



## **MYKOLAS ROMERIS UNIVERSITY SENATE**

### **DECISION ON THE APPROVAL OF THE REGULATION OF SCIENTIFIC ACTIVITIES OF MYKOLAS ROMERIS UNIVERSITY**

In accordance with paragraphs 69–79 of the statute of Mykolas Romeris University, on 27 January 2022 the Senate of Mykolas Romeris University *d e c i d e d*:

1. To approve the Regulation of the Scientific Activities of Mykolas Romeris University (attached).
2. The following are to be declared null and void:
  - 2.1. Resolution No. 1SN-68 of the Senate of Mykolas Romeris University of 21 June 2013 “On the amendment and revision of the regulation of scientific activities of Mykolas Romeris University, approved by resolution No. 1SN-24 of the Senate of Mykolas Romeris University of 8 April 2011”.
  - 2.2. Rector’s Order No. 1I-100 of 16 April 2020 “On the approval of the provisions of the network laboratories of the Social Innovation Laboratories network of Mykolas Romeris University”.
  - 2.3. Rector’s Order No. 1I-166 of 17 June 2019 “On the approval of the publishing procedure of Mykolas Romeris University”.
3. This order shall take effect from 1 March 2022.

*I am announcing this resolution adopted by the Senate of Mykolas Romeris University.*

*RECTOR OF THE UNIVERSITY, PROF. DR. INGA ŽALĖNIENĖ*

I claim that this resolution of the Senate of Mykolas Romeris University is authentic.

Senate President

prof. dr. Romas Prakapas

Distribution

1 – Original

1 – For all departments

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APPROVED  
Mykolas Romeris  
University  
Senate on \_\_\_ January 2022  
by Decree No. 1SN-

## REGULATION ON SCIENTIFIC ACTIVITIES OF MYKOLAS ROMERIS UNIVERSITY

### I. GENERAL PROVISIONS

1. The Regulation on scientific activities of Mykolas Romeris University (hereinafter – the University; hereinafter – the Regulation) establishes the principles, system, procedure for organizing, financing, accounting for the dissemination of research results and other issues related to scientific activities of the University.

2. Scientists are responsible for the effective, reliable and transparent use of resources allocated to scientific activities.

3. The following definitions shall apply in the Regulation:

3.1 **Academic review** (hereinafter – review) – a detailed and reasoned scientific assessment of the published work.

3.2 **Open access** to scientific publications and data (hereinafter – open access) means unrestricted and free access to scientific publications, research data and other published and unpublished high-quality peer-reviewed research materials that each user can read, copy and carry out automated content analysis without infringing copyright.

3.3 **Open access cache** (hereinafter – cache) means the technical infrastructure in which scientific publications and/or related or separately submitted research data are stored and opened, together with metadata.

3.4 **Open Journal Systems** (hereinafter – OJS) are free software used to manage peer-reviewed periodical academic publications.

3.5 **Experimental development** is a systematic activity based on knowledge, research and know-how, the purpose of which is to develop new materials, products and equipment, to introduce new processes, systems and services or to substantially improve already developed or introduced ones, as well as to develop, implement or substantially improve solutions to human, cultural and societal problems based on research and practical experience. Experimental (social, cultural) development works include catalogues, compilations of cultural monuments, maps, commentaries on legislation, academic criticism of literature and art, new technologies, and so on.

3.6 **The Information System of the Lithuanian Academic Electronic Library** (hereinafter – eLABa) is the national academic electronic library of Lithuania, where science and study documents and/or their metadata are collected and made available to the public.

3.7 **Innovation** is the implementation of a new or significantly improved product, service or process, a new marketing method or a new organizational method in business practice, workplace organization or external relations; it is a social practice based on the development and implementation of new conceptual services, processes, products or solutions that enable organizational change in order to improve the well-being of individuals and communities. These are ideas created by research, enabling something creative or inventive to mature to a real novelty.

3.8 **ISBN** is the international standard book number.

- 3.9 **ISSN** is the international standard serial number.
- 3.10 **Metadata** is structured information that describes, explains, and indicates the location or otherwise facilitates the discovery, use or management of a document or information resource. Metadata includes the title, the author and their workplace, the research funder, the time and place of publication, the title of the publication, etc.
- 3.11 **Scientific activity** – the creation of scientific knowledge, creative activity, carried out using research methods.
- 3.12 **Scientific research (fundamental)** – creative work that is systemically carried out aimed at acquiring new knowledge about the essence of phenomena and/or the observed reality, at that time without the goal of specifically using the results obtained.
- 3.13 **Research (applied)** – systematic creative work aimed at experimental and/or theoretical work, carried out in order to obtain new knowledge, and that is aimed at achieving specific practical goals or solving tasks.
- 3.14 **Research, experimental development and innovation** (hereinafter – R&D&I) – systematic creative activity and the use of its results. R&D&I covers four areas of activity: fundamental research, applied research, experimental development, innovation.
- 3.15 **A scientist** is a researcher with a doctoral degree.
- 3.16 **Research data** – information collected during observations, surveys, experiments, etc. during research that is used to confirm the results of original research. Scientific data includes primary data collected using sensors, instruments, devices, observations and surveys, other data collection methods, and the results of the study.
- 3.17 **Dissemination of science (art)** – public awareness of scientific research and artistic creation.
- 3.18 **A subdivision** is the appointment of the author(s) to the authority in a scientific work, in the presentation of a work of art or its performance, or in the declaration of scientific (artistic) works (in the absence of attribution).
- 3.19 **A peer-reviewed publication** is a periodical, continuous or one-time publication with an ISSN or ISBN number, in which scientific papers are published on the basis of academic reviews provided by scientific reviewers (peer-review), the presentation of which can be proven.
- 3.20 **Digital Object Identifier** (hereinafter – DOI) – a unique and persistent identifier that is used to recognize a unit of scientific information in the digital space.
- 3.21 **International journals are journals referred to in the Web of Science** (hereinafter WoS) and Scopus databases and peer-reviewed publications published in Lithuania until 2022, in which the weight of foreign authors' divisions is more than a quarter of the weight of all authors' divisions in scientific articles published in the last three years.
- 3.22 **An international database** is a database for an international scientific audience that collects scientific information that meets publicly available scientific value criteria. International databases do not include electronic library catalogues, databases of publishing houses and bookstores, or popular (intended for non-scientific audiences) databases of information.
- 3.23 **An internationally recognized (scientific) publishing house** is a publishing house that regularly publishes the works of scientists from many countries and distributes products in many countries; publishes internationally recognized periodicals and continuous scientific (cultural, professional) publications (access via the Internet, providing sufficient information about the nature and international recognition of the publishing house is mandatory).
- 3.24 **A researcher** is a person with a higher education who develops cognition, conceptualizes or develops new products, processes, methods and systems or leads research and experimental development projects.

