

Doctoral degree regulations in Lithuanian University of Health Sciences

CHAPTER I. GENERAL PROVISIONS

Article 1. These regulations are prepared, basing upon the ratified edit of „Doctoral degree regulations“ under the Ruling of the Government of the Republic of Lithuania (2010 May 12 Nr 561).

Article 2. This regulation defines the order of doctoral studies, scientific research, written doctoral dissertation project preparation, examination and conferral of doctoral degree in doctoral course of study (further: PhD studies) at Lithuanian University of Health Sciences (further: University).

Article 3. University, having prepared the reasoned doctorship right application project and corresponding documents, submits it for the passing at University Senate. University Senate ought to inspect the application project during two months * (* - here and everywhere else in these regulations July and August are excluded from active functioning periods) from the application presentation date. After approval of the application at the Senate, the document is submitted for the Lithuanian Ministry of Education and Science. In case of application disapproval at the Senate, the procedure may be repeated not earlier than after one year.

Article 4. The Senate forms a doctoral committee for six years. The committee consists from at least 9 members, all of them meeting valid qualification requirements. In case the doctorship right is obtained together with another Lithuanian or foreign academic institution, at least one member from partner institution in corresponding science discipline is included in the committee. Institutional partnership in doctoral studies is validated under a contract.

Article 5. The aim of doctorship is to provide and assess exceptional scholarly qualification through the process of advising scientists in the individual research work and experimental development projects. Completion of doctoral studies should safeguard the following qualification aspects: advanced knowledge in chosen academic discipline, special competence and reclaimed methods in scientific research for solving academic questions, ability to work independently, professional competence for generating new ideas and projects in chosen academic or other fields.

Article 6. A doctoral degree maybe awarded for a doctoral candidate who has successfully completed regular (4 years) or extended (6 years) doctoral programme, has prepared individual written doctoral work and passed through the examination of dissertation. The doctoral degree maybe awarded for a person who has taken equivalency examination as well. The way (regular or equivalency examination) is chosen freely by a candidate.

CHAPTER II. DOCTORSHIP'S IMPLEMENTATION

Article 7. Doctorship right is granted to University or University together with other Lithuanian or foreign academic institutions by Lithuanian Ministry of Education and Science, basing upon the recommendation of Lithuanian Research Council.

Article 8. University doctorship committees are following these regulations.

Article 9. University provides regular and extended doctoral studies. All PhD students, admitted into regular state funded doctoral programme, are awarded with scholarships. Doctoral scholarships are granted from the formal beginning of studies after written order of Rector and are discontinued from the 1st day of the next month after student's dismissal from the programme. The scholarships are not being awarded during the period of temporary discontinuity of studies. Doctoral students, actively participating in the scientific research, may be additionally awarded with scientific research scholarship that is being granted by Lithuanian State Science and Studies Foundation. Extended doctorship is being organized in the same principle as regular doctorship. Students, participating in extended doctorship programme, do not obtain any form of scholarships.

Article 10. Each year the budget for organization of doctorship, publishing of written doctoral works and abstracts is being planned and approved by University Economic Department. Regular and extended doctoral studies might be financed from other sources as well. In such case the contract between the University and financing institution is signed.

Article 11. University organizes doctoral schools in health sciences and veterinary - zootechnics sciences which are functional entities with the purpose of implementation of doctoral studies. The school includes discipline and interdisciplinary doctoral committees, dissertation supervisors, PhD students and administrative staff. .

Article 12. University activities in doctoral studies are controlled by Vice-rector for research. According to the needs, a board might be formed for doctoral committees activity and doctoral dissertations quality evaluation.

Article 13. Oral examination of doctoral dissertation and conferral of doctoral degree is performed by academic discipline board (Further – board), that is being formed for each dissertation separately after the submittal of dissertation and positive dissertation review. The members and chairman of the board are appointed by doctoral committee and confirmed by University vice-rector. The board organizes its activities following these regulations.

CHAPTER III. ADMISSION PROCEDURE

Article 14. Requirements for Admission to Doctoral degree programme and contest details according to doctorship discipline and study form are announced in University newspaper „Ave Vita“ and University website in June of each calendar year. Information is provided by Doctorship school. Doctoral council appoints a doctoral candidate admission board for the doctoral degree program. Doctoral candidates participate in open contest, which is organized in August by doctorship school.

