously passed in other programmes of doctoral studies.

65. Within the time limits set by the Committee doctoral students are assessed twice a year by the structural unit of the Doctoral Institution. The structural unit, in the presence of the doctoral student and the Supervisor, evaluates the implementation of the working plan of the doctoral student and submits its conclusion to the Committee. Provided the Supervisor of a doctoral student is unable to attend the meeting for justifiable reasons, he/she submits a written evaluation of the doctoral student to the structural unit. The Doctoral School of the Doctoral Institution transfers the assessment documents of the doctoral student considered by the structural unit to the Committee, which evaluates the doctoral student positively (thus advising to pursue doctoral studies) or negatively (thus proposing to expel the student from the doctoral studies) or proposes to postpone the assessment for the period set by the Committee, until the shortcomings of the implementation of the working plan are eliminated. The doctoral student and the Supervisor can be invited to participate in the meeting of the Committee.

66. If the doctoral student deliberately refuses to fulfil the requirements set out in the working plan, an extraordinary assessment can be initiated upon submission of the head of the structural unit or the Committee.

67. A negatively assessed doctoral student is excluded from the doctoral studies by the order of the head of the Doctoral Institution.

68. The minutes of the Committee on the assessment of doctoral students and the documents presented for the assessment of doctoral students are transferred to the Doctoral School of the Administering Institution, which transfers these documents to the Doctoral School of the Doctoral Institution to store in the file of the doctoral student.

69. The head or the authorised person of the Doctoral Institution, upon the request from the doctoral student, approval of the Supervisor and consent of the structural unit can grant the student an academic leave for up to one year. During the academic leave scholarship is not paid.

70. The head or the authorised person of the Doctoral Institution, upon the request from the doctoral student, approval of the Supervisor and consent of the structural unit on grounds justifiable reasons (illness, maternity leave, etc.) can issue an order to:

70.1. extend the unpaid academic leave;

70.2. extend deadlines of examination and annual assessment specified in the working plan of the doctoral student for not longer than three months.

71. Requests of doctoral students are registered and the orders are drafted by the Doctoral School of the Doctoral Institution.

VII. Scholarships, Research Visits, Appeals, and other Terms and Conditions

72. Persons admitted to full-time state-funded doctoral study positions, are paid a scholarship fixed by the Government of the Republic of Lithuania throughout the period of their studies. The scholarship is paid by the Doctoral Institution.

73. If the assessment of a full-time state-funded doctoral student is postponed upon submission of the Committee, payment of scholarship is suspended and renewed only after positive assessment.

74. After the doctoral student returns from the academic leave to continue doctoral studies, the exact number of calendar days of the month the person returned to studies is included in the duration of the doctoral program, for which the corresponding part of the scholarship is paid.

75. The doctoral student can conduct research or study for some time in other institutions of the country or abroad. This period is included into the period of doctoral studies and the person is paid a scholarship. The doctoral student goes on such research visits following the order on business trips set by the Government of the Republic of Lithuania, by the order of the head or the authorised representative of the Doctoral Institution, after the student submits an application of a set format coordinated with the doctoral student's Supervisor and administration of the structural unit. The expenses of the research visit can be covered by projects or programmes administered by the Research Council of Lithuania, the structural unit of the Doctoral Institution, the receiving institution or other sources.

76. Doctoral students with approval of the Supervisor and consent of the structural unit can be employed in units of the Doctoral Institution full-time or part-time. Doctoral students (except first-year and last-year doctoral students) can be required to have teaching practice, the duration of which is set by the order of the head or the authorized person of the Doctoral Institution.

77. Upon commencement of studies, a doctoral student must sign academic integrity pledge of the doctoral student (Annex 1).

78. A motivated appeal or a complaint regarding refusal to grant the scientific degree, rejection of the application for external studies or defence and other issues related to implementation of the doctoral study process, addressed to the head of the Doctoral Institution is submitted within 14 working days from the notification of the decision to the chancellery office of the Doctoral Institution.

Appeals and complaints are considered in accordance with the procedure set by the Doctoral Institution.

VIII. Preparation and Examination of a Doctoral Dissertation

79. A doctoral dissertation, as a single publication (except cases provided in Clause 81 of the Regulations), consists of the dissertation text, a summary and copies of scientific papers on the topic of the dissertation published by the person submitting the dissertation for defence (hereinafter Doctoral Candidate).

80. A scientific monograph can also be submitted for defence as a scientific doctoral dissertation if it has been written by the Doctoral Candidate without co-authors. A summary of the monograph is also submitted. In this case, other scientific publications are submitted if they are necessary to reveal the topic of the dissertation.

81. The doctoral dissertation can be submitted for defence on the basis of a collection of scientific papers. In this case, the dissertation has to consist of an overview of not less than two printer's sheets, a summary in Lithuanian or a foreign language (a language different from the text of the overview) and copies of scientific papers written on the dissertation topic. The Doctoral Candidate is required to have published the main research results in not less than four scientific papers (as the main co-author of at least one paper), published in international scientific publications in *Clarivate Analytics Web of Science (CA WoS)* citation index database.

