



MYKOLAS ROMERIS UNIVERSITY SENATE

RESOLUTION REGARDING APPROVAL OF OFFICIAL REQUIREMENTS APPLICABLE TO THE QUALIFICATION OF UNIVERSITY TEACHERS, RESEARCH STAFF AT MYKOLAS ROMERIS UNIVERSITY

Pursuant to Law on Higher Education and Research of the Republic of Lithuania and Resolution No. VII-71 “Regarding Approval of Description of Minimum Qualification Requirements of Research Staff of Positions in State Scientific and Educational Institutions” of 16 May 2011 of Science Council of Lithuania, Mykolas Romeris University Senate does hereby resolve:

1. To approve the Official Requirements Applicable to the Qualification of University Teachers, Research Staff at Mykolas Romeris University (see attached) and to establish that they shall come in force from 1 January 2016.

2. To withdraw Resolution No. 1SN-53 “Regarding Approval of the Official Requirements Applicable to the Qualification of University Teachers, Research Staff at Mykolas Romeris University” of 31 May 2012 of the Senate from 1 January 2016.

I do hereby declare the present Resolution passed by Mykolas Romeris University Senate.

UNIVERSITY RECTOR

PROF.DR. ALVYDAS PUMPUTIS

I do hereby certify that the present Resolution of Mykolas Romeris University Senate is authentic.

Chairperson of the Senate

prof. dr. Vytautas Pakalniškis

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Prepared by prof. dr. Inga Žalėnienė
6027

APPROVED
by Mykolas Romeris University
Senate Resolution No. 1SN - 54
of 30 June 2014

OFFICIAL REQUIREMENTS APPLICABLE TO THE QUALIFICATION OF UNIVERSITY TEACHERS AND RESEARCH STAFF AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Official Requirements (hereinafter referred to as the Requirements) Applicable to the Qualification of University Teachers and Research Staff at Mykolas Romeris University (hereinafter referred to as the University) regulate the minimum requirements applicable to University teachers, research staff, and other researchers as well as persons seeking to hold the position of University teachers at Mykolas Romeris University by means of a public competition, their certification criteria and the requirements applicable during their term.

2. The main concepts in the Requirements:

2.1. **Quire** – 40 000 characters (including spaces) for text or 3 000 cm² of printed area for illustrations; if it impossible to establish the volume in characters, 14 pages shall be considered as an equivalent of a quire. If the scientific output is on a digital storage medium, the quire shall be calculated only in characters (including spaces).

2.2. **Scientific article** – an article published in scientific journals or (and) having a scientific structure (footnotes, or (and) bibliography, or (and) formulas, or (and) drawings, or (and) description of the methodology, or (and) statistical tables, etc.) typical to field of research and in compliance with the scientific criteria recognized in that field of research; the smallest credited scope: 0.25 of a quire.

2.3. **Scientific monograph** – non-periodical and non-serial publication dealing with a systematic and (or) detailed analysis of one topic (subject), containing clear and significant elements of novelty and scholarliness typical to each area or field of science; a monograph must have an ISBN number, the smallest credited scope: 8 quires per author. Monographs / scientific studies not meeting the minimum scope may be set equal to a respective number of scientific articles: 1 quire of monographs included in Thomson Reuters and / or Scopus databases shall be set equal to 1 scientific article in journals included in Thomson Reuters and / or Scopus databases; 1 quire of other monographs / research studies / edited books shall be set equal to 1 scientific article in an edited scientific journal.

2.4. **Edited publication** – a periodic, serial, or one-time publication having an ISSN or ISBN number where research papers are published based on written conclusions of peer-reviews.

2.5. **International scientific event** – a scientific event with more than 5 speakers from different countries participating in it and held in a foreign language (English, Spanish, Chinese, French, German).

