

APPROVED  
by Order No. 01-07-64 of the  
Rector of ISM University of Management and Economics  
on 25 August 2017

**REGULATIONS OF DOCTORAL STUDIES IN THE FIELD OF MANAGEMENT  
ORGANIZED BY ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS, UAB  
(TOGETHER WITH AARHUS UNIVERSITY [DENMARK], BI NORWEGIAN  
BUSINESS SCHOOL, AND TARTU UNIVERSITY [ESTONIA])**

**PART 1. GENERAL PROVISIONS**

1. Regulations of doctoral studies in the field of management organized by ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]) (hereinafter – Regulations) have been prepared in accordance with the Regulations of Doctoral Studies approved by Order No. 561 of 8 March 2017 of the Minister of Education and Science of the Republic of Lithuania.

2. These Regulations lay down the procedures for doctoral studies, research, preparation and defence of a doctoral dissertation, and the award of the doctor's degree in the field of management organized by ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]), on the basis of the right to conduct joint doctoral studies granted to them by the Ministry of Education and Science of the Republic of Lithuania.

3. The aim of doctoral studies is to train researchers able to carry out research and development independently and to resolve scientific problems. Doctoral studies shall ensure sufficient competence for the person who has completed them and has obtained a doctoral degree: advanced knowledge of the research work, areas of science and their interaction; specialized skills and methodologies to resolve problems of scientific research and other areas; ability to work independently, and knowledge of science and profession in order to develop new ideas or processes and use them in studies and other activity.

4. Definitions:

**Doctoral student** – a student and a researcher in the third cycle of studies.

**Doctoral Candidate** – a person who has prepared a dissertation and is submitting it for defence.

**Supervisor of doctoral student** (hereinafter – supervisor) – a researcher who conducts scientific research in the area of the dissertation, meets the requirements of the Regulations of Doctoral Studies and supervises studies and scientific research of the doctoral student.

**A working plan of a doctoral student** – an individual working plan of the doctoral student, which specifies stages of doctoral studies, scientific research, and preparation of the dissertation, dissemination of research results, and timeframe thereof.

**Regulations of doctoral studies** – a description of the procedure for conducting doctoral studies prepared and approved by ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]).

**International Doctoral Committee** (hereinafter – Committee) – a group of researchers who conduct high standard internationally acknowledged research brought together from all

representatives of partner universities and responsible for the content, quality, organization and implementation of doctoral studies.

**Doctoral institutions** – are institutions which have been granted the right to conduct doctoral studies.

**Administrating University** – a doctoral institution which administers a doctoral study process and organizes doctoral studies – ISM University of Management and Economics.

**Doctoral School** – a division of the administrating university, which organizes doctoral research activities and studies.

**Doctoral student institution** – an institution where a doctoral student conducts doctoral studies and research, and prepares his dissertation.

**Defence Council** – a group of researchers set up by the Committee which, having analyzed the dissertation submitted for defence, its quality and compliance to the requirements, and the scientific competence of the doctoral student, takes a decision whether the Doctoral Candidate can be awarded the doctoral degree.

5. The Committee shall consist of at least nine researchers who conduct top-level internationally acknowledged research. At least half of the members of the Committee and the Chairman must meet the minimum qualification requirements specified in the Description of the minimum qualification requirements for the positions of research staff members at state institutions of science and studies approved by Resolution No. VII-71 of 16 May 2011 of the Research Council of Lithuania ‘On approval of the description of the minimum qualification requirements for the positions of research staff members at state institutions of science and studies’ (hereinafter – minimum qualification requirements) for the persons who wish to hold the position of the chief member of the research staff. The remaining members of the Committee must meet at least minimum qualification requirements for persons who wish to hold the position of a senior member of the research staff. At least 2/3 of the members of the Committee must represent the field of management. A researcher may not be a member of more than two doctoral committees.

6. The Committee shall consist of representatives of all doctoral institutions. Foreign institutions shall delegate at least one member to the Committee, and shall guarantee his replacement and the continuity of the activities of the Committee. The member of the Committee delegated by a foreign institution shall hold at least the position of associated professor at his institution.