3.25 **Outsourcing** services (hereinafter – the Services) are activities ordered and financed at the customer's expense (e.g. outsourced research, consulting, expert assessment, in-service training, training, etc.).

3.26 Other terms are used in the Regulation as defined in other legal acts of the University.

4. If there are contradictions between this Regulation and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania shall apply.

## **II. PRIORITY SCIENTIFIC ACTIVITIES AND RESEARCH PROGRAMMES**

### **General principles**

5. The aim of the University's scientific activities is to increase the role and impact of the social sciences and humanities in the development of innovative directional, inter-directional and interdisciplinary fundamental and applied research, to carry out experimental development and innovations, to participate in national, regional and international research programs and projects, to carry out educational, scientific dissemination and popularization activities, and to put the results of science into practice.

6. University researchers publish the results of their scientific activities in monographs, scientific studies, periodicals, ongoing, one-time and other scientific publications by prioritizing monographs, scientific studies and other books published in academic publishing houses recognized by the international scientific community, as well as scientific articles included in the quartiles referred to in the WoS and Scopus databases and journals with the highest possible citation index.

7. University researchers are encouraged to carry out scientific activities and publish their results together with foreign scientists.

### **Research programmes of the fields of study**

8. Scientific activities are carried out according to the research programmes of the fields of study.

9. The University's research programmes are drawn up taking into account the Lithuanian, regional and international science priorities, international scientific cooperation programmes, the scientific competence of the University community, the needs of society, and the direction of ongoing research.

10. The research programmes of the University's fields of study are approved by the Senate of the University for a period of 5 years. They are prepared by working groups formed by order of the head of the academic department. If scientific activities in a certain direction are carried out in several academic departments, the working group is formed by order of the Rector of the University.

11. The University's research programmes are associated with study programmes at all levels, ensuring the unity of science and studies and fostering a culture of quality of higher education and research activities. The topics of students' final theses and dissertations of doctoral students are formulated in accordance with the research programmes of the University's scientific directions.

12. Committee for Research and Innovation of the University can form and publish priority research directions for a certain period of time.

### III. INSTITUTIONAL FRAMEWORK FOR THE ADMINISTRATION OF SCIENTIFIC ACTIVITIES

13. Scientific activities must be carried out by all academic departments. The results of science and the effectiveness of scientific management departments are the responsibility of the deans and vice-deans of academic departments on scientific issues.

14. The vice-rector for academic affairs, performing the functions assigned by the Rector, is responsible for the organization and coordination of scientific activities at the University and the development of the University's research. The vice-rector implements the functions assigned to academic affairs related to scientific activities through the Research and Innovation Centre (hereinafter – the RIC) and the Social Innovations Laboratory Network (SILN).

15. The RIC is a division of the University that helps to organize and coordinate scientific activities and develop and implement the University's strategy of scientific activity. The RIC is directly subordinate to the vice-rector for academic affairs. The RIC consists of structural units: Project Office (hereinafter – the PO), Social Innovations Doctoral School (SIDS) (hereinafter – the SIDS), Expertise and Training Office (hereinafter – the ETO) and Research Quality and Analysis Office (hereinafter – the RQAO).

#### Committee for Research and Innovation

16. Committee for Research and Innovation (hereinafter – the Committee) is the collegiate governing body of the ecosystem and networking of laboratories and academic units.

17. The Committee:

17.1 forms priority research directions;

17.2 manages the Foundation for the Promotion of Research Activities in accordance with the regulations of the University's Foundation for the Promotion of Scientific Activities;

17.3 evaluates the applications of doctoral students for one-time incentive scholarships in accordance with the University's regulations for the award of one-time incentive scholarships to doctoral students;

17.4 considers and approves the annual activity plans of laboratories for the current calendar year and the activity reports for the previous calendar year;

17.5 provides the Rector of the University with recommendations on the establishment, cancellation of scientific journals, merger of journals, change of names, inclusion of partners, inclusion of journals in databases, establishment of a publication fee and other strategic issues;

17.6 performs other functions established by the internal legal acts of the University.

18. The Committee consists of the vice-rector for academic affairs, the vice-deans of academic departments for scientific affairs, the heads of laboratories, and the head of the RIC. Other employees of the University, scientists, social partners, scientists of other Lithuanian and foreign higher education and research institutions, and students of master's and doctoral studies may be invited to the meetings of the Committee without voting for the provision of an expert opinion on the law or additional information.

19. The chair of the Committee is the vice-rector for academic affairs. In their absence, they are replaced by the head of the RIC. The chair of the Committee shall organise and chair the meetings of the Committee.

20. The decisions of the Committee shall be taken by a simple majority, unless other internal legal acts of the University provide for a different decision-making method. In the event of a tie, the chair of the Committee shall have a casting vote. A meeting shall be valid if more than half of the members of the Committee are present, with the exception of meetings on matters relating to the management of the Foundation, in which at least 2/3 of the committee

members present have found a quorum. A meeting of the Committee shall be convened by the chair of the Committee.

21. The activities of the Committee shall be administered by the Secretary of the Committee, who shall be an employee appointed by the head of the RIC in matters relating to the management of the Foundation.

22. Questions concerning the Committee's activities may be dealt with by means of the electronic organisation of the Committee meeting. In such a case, the members of the Committee shall vote electronically within the time limit laid down. Minutes of the meetings shall be taken. The decisions of the Committee shall be recorded in the minutes of the Committee meeting. The minutes of the meeting of the Committee shall be signed by the chair of the meeting and by the Secretary of the Committee. Protocols are stored in the Document and Process Management System (hereinafter – the eDVS).

### Social Laboratory Network

23. The network of social innovation laboratories consists of thematic laboratories, which are structural units of the University.

24. The purpose of laboratories is to create a competitive R&D&I ecosystem based on high-level knowledge, the latest social technologies, and qualified human resources.