Article 15. All Departments of the University must submit doctoral applications for the upcoming year till February 1st. The following information should be included in the application:

- The form of doctorship,
- Research field and discipline,

- Written reasoning for the required doctoral place, precisely indicating the potential high competence scientist who would be responsible for dissertation project supervision, also substantial research place for planned doctoral research, additional financial means that might be used, a tabulation of the activities and experience relevant to the intended dissertation project.
- The possibility for employment in the Department should be specified for those candidates, who are applying for regular form of doctoral studies.

Article 16. All doctoral applications with resolutions from Departments should be delivered to doctorship school.

Article 17. University doctoral candidate admission board evaluates applications and foresees the number of available doctoral programme positions, considering the upcoming needs for University research staff, scientific competence of intended supervisors and scientific value of presented doctoral project. Doctorship school informs the Ministry of Education and Science about the decisions, mentioned above. After receiving the confirmation about the number of positions to be financed, doctorship council determines which departments can participate in the open contest.

Article 18. Doctorship programme starts in September 1st.

Article 19. Requirements for the applicants to the doctoral programme: successful completion of a master degree programme or relevant education, the applicants, applying into clinical doctorship, must have a valid medical practise license.

Article 20. The following documents must be submitted during one month after public announcement of the doctorship contest:

Written application to participate in the contest,

CV (with a tabulation of the activities and experience relevant to the intended dissertation project)

A copy of diploma examination of Master degree or relevant education in applied sciences

two recommendations of researchers from the department (one from foreseen supervisor and the other from the Chief of the Department)

appreciation from the employer (in case of participating in extended form of doctoral programme contest)

a list of scientific publications and copies of published articles,

scientific paper, demonstrating her or his qualifications to perform individual research, in case of absence of published scientific publications. The paper must be evaluated by potential scientific supervisor

a valid license for specialised medical practise (in case of application to clinical doctoral programme)

Article 21. The following aspects are to be valued: Master examination results, Residency examination results (for applicants to clinical doctoral programme), published scientific papers, recommendations, appreciation from Chief of the Department and foreseen scientific supervisor. In

case of more than one candidate, applying to the doctoral position, votes of admission board members make the decision.

Article 22. Open voting is the way of making the decision is admission of doctoral candidates. Resolution is signed by the Rector, indicating the department, accepting doctoral candidate, research field, doctoral study form, planned doctorship duration.

Article 23. In case of free positions in doctoral programme, doctorship school can organize second admission stage, which is being organized in the same way.

Article 24. Doctoral programme students receive student certificates. Student rights and responsibilities are defined in the Lithuanian Science and Education Law (2009, April 30th, No. XI-242). Mutual agreement is signed between the University and doctoral student.

CHAPTER IV. DISSERTATION PROJECT SUPERVISION

Article 25. Dissertation supervisors are generally university professors, actively participating in research. The dissertation supervisor is permanently obligated to supervise the dissertation project and the supervision may not be delegated. Scientific supervisor of doctoral candidate must meet the requirements, defined in the decree of Lithuanian Ministry of Education and Science (dated April 12th, 2010, No.V-503). Dissertation supervisor can supervise not more than 5 dissertations at a time.

Article 26. Doctoral committee considers each supervisor candidacy and decides his/her concordance with the scientific experience requirements. The department appoints the supervisor and presents the following documents to the doctorship school:

document about the supervisor appointment from the department

written supervisor candidate consent

dissertation supervisor scientific activity history and list of bibliography

Article 27. Appointment of dissertation supervisors by doctoral committee is validated by the decree of Rector.

Article 28. If the adviser or the doctoral student sees serious reasons to cease the advising relationship in the course of the work, they are required to immediately inform the head of the candidate admissions board and to present their reasons. Doctoral student has a right to appeal to doctoral committee regarding the change of dissertation supervisor. For this purpose doctoral student presents written appeal and other documents, defined in Article 26th. Appellation must be processed and decision enacted within 2 months since the presentation of appellation. Change of dissertation supervisors is validated by the decree of Rector.