82. In the doctoral dissertation (hereinafter – Dissertation), the doctoral student has to define aim of the work, formulate the objectives, indicate the scientific novelty of the work, overview research conducted on the topic of the dissertation worldwide, present the research methods used, discuss the research results, substantiate their validity and relation with the data of other researchers, formulate conclusions and present other aspects that the Doctoral Candidate considers important. The dissertation is submitted together with the list of scientific conferences where the results of the research of the dissertation have been publicised, as well as the description of the Doctoral Candidate's life, scientific and creative activity– *curriculum vitae*.

83. The text of the dissertation are written in Lithuanian or English, or in another foreign language if the Committee approves of it. The summary of the dissertation (not less than two printer's sheets) is written in Lithuanian or English (a language different from the text of the dissertation). If the text of the dissertation is written neither in Lithuanian nor in English, two summaries are to be drawn up (in Lithuanian and English). The dissertation and the summary have to be written in correct language.

84. The dissertation should indicate the Supervisor, consultants and the composition of the Defence Board. If the Supervisor of the doctoral student has been replaced, the former Supervisor is also indicated, as well as the period of supervision. Specific requirements for the dissertation and the examples of the first and second pages of the dissertation and the summary are presented in the *Annex No. 2. Requirements for the Doctoral Dissertation*.

85. A doctoral student can submit the dissertation for defence after she/he:

- 85.1. has passed all examinations indicated in the working plan of the doctoral student;
- 85.2. has announced the main research results in at least two scientific articles published (or accepted for publishing) in reviewed research publications, one of which has been published in an international publication, where not less than half of the editorial board consists of members from other countries than the publication is issued (except cases provided in Clause 81 of the Regulations), or a scientific monograph;
- 85.3. has presented the research results at international research events;
- 85.4. has gone on a research visit to a science and academic institution (institutions) abroad for the period of not less than three months (recommended);
- 85.5. draw up a dissertation and its summary in accordance with the requirements set in the *Annex No. 2*.

86. The doctoral student presents the prepared dissertation at the meeting of the structural unit of the Doctoral Institution, in the presence of the Supervisor (and the consultant, if applicable). The structural unit evaluates the dissertation, its draft summary and the research results published by the doctoral student, the achieved scientific qualification and submits its conclusions to the Committee. The Doctoral School of the Doctoral Institution transfers the documents of the doctoral dissertation examined at the structural unit to the Committee.

87. The doctoral student of the Doctoral Institution fills in an application to defend the dissertation and submits it to the Doctoral School of the Doctoral Institution together with the following documents:

87.1. a list of the scientific works published on the dissertation topic and copies of these scientific works (if the work is not yet published, it is necessary to provide a statement from the editorial office which confirms that the paper has been accepted for publication);

87.2. the description of the Doctoral Candidate's life, scientific and creative activity;

87.3. a printed doctoral dissertation and its draft summary (2 copies);

87.4. an extract from the minutes concerning the evaluation of the dissertation at the structural unit where the dissertation was prepared (if the structural unit did not submit the extract from the minutes to the Doctoral School directly);

87.5. a written review of the Supervisor (and the consultant, if applicable).

88. After the Doctoral School of the Doctoral Institution establishes that the submitted documents meet the set formal requirements, it submits the application and other documents enumerated in Clause 87 to the Committee.

89. The Committee within 30 days from the receipt of the documents assigns two reviewers. They submit their written reviews to the Doctoral School of the Administering Institution within the period set by the Committee.

90. After the reviews have been submitted, the Committee organizes an open meeting where the Doctoral Candidate and the Supervisor participate. The Committee hears the presentation of the doctoral student about the dissertation, the aim of the scientific work, objectives, novelty, relevance and originality, as well as the main research results, statements and conclusions, and the Supervisor's review of the dissertation. Besides, the doctoral candidate responds to the reviewers' remarks, which are available to him/her prior to the Committee meeting.

91. The Committee evaluates the aims and objectives of the dissertation, its scientific novelty, relevance and originality; the overview of the research conducted on the topic of the dissertation in Lithuania and abroad, the research methodology; reliability and validity of the obtained results; the validity of conclusions to be defended and relevance thereof to the essence of the scientific research; relevance of the summary to the content of the dissertation; relevance of the published scientific papers and the research results presented therein to the main statements of the dissertation.

92. The Committee can take the following decisions:

92.1. *The dissertation has to be corrected.* The dissertation is returned to the doctoral student. Examination of the corrected dissertation is started in accordance with the requirements of the Clause 79 and/or subsequent clauses;

92.2. *The dissertation has been prepared in the appropriate way;* it meets the requirements set in the Clauses 29–32 of the Provisions of Doctoral Studies⁶, the doctoral student has fulfilled the requirements of the Clause 35 of the Provisions of Doctoral Studies and the dissertation can be submitted for defence without any corrections or with minor corrections;

92.3. *The dissertation does not meet the requirements.*

93. Upon the decision that the dissertation can be submitted for defence the Committee:

93.1. decides whether the meeting of the Defence Board of the doctoral dissertation will be open or closed;

93.2. draws up a draft composition of the Defence Board;

⁶ Resolution No 561 adopted by the Government of the Republic of Lithuania on 12 May 2010 'On the Amendment of the Resolution No 897 adopted by the Government of the Republic of Lithuania on 11 June 2001 'On the Approval of the Provisions of Doctoral Studies'.