25. Laboratories cooperate with Lithuanian and foreign higher education institutions, public and private sector entities, individual scientists and researchers, and participate in the activities of European and global research centres and innovative networks.

26. The laboratories engage in:

26.1 development of interdisciplinary, interdirectional R&D&I fundamental and applied research in line with international standards;

26.2 preparation of project applications and implementation of international and national higher education and research projects;

26.3 implementation of orders of economic entities;

26.4 organisation of national and international higher education and research events;

26.5 proposition of topics for doctoral dissertations and master's theses;

26.6 dissemination of R&D&I performance results;

26.7 other science- and study-related activities.

27. Laboratories are established, decommissioned, merged or their names are changed on the recommendation of the Rector by a resolution of the University Council on the amendment of the University structure. The establishment of a new laboratory can be initiated by the rector, vice-rector, vice-rector for academic affairs, the head of a structural unit, a scientist, or a group of scientists.

28. The laboratory consists of scientists and/or researchers of the University. Students, social partners, scientists, researchers and students of other Lithuanian and foreign higher education and research institutions may be invited to the laboratory's activities.

29. Laboratories are headed by active scientists with project experience and excellent knowledge of a foreign language (preferably English), able to lead a team, gather scientists and researchers, innovate, participate in international and national science and study projects and programmes, and cooperate with international academic and social partners, public and private sector entities. The heads of the laboratories are approved by the rector for academic affairs by the vice-rector for academic affairs.

30. The head of the laboratory performs the following functions:

30.1 coordinates, organizes and controls the work of laboratory scientists and researchers;

30.2 ensures the timely and high-quality execution of the tasks planned and assigned to the laboratory;

30.3 represents the laboratory in the public sphere;

30.4 convenes and directs meetings of laboratory scientists and researchers;

30.5 decides on the admission of new members or the removal from the laboratory of members who are not actively involved in the activities of the laboratory;

30.6 evaluates the applications of science and study projects and/or outsourcing services provided by the laboratory.

31. Members of the laboratory have the right to:

31.1 receive the information and support necessary for the performance of activities from academic and other structural units of the University;

31.2 use the University's higher education and research infrastructure.

32. Laboratory members must:

32.1 ensure the quality of R&D&I activities and the timely implementation of the assigned tasks;

32.2 conserve and use resources efficiently;

32.3 comply with safety and health and fire safety regulations;

32.4 ensure the confidentiality of the confidential information entrusted to them.

33. Every year, the activities of the laboratories are evaluated taking into account the extent to which the goals set for the laboratory have been achieved and the effectiveness of the laboratory's activities in the implementation of the University's strategic goals and objectives.

34. Depending on the results of the annual assessment, the laboratory shall be granted for a calendar year:

34.1 The status of a budding laboratory;

34.2 The status of a progress laboratory;

34.3 The status of an experienced laboratory;

34.4 The status of an expert laboratory.

35. A laboratory, which has retained the status of an expert laboratory for 3 years in a row is granted the status of an Excellency Centre, which receives permanent funding from the University's own funds. The status of the Excellency Centre shall initially be granted to the laboratory for 3 years, with the possibility of renewal, taking into account the results achieved. The criteria for evaluating the activities of the laboratory and the regulations for the establishment, financing and operation of the Excellency Centre are approved by order of the Rector.

36. For a laboratory that has not acquired any of the laboratory status provided for in paragraph 34 for 3 consecutive years, the question of changing the head of the laboratory, reorganising or dissolving the laboratory is considered.

### **Publishing Commission**

37. The University's publishing processes are coordinated by the established University Publishing Commission.

38. The University Publishing Commission:

38.1 makes recommendations on the organization of the University's publishing processes;

38.2 approves the circulation of publications to be printed;

38.3 carries out the pricing of publications and, if necessary, its revision;

38.4 performs the costing of publications;

38.5 decides on the placement of non-periodical publications in the open access of the University's publications cache;

38.6 performs other functions established by the internal legal acts of the University.



39. The Publishing Commission consists of the vice-deans of academic departments for scientific issues, the head of the RIC, the employees of the RIC responsible for publishing, the head of the Financial Service and the accountant responsible for the accounting of property, and a representative of the Library. The composition of the University's Publishing Commission is approved by order of the Rector.

40. Decisions of the University's Publishing Commission are made by simple majority vote. Minutes of meetings are recorded and stored in the eDVS.

#### **Committee of Compliance with Research Ethics**

41. Requests submitted by University staff and doctoral students to conduct an assessment of the ethics of planned research are examined by the Committee of Compliance with Research Ethics. By decision of the Committee, sub-committees may be set up to examine requests for an assessment of the ethics of planned research in a given scientific field.

42. The Committee of Compliance with Research Ethics consists of five members, whose competence covers the main disciplines of the University and the main ethical issues related to the field of science. The sub-committee consists of three members, whose competence covers a specific scientific direction, the specifics of which are answered by a sub-committee. The members of the Commission and the sub-committee must be of good repute and sign a confidentiality undertaking, which they must observe for a period of 5 years after the end of their term of office. Personal data is protected for an indefinite period. The composition of the Committee and the sub-committees, the principles of operation and other business processes are determined by the Regulation on the Activities of the Committee, which is approved by the Rector of the University. The composition of the Commission and the sub-committee shall be adopted for a period of 3 years.

### **IV. ACCOUNTING FOR SCIENTIFIC WORKS**

43. University researchers are required to register all scientific publications with a division of the University in the eLABa cache. The procedures for uploading documents to the eLABa are determined by the description of the procedure for uploading University documents to the eLABa cache.

44. The principles and norms of accounting, quantitative and qualitative assessment of scientific publications are established by the University's legal acts regulating the qualification requirements of teachers and researchers and the norm of accounting for the University's workload.

### **V. PUBLISHING**

#### **General provisions**

45. Book publishing is organized according to the plans of scientific production of academic departments. Academic departments draw up plans for scientific production for each academic year. Plans for scientific production are drawn up by linking the scientific production being created and planned to be released with the scientific programmes of scientific fields supervised by academic departments, indicating their possible use in the study process.

46. The compiled plans of scientific production for the current academic year shall be submitted by the academic departments to the RIC RQAO by October 15 of the current year and, if necessary, updated once per quarter.

47. Supervision of the moral rights of authors of articles published in the University's periodic and other scientific publications in the process of publication is carried out by the editorial boards of these publications. Supervision of the property rights of authors owned by the University is carried out by the RIC.