Article 29. Dissertation supervisor has an obligation to supervise the dissertation project by:

choosing and suggesting dissertation project theme,

assisting in scientific and methodical questions,

assisting the preparation of work plan,

participating in doctoral program exams,

concerning about doctoral student studies and research,

organizing the session for yearly attestation of doctoral student,

helping doctoral student to postpone exams or standard dissertation processing time,

assisting doctoral student to participate in scientific conferences.

Article 30. Chief of the department, together with the dissertation supervisor takes care about the studies of doctoral student, research, and safeguards student's possibility to have necessary means for research. If possible, doctoral student may train in other institutions abroad. In case the student decides to continue his/her studies abroad, this period is included in the duration of doctoral studies.

CHAPTER V. PERFORMANCE of PhD STUDIES and RESEARCH

Article 31. A PhD student with the Supervisor prepare an individual study and research programme (not later than a month after the Supervisor is approved by the doctoral committee of the research field:

31.1. a theme of the doctoral dissertation, methodology and subject of research;

31.2. subject to study, amount of hours (credits) in study's program, and date of examination;

31.3. stages of a research project and timetable;

31.4. preparation of publication and timetable;

31.5. preparation of dissertation and timetable;

31.6. participation at international scientific events.

Article 32. project plan is introduced in a science and pedagogic meeting of native PhD student unit. A summary of the meeting protocol signed by a PhD student Supervisor and a Head of

Department is submitted to the Doctoral School. PhD study and research Project is approved by the Doctoral Committee.

Article 33. The regulations fix that not less than 4 courses of total 20 credits (1 credit is 40 study hours) are mandatory taken by every student. Starting September 2011-not less than 30 credits.

Article 34. A Doctoral Committee organizes Doctoral programmes, provides quality control over the Doctoral programmes and approves course programs. Course programmes that are compulsory to all PhD students depending on their area of studies are determined by the Doctoral Committee. Other course programmes are proposed by Supervisor. In the case when there are not enough students to run the course, PhD student works as self-contained and is consulted by the Supervisor and teachers that worked on preparation of the course. An exam is written.

Article 35. Every course is completed by passing an exam that is held by PhD student's work timetable. A course exam board contains not less than three persons. Participation in the board is possible by the PhD student's Supervisor also. An exam contains not less than three questions, and is evaluated by ten score system. The exam is passed if a final score for the exam is not less than six. A protocol of examination of PhD student signed by all moderators that took part in the exam and approved by a Vice-Rector for Research has to be provided to a Doctoral School. A manuscript of a protocol is kept in a file of a PhD student.

Article 36. A Doctoral Committee can accept exams that were passed earlier when PhD student studied other doctoral courses.

Article 37. Every year (till October) PhD student is attested by department where he studies and by a Doctoral Committee. Scientists of a department, in the present of a PhD student and a Supervisor, evaluate an annual progress of a research project and provides a report to a that attests a PhD student. A PhD student and a Supervisor can take a part in a meeting of a Doctoral Committee. A protocol of attestation and documents provided by a PhD student a Doctoral Committee passes to a Doctoral School. A fixed form annual report a PhD student provides to a Doctoral School.

Article 38. A Rector has a right to postpone a PhD student's studies, research, publication of results and doctoral dissertation timetable, or to give academic leave when receives a request from a PhD student. A request has to be signed by a PhD student's Supervisor and Head of a department where a student is studying.

Article 39. When a PhD student's Project plan is approved, a PhD student and a Supervisor apply to Kaunas regional biomedical research ethical Committee to receive a permission for scientific research. A permission is delivered to a Doctoral School.

CHAPTER VI. PhD DISSERTATION AND PhD DEGREE

Article 40. Dissertation format is defined as follows: text of dissertation, summary, copies of the published articles with the obtained results of the research.

Article 41. Monograph published without co-authors can be also defended as dissertation, in such a case a summary has to be prepared and presented together. Other research articles may be presented if they are necessary for the reveal of the research topic.

Article 42. Dissertation consists of the aim and tasks of the research, description of the novelty, review of the literature, methodology of the research carried out, description of the results and their

relation with the published data of other researchers, conclusions, list of references, list of the PhD student's publications, list of scientific conferences where research results were presented by the author, author's CV.