II. CRITERIA APPLICABLE TO HIRING AND ASSESSMENT

3. In the event of hiring university teachers and assessment of their attainments within the term, not only the university teachers' compliance with the minimum requirements applicable to their qualification and how the requirements have been implemented over the term but also the results of studies, research and educational activities achieved within the course of career, creativity and ethical qualities shall be subject to assessment. The following criteria shall be taken into account during the competition and when assessing achievements within the term:

3.1. Compliance with the principles of academic ethics;

- 3.2. Contribution to the study process, bonuses, awards at competitions of university teachers;
- 3.3. Preparation and implementation of joint study programmes with foreign universities;
- 3.4. Preparation, accreditation, and implementation of study programmes;
- 3.5. Preparation and teaching of study subjects (modules) in a foreign language, foreign language proficiency;
- 3.6. Preparation of study subjects (modules) and implementation for online studies;
- 3.7. Application of innovative teaching methods;
- 3.8. Preparation of textbooks for higher education institutions, educational books, or methodical material;
- 3.9. Participation in student guidance, mentoring activities;
- 3.10. Supervising PhD students, preparation and teaching of subjects of PhD studies, supervising postdoctoral internships;
- 3.11. Involving of the second and the third study cycle students in scientific activities;
- 3.12. Implementation of scientific researches and publication thereof in:
 - 3.12.1. scientific monographs and studies, peer-reviewed scientific articles (periodic, serial, or one-time) on scientific journals, with priority given to journals included in Thomson Reuters and Scopus databases and integrative / interdisciplinary research papers;
 - 3.12.2. scientific articles (periodic, serial, or one-time) on cultural or professional journals;
 - 3.12.3. reports or plenary lectures during international and national scientific conferences.
- 3.13. Implementation of applied scientific work:
 - 3.13.1. preparation of publications of scientific sources, translations of scientific texts, periodic or one-time scientific journals;
 - 3.13.2. preparation of publications of scientific resources (scientific facsimiles, typological or subject-based maps, lexicographical sources, catalogues of scientific systematic sources, papers on terminology and language use practices), publications of scientific bibliography, drafts of the major legislations (of the President, the Seimas, the Government of the Republic of Lithuania), conclusions and reviews regarding draft legislations;
 - 3.13.3. implementation of experimental (social, cultural) developmental work, participation in expert scientific organizations (being a member thereof), implementation of expert and other applied scientific activities (leading an organizational or programme committee of an international or national scientific event or being a member thereof, leading an editorial board of an international or cross-state periodic or serial scientific journal, implementation of the duties of the chief editor or the member of an editorial board of such a journal; leading a committee of a PhD study programme, defence council or being a member of such a committee or council, leading a research programme of the university or implementation of the duties of the member of the committee).
- 3.14. Membership in editorial boards of the scientific journals included in Thomson Reuters and Scopus databases.
- 3.15. Participation in international and national research programme projects (project coordinator, partner, or executor).
- 3.16. Participation in scientific internships and scientific exchange programmes.
- 3.17. Implementation of training, educational, and research dissemination activities:
 - 3.17.1. preparation of reviews of research papers and publications of dissemination of researches, including reviews of research papers intended for professional audiences and the general public as well as pieces of art published on cultural or professional publications;
 - 3.17.2. giving series of public lectures;
 - 3.17.3. development of online research dissemination sources, maintenance thereof, regular dissemination of research data via mass media.
- 3.18. Cooperation with social and business partners (general research publications, projects, events, cross-sectoral mobility, participation in management structures).

III. MINIMUM REQUIREMENTS APPLICABLE TO THE QUALIFICATION OF UNIVERSITY TEACHERS AND RESEARCH STAFF

4. The present section contains an establishment of the minimum requirements applicable to the qualification of persons seeking to hold the **position of a professor, associate professor, lecturer, or assistant**. The minimum requirements applicable to the qualification of persons seeking to hold the **position of a research worker** shall be applicable in accordance with Resolution No. VII-71 “Regarding Approval of Description of Minimum Qualification Requirements of Research Staff of Positions in State Scientific and Educational Institutions” of 16 May 2011 of Science Council of Lithuania (Official Gazette, 2011, No. 60-2882).

5. A scientist having a PhD, seniority in educational work at a university no less than 5 years, who has met at least one of the requirements specified in Items 5.1, 5.2, 5.3 and the requirements specified in Items 5.4, 5.5, 5.6 since defence of his/ her doctoral thesis shall be entitled to apply for the **position of a professor**:

5.1. has published no less than 15 research articles in the field of the position he/ she is applying for in peer-reviewed scientific journals of research articles including at least 5 research articles in journals included in Thomson Reuters and / or Scopus databases (at least 2 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 3 of these articles were published in foreign scientific journals;