48. Publication disputes are settled by the Committee, and issues of violations of academic ethics are resolved by the academic department or the University Ethics Commission within the scope of its competence.

49. The publications issued by the University are placed in the University's institutional cache.

### **Publishing of non-periodicals**

50. The prepared manuscript of the publication is submitted by the authors to the RIC, which checks the compliance of the publication with the requirements of the type of scientific work (the criteria of volume, contribution of authors, etc.). The RIC also conducts an academic ethics check through a plagiarism detection system.

51. After evaluating the manuscript of the publication in accordance with the provisions of clause 50, the manuscript is transferred to the institute (department), which organizes the review process, appointing two reviewers, one of whom is usually a non-University employee. If the author of the publication is not an employee of the University, the manuscript is directed to the academic department, which supervises the relevant direction of science. Textbooks and educational tools are transferred to the committee of the relevant field of study for consideration in the process of peer review.

52. Reviewers fill out a review form (Annex 1), which highlights the pros and cons of the work and clearly formulates a conclusion on its publication.

53. Taking into account the conclusions of the reviewers, the results of the checks on administrative and academic ethics, in the case of textbooks and educational tools, and the conclusions of the committee in the relevant field of study, the council of the academic department makes a decision on the publication – the publication is approved or not approved.

54. University publications are published in electronic form. If necessary, publications can be printed. The proposal on the need for printing and circulation is submitted to the University Publishing Commission by the academic department.

55. The manuscript of the publication, the reviews, the resolution of the council of the academic department and the proposal of the academic department regarding the need and circulation of printing are transmitted to the RIC, which initiates the meeting of the University's Publishing Commission.

56. After the publication has been approved and the need for printing has been assessed, the RIC prepares the author's publication and/or publishing agreement, orders the international standard number of the book ISBN and initiates and coordinates with the author the process of publishing the publication – editing, layout, stamp, responsibility for the accuracy of the publication's metrics, and the storage of documents related to the publication (reviews, minutes, contracts, layouts, etc.).

57. Dissertations published by the University are not subject to the approval process. After the doctoral committee in the field of study has authorized the defence of the thesis, and the doctoral student submits an application to the SIDS, the thesis is published. The University provides services for the layout and printing of dissertations.

58. If there is a need to print non-approved publications (posters, leaflets, reference materials, etc.), the initiator fills out an application in the eDVS. The request is agreed with the immediate supervisor, or with the project manager and the financier if it is a project publication,

and transferred for approval to the head of the RQAO of the RIC. The work is carried out by the digital publishing manager of the RIC RQAO.

59. All scientific publications of the University's researchers are placed in the University's institutional cache and, if the University's Publishing Commission decides, on the Google Books platform. In the University's institutional cache, publications are available through open access, except as provided for in separate contracts with publishers. The objectives of the collection of documents, which ensure their dissemination and long-term preservation, are set by the Regulations of the University's institutional cache. The publication is placed in the University's institutional cache and on the Google Books platform by the responsible employee of the Information Services and Training Group.

### **Publication of periodicals**

60. A journal is established by order of the director approving the regulations of the journal's activities (Annex 2).

61. A recommendation on the establishment, cancellation, merger of journals, renaming, inclusion of partners, inclusion of the journal in databases, establishment of a publication fee and other strategic issues shall be submitted by the Committee to the Rector on a proposal from the Council of the Academic Unit.

62. The regulations of the activities of the journal are amended by order of the rector on the recommendation of the council of the academic department, except in the cases provided for in paragraph 17.5.

63. The activities of the journal are organized and the processes related to the publication of the magazine are coordinated by the editorial board of the journal, which may consist of:

63.1 editor-in-chief;

63.2 advisory board/editors;

63.3 international editorial board.

64. The composition of the editorial board is enshrined in the regulations of the journal's activities.

65. The journal's editorial board may initiate the establishment of a fee for the publication of scientific articles by discussing in the journal's operating regulations the amount of the publication fee and, if necessary, the conditions for its reduction. The level of the fee and the conditions for its reduction shall respect the principles of transparency, non-discrimination and academic ethics.

66. By December 1 of each year, the editor-in-chief of the journal shall draw up an estimate of the revenues and expenses of the journal for the following calendar year, which is approved by the Rector of the University on the recommendation of the RIC.

67. Funds received from fees for the publication of scientific articles can be used:

67.1 to cover the costs of publishing the journal;

67.2 to pay the salary of the editor-in-chief;

67.3 to cover other expenses related to the development of the journal.

68. The funds received from the fee for the publication of a scientific article are primarily intended to cover the cost of publishing a journal. If these funds are not sufficient to cover the costs of publishing, it is established that at least 60% of these funds are allocated for this purpose. The remaining part of the funds may be allocated to the objectives referred to in points 67.2 and 67.3.

69. The journals are published with the help of OJS, which is located on the website of the University's scientific journals, which publishes requirements for the presented articles, issues of scientific journals of the last few years, information from editorial boards.

70. The aim is for all scientific journals published by the University in a foreign language to be included in the WoS and/or Scopus databases.

71. The correspondence of the content of the journal with the goals set in the journal, areas of research, and the review is the responsibility of the editorial board. The RIC is responsible for coordinating the publication of the journal. The scientific journal prepared for publication is transferred by the editorial board to the RIC, which initiates the granting of DOI to each article, initiates and coordinates the process of publishing the publication with the editorial board – editing, layout and, if necessary, printing. The University Library is responsible for placing the journal's publication in OJS and giving DOI to scientific articles.

72. All University scientific journals are guaranteed open access and are available in the University's institutional cache.

### **Pricing of publications**

73. The publishing process is completed with the approval of the act of pricing the publication. The act of pricing the publication must be approved within 20 working days after publication.

74. When pricing publications published by the University, the cost of the publication consists of all the direct costs of publishing the publication, including input VAT.

75. When drawing up an act of pricing a printed publication, the cost of one copy of the publication is indicated, which is calculated by dividing the direct costs of publishing the publication by the actual circulation. If there is a need to print an additional quantity of publication, the cost price is calculated by dividing the cost of printing the additional circulation by the additional quantity of the circulation. The selling price of the additional issue is the same as that of the first issue.