Article 43. Dissertation is written in Lithuanian or, if the doctoral committee has agreed, in other foreign language. Summary part of dissertation is written in other language than the main text of the dissertation or monograph. In case the dissertation or monograph are published in a foreign language, summary has to be in Lithuanian.. Text of dissertation has to be without mistakes, language rules have to be respected.

Article 44. Title- pages respect the approved examples. Minimal number of dissertation copies is 10, its size is not less than 5 printers sheets. Format of dissertation is approved by University.

Article 45. Dissertation has to be defended during the period of doctoral studies. If the dissertation is prepared by the end of the doctoral studies but for various reasons is not defended, defending procedure can be organized according general rules within 12 months after graduation. After that period dissertation can be defended only extramurally. Person can apply for the defending of the dissertation after him/her:

Completed PhD courses and successfully passed the exams;

Presented the main results of the research in 2 peer-reviewed publications. One publication should be in the journal with the impact factor >than 0 in the database of ISI "Web of Science". One publication can be accepted for printing. In case the monograph is defended, the research results should be there;

presented the main results of the research in the international scientific meetings;

respect other regulations of the doctoral studies.

Article 46. After the application for the defending of the doctoral dissertation is received and the dissertation manuscript itself, Doctoral committee formally evaluates if the dissertation meets the formal requirements. The chair of the Doctoral Committee appoints one or more committee members to review the manuscript of the dissertation by the given date of the committee meeting. The PhD student can make necessary corrections in the manuscript according the reviewers comments. If the dissertation manuscript is evaluated positively and follows all necessary regulations the research council for the defending of the dissertation (further on - research council) is formed. One of the council members is appointed to chair the council. Research council is a group of 5 scientists, who evaluate the dissertation, its quality, scientific competence of the PhD student and after that decide about the awarding the student doctoral degree. No conflicts of interest can appear between the research board members and the PhD student, the supervisor and the PhD student, the person, defending dissertation extramurally and the scientific consultant. At least one research board member has to represent a foresight research and study institution. If the research has the multidisciplinary features of different scientific fields, 3 research council members can represent other different research fields. Lithuanian Ministry of education and Science regulates qualifications for the board members- till 2013. January 1 they have to fulfil the order Nr. V-503, 2010 April 12.

Article 47. The PhD candidate has to bring a written agreement of members of the Defence Council, their scientific characteristics and a list of main scientific publications during last five

years. A list of scientific publications has to be confirmed by the Department of bibliography of the University.

Article 48. A composition of the scientific Defence Council as well as dissertation defence date has to be confirmed by the Doctoral Committee and legalized by an order of the Rector. The order is prepared by the Doctoral School.

Article 49. Not earlier than 30 calendar days before the defence of the dissertation the Doctoral School has to:

submit the dissertation copies to the members of the Defence Council;

Section 49.01 send the report about the dissertation to the Research Council of Lithuania, scientific and studies institutions of Lithuania and abroad that are confirmed by the Doctoral Committee. The Name and surname of the PhD candidate, the institution where the dissertation prepared, the Supervisor (when the dissertation is defended extramurally - the scientific consultant) and members of the Defence Council (scientific degree, name and surname of a member, scientific area, institution), a name of the dissertation, place and time of the dissertation defence, a website of the Doctoral School where the dissertation place has to be announced.

name and surname of the PhD candidate, the institution where the dissertation prepared, the Supervisor (when the dissertation is defended extramurally-a scientific consultant) and members of Defence Council (scientific degree, name and surname of a member, scientific area, institution), a name of the dissertation, place and time of the dissertation defence is announce in a paper of the University.

Article 50. Feedback on the dissertation members of the Defence Council to the Doctoral School submit not latter than five working days till the defence of the dissertation.

Article 51. The dissertation is defended at a public session of the Defence Council. The session goes on in Lithuanian. If session is in another language, it is to be translated to Lithuanian. The session is lead by the chairperson of the Defence Council and is legal if more than a half of the Defence Council members participate (including participants of teleconference). The feedback of members of the Defence Council on the dissertation is read over if they are absent.