5.2. has published a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires on a scientific monograph included in Thomson Reuters and / or Scopus databases or established at least 1 international industrial property object with a patent issued for it and registered in the European Patent Office (EPO), United States Patent and Trademark Office (USPTO), or Japanese Patent Office (JPO), and no less than 10 research articles in the field of the position he/ she intends to take in peer-reviewed scientific journals of research articles including at least 3 articles in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 2 of these articles were published in foreign scientific journals;

5.3. has published a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires or a textbook of the same scope used in the direct study process and related to the study subjects taught by the candidate or established at least 1 national industrial property object with a patent issued for it and registered in the State Patent Bureau of the Republic of Lithuania, and no less than 10 research articles in the field of the position he/ she is intends to take in peer-reviewed scientific journals of research articles including at least 5 articles in journals included in Thomson Reuters and / or Scopus databases (at least 2 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 3 of these articles were published in foreign scientific journals.

5.4. Has published the following papers over the past 5 years (is qualified based on at least one of Parts 5.4.1, 5.4.2, 5.4.3)¹:

5.4.1. no less than 6 than research articles in the field of the position he/ she intends to take in peer-reviewed scientific journals including at least 3 research articles in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 2 of these articles were published in foreign scientific journals;

5.4.2. a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires on a scientific monograph included in Thomson Reuters and / or Scopus databases or established at least 1 international industrial property object with a patent issued for it and registered in the European Patent Office (EPO), United States Patent and Trademark Office (USPTO), or Japanese Patent Office (JPO);

¹ This requirement shall not be applicable to university teachers who have been holding the position of a professor at Mykolas Romeris University over the past 5 years and have been positively certified at the end of their term.

5.4.3. a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires or a textbook of the same scope used in the direct study process and related to the study subjects taught by the candidate or established at least 1 national industrial property object with a patent issued for it and registered in the State Patent Bureau of the Republic of Lithuania, and no less than 2 research articles in the field of the position he/ she is intends to take in peer-reviewed scientific journals of research articles including at least 5 articles in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 1 of these articles was published in a foreign scientific journal.

5.5. Has made presentations at no less than 3 international scientific events.

5.6. Has participated in at least 2 academic (research, study, developmental, etc.) projects or implemented custom scientific researches funded by establishments of the public and / or private sector.

6. A scientist having a PhD, seniority in educational work at a university exceeding 2 years, who has met at least one of the requirements specified in Items 6.1, 6.2, 6.3 and the requirements specified in Items 6.4, 6.5, 6.6 since defence of his/ her doctoral thesis shall be entitled to apply for the **position of an associate professor**:

6.1. has published no less than 7 research articles in the field of the position he/ she is applying for in peer-reviewed scientific journals of research articles including at least 3 research articles published in scientific journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 1 of these articles was published in a foreign scientific journal;

6.2. has published a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires on a scientific monograph included in Thomson Reuters and Scopus databases or established at least 1 international industrial property object with a patent issued for it and registered in the European Patent Office (EPO), United States Patent and Trademark Office (USPTO), or Japanese Patent Office (JPO);

6.3. has published a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires or a textbook of the same scope used in the direct study process and related to the study subjects taught by the candidate or established at least 1 national industrial property object with a patent issued for it and registered in the State Patent Bureau of the Republic of Lithuania, and no less than 3 research articles in the field of the position he/ she is intends to take in peer-reviewed scientific journals of research articles in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 1 of these articles was published in a foreign scientific journal.

6.4. Has published the following papers over the past 5 years (is qualified based on at least one of Parts 6.4.1, 6.4.2, or 6.4.3)²:

6.4.1. no less than 4 than research articles in the field of the position he/ she intends to take in peer-reviewed scientific journals including at least 2 of them in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 1 of these articles was published in a foreign scientific journal;

6.4.2. a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires on a scientific monograph included in Thomson Reuters and / or Scopus databases or established at least 1 international industrial property object with a patent issued for it and registered in the European Patent Office (EPO), United States Patent and Trademark Office (USPTO), or Japanese Patent Office (JPO);

² This requirement shall not be applicable to university teachers who have been holding the position of an associate professor at Mykolas Romeris University over the past 5 years and have been positively certified at the end of their term.

6.4.3. a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires or a textbook of the same scope used in the direct study process and related to the study subjects taught by the candidate or established at least 1 national industrial property object with a patent issued for it and registered in the State Patent Bureau of the Republic of Lithuania and no less than 1 article in a foreign scientific journal included in Thomson Reuters and / or Scopus databases having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero.