76. The act of pricing the publication planned for sale indicates three prices for the publication: the cost price, the cost price with indirect publishing costs (publishing administration and other operating costs, which are calculated by multiplying the direct costs of publishing the publication by a factor of 0.2), and the sale price with a trade mark-up of at least 15 percent. When determining the sale price, the University Publishing Commission consults with external publishing partners.

77. Financial documents related to the publishing process are accepted from service providers and eDVS are registered by a RIC employee. When registering an eDVS invoice, the RIC employee indicates in the comments field whether the publication will be printed and whether it is intended for sale.

78. In the Act on the Pricing of Publications (Annex 3), the University Publishing Commission identifies the materially responsible persons to whom the publications are transferred after pricing, and also indicates the distribution of publications, including the distribution of mandatory copies of publications to the specified libraries in accordance with the current version of Resolution No. 1389 of 22 November 1996 "On the number of mandatory copies of documents and their transfer to libraries". The RIC's designated employee is responsible for the transfer of compulsory publications and publications intended for sale. The draft act on the pricing of publications is prepared and uploaded to the eDVS for signing by the responsible RIC employee. This act is approved by the vice-rector for academic affairs with a qualified electronic signature. If the valuation act specifies an employee other than the RIC's responsible employee or the MRU Library, the costing act shall be passed by the responsible employee who received the publications.

79. The act of pricing the publication must be approved within 20 working days after the publication of the publication.

80. In the distribution of publications to be printed, 2 copies of the printed publication are allocated to each author. A larger number of printed copies can be allocated to authors at the suggestion of the academic department, with the approval of the University Publishing Commission.

81. Printed publications are accepted from the supplier providing press services by an employee of the RIC.

82. University publications for sale are distributed through the University's website and through consignment agreements with book distributors. The RIC is responsible for selling books on the University's website. Publications issued by the University for sale are placed on the University's website, indicating information about the publication, the price of the publication, the method of delivery and the form of placing an order. The RIC's responsible employee, upon receipt of the order, applies to the Financial Service for an invoice and submits the issued invoice to the customer. After the customer has paid the order, the book is handed over in the chosen way.

83. The signing of consignment agreements with book distributors is organized by the RIC's responsible employee. Distributors of University publications are subject to a fixed selling price for publications. University publications are issued to distributors of publications on the basis of advance VAT invoices or an internal waybill.

84. Unrealized publications distributed on the basis of consignment shall be returned to the University by the distributors at the end of the distribution period provided for in the contract or at the request of the University in accordance with the procedure provided for in the consignment agreement.

85. On the basis of consignment, the companies distributing the University's publications must pay the University for the publications sold according to the invoice issued, fill out the sales report and submit it to the responsible RIC employee by e-mail.

86. If there is an unrealized circulation, the publication is priced by the University Publishing Commission in the following order: 2 years after publication, it is reduced by up to 20 percent of the established sale price of the publication, 3 years later – up to 50 percent, after 5 years – up to 70 percent, after 7 years – up to 90 percent. If there is an unrealized circulation after the last depreciation after the calendar year, the remaining circulation of the publication may be written off.

## **VI. SCIENTIFIC EVENTS**

87. The University's scientific events are planned in the academic departments and in the laboratories of the Network of Social Innovation Laboratories.

88. Information about organized scientific events is published in the general calendar of events of the University in the MS Outlook program, based on the "Memo of the MRU calendar of events" no later than 30 calendar days before the start of the event.

89. Before the scientific event, for the organization of which funds from the University or external funding are allocated, an estimate of the income and expenses of the scientific event is drawn up. The estimate is made by the initiator of the event with the appointed employee of RIC RQAO. The estimate is recorded in the eDVS and approved by the vice-rector for academic affairs.

90. The University's scientific events, among other sources of funding, can be financed by Foundation for the Promotion of Research Activities, in accordance with the Regulations of the University's Foundation for the Promotion of Scientific Activities.

91. Scientific events are carried out in accordance with the recommendations for the organization of scientific events prepared by RIC RQAO, which are published on the University's intranet.

92. Scientists and researchers are advised by the RIC on the organization of scientific events (fundraising, preparation of estimates, etc.), and the Communication and Marketing Centre on the issues of publicizing the event.

## **VII. SCIENTIFIC PROJECTS AND OUTSOURCING**

93. Projects in the University are carried out in accordance with the legal acts regulating the procedure for the preparation, submission and management of projects. Services are implemented in accordance with the legislation regulating the procedure for the provision and management of outsourcing services.

94. Applications for international and national projects and the implementation of projects and services are coordinated by the RIC PO and ETO.

95. The University encourages scientists and researchers to get involved in working groups, commissions, and the activities of expert associations, and to provide consultations to public and private entities, established by international organizations, state and municipal institutions, businesses and other private and public entities.

## **VIII. ASSESSMENT OF COMPLIANCE WITH RESEARCH ETHICS**

96. At the University, scientific activities are carried out in accordance with the Code of Academic Ethics, taking into account the Publication Ethics Guidelines approved by the Conference of Lithuanian Rectors, in accordance with the principles of compliance with research ethics established in the Guidelines for the Assessment of Compliance with Research Ethics approved by the Controller of Academic Ethics and Procedures of the Republic of Lithuania.

97. Only scientific works that have passed anti-plagiarism screening and, if necessary, have confirmed compliance with research ethics are allowed at the University.

98. An assessment of the ethics of planned research is carried out when:

98.1 interventional methods are applied in research (e.g., social experiments, study of activities with participation, etc.);

98.2 scientific research departs from the principle of informed consent;

98.3 subjects are children under the age of 18 and scientific research is carried out in a pre-school or pre-primary educational institution, a general education school or a child care institution, personal health care institutions, etc.;

98.4 scientific research shows that subjects experience exceptionally strong stimuli, and special knowledge (e.g., related to violence, pornography, etc.) is needed to assess the potential harm;

98.5 research can cause long-term psychological damage (e.g., psychological trauma, depression, insomnia, etc.) that exceeds the risks faced in ordinary life;

98.6 research relates to the safety risks of the subjects (e.g., research on domestic violence);

98.7 it is required by an exploratory, research funding organisation or partner(s) of cooperation (e.g., international project, outsourced research, etc.). The implementation of this provision in practice must be described and made publicly available on the institution's website;

98.8 a research plan for the confirmation of compliance with research ethics must be submitted if the subjects are socially vulnerable persons and are required by law;

98.9 unforeseen circumstances arise in the course of the research (e.g., changes in the conditions for the processing of personal data, the method of data collection, etc.) that affect the research plan, the compliance of which with the ethics of research is confirmed.