7. The rector of the Administrating University shall approve the Committee, the Chairman of the Committee, and the Regulations and their amendments. The term of office of the Chairman of the Committee may be longer than four consecutive years. The Regulations and the composition of the Committee and any amendments/changes thereof shall be agreed with the Research Council of Lithuania. The Regulations and the composition of the Committee shall be publicly announced on the internet site of the Doctoral School.

8. The doctoral dissertation shall be defended and the doctoral degree shall be awarded by the Defence Council in the field of management which is formed and approved by the Committee specifically for the defence after the dissertation is completed and submitted for defence. The Defence Council must consist of least three members. At least half of the members of the Defence Council must meet minimum qualification requirements for persons who wish to hold the position of the chief member of the research staff. The remaining members of the Defence Council must meet at least the minimum qualification requirements for persons who wish to hold the position of a senior member of the research staff. At least 1/2 of the members of the Defence Council must be researchers in the field of management.

9. A doctoral degree may be awarded to a person who has successfully completed full-time (up to 4 years) or part-time (up to 6 years) doctoral studies, prepared and publicly defended a doctoral dissertation or to a person who has defended an externally prepared dissertation.

10. Doctoral studies are financed by allocations from the state budget, funds for research and services, funds allocated by the state, international and foreign foundations and organizations, and other financing legally obtained by doctoral institutions.

11. Funds for the work and social insurance of members of the Defence Council, supervisors, consultants, and lecturers, for the research, internships, and conferences of doctoral students, for the Committee, and other expenses associated with conducting doctoral studies and award of doctoral degrees shall be planned in the revenue and expenditure estimates of the budget of the Administrating University.

## **PART 2. ORGANIZATION OF DOCTORAL STUDIES**

12. Doctoral studies shall be organized according to these Regulations. The Committee shall coordinate doctoral studies and research and their quality.

13. The Doctoral School shall organize and administer the process of doctoral studies based on the Law on Higher Education and Research, the statute of the doctoral student institution, and the Regulations.

14. The Committee shall approve the conditions for dissertation topics and for the competition of supervisors, the rules for competition of doctoral candidates and for admission to doctoral studies; provide lists of supervisors and research consultants to doctoral institutions for approval; approve the Committee for admission to doctoral studies; approve courses of doctoral studies and curricula; discuss and approve working plans of doctoral students; decide regarding the progress of working plans of doctoral students and any corrections thereof; carry out attestation of doctoral students; arrange examination committees for course studies; appoint reviewers of doctoral dissertations; evaluate doctoral dissertations; and form dissertation Defence Councils .

15. Meetings of the Committee shall be convened at least twice a year. The meetings may be organized by way of teleconference. The Committee Chairperson convenes and organizes the meetings. In the case of the Chairperson's absence another Committee member appointed by the Chairperson shall act as the Chairperson. The Committee Chairperson examines all received documents in advance or delegates it to a member of the Committee, chairs the Committee meetings, and signs the documents of the Committee meetings. The Committee takes a decision if at least 2/3 of all the members of the Committee vote for it, including those who participate in the meeting by way of teleconference.

16. Members of the Committee familiarize themselves with the documents received in advance, express their personal opinion during the meetings on the issues discussed, and carry out all other assignments of the Chairperson of the Committee.

17. The Secretary of the meeting administers documents of the Committee meetings and signs the minutes of the Committee meeting.

18. Decisions taken by the Committee shall be considered to be legal when 2/3 of the members of the Committee attend the meeting (including by way of teleconference). Members of the Committee, who cannot attend the meeting may express their opinion on the issues of the agenda to the Chairperson in advance in writing or by electronic mail. These opinions are read out during the meeting. Minutes and decisions of the Committee meeting are handed over to the Doctoral School, which passes the information to the persons in charge of doctoral institutions.

19. Other invited persons can attend the meetings of the Committee. The discussion of the agenda items of the meetings of the Committee, any decisions and voting can be organized via electronic means of communication.

20. The Doctoral School shall, according to the rules and procedures established by the Committee, announce and organize a competition for the dissertation topics, supervisors, and

open admission to doctoral studies; administer funds for carrying out doctoral studies; accept documents of Doctoral Candidates applying to doctoral studies; prepare orders for the implementation of doctoral studies, appointing supervisors and consultants for doctoral students, and forming the Defence Council; organize working plans for doctoral students, issue doctoral dissertations and their summaries, dissertation defence procedure; provide proper conditions for doctoral students to prepare and execute his working plan and to prepare and defend doctoral dissertations; prepare and keep doctoral student files and other documents, and prepare and submit reports on the process of the doctoral studies.