6.5. Has made presentations at no less than 2 international scientific events.

6.6. Has participated in at least 1 academic (research, study, developmental, etc.) project or implemented custom scientific researches funded by establishments of the public and / or private sector.

7. A person having at least a master's qualification degree or a higher education equivalent to it and having met at least one of the below requirements shall be entitled to apply for the **position of a lecturer**:

7.1. has a PhD;

7.2. has seniority in educational work at a university of no less than 2 years and at least 2 research articles in peer-reviewed scientific journals including at least 1 article published in a foreign scientific journal included in Thomson Reuters or Scopus databases;

7.3. has seniority in professional activities in a respective study field of no less than 5 years.

8. A person having at least a master's qualification degree or a higher education equivalent to it shall be entitled to apply for the **position of an assistant**.

IV. REQUIREMENTS APPLICABLE TO THE QUALIFICATION WITHIN THE TERM

9. The present section contains an establishment of the minimum requirements applicable to the qualification of persons who have held the position of a professor, associate professor, lecturer, or assistant within their term.

10. A **professor** must have been involved in training of scientists, given presentations at international and national scientific conferences, implemented applied scientific, experimental, cultural, or social development work, engaged in training, educational, and research dissemination activities and having met at least one of the requirements specified in Items 10.1, 10.2, 10.3 as well as the requirements specified in Items 10.4, 10.5, 10.6, 10.7, 10.8 within his/ her term:

10.1. has published no less than 6 research articles in journals included in Thomson Reuters and / or Scopus databases (at least 2 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and including at least 3 articles published in foreign scientific journals;

10.2. has published a peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires on a scientific monograph included in Thomson Reuters and / or Scopus databases or established at least 1 international industrial property object with a patent issued for it and registered in the European Patent Office (EPO), United States Patent and Trademark Office (USPTO), or Japanese Patent Office (JPO);

10.3. has published a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires or a textbook of the same scope used in the direct study process or established at least 1 national industrial property object with a patent issued for it and registered in the State Patent Bureau of the Republic of Lithuania, and published no less than 2 research articles in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 1 of these articles was published in a foreign scientific journal;

10.4. has met no less than 3 requirements of the ones specified in Parts 10.4.1, 10.4.2, 10.4.3, 10.4.4, 10.4.5, 10.4.6, 10.4.7:

- 10.4.1. has led the Study Programme Committee;
- 10.4.2. has led the working group for study programme development (only accredited and implemented study programmes shall be credited);
- 10.4.3. has prepared and taught study subjects (modules) in a foreign language;
- 10.4.4. has prepared and taught study subjects (modules) in a distance education method;
- 10.4.5. has introduced innovative study methods;
- 10.4.6. has prepared textbooks, educational books, methodical material for higher education institutions;
- 10.4.7. has participated in student guidance, mentoring activities.
- 10.5. has met at least 1 requirement of the ones specified in Parts 10.5.1, 10.5.2, 10.5.3, 10.5.4, 10.5.5, 10.5.6:
 - 10.5.1. has supervised a PhD candidate's doctoral thesis;
 - 10.5.2. has consulted on a PhD candidate's doctoral thesis;
 - 10.5.3. has been a member of a PhD candidate's doctoral thesis defence board;
 - 10.5.4. has been a member of a PhD committee;
 - 10.5.5. has been the head of a PhD programme;
 - 10.5.6. has taught PhD students.
- 10.6. Has made presentations at no less than 5 international scientific events.
- 10.7. Has participated in at least 1 academic (research, study, developmental, etc.) project or implemented custom scientific researches funded by establishments of the public and / or private sector.
- 10.8. Has been on an internship abroad for at least 1 month.
- 11. An **associate professor** must have met at least one of the requirements specified in Items 11.1, 11.2, or 11.3 3 and the requirements specified in Items 11.4, 11.5, 11.6, 11.7 within his/her term:
 - 11.1. has published no less than 6 research articles in journals included in Thomson Reuters and / or Scopus databases (at least 2 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and including at least 3 articles published in foreign scientific journals;
 - 11.2. has published a peer-reviewed scientific monograph not based on his/ her doctoral thesis of a scope no less than 8 quires on a scientific monograph included in Thomson Reuters and / or Scopus databases or established at least 1 international industrial property object with a patent issued for it and registered in the European Patent Office (EPO), United States Patent and Trademark Office (USPTO), or Japanese Patent Office (JPO);
 - 11.3. has published a scientific peer-reviewed monograph not based on his/ her doctoral thesis of a scope no less than 8 quires and / or a textbook of the same scope used in the direct study process and related to the study subjects taught by the candidate or established at least 1 national industrial property object with a patent issued for it and registered in the State Patent Bureau of the Republic of Lithuania, and published no less than 2 research articles in journals included in Thomson Reuters and / or Scopus databases (at least 1 of them having Impact Factor or SCImago Journal Rank or Source Normalized Impact per Paper citation index above zero) and at least 1 of these articles was published in a foreign scientific journal.
 - 11.4. Has met no less than 2 requirements of the ones specified in Parts 11.4.1, 11.4.2., 11.4.3, 11.4.4, 11.4.5, 11.4.6, 11.4.7:
 - 11.4.1. has led the Study Programme Committee, has been a member thereof;
 - 11.4.2. has led the working group for study programme development, has been a member thereof (only accredited and implemented study programmes shall be credited);
 - 11.4.3. has prepared and taught study subjects (modules) in a foreign language;
 - 11.4.4. has prepared and taught study subjects (modules) in a distance education method;
 - 11.4.5. has introduced innovative study methods;
 - 11.4.6. has prepared textbooks, educational books, methodical material for higher education institutions;