99. An ethics assessment of planned research may be carried out if:

99.1 the investigator is unsure whether their research is likely to cause significant psychological or physical harm or whether they have indications of a safety risk to the subjects;

99.2 the method chosen by the researcher or the way in which the results of the scientific study are published may give rise to other significant ethical problems;

99.3 it is planned to publish the results of the scientific research in a scientific journal, one of the requirements of which is to provide confirmation of compliance with research ethics.

100. The principal shall submit the writings for the ethics assessment of the planned research, together with the research plan for the approval of compliance with the ethics of research, to the Committee of Compliance with Research Ethics or a sub-committee on the field of study, which makes the decision in accordance with its own rules of procedure.

## **IX. MANAGEMENT OF SCIENTIFIC DATA**

101. The University manages scientific data obtained from research funded by projects. Such data shall be considered for the purposes of this Chapter as primary data and results of scientific research.

102. The processing of research data takes place during the planning of scientific research and the conduct of scientific research. The processing of research data begins during the planning phase of the study and ends with submission for long-term storage at the end of the study.

103. Before starting to conduct scientific research individually or in a group, the researchers conducting the research shall draw up a research data management plan (hereinafter – DMP), in accordance with the rules established in this chapter and the procedure for processing the University’s scientific data, approved by the order of the Rector of the University.

104. The processing of data must comply with fair principles – the data must be findable, accessible, interoperable, and reusable.

105. The research data management plan specifies: what types, format and volumes of data collected during the research will be collected, what data and their backup copies will be collected during the study and how their safety will be ensured, which data are of long-term value and must be stored, how the availability of data will be ensured, who will be assigned responsibility for the processing and management of the data, what human and other resources will be needed in the preparation and implementation of the DMP.

106. DMPs must be developed in accordance with the requirements of the research funding body to which they are submitted. In the absence of such requirements, the DMPs shall be drawn up in accordance with the attached template (Annex 4).

## **X. DOCTORAL STUDIES**

107. The main goal of doctoral studies is to prepare scientists who are able to independently carry out research and experimental development works and to implement innovations. A doctoral programme in science must ensure sufficient competence for a person who graduates from it and obtains a doctorate: the most advanced knowledge of research work, scientific fields and their interaction; specialised skills and techniques for solving problems in research and other fields and for expanding existing knowledge or professional practice; the

ability to work independently; and knowledge of science and their profession for the development of new ideas or processes used in studies and other activities.

108. The University conducts doctoral studies in accordance with the regulations of the doctoral studies of the relevant scientific fields and other legal acts regulating doctoral studies.

## **XI. DISSEMINATION AND PROMOTION OF THE RESULTS OF SCIENTIFIC ACTIVITIES**

109. University researchers publicly publish the results of their scientific activities in national and international one-off, periodical or ongoing scientific publications, insofar as this does not contradict the legislation regulating the protection of intellectual property and trade secrets.

110. University researchers present to the public the most important results of their scientific activities at scientific conferences, symposia and other scientific events.

111. University lecturers, scientists, researchers and doctoral students carry out the dissemination of scientific achievements by publishing articles in the popular press, in the University's publications and on its website, on social networks, and by giving public lectures, participating in television and radio shows, open days and other events.

## **XII. FINANCING OF SCIENTIFIC ACTIVITIES**

112. Scientific activities at the University are financed from various sources: the University's budget, the state budget, national, regional and international scientific programmes, projects and funds, according to the orders of Lithuanian and foreign economic entities, and from support for research and other funds legally received by the University.

113. University researchers are encouraged to apply for external funding of scientific activities under national, regional and international scientific programmes and other science-related activities (short-term trips, internships, scientific events, etc.) to carry out commissioned research.

114. In order to promote R&D&I activities, internationalization, and to implement the University's strategic goals, the University annually forms a Foundation for the Promotion of Scientific Activities, the activities of which are regulated by the Regulations of the Foundation for the Promotion of Scientific Activities, approved by the University Council.

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Form approved by the Senate of  
Mykolas Romeris University,  
Decree No. 1SN-  
of \_\_\_ January 2022

**A REVIEW OF THE SCIENTIFIC ARTICLE FOR THE X PERIODICAL PUBLICATION OF  
SCIENTIFIC WORKS  
20\_\_**

Article title.....

Date of receipt of the article.....

**Article rating**

1.	Formulation of the purpose of scientific research	<input type="checkbox"/> Appropriate <input type="checkbox"/> Revision required
2.	Evaluation of the degree of study of the problem(s) analysed in the article in the works of other scientists	<input type="checkbox"/> Appropriate <input type="checkbox"/> Revision required
3.	Indication of the objects of scientific research	<input type="checkbox"/> Appropriate <input type="checkbox"/> Revision required
4.	Have the right research methods been chosen?	<input type="checkbox"/> Yes <input type="checkbox"/> Revision required
5.	Relevance of the problem(s) selected for the study	<input type="checkbox"/> Appropriate <input type="checkbox"/> Revision required
6.	Does the teaching of the article correspond to the goals set out in the introduction?	<input type="checkbox"/> Yes <input type="checkbox"/> Revision required
7.	Does the title of the article match its content?	<input type="checkbox"/> Yes <input type="checkbox"/> Revision required
8.	Does the article use the latest scientific literature?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Does the article follow the citation rules?	<input type="checkbox"/> Yes <input type="checkbox"/> Revision required
10.	Are the keywords and summary informative?	<input type="checkbox"/> Yes <input type="checkbox"/> Revision required
11.	Do the conclusions logically follow from the teaching?	<input type="checkbox"/> Yes <input type="checkbox"/> Revision required
12.	Clarity and completeness of conclusions and proposals	<input type="checkbox"/> Appropriate <input type="checkbox"/> Revision required

Additional comments and suggestions from the reviewer for the improvement of the article:  
.....