93.3. together with the structural unit, the Doctoral School of the Doctoral Institution organizes the procedure to collect the documents with consent of the members of the Defence Board and information that proves that they meet the qualification requirements to participate in the doctoral study process;

93.4. proposes the place and the time of the defence;

93.5. prepares a recommendation to the head of the Doctoral Institution and transfers it to the Doctoral School of the Administering Institution;

93.6. The Doctoral School of the Administering Institution transfers the documents on consideration of the doctoral dissertation at the Committee meeting and the Committee's recommendation to defend the doctoral dissertation to the Doctoral School of the Doctoral Institution.

94. The Committee forms the Defence Board from not fewer than five members and appoints one of them to be the Chairperson. Members of the Defence Board have to meet the requirements of not lower than those of a senior research fellow⁷ and take part in the doctoral process and scientific-expert activities. There can be no conflict of interest between the Defence Board members and the doctoral student or his/her scientific Supervisor (in case of external defence – the Consultant). Members of the Defence Board cannot have joint publications with the doctoral student. More than one half of the members of the Defence Board cannot have joint publications with the scientific Supervisor of the doctoral student in the period of the past five years (in case of external defence – the Consultant). Neither the Supervisor nor the Consultant of the doctoral student is eligible to be a member of the Defence Board. At least one member of the Defence Board has to be from a foreign institution of education and science. At least two members of the Defence Board have to be scientists from the institution other than that of the doctoral student. If the work is interdisciplinary or if it is necessary for the defended work to be comprehensively evaluated, two members of the Defence Board can be scientists of other fields of science. Upon the submission of the Commission the composition of the Defence Board and its chairperson are approved by the order of the head or the authorised person of the Doctoral Institution.

95. After the Doctoral School of the Doctoral Institution checks the documents, it draws up a draft order of the head or the authorised person of the Doctoral Institution, which approves the Committee and the date and place of defence of the dissertation.

96. After the head or the authorised person of the Doctoral Institution signs the order, the Doctoral School of the Doctoral Institution organizes the process of printing the required number of copies of the dissertation;

97. The Doctoral School of the Doctoral Institution not later than 30 calendar days prior to the dissertation defence:

97.1. provides the dissertation to the Defence Board;

97.2. announces the information about the defence of the dissertation in the thesis and dissertation database administered by the Research Council of Lithuania and the webpage of the Doctoral Institutions. In addition, an announcement about the dissertation defence can be made in press. The announcement has to indicate the name and surname of the Doctoral Candidate, the institution in which the dissertation was prepared, the title of the dissertation, the place and the date of the defence, the Supervisor, members of the Defence Board, the fields of science and institutions they represent, address of the Internet webpage where the dissertation is available;

98. The Doctoral School of the Doctoral Institution makes sure that the library of each Doctoral Institution gets a copy of the printed dissertation.

99. The expenses of printing and sending the doctoral dissertations are covered from the funds of the Doctoral Institution received for implementation of the doctoral studies.

⁷ Requirements of the Clause 4.2 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

100. Members of the Defence Board submit their written reviews of the dissertation to the Doctoral School of the Doctoral Institution not later than five working days prior to the date of the defence of the dissertation. The Doctoral Candidate is entitled to get acquainted with the submitted reviews.

101. The dissertation is defended in the open/closed meeting of the Defence Board in accordance with the Regulations on the Defence Board of the Doctoral Dissertation in the Field of Law Science (see *Annex No. 3*).

102. The dissertation can be defended both in Lithuanian and English. In cases when another language is used in the meeting, the Committee establishes the need for translation services into Lithuanian. The meeting is presided over the Chairperson. The meeting is valid if more than half of the members of the Defence Board participate in it (including those participating by way of tele-conference). During the meeting the reviews of the absent members of the Defence Board and other received reviews of the dissertation are read out.

103. After the defence of the dissertation all documents of the defence, including the minutes of the voting and the decision of the Defence Board on whether to award the Doctor of Science degree, are submitted to the Doctoral School of the Doctoral Institution. Based on the minutes the Doctoral School of the Doctoral Institution issues a diploma of Doctor of Science.

104. Dissertations which can contain information which constitutes a state, official, professional or commercial secret can be defended in a closed defence meeting.

105. If the Board decides that the Doctor of Science degree cannot be awarded, an amended and (or) supplemented dissertation can be submitted for defence not sooner than after one year. In this case the Doctor of Science degree is obtained externally in accordance with the provisions of Section IX of the these Regulations. If a fact of scientific dishonesty (plagiarism, etc.) is detected, the dissertation cannot be defended.

106. In two-week time, following the dissertation defence meeting the doctoral student has to submit one copy of the dissertation (except dissertations defended in a closed defence meeting) to the National Martynas Mažvydas Library of Lithuania and announce the dissertation in the Lithuanian Academic Electronic Library (eLABa) repository in accordance with the procedure set by the Doctoral Institution.

107. The Doctoral Institution not later than in 20 working days after the open dissertation defence meeting, informs the Research Council of Lithuania about the results of the defence.