- 11.4.7. has participated in student guidance, mentoring activities.
- 11.5. Has made presentations at no less than 5 international scientific events.
- 11.6. Has participated in at least 1 academic (research, study, developmental, etc.) project or implemented custom scientific researches funded by establishments of the public and / or private sector;
- 11.7. Has been on an internship abroad for at least 1 month.
12. A **lecturer** must have met at least one of the requirements specified in Items 12.1, 12.2, 12.3 and the requirements specified in Items 12.4, 12.5, 12.6, 12.7 within his/ her term:
- 12.1. has prepared a doctoral thesis;
- 12.2. has published no less than 5 research articles in peer-reviewed scientific journals including at least 2 articles published in journals included in Thomson Reuters and /or Scopus databases;
- 12.3. has published a peer-reviewed monograph not based on his/ her doctoral thesis or a textbook (a part thereof) used in the direct study process and related to the study subjects being taught.
- 12.4. has met at least 1 requirement of the ones specified in Parts 12.4.1, 12.4.2, 12.4.3, 12.4.4, 12.4.5, 12.4.6, 12.4.7:
- 12.4.1. has been a member of the Study Programme Committee;
- 12.4.2. has been a member of the working group for study programme development (only accredited and implemented study programmes shall be credited);
- 12.4.3. has prepared and taught study subjects (modules) in a foreign language;
- 12.4.4. has prepared and taught study subjects (modules) in a distance education method;
- 12.4.5. has introduced innovative study methods;
- 12.4.6. has prepared textbooks, educational books, methodical material for higher education institutions;
- 12.4.7. has participated in student guidance, mentoring activities.
- 12.5. Has made presentations at no less than 3 international scientific events.
- 12.6. Has participated in at least 1 academic (research, study, developmental, etc.) project or implemented custom scientific researches funded by establishments of the public and / or private sector.
- 12.7. Has been on an internship abroad for at least 1 month.
13. An **Assistant** must have prepared at least 2 research articles in peer-reviewed scientific journals including at least 1 article published in a journal included in Thomson Reuters and /or Scopus databases within his/ her term.

V. FINAL PROVISIONS

14. The Rector shall be entitled to establish additional or higher requirements applicable to the qualification of a specific position as suggested by the Dean of the Faculty.
15. The minimum requirements applicable to the qualification of university teachers, research staff, and other employees to be hired for the main position at Mykolas Romeris University may be reduced in respect of persons having outstanding achievements in professional activities or candidates to teaching study subjects exclusively associated with the development of the Lithuanian culture, Lithuanian nation and language based on the decision passed by the Certification Committee or the Personnel Committee.
16. Upon expiry of the term served by the rector, vice-rectors, the chancellor, deans, vice-deans, these persons shall be entitled to a full-time position of a university teacher or a research worker for a 5-year term without a competition, if it has been held by them as an additional position alongside their term in the administrative office for a period no shorter than 3 years and if there is a workload for teaching the university teacher's subjects at the University.
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