21. The Doctoral School shall provide reports on the execution of doctoral studies to the Ministry of Education and Science of Lithuania, the Research Council of Lithuania and other institutions, administer information and data about the doctoral studies process, keep minutes of the Committee meetings and other documents, manage the production, registration and accounting of doctoral diplomas, and issue and register doctoral diplomas.

22. The research division of the doctoral student institution shall provide conditions for the doctoral student to carry out his working plan, monitor the progress of the student's doctoral studies, provide information related to the doctoral study process to the Committee, encourage the doctoral student's mobility, help develop research excellence across the doctoral studies, provide conclusions on the results of the doctoral student's studies and research for attestation by the Committee as well as the opinion on advisability of continuing doctoral research.

23. Research divisions of foreign doctoral institutions shall organize and coordinate doctoral courses, short-term and long-term doctoral internships, exchange of professors, the appointment of supervisors and consultants of doctoral students, execution of doctoral research and other activities provided for in agreements with foreign research and higher education institutions. Doctoral research and international relations departments of doctoral institutions coordinate doctoral study process and co-operation between partner institutions.

24. Contracts with foreign doctoral institutions are awarded for a period of 5 years, and then renewed in accordance with the procedures provided for in the agreements. The contracts stipulate activities of the Doctoral Committee, delegation of the members of the Doctoral Committee, organization of doctoral studies, admission to doctoral studies, supervision of doctoral students, evaluation and attestation of doctoral students, student and teacher exchanges, organization of doctoral research and doctoral courses, financing of doctoral studies, other conditions for organization of doctoral studies, and ensuring the continuity of doctoral studies.

25. Doctoral studies are conducted in English.

### **PART 3. ADMISSION TO DOCTORAL STUDIES**

26. No later than six weeks prior to the admission to doctoral studies, the Doctoral School announces a competition for the dissertation topics and supervisors of doctoral students. The Committee determines conditions and procedure of this competition.

27. The Committee approves the list of dissertation topics and supervisors of doctoral students. The Committee may compile a priority order of dissertation topics and supervisors of doctoral students. The conditions for admission to doctoral studies and the list of dissertation topics of and supervisors of doctoral students are announced on the internet site of the Doctoral School.

28. The criteria for admission to doctoral studies, their weighting factors and the calculation of the score of the competition shall be approved by the Committee each academic year.

29. Persons who hold a Master's Degree or an equivalent higher education qualification may apply to be admitted to doctoral studies. The Doctoral Candidate must submit his application to participate in the competition for doctoral studies to the Doctoral School. Together with the

application, the Doctoral Candidate must submit the following documents:

29.1. a Master's diploma or a diploma for completion of one-tier higher education studies with a diploma supplement (originals and copies, originals will be returned);

29.2. a certificate issued by the Center for Quality Assessment in Higher Education about the recognition of the higher education qualification acquired abroad, if the Master's Degree or an equivalent higher education qualification was acquired abroad;

29.3. recommendations of two researchers;

29.4. Curriculum Vitae;

29.5. list of research works and their copies;

29.6. research proposal;

29.7. copy of a personal identification document;

29.8. other documents listed in the advertisement regarding admission to doctoral studies.

30. The competition for admission to doctoral studies is organized by the Doctoral School and is implemented by the Committee for admission to doctoral studies (Admission Committee) formed by the Committee. An interview with the Admission Committee must be attended by all Doctoral Candidates or they may participate in the interview by way of teleconference. The Admission Committee may organize an enrolment examination.

31. The priority order made by the Admission Committee and its decision to admit the Doctoral Candidate to doctoral studies or not shall be specified in the minutes of the meeting of the Admission Committee. The Chairperson of the Admission Committee and the Secretary of the meeting shall sign the minutes. The Admission Committee shall submit enrolment results, a statement regarding admission of Doctoral Candidates, minutes of the meeting and documents to the Doctoral Committee for approval.

32. If, after the admission, there are vacancies according to the quotas available to the University or if at the beginning of the academic year some of the enrolled students fail to start studies, the Doctoral School may organize a second stage of admission according to the same procedure.