108. The registered doctoral diploma is issued to the scientist in accordance with the procedure prescribed by the Doctoral Institution, after the dissertation has been uploaded in the Lithuanian Academic Electronic Library (eLABa) repository.

109. The file of the person who has defended a doctoral dissertation is stored for one year in the Doctoral School of the Doctoral Institution, and later is sent to the archive of the Doctoral Institution.

110. If the doctoral student submits the dissertation by the end of doctoral studies and gets approval of the structural unit of the Doctoral Institution, but fails to defend it in time, the dissertation can be defended in the regular manner within 12 months, following the end of doctoral studies. The dissertation not defended during this period has to be defended externally in accordance with the provisions of Section IX of the these Regulations. Timely defended dissertation is a dissertation defended not later than within one year after the end of the doctoral studies.

IX. Acquisition of the Doctor of Science Degree Externally

111. A person, who holds a Bachelor Degree in Law and a Master Degree in Law or a professional qualification degree of a lawyer (one-tier university legal education), is eligible to acquire a Doctor of Science degree externally (hereinafter – External Candidate). The external candidate must have prepared a scientific monograph without co-authors and have the main results

of the dissertation published in at least two articles in reviewed research publications, as indicated in Subclause 85.2 of these Regulations, and have drafted a dissertation.

112. The external candidate addresses a request to defend a doctoral dissertation to the head of the Doctoral Institution and submits it to the Doctoral School of the Doctoral Institution. The request includes:

- 112.1. manuscript of the dissertation or an issued scientific monograph;
- 112.2. the list of scientific publications and electronic copies thereof;
- 112.3. diplomas of a Bachelor Degree in Law and a Master Degree in Law or a professional qualification degree of a lawyer (one-tier university legal education), their supplements (originals and their copies; the originals are returned straight away); if education has been acquired abroad, the applicant has to provide a certificate issued by the Centre for Quality Assessment in Higher Education on the recognition of higher education qualifications acquired abroad;
- 112.4. approved copies of the minutes of doctoral examinations (if any) and extracts thereof;
- 112.5. the description of the candidate's life, scientific and creative activity;
- 112.6. a copy of the identity document.

113. The Doctoral School of the Doctoral Institution registers the request of the external candidate and transfers the documents to the Committee which within three months from the receipt of the documents analyses the submitted documents and makes a decision on whether the manuscript of the dissertation or the published scientific monograph meets the requirements for scientific dissertations. To establish whether the requirements have been met the Committee assigns two reviewers, who have to submit their written reviews within 30 days from the receipt of the dissertation/scientific monograph.

114. After the reviews are submitted, the Committee organizes a meeting in which the external candidate participates. After having heard the external candidate and the conclusions of experts, the Committee makes a decision on whether the dissertation manuscript or the published scientific monograph meets the requirements for the scientific doctoral dissertation. If a positive decision is taken, the Committee:

- 114.1. assigns the external candidate to a structural unit of the Doctoral Institution;
- 114.2. assigns a scientific advisor, who performs the functions of the Supervisor of the Extern; if the person who seeks to get the external doctoral degree has already had some doctoral studies, but not submitted a dissertation, the Committee may assign the former Supervisor or any other person as a scientific advisor; submits the candidacy of the external candidate's consultant, who has to exercise the functions of the external candidate's supervisor, to be confirmed by the head or the authorised representative of the Doctoral Institution to which the candidate's application has been addressed; if the person seeking to acquire a Doctor of Science degree externally has already been a doctoral student but has not submitted a dissertation, the Committee can appoint his/her previous supervisor or another person as his/her consultant;
- 114.3. sets the doctoral courses to be studied and dates of their examinations;
- 114.4. forms the examination commission (commissions);
- 114.5. decides the question of recognition of the results of the examinations previously passed in other programmes of doctoral studies, if the applicant has submitted the minutes of the examinations or their extracts;
- 114.6. sets the date of the defence of the dissertation, which is not later than in a year after the day the decision was taken.

115. External examinations are organized in accordance with the requirements set in Section VI of these Regulations, whereas the dissertation is considered and defended in accordance with the requirements set in Section VIII.

116. If the Committee decides that the dissertation manuscript or the published scientific monograph does not meet the requirements for scientific dissertations, the external candidate has the

right to submit an appeal, which is considered in accordance with the procedure set in Clause 78 of these Regulations. If the Committee confirms the negative decision, the external candidate can resubmit the request for defence of the dissertation not sooner than after one year.

117. The external candidate covers only those costs incurred by the Doctoral Institution, which are directly associated with the acquisition of the doctoral degree.

X. Award of the Doctor of Science Degree

118. The person who has defended a dissertation is awarded the Doctor of Science Degree and diploma by the Doctoral Institution.

119. The form of the diploma of the Doctor of Science Degree and the procedure for producing, accounting and registering diploma forms is set by the Minister of Education and Science of the Republic of Lithuania.

120. An appeal concerning the fact of not awarding the Doctor of Science degree is considered in accordance with the procedure set in Clause 78 of these Regulations.