Article 52. Main work results and conclusions are reintroduced by the PhD candidate. He gives feedback on his contribution to provided publications. Members of the Defence Council evaluate a scientific level of dissertation, recentness and originality of results, reliability and validity of conclusions, give feedback on work lack and inaccuracy, scientific competence of the PhD candidate—on defence of the dissertation. The PhD candidate answers questions and commentates on stated remarks.

Article 53. Members of Defence Council vote openly and decide whether a degree of Doctor is granted to a PhD candidate. Members of Defence Council participating by teleconference has to vote also. Decision to grant a degree of Doctor or not is taken if more than half of members of Defence Council vote for it. A vote protocol is signed by all members of Defence Council. Members of Defence Council that take place in a session by teleconference sign a copy of a protocol sent to them before a session begins. A signed protocol has be returned to Doctoral School during following seven days.

Article 54. Doctoral School notifies a Research Council of Lithuania not latter than ten working days after dissertation defence.

Article 55. Doctoral School submits a copy of a dissertation to a library of the University and Martynas Mažvydas National Library of Lithuania and announces a dissertation on Lithuanian electronic thesis and dissertations (ETD) data system not later than two weeks after dissertation is defended.

Article 56. If Defence Council decides that a degree of Doctor is not granted to a PhD student, a revised and (or) replenished dissertation can be provide for defence only a year latter. Then a doctoral degree is defended extramurally. Dissertation can be defended in dishonesty circumstances.

Article 57. Session of Defence Council takes place by order:

Section 57.01 Chairperson introduces a PhD candidate, results of PhD student's studies, a submitted dissertation, a feedback on dissertation suitability for defence procedure, a Supervisor of dissertation, members of Defence Council;

PhD candidate introduces main results of dissertation and conclusions;

Discussion between members of scientific area council and PhD candidate when members of Defence Council evaluate scientific level of dissertation, recentness and originality of results, reliability and validity of conclusions, give feedback on work lack and inaccuracy, scientific competence of, ability to motivate and to explain results presented in dissertation and scientific publications. PhD candidate answers questions and commentates on stated remarks;

evaluation of dissertation by every member of scientific area council, indication of dissertation mistakes and inaccuracies. Chairperson of Defence Council read a feedback of absent member of Defence Council;

Speech of supervisor of dissertation or scientific consultant if dissertation is defended extramurally;

free comments of the participants of an open council session;

announcement of written opinion about dissertation;

Section 57.02 open voting of members on doctoral degree assignment;

chairperson of Defence Council announces results of open voting and the end of session.

Article 58. Council session protocol is rewritten in Lithuanian in accordance with short hand report or sound record. Council session protocol is signed by chairperson of council and submitted to Doctoral School. Main protocol additives-voting protocol-decision whether doctoral degree is granted. A form of additives is determined by the Research Council of Lithuania. These additives after defence of dissertation are submitted to doctoral school.

Article 59. Doctoral school when receives voting protocol-decision if Defence council decides that a scientific degree is granted to a PhD candidate, draws doctoral diploma on the base of Lithuanian Republic law. Doctoral diploma s signed by a Rector of the University and are granted to a PhD student at open doctoral session. A copy of a diploma s kept in doctoral school's archive.

Article 60. An appeal on refused doctoral degree might be provided to an inspector of academic ethics and procedures.

Article 61. University that granted a degree to a PhD student can decide (in a case of doubt plagiarism or doctoral degree is granted offending doctoral regulations) to announce a diploma invalid.

Article 62. A form of doctoral diploma , order of registration is stated by a Government of Lithuanian Republic.

Article 63. A file of doctoral student that finished a doctoral course but refused to defence a dissertation is kept at doctoral school for two years, after is send to an archive of the University.

Article 64. Personal file of a PhD student that not finished doctoral course is kept at doctoral school, after is send to an archive of the University.