33. A person who has submitted a request to participate in the competition for doctoral studies, but has failed to be admitted, may within three business days after the announcement of the decision of the Admission Committee appeal against the decision to the head of the Administrating University. The head of the Administrating University shall evaluate and shall respond to the appeal within five business days. If the reply is negative, the person may within three business days submit an appeal to the Doctoral Committee, which must examine the appeal and provide a reply within 15 business days.

34. A person is admitted to doctoral studies by the order of the head of the doctoral institution, indicating the field of science, form of studies, length of studies and the source of financing. The order is prepared by the Doctoral School. An agreement is concluded between the doctoral student and the doctoral institution.

35. Within one month after the admission of doctoral students, the Committee shall approve the dissertation topics and supervisors of doctoral students. This is recorded in the minutes of the Committee, which is provided to the Doctoral School.

36. The Doctoral School shall keep the personal file of a doctoral student (or a doctoral student who wishes to receive the doctoral degree externally) during the entire period of his doctoral studies and for two years following the completion of doctoral studies. Subsequently the personal file is handed over to the archives of the Administrating University. The personal file shall contain:

- 36.1. an application to be enrolled in doctoral studies with annexes specified in the advertisement regarding admission to doctoral studies;
  - 36.2. documents of enrolment to doctoral studies;
  - 36.3. study agreement;
  - 36.4. working plan of the doctoral student;
  - 36.5. documents of annual attestations of the doctoral student;
  - 36.6. documents for postponing the deadline for doctoral studies and doctoral research programme;
  - 36.7. protocols of doctoral study examinations of the doctoral student;
  - 36.8. documents of internships and visits of the doctoral student;
  - 36.9. a list and copies of published scientific articles and articles accepted for publication;
  - 36.10. a decision regarding the termination of doctoral studies, if as a result of the annual attestation or any other reasons the doctoral student is expelled from doctoral studies or if the doctoral student fails to submit the dissertation for defence by the end of his doctoral studies.
  - 36.11. an application of the doctoral student to permit him to defend the dissertation and the documents related thereof (minutes of the discussion of the dissertation at the Committee, opinion of the supervisor of the doctoral students, reviews and feedback concerning the dissertation, minutes conforming the Defence Council and defence, etc.);
  - 36.12. a document signed by the Doctoral Candidate guaranteeing that the dissertation has been prepared independently;
  - 36.13. copy of the dissertation and its summary;
  - 36.14. documents certifying that the dissertation has been presented to Martynas Mazvydas National Library of Lithuania;
  - 36.15. copy of the doctoral diploma.
37. The personal file of a person who has failed to be admitted or failed to complete doctoral studies shall be stored at the Doctoral School, and subsequently at the archives of the Administering University.

#### **PART 4. SUPERVISION OF DOCTORAL STUDENTS**

38. The doctoral student's supervisor supervises research and studies of a doctoral student. Researchers who comply with the minimum qualification requirements for the positions of research staff members at state institutions of science and studies approved by Resolution No. VII-71 of 16 May 2011 of the Research Council of Lithuania 'On approval of the description of the minimum qualification requirements for the positions of research staff members at state institutions of science and studies' (hereinafter – minimum qualification requirements) for the persons who wish to hold the position of the senior member of the research staff may become supervisors of doctoral students. A supervisor may not supervise more than five students at one single time.
39. After receiving the Committee's minutes regarding the appointment of supervisors, the Doctoral School no later than one month after the admission of doctoral students, provides a list of supervisors to the head of the Administering University for approval.
40. Consultants may be assigned to doctoral students. A doctoral student shall submit a reasoned request with the supervisor's recommendation to the Committee regarding assignment of the consultant. The Committee discusses and approves assignment of the consultant by taking into

account the arguments of the doctoral student, the competence and necessity of the consultant. Consultants may be from the same or different area of science than the doctoral student and must hold a doctoral degree. The consultant shall provide consultancy to the doctoral student on specific research issues and shall coordinate research.

41. The Committee shall submit written consents of supervisors and consultants of doctoral students and the documents supporting their compliance with the qualification requirements for the participants of the doctoral study process to the Doctoral School, which stores the documents.