121. The Doctoral Institution having awarded the Doctor of Science degree can withdraw its decision to award the degree (including the scientific degrees awarded prior to the entrance into force of these Regulations) if:

121.1. a fact of scientific dishonesty has been established;

121.2. the Doctor of Science degree has been awarded with infringements of these Regulations.

XI. Funding of Doctoral Studies

122. Doctoral studies are funded from state budget assignments, state investment programmes and state investment project funds, revenue received as a payment for tuition, as well as revenue from business, scientific activities and services provided, funds of competitive scientific research funding programmes, state, international and foreign funds and organisations and other lawful sources of funding.

123. Funds for scholarships of doctoral students, payment for the work of members of the Defence Board, Supervisors of doctoral students (except external candidates), consultants, as well as the overall wage bill and contributions to social insurance for the work of professors, consultants and examiners, funds for the doctoral research (if there is a possibility, for publication of doctoral students' scientific articles in international journals), printing dissertations, and other expenses, related to the award of the Doctor of Science degree, are foreseen in the budget programme estimates of the Doctoral Institution. If there is a possibility funds for mobility of doctoral students can also be foreseen.

XII. Quality Assurance of Doctoral Studies

124. Doctoral study quality assurance is regulated by external documents: the Provisions for Scientific Doctoral Studies approved by the Government of the Republic of Lithuania, decisions of the Research Council of Lithuania, and internal doctoral study documents: Regulations on the Doctoral Studies in the Field of Law Science, Regulations on the Work of the Doctoral Committee and other internal documents and agreements on doctoral studies.

125. To ensure the quality of doctoral studies in law science internally the Committee at least once in six years carries out the evaluation of the quality of doctoral studies in law science, taking into consideration the following indicators:

125.1. *efficiency and performance*. It is necessary to take into account the ratio of the number of doctoral students in the field of law science and the doctors prepared; scientific papers published by doctoral students during the period of doctoral studies; participation of doctoral students in internships and conferences; participation of

- doctoral students in scientific research projects which are relevant for the topic of the dissertation; employment and further career development of doctoral students who have defended the dissertation;
- 125.2. *scientific resources*. The qualifications of the researchers who take part in the process of training of doctoral students in the field of law science has to meet the prescribed qualification requirements;
- 125.3. *organizational indicator*. The organization of the process of training of doctoral students in the field of law science has to be organised by supporting all the steps of this process with planned and well-grounded arguments;
- 125.4. *infrastructure*. Adequate organizational and material conditions have to be established to ensure high-quality doctoral studies in the field of political science and dissemination of the scientific achievement.
126. The Committee carries out the evaluation according to the following procedure:
- 126.1. gets acquainted with the self-assessment material in the field of law science presented by Doctoral Institutions;
- 126.2. visits each Doctoral Institution:
- 126.2.1. to participate in discussions with the employees and researchers responsible for the process of doctoral studies (the procedure for the discussion: the process of admission to doctoral studies, the study process, procedures of completion of the doctoral studies, typical problems and areas for improvement);
- 126.2.2. to participate in discussions with doctoral students (the procedure for the discussion: motivation to apply for doctoral studies, the process of doctoral studies, supervision, organization of studies and the infrastructure, typical problems and areas for improvement);
- 126.2.3. on the basis of the obtained qualitative and quantitative data, to evaluate *efficiency and performance; scientific resources; study organisation and infrastructure* of the doctoral studies in the field of Law Science implemented at the Doctoral Institutions.
- 126.3. submits generalized conclusions and recommendations on how to improve the quality of the doctoral studies to the scientific commissions of the Senate, the Senates and Heads of Doctoral Institutions.

Personal files of doctoral students and external applicants of Doctoral Institutions during the period of doctoral studies and one year after completion of the doctoral studies (or defence of the dissertation) are stored in Doctoral Schools of Doctoral Institutions, and later are submitted to the archives of Doctoral Institutions. The files have to include:

- documents for admission to doctoral studies;
- a study contract;
- academic integrity pledge of the doctoral student;
- documents on the appointment of the supervisor and consultants of the doctoral student;
- the doctoral student's working plan;
- documents of annual assessments of the doctoral student;
- the Rector's orders (on scholarship payment, academic leave and extension thereof, extension of doctoral study programme deadlines, etc.);
- the examination sheets of the doctoral student;
- a list of the scientific articles of the doctoral student published or accepted for publication, and their copies (in case of external studies – electronic copies);
- a resolution regarding the withdrawal from doctoral studies if the doctoral student has been dismissed from the doctoral study programme because of assessment conclusions

- or other reasons, or because of failing to submit his/her doctoral dissertation for defence by the end of the doctoral studies;
- the application of the doctoral student 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, etc.);
 - the Rector's order on the approval of the Defence Board; defence date and place;
 - an electronic version of the doctoral dissertation;
 - defence documents: the minutes of the dissertation defence, the minutes of the Defence Board voting on the award of the Doctor of Science degree, reviews of the dissertation received from the board members and other reviews;
 - documents which prove that the dissertation was submitted (sent) to the National Martynas Mažvydas Library of Lithuania and libraries of Doctoral Institutions;
 - a copy of the doctor's diploma.
-

**Annex 1 to Regulations on the Doctoral Studies in the Field of Law Science of
Mykolas Romeris University with Vytautas Magnus University**

_____ UNIVERSITY

(Name, surname, date of birth of the doctoral student)

**ACADEMIC INTEGRITY PLEDGE
OF THE DOCTORAL STUDENT**

(date)

Hereby I acknowledge that:

- truth, knowledge and understanding are the highest values of science and studies;
- advantage against other members of the academic community can be gained only in an honest way.