**Reviewer's final conclusion**

- Can be printed without corrections  
Can be printed after minor corrections

Can be printed after major revisions

Do not print

Regulation of Scientific Activities  
of Mykolas Romeris University  
Annex 2

Form approved by the Senate of  
Mykolas Romeris University,  
Decree No. 1SN-  
of \_\_\_ January 2022

## REGULATIONS OF THE *NAME OF THE JOURNAL* SCIENTIFIC JOURNAL

### GENERAL PROVISIONS

1. Regulations of the *Name* scientific journal (hereinafter – the Journal) of Mykolas Romeris University (hereinafter – the Regulations) regulate the formation of the editorial board of the Journal, the selection of articles, the frequency of publication, funding and other issues of publication and organization of the Journal’s activities.

2. The Journal is prepared and published in accordance with the principles of academic ethics, in accordance with the resolutions of the University Council and the Senate, the orders of the Rector, the laws of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, other legal acts of the Republic of Lithuania and the European Union regulating the publication of scientific journals and the publication of scientific articles, and these Regulations.

3. The Journal is an open-access international periodical of scientific works, the purpose of which is (*provide description*).

4. Journal scope: (*provide description*).

5. For publication in the Journal, scientific articles from the following fields of research are accepted (the list *is/is not* exhaustive):

5.1. ....

5.2. ....

5.3. ....

6. The Journal is published in the (*insert*) language.

7. The Journal is published through the Open Journal System (OJS), located on the website of the University’s scientific journals, which publishes requirements for the submitted articles, previous issues of the Journal, and editorial information. The form in which the Journal is published may be amended by amending these Regulations.

8. The Journal is published (*insert number*) times a year: (*indicate the deadlines for publishing the issues*).

9. By the decision of the editor-in-chief and the advisory board/editors (*indicate according to the established management of the Journal*), a special issue of the Journal may also be published.

### JOURNAL MANAGEMENT

10. The activities of the Journal are organized and the processes related to the publication of the Journal are coordinated by the editorial board of the Journal, which consists of the *editor-in-chief, the advisory board/editors, and the international editorial board (leave only*

*those that apply, or all of them. Other positions can also be added*). The members of the editorial board are approved by the Rector based on the recommendation of the Faculty Council. If there is a need to reappoint the members of the editorial board:

10.1. if less than 30 percent of the approved members of the editorial board change, the new members are approved by the dean of the faculty based on the recommendation of *the editor-in-chief (may be replaced by another person)*;

10.2. if 30 percent or more of the approved members of the editorial board change, the new composition of the entire editorial board shall be approved by the Rector of the University based on the recommendation of the Faculty Council.

11. A person who meets the qualification requirements of a professor or chief researcher in the field of social sciences, who has an impeccable reputation, participates in national and international professional networks, who knows the policies and processes of publishing scientific publications (*the requirements can be supplemented or reduced*) can be appointed as the editor-in-chief.

12. Members/editors of the advisory board of the Journal may be chosen from the University staff who meet the qualification requirements of a professor, associate professor, chief researcher, senior researcher, researcher in the field of social sciences, and have knowledge of the policies and processes of publishing scientific publications. The advisory board of the Journal consists of no less than (*insert number*), but no more than (*insert number*) members (*the item is retained if the chosen composition of the editorial board provides for this. Requirements can be supplemented or reduced*).

13. The international editorial board of the Journal consists of no more than (*insert number*) scientists in the field of *social sciences (can be supplemented or replaced by other fields of science)*, of which Lithuanian scientists make up no more than (*insert number*) percent of all members of the international editorial board (*the item is retained if the chosen composition of the editorial board provides for this. Can be supplemented with requirements for scientists*).

14. On the Journal's website in the OJS, the names of all the members of the editorial board and the institutions and countries that they represent are published.

15. The editorial board determines the Journal's strategic directions, ensures its quality, guidelines for academic ethics and open access policies, and makes suggestions on the Journal's development, coverage, research areas, and other strategic issues (*can be supplemented*).

16. The editor-in-chief, with the advisory board/editors, ensures the periodicity of the Journal, timely publication, proper organization of article evaluation processes, timely communication with the authors of articles, avoidance of possible conflicts of interest and other activities related to the activities of the Journal (*can be supplemented*).

17. Functions of the editor-in-chief:

17.1. ...

17.2. ...

17.3. ...

18. The functions of the advisory board/editors shall be to:

18.1. ...

18.2. ...

18.3. ...

19. Functions of the international editorial board:

19.1. ...

19.2. ...

19.3. ...

20. The editorial board is guided in its activities by the principles of justice, honesty, honour and impartiality, and establishes clear rules and requirements for members of the

editorial board, authors of articles and reviewers. The decision on the publication of an article is based solely on its importance to science, originality, clarity and compliance with the scope of the Journal.

21. The editorial board submits an annual activity report to the Faculty Council.

### **THE PROCESS OF SELECTING SCIENTIFIC ARTICLES**

22. Scientific articles are submitted to the editorial board through the OJS or by e-mail (*alternatives are optional*).

23. The articles submitted must comply with the scope of the Journal, the requirements for scientific publications and have a structure that is made publicly available to the requirements for the authors of articles in the OJS system.

24. Articles that do not meet the requirements of the language usage norms (vocabulary, word formation, grammar) and the scientific style (clarity and simplicity of thought, accuracy, conciseness), or poorly prepared articles, are not assessed, and are returned to the authors.

25. When submitting an article to the Journal, authors must confirm that: the article has not yet been published in or submitted to other journals; the article has been properly referenced; the article contains acknowledgements of the contribution of other researchers who influenced the work; the article presents reliable and accurate data; the article is not attempting to re-publish the results of already published studies by expanding them, slightly supplementing them, and conveying them in rephrased sentences; each author of the article takes responsibility for the statements in the article and is prepared to defend them in scientific discussion; each author understands the principles of authorship, co-authorship and gratitude; and each author understands that the list of authors of the article is exhaustive and cannot be supplemented after the approval of the article for publication.

26. The advisory board/editors of the Journal carry out a preliminary assessment of scientific articles and compliance with formal requirements, and check scientific articles with a plagiarism prevention measure.

27. The editor-in-chief of the Journal, together with the advisory board/editors, appoints two reviewers for each scientific article. Reviewers are appointed confidentially, i.e., the reviewers are not provided with information about the identity of the authors, and the authors about the identity of the reviewers. If the opinions of reviewers diverge, a third reviewer is sought and, after receiving their conclusions, the editor-in-chief, together with the advisory board/editors, decides on the suitability of the article for publication.