42. The supervisor together with the doctoral student shall prepare and verify the working plan of the doctoral student for the entire period of studies; at the beginning of each semester, the supervisor and the doctoral student shall complete a working and meeting plan between the supervisor and the doctoral student for the semester and at the end of the semester shall complete a report about the implementation of the plan; provide methodical assistance to the doctoral student, regularly monitor the process of doctoral studies of the student; assist the doctoral student on issues related with the organization of studies, carrying out research and the preparation of the dissertation; provide evaluation of the implementation of the student's working plan for attestation, the research input, and the advisability of continuing doctoral research; provide opinion on the preparedness of the dissertation for public defence where the student has submitted the dissertation; participate in the meetings where the dissertation of a doctoral student is being considered for public defence. The supervisor may advise the Committee to assign a research consultant to the doctoral student and suggest one.

43. A doctoral student has a right to request the Committee to replace the supervisor or the consultant. The decision regarding the request must be adopted within two months of its receipt. If the doctoral student's request is satisfied, the Committee, taking account of the topic of the dissertation, shall appoint another supervisor who meets the qualification requirements of a supervisor.

## **PART 5. DOCTORAL STUDENT'S WORKING PLAN**

44. The doctoral studies programme consists of at least three courses, the total scope of the courses – at least 30 ECTS credits. All study courses are taught in English unless the Committee decides differently.

45. The Committee approves study courses, language of instruction, and course curricula. The Doctoral School arranges the course plan and the schedule for lectures, seminars and examinations.

46. No later than within one month after the approval of the supervisor, the doctoral student together with his supervisor shall prepare the working plan for studies and research for the entire period of doctoral studies. Full-time doctoral students shall revise the working plan at the end of the fourth semester and part-time doctoral students – at the end of the sixth semester. Working plans agreed with supervisors are approved by the Committee.

47. Targeted scientific research is carried out from the beginning of the doctoral studies. The working plan for the studies and research of a doctoral student consists of the following: analysis of scientific literature, carrying out of scientific research, analysis of obtained data, preparation and publication of scientific articles, presentations at international conferences, internships, preparation of the dissertation, etc.

48. A doctoral student with the supervisor's consent submits an application to the Doctoral School to study doctoral courses at a foreign university. Together with the application, he shall provide the course curriculum and information about the duration of the course. The Chairman of the Committee shall decide regarding the suitability of the doctoral course at the foreign

university. Expenses of the doctoral student related to his studies of doctoral courses at a foreign educational institution shall be covered in accordance with the procedure for compensation of expenses for attending a course abroad. Study credits may be accumulated by participating at international doctoral summer schools, seminars or partial studies at a foreign university. The decision regarding recognition/transfer of these credits is taken by the Committee.

49. A doctoral student conducts doctoral studies and carries out research in accordance with the approved working plan. The content, scope, quality and deadlines of the research are evaluated during the doctoral student's assessment.

50. A doctoral institution shall provide conditions for doctoral students to use research equipment and devices available at the institution.

51. Doctoral students may request reimbursement of their expenses for participating in scientific conferences and seminars according to the procedure for conference financing.

## **PART 6. ASSESSMENT AND ATTESTATION OF KNOWLEDGE, ABILITIES AND SKILLS OF DOCTORAL STUDENTS**

52. Doctoral students take an examination at the end of each study course. An examination commission consisting of at least two members is formed for the examination. Members of the commission may include the course teachers, members of the Committee, and other researchers who are active specialists in the particular field of science, including supervisors and consultants. Examinations can be conducted both orally and in writing.

53. The results of the examination are recorded in the examination protocol and are signed by all members of the examination commission. The examination protocols are then provided to the Doctoral School; the results of examinations are stored in the academic database system.

54. If a doctoral student fails to pass an examination he may re-sit it once, but not earlier than one month after the first examination. If the doctoral student fails to re-sit the examination, the doctoral institution which organizes the doctoral course may set a fee for the student to repeat the course, which must be paid by the doctoral student.

55. If the supervisor agrees, previously taken examinations may be accepted by the Committee

56. Every year at the end of the autumn semester, the research division of the doctoral student institution assesses the academic input of the doctoral student. The minutes of the meeting are prepared by the research division and are filed in the doctoral student's file; the minutes are provided to the Committee during the spring attestation.