I consider the fact that academic integrity:

- contributes to openness and integration of the science and study system into the area of international research and higher education, development of a harmonious science and study system and development of an ethically responsible personality;
- promotes academic ethics, responsible use of academic freedom and the principle of fair competition;
- strengthens confidence in the value of higher education and research and has a direct positive impact on the quality of studies, the name of a science and study institution;
- limits tolerance and contribution to society's flows (especially corruption).

I realise that:

- every member of the academic community must take the initiative and responsibility for solutions to fight academic dishonesty and application thereof in each academic activity;
- determination to adhere to the principle of academic integrity and the rules helps to reduce the spread of this problem.

By signing this declaration, I freely and wilfully commit myself:

- to adhere to the code of academic ethics of the University _____, the regulations governing studies at the University, the Regulations on Doctoral Studies in the Field of Law, and other documents regulating ethical conduct;
- to perform my duties as a doctoral student responsibly and honestly;
- as a doctoral student to set an example to other members of the academic community, to not tolerate instances of academic dishonesty, and to fulfil my obligation to report and disclose such instances;
- to actively contribute to development and fostering of an honest academic environment at the University _____.

I agree that in case of violations of academic ethics during examinations, preparation of documents for assessment of the doctoral studies or the dissertation, conducting scientific research, publication of the research results, I will be subjected to sanctions set out in the code of academic ethics of the University _____, study regulations of the University, Regulations on the Doctoral Studies in the Field of Law Science and other documents governing the ethical conduct.

(Signature)

(Name and surname)

Annex 2 to Regulations on the Doctoral Studies in the Field of Law Science of Mykolas Romeris University with Vytautas Magnus University

REQUIREMENTS FOR THE DOCTORAL DISSERTATION

1. A doctoral dissertation, as a single publication (except cases provided in the Regulations), consists of the dissertation text, a summary and copies of research works on the topic of the dissertation published by the person submitting the dissertation for defence (hereinafter Doctoral Candidate).
2. The recommended length of the doctoral dissertation (hereinafter – Dissertation) is 11-20 printer's sheets (one printer's sheet equal to 40 000 typographical units).
3. The Dissertation text has to consist of the following main parts:
 - 3.1. Introduction. The introduction includes substantiation of the analysed problem, the relevance of the work, its aim and objectives, the novelty of the work and its significance, theses to be defended. The recommended length of the introduction is up to three pages.
 - 3.2. Research review. This part reviews the research that has been conducted on the dissertation topic in Lithuania and abroad, and shows the contribution of the Doctoral Candidate into the analysed issues.
 - 3.3. Methodology. This part includes the methodology and (or) methods of the work, the validity of the methods used and limitations with regard to their applicability.
 - 3.4. Research results. The obtained research results are presented and generalized, the evaluation of the validity of the results and the relation thereof with the results of other researchers are presented.
 - 3.5. Conclusions. Conclusions reflect the theses to be defended and present solutions of the objectives and problems as formulated in the introduction.
 - 3.6. A list of references.
4. The dissertation text should be followed by:
 - 4.1. annexes (if applicable);
 - 4.2. a summary of the dissertation;
 - 4.3. a list of the doctoral student's scientific articles written on the dissertation topic and scientific events where the research results were presented;
 - 4.4. the description of the Doctoral Candidate's life, scientific and creative activity;;
 - 4.5. copies of the doctoral student's scientific articles written on the dissertation topic.
5. If the doctoral dissertation is submitted for defence on the basis of a collection of scientific papers, the dissertation has to consist of the following main parts:
 - 5.1. an overview of not less than two printer's sheets;
 - 5.2. a summary in Lithuanian or a foreign language (a language different from the text of the overview);
 - 5.3. copies of scientific papers written on the dissertation topic.
6. The summary of the dissertation (not less than two printer's sheets) is drawn up in Lithuanian or a foreign language (a language different from the text of the dissertation). If the dissertation is written neither in Lithuanian nor in English, two summaries are to be drawn up (in Lithuanian and English).
7. The form of the first title page of the doctoral dissertation is presented in Sample 1 in Annex 2. The first title page includes:
 - 7.1. the name of the institution in which the doctoral dissertation is defended;
 - 7.2. the name and surname of the doctoral candidate;
 - 7.3. the title of the doctoral dissertation;