28. Reviewers are invited (*supplement with requirements for the reviewer*).

29. Before starting the review process, reviewers sign a declaration confirming that they will evaluate the articles honestly, objectively and confidentially; that they have sufficient knowledge and experience in the topics in which the peer-reviewed articles are prepared; that there is no conflict of interest with the authors of the article; and they undertake to notify the editor-in-chief if they suspect a violation of academic ethics.

30. The advisory board/editors, upon receipt of feedback from reviewers, send it to the author(s) to examine and to make amendments if required. *Reviews of a scientific article are stored for 5 years (an optional provision that specifies how long and where reviews are stored).*

31. Authors may, within the time limit set by the advisory board/editor, amend the article in the light of the comments made in the reviews or explain in a reasoned manner why they choose not to take a comment into account.

32. After the review, the articles revised by the authors are submitted to the editor-in-chief of the Journal with a detailed indication of the corrections made.

33. The editor-in-chief, together with the advisory board/editors, decides on the publication or rejection of the article by a simple majority. The authors are informed about the decision made within 5 working days. (*The formation of the reserve queue, if any, is described.*)

### **JOURNAL PUBLISHING PROCESSES**

34. The advisory board/editors of the Journal transmit to the Science and Innovation Center the scientific articles selected for the next issue of the Journal.

35. The Center for Science and Innovation organizes the editing of texts by the native editor and orders the layout of the magazine's issue.

36. The edited and mocked-up issue of the Journal is transferred to the Information Services and Training Group, where each scientific article is assigned a digital object identifier (DOI) and the Journal number is placed in the University's OJS.

37. The editor-in-chief shall be responsible for preparing the Journal for publication within the time limits set.

### **FINANCING**

38. The Journal is funded by the University, national and international projects, sponsors, publication fees, and other sources.

39. By 1 December of each year, the editor-in-chief of the Journal draws up an estimate of the Journal's revenue and expenses for the following calendar year, which is approved by the Rector of the University on the recommendation of the RIC.

40. The Journal charges a fee for publishing a scientific article, which is (*insert the amount*) for one scientific article.

41. The fee for publishing a scientific article is reduced by (*the conditions may be changed*):

41.1. 100% if all the authors of the article are employees of the University;

41.2. 10% for each author of the article who is an employee of the University, if the article is written with authors from other institutions, but no more than 50% of the total;

41.3. up to 100% for the social partners of the faculty, the list of which and the percentage of reduction of which are approved by the Faculty Council on the proposal of the editor-in-chief.

42. The funds received from the publication fee for a scientific article are used for:

42.1. the coverage the costs of publishing the Journal;

42.2. the salary of the editor-in-chief;

42.3. other expenses related to the development of the Journal.

### **FINAL PROVISIONS**

43. Journal Privacy Policy: the personal and contact details of the authors provided in the University's OJS are used only for the purposes of publishing the Journal and will not be used for any other purpose and/or transferred to any other party.

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Form approved by the Senate of  
Mykolas Romeris University,  
Decree No. 1SN-  
of \_\_\_ January 2022

**MYKOLAS ROMERIS UNIVERSITY  
PUBLISHING COMMISSION**

APPROVED BY  
Vice-Rector for Academic Affairs  
Name Surname

**PUBLICATION PRICING  
ACT**

**Identification**

<b>Publication title</b>	
<b>Authors</b>	
<b>The nature of the publication</b>	
<b>Ordering division</b>	
<b>ISBN/ISSN</b>	
<b>Barcode</b>	
<b>Distribution of the publication</b>	
<b>Source of funding*</b>	
<b>Project name/sponsors</b>	

**Settings**

<b>Author's sheets</b>	
<b>Print run</b>	1

**Cost calculation**

<b>Direct publication costs</b>	0,00
<b>Editing</b>	
<b>Layout</b>	
<b>Press</b>	
<b>Other expenses (ISSN, ISBN, etc.)</b>	
<b>Cost of 1 printed copy</b>	0,00
<b>Indirect publication costs</b>	0,00
<b>Factor</b>	0,20

<b>Cost of 1 printed copy, including indirect costs</b>	0,00
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**Calculation of the selling price**

<b>Sale price of 1 copy</b>	0,00
<b>Sales trade mark-up</b>	0,15

**Distribution of publications and materially responsible persons**

Institution/person/materially responsible person	Number of copies
<b>Distribution of mandatory copies</b>	
<b>Authors</b>	
<b>Next distribution</b>	
<b>Total:</b>	

\* In the case of project or sponsor funds, indicate the name of the project or sponsor(s).

President of the Commission  
Members of the Commission

Name Surname  
Name Surname  
Name Surname

**MYKOLAS ROMERIS UNIVERSITY**  
**"NAME OF THE PROJECT/RESEARCH" DATA MANAGEMENT PLAN**

Sections	Questions	Explanations	Answers
<b>A. Data collection</b>	1. What data do you plan to collect or create?	1.1. Is there any data that you could reuse? 1.2. What are the expected types, format and volumes of data?	
<b>B. Storage of data and data backups</b>	2. How will the data and its backups be accumulated during the project?	2.1. Where will the data be collected? 2.2. How do you plan to recover the data in case of damage? Will you back up your data?	
	3. How will you ensure the security of the accumulated data?	3.1. What may be the risks to data security and how will these risks be managed? 3.2. How will you ensure that the project partner (if any) has secure access to the data?	
<b>C. Selection and storage of data</b>	4. Which data are of long-term value and need to be stored?	4.1. Which data must be stored or destroyed due to certain contractual provisions, legal or other requirements? 4.2. For what period of time will the data be stored?	
<b>D. Access to data</b>	5. How will you ensure the availability of data?	5.1. When will the data become available? 5.2. How will potential users learn about the data? 5.3. Who will have access to the data and under what conditions?	
<b>E. Responsibilities and resources</b>	6. Who will be assigned responsibility for data processing and management?	6.1. Who is responsible for the implementation of the DAP and the periodic review and adjustment? 6.2. Will the provisions on data ownership and	



		responsibility for the processing/management of research data be discussed with the partner (if any)?	
<b>E. Responsibilities and resources</b>	7. What human and other resources will be needed in the preparation and implementation of the DMP?	7.1. Will it be necessary to recruit an employee with special qualifications? 7.2. Will special, additional equipment, including software, be needed? 7.3 Have you assessed that data banks or repositories can charge fees for the collection, storage or opening of data?	

**Project manager** \_\_\_\_\_  
(name, surname)