Article 65. A file of a person that defended doctoral dissertation (extramurally) during next three years is kept at doctoral school, after is send to an archive of the University. A file contains:

admission papers;

admission to doctoral courses;

order of Rector of conformation of Supervisor;

agreement of Supervisor and his scientific work characteristic;

a work plan of a PhD student;

examination protocols and subject programs;

order of Rector of PhD student dismissal;

annual doctoral report and report evaluation of Doctoral Committee;

Biomedical Research Ethic Committee permission to run scientific research;

postponement documents of doctoral terms (if applicable);

a request to Rector to defence a dissertation;

extract of session protocol that allows to defence a dissertation;

written agreement of every scientist to be a member of council, their scientific work characteristics and lists of bibliography, written feedback on dissertation;

order of Rector of Defence Committee and date of dissertation defence;

a copy of dissertation;

a copy of announcement about dissertation defence;

a list of PhD student's publications and copies of publications

a session protocol of scientific Committee and protocol-decision of doctoral degree grant;

a paper that confirms a submission of a dissertation to a library of the University and Martynas Mažvydas National Library of Lithuania and electronic thesis and dissertations (ETD) data system.

a copy of doctoral diploma.

CHAPTER VII. DOCTORAL DEGREE ACQUIREMENT EXTRAMURALLY

Article 66. Doctoral degree acquirement could be reached by a person (further an external student) that has a Master of Science degree or higher education equal. A dissertation has to be prepared by an external student by this time. Main results of a dissertation has to be announced not less than in two articles published by reviewed scientific journals. At least one of articles has to be published by journals that are members of Institute for Scientific Information database and have an ISI citation Index. A latter article can be accepted for publishing. A scientific monograph as a doctoral dissertation also can be rendered for defence if it has been written without co-authors. A summary of a dissertation has to be provided with a dissertation. Other scientific publications are provided if they are needed to disclose a theme of a dissertation.

Article 67. An external student provides a request to a Rector of doctoral studies coordinating University to defend a doctoral dissertation. Also has to be enclosed:

manuscript of a dissertation or a published scientific monograph;

list of publication and their copies;

copies of a master's degree (or higher education equal) diploma and their supplements;

protocols of examination of PhD student;

life, scientific and creativity description-CV;

opinion of a Unit's Supervisor where a dissertation has been prepared.

Article 68. A Doctoral Committee not latter than three months from receiving a request analyzes a submitted matter and decides whether a manuscript of a dissertation complies requirements. If A Doctoral Committee's decision is positive, procedure as follows:

nominates a scientific consultant;

determines doctoral subjects for examination and dates of examination;

date for a dissertation defence is determined (not latter than one year after a Doctoral Committee decision) when a final dissertation version is prepared and all exams are passed.

Article 69. An external student that has a scientific consultant committed by a Doctoral Committee has to pay a fee for a doctoral dissertation defence fixed by the University. If a decision of a Doctoral Committee to an external student's request to defend a dissertation were negative, a dissertation can be defended not earlier than a year.

Article 70. Examination of an external student is organized by following regulations, chapter 5. A dissertation is analyzed and defence by following regulations, chapter 6.

Article 71. If a Doctoral Committee decided that a dissertation can not be prepared for defence during one year from a request date, an external student might appeal to Senate of the University. If Senate confirms a negative decision of a Doctoral Committee, a request for a dissertation defence might be submitted not earlier than a year.

Article 72. A scientific consultant proposed by a Doctoral Committee is confirmed by a Rector's order that is prepared by a Doctoral school.

CHAPTER VIII. FINAL TASKS

Article 73. A former made doctoral Council works till a new doctoral regulations are approved and new doctoral Councils are formed. They take action by a current doctoral regulations.

Article 74. Medical biology and biophysics, nursing and public health, medicine and odontology, pharmacology, veterinary and zootechnics doctoral committees take action when new doctoral rights are approved. A scientist can be a member at two Committees only.

Article 75.Leading an order No. V-503 (April 12 2010) regarding an act Nr.ISAK-625 (March 31 2006) of Minister of Science and Education „Regarding requirement changes for members of doctoral Council, Supervisors of doctoral students, consultants, opponents and other scientists that are referred at a list aiming to gain rights to establish a doctoral school“(Žin.; 2010, Nr.44-2140) is announced that scientists of physical, biomedical and technological areas- members of doctoral process during last five years have to have not less than 3 scientific journals that have a citation index and are referred at data base „ISI Web of Science“ of Scientific Information Institute. A requirement is applicable till the end of 2012. Scientists of physical, biomedical and technological areas- members of doctoral process starting January 1 2013 have to correspond requirements from a chapter 8.2. if they pretend to become a senior scientist.