- 7.4. text 'Doctoral Dissertation';
 - 7.5. the area and field of science; the code of the field of science;
 - 7.6. place (city) and year.
8. The form of the second title page of the doctoral dissertation is presented in Sample 2 in Annex 2. The second title page includes:
- 8.1. the period and place of the dissertation preparation and the legal basis for implementation of the right to doctoral studies;
 - 8.2. if the dissertation is defended externally, the text 'The dissertation is defended externally' is written;
 - 8.3. the Supervisor and scientific consultants (if applicable). Information on the Supervisor and consultants is presented in the following order: current pedagogical/academic position, scientific degree, name, surname, workplace (its full name), study area, field and its code. If the Supervisor of the Doctoral Candidate has been replaced, the former Supervisor is also indicated, as well as the period of supervision. If the Supervisor or consultant is a scientist from abroad, the name of the country is indicated next to the workplace;
 - 8.4. the title of the dissertation defence board;
 - 8.5. the chairperson of the Defence Board and its members. Information about the Defence Board members is written in the following order: current pedagogical/academic position, scientific degree, name, surname, workplace (its full name), study area, field and its code. If the Defence Board member is a scientist from abroad, the name of the country is indicated next to the workplace;
 - 8.6. the date and place (with the address indicated) of the dissertation defence;
 - 8.7. libraries where the dissertation is available for review.
9. The third and fourth pages of the dissertation present the information of the first and second pages of the dissertation in English (Samples 3 and 4 in Annex 2).

(DOKTORANTŪROS INSTITUCIJOS, KURIOJE GINAMA DAKTARO
DISERTACIJA, PAVADINIMAS)

Vardas Pavardė

MOKSLO DAKTARO DISERTACIJOS PAVADINIMAS

Mokslo daktaro disertacija
Mokslų sritis, mokslo kryptis (krypties kodas)

Vilnius, 2021

Sample of the second title page of the doctoral dissertation

Mokslo daktaro disertacija rengta 2017-2021 metais (institucijos, kurioje ginama daktaro disertacija pavadinimas) pagal Mykolo Romerio universitetui su Vytauto Didžiojo universitetu Lietuvos Respublikos švietimo ir mokslo ministro 2011 m. birželio 8 d. įsakymu Nr. V-1019 suteiktą doktorantūros teisę.

Mokslo daktaro disertacija ginama eksternu. *(Jei mokslo daktaro disertaciją gina eksternas)*

Mokslinis vadovas:

prof. habil. dr. Vardenis Pavardenis (institucijos pavadinimas, mokslo sritis, mokslo kryptis, mokslo krypties kodas) *(Jeigu buvo ne vienas vadovas, nurodomas kiekvieno iš jų vadovavimo laikotarpis).*

Mokslinis konsultantas:

prof. habil. dr. Vardenis Pavardenis (institucijos pavadinimas, mokslų sritis, mokslo kryptis, mokslo krypties kodas)

Mokslo daktaro disertacija ginama Mykolo Romerio universiteto ir Vytauto Didžiojo universiteto teisės mokslo krypties taryboje:

Pirmininkas:

prof. habil. dr. Vardas Vardaitis (institucijos pavadinimas, mokslų sritis, mokslo kryptis, krypties kodas).

Nariai:

prof. habil. dr. Vardas Vardaitis (institucijos pavadinimas, mokslų sritis, mokslo kryptis, mokslo krypties kodas);

prof. habil. dr. Vardas Vardaitis (institucijos pavadinimas, mokslų sritis, mokslo kryptis, mokslo krypties kodas);

dr. Vardas Vardaitis (institucijos pavadinimas, mokslų sritis, mokslo kryptis, mokslo krypties kodas);

doc. dr. Vardas Vardaitis (institucijos pavadinimas (Švedija), mokslų sritis, mokslo kryptis, mokslo krypties kodas).

Mokslo daktaro disertacija bus ginama viešame/uždareme teisės mokslo krypties tarybos posėdyje 2017 m. xxxxx d. 13 val. (Institucijos pavadinimas ir vieta).

Adresas: Ateities g. 20, 08303 Vilnius

(DOCTORAL INSTITUTION)

Name Surname

TITLE OF DOCTORAL DISSERTATION

Doctoral Dissertation
Social Sciences, Law (01S)

Vilnius, 2021

This doctoral dissertation was prepared during the period of 2013-2017 at (Doctoral Institution) under the right of doctoral studies granted to Mykolas Romeris University and Vytautas Magnus University by the Order No. V-1019 of the Minister of Education and Science of the Republic of Lithuania on 8th of June, 2011.

The doctoral dissertation is defended externally. (*If it is defended externally*)

Scientific Supervisor:

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code)

Scientific Consultant:

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code)

The dissertation is defended at the Law Research Council of Mykolas Romeris University and Vytautas Magnus University:

Chairman:

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code)

Members:

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code);

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code);

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code);

Pedagogical name, Scientific degree, Name Surname (Institution, Field of Science, Area of Science – code).

The doctoral dissertation will be defended in the public meeting of the Law Research Council attime.... on date, place.

Address: Ateities g. 20, LT-08303 Vilnius, Lithuania

**Annex 3 to Regulations on the Doctoral Studies in the Field of Law Science Of Mykolas
Romeris University with Vytautas Magnus University**

**REGULATIONS ON THE DEFENCE BOARD OF THE DOCTORAL
DISSERTATION IN THE FIELD OF LAW SCIENCE**

1. These Regulations lay down the procedure for work of the Doctoral Dissertation Defence Board in the field of Law Science (hereinafter Defence Board), established following the provisions for Doctoral Science, approved by Order No. V-149 of the Minister of Education and Science of the Republic of Lithuania, 8 March 2017.

2. Documents of the Defence Board are handled and the meeting for defence of the dissertation is organized by the Doctoral School of the Doctoral Institution.

3. The Committee forms the Defence Board from not fewer than five members and appoints one of them to be the Chairperson. Members of the Defence Board have to meet the requirements of not lower than those of a senior research fellow⁸ and take part in the doctoral process and scientific-expert activities. There can be no conflict of interest between the Defence Board members and the doctoral student or his/her scientific Supervisor (in case of external defence – the Consultant). Members of the Defence Board cannot have joint publications with the doctoral student. More than one half of the members of the Defence Board cannot have joint publications with the scientific Supervisor of the doctoral student in the period of the past five years (in case of external defence – the Consultant). Neither the Supervisor nor the Consultant of the doctoral student is eligible to be a member of the Defence Board. At least one member of the Defence Board has to be from a foreign institution of education and science. At least two members of the Defence Board have to be scientists from the institution other than that of the doctoral student. If the work is interdisciplinary or if it is necessary for the defended work to be comprehensively evaluated, two members of the Defence Board can be scientists of other fields of science. Upon the submission of the Commission the composition of the Defence Board and its chairperson are approved by the order of the head or the authorised person of the Doctoral Institution.

4. Members of the Defence Board submit their written reviews of the dissertation to the Doctoral School of the Doctoral Institution not later than five working days prior to the date of the defence of the dissertation.

5. The work of the Defence Board is organized by the Chairperson of the Defence Board. The Chairperson of the Defence Board:

- 5.1. in advance analyses the file of the person who is going to defend the dissertation (hereinafter Doctoral Candidate) and makes sure that the file and all necessary documents for the meeting (ballot papers, the form of minutes of the counting of votes, etc.) have been drawn up;
- 5.2. analyses the reviews, which have to be presented during the meeting of the Defence Board or delegates this task to a member (or members) of the Defence Board;
- 5.3. makes sure that the meeting is duly arranged (audio recording of the meeting, visual demonstration of the visual material and, if required, interpretation services);
- 5.4. presides over the meeting of the Defence Board;
- 5.5. signs the documents of the meeting of the Defence Board.

6. Members of the Defence Board examine the dissertation submitted for its defence in advance and evaluate the scientific level of the dissertation, novelty and originality of the results, reliability and validity of the conclusions, and indicate drawbacks and inconsistencies in the work, and during the defence – the scientific competence of the doctoral candidate.

⁸ Requirements of the Clause 4.1 of the description of the minimal qualification requirements for employees of the state science and study institutions, approved by the resolution No VII-71 of the Research Council of Lithuania on 16 May 2011.

7. The meeting can be held in Lithuanian or another language. In cases when other languages are used in the meeting, the Committee establishes the need for translation services into Lithuanian.

8. The meeting is valid if more than half of the members of the Defence Board participate in it (including those participating by way of tele-conference). Only one member of the Defence Board can take part in the meeting via tele-conference.

9. The meeting of the Defence Board is open to the public. A dissertation which contains information which constitutes a state, official, professional or commercial secret can be defended in a closed defence meeting.

10. The proceeding of the meeting is as follows:

10.1. the Chairman of the Defence Board, upon verification that more than half of the members of the Defence Board participate in it (including those participating via tele-conference), and the absent members have submitted their reviews of the dissertation in writing, informs the participants of the meeting on the present quorum and presents the file of the Doctoral Candidate;

10.2. the Doctoral Candidate presents the problem, aims and objectives of the dissertation, the obtained research results, conclusions, and responds to questions of the participants of the meeting; and specifies the contribution into the publications presented in the dissertation;

10.3. the right to speak is given to the Supervisor and consultants;

10.4. the Chairman of the Defence Board announces a scientific discussion open;

10.5. the Chairman or the delegated member of the Defence Board reads out the reviews of the absent members of the Defence Board and other received reviews of the dissertation; presents the remarks and conclusions formulated in the reviews, the Doctoral Candidate can make comments on them;

10.6. the opportunity to speak is given to the Defence Board members; after every speech, the Doctoral Candidate can ask for and be granted the right to speak;

10.7. the Chairman of the Defence Board invites the guests to speak;

10.8. at the end of the scientific discussion the Doctoral Candidate delivers a speech;

10.9. after the scientific discussion with the Doctoral Candidate, the Defence Board members vote in secret (except those participating by way of tele-conference) to decide whether to award the doctor's degree to the Doctoral Candidate. The Defence Board members participating via video conferencing also vote. After the voting, the Chairperson fills in the voting minutes; the Defence Board members have a right to verify the voting results. The decision to award the Doctor of Science degree is made if more than half of the Defence Board members vote for it. All Defence Board members, participating in the sitting in person, have to sign the voting minutes and the resolution of the Defence Board on whether to award the Doctor of Science degree to the Doctoral Candidate;

10.10. The Chairman of the Defence Board reads out the resolution of the Defence Board to the participants of the meeting and announces the end of the meeting.

11. After the meeting, the Chairman of the Defence Board returns the documents of defence of the dissertation to the Doctoral School of the Doctoral Institution.