57. Every year at the end of the spring semester, a doctoral student presents his academic input to the Committee. The Committee evaluates how the doctoral student is implementing his working plan and the quality of his research; the Committee assesses the doctoral student: it gives the doctoral student a positive evaluation (thereby approves the continuation of the doctoral studies and verifies the working plan for the next year) or negative evaluation (thereby suggests terminating doctoral studies). The Committee submits the minutes of the attestation and documents provided by the doctoral student to the Doctoral School. A doctoral student who receives a negative evaluation is expelled from doctoral studies by the order of the head of the doctoral student institution. The Committee may decide to arrange a repeat attestation in cases when a doctoral student partly executes the study and research plan requirements. The repeat attestation may be arranged after three months. Minutes of the Committee regarding doctoral student attestation and the documents provided by doctoral students for attestation are provided to the Doctoral School where they are stored.

58. If a doctoral student fails to fulfil the requirements of the working plan for studies and research, a non-routine attestation of the doctoral student may be initiated by his supervisor,



research division and the Committee.

59. The Committee may appoint reviewers to evaluate the doctoral student's academic input. The review of research input and the dissertation is organized by the Doctoral School.

60. At the request of a doctoral student and on the recommendation of the supervisor, the head of the doctoral student's institution may postpone the deadlines for doctoral studies, research, examinations or other evaluations.

61. With the consent of the supervisor and the Chairman of the Committee, by order of the head of the doctoral student institution, he may be allowed to temporarily suspend his doctoral studies for no longer than one year. Breaks for a longer period are possible according to the procedure laid down by the laws of the Republic of Lithuania (e.g. sickness, maternity and parental leave, etc.), and other serious reasons discussed by the Committee.

62. If attestation of a full-time doctoral student who receives a state doctoral scholarship is postponed for more than for one month, on the recommendation of the Committee, the scholarship payment shall be postponed accordingly.

63. A doctoral student may carry out research or study part time at other institutions in the country or abroad. This period of time shall be included into the total duration of doctoral studies. The doctoral student may travel to such studies after submitting a previously agreed request with the supervisor and pursuant to the order of the head of the doctoral student's institution. Travel expenses and internship costs may be compensated from the projects and programmes administered by the doctoral student's institution, the doctoral student institution, the host institution, the doctoral student himself or any other sources. Administration and financing of doctoral student travels shall be carried out according to the procedure established by the doctoral student's institution.

64. A doctoral student shall perform academic practice, the scope and content of which is specified in the procedure for academic practice of doctoral students. A doctoral student may engage in pedagogical activities if this corresponds with the needs and capabilities of the doctoral student institution.

65. The Doctoral School and research divisions of doctoral institutions may organize theoretical seminars, scientific discussions, methodological workshops, summer seminars, etc. for doctoral students.

## **PART 7. PREPARATION AND EXAMINATION OF THE DOCTORAL DISSERTATION, AWARD OF THE DOCTORAL DEGREE**

66. The doctoral dissertation as a single publication (except for the case specified in Item 68 herein) consists of the text and summary of the dissertation accompanied by copies of scientific publications on the topic of the dissertation of the person who has submitted the application to defend the dissertation (hereinafter – Doctoral Candidate).

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

68. A doctoral dissertation may be submitted and defended on the basis of a set of scientific articles. In this case the dissertation must comprise an overview of at least one printer's sheet, a summary in Lithuanian or a foreign language (in a language other than the overview) and copies of scientific publications of the doctoral student on the topic of the dissertation. The key research results of the doctoral student must be published in at least four articles (of which the doctoral student must be listed first as a co-author in at least one article) in international scientific

publications with citations in the Clarivate Analytics Web of Science (CA WoS) database.

69. The doctoral dissertation must define the research problem, and the aim and objectives of the thesis, indicate the scientific novelty of the thesis and review the research carried out elsewhere in the world on the topic of the dissertation, provide theoretical substantiation for solving the research problem, introduce and substantiate methods of the research, analyze and discuss the outcome of the research, substantiate their reliability and relationship with the data of other researchers, and formulate the conclusions and other aspects, which are important in the opinion of the Doctoral Candidate. The dissertation shall be submitted together with the list of scientific conferences at which the results of the dissertation research have been presented and the Doctoral Candidate's CV with the description of his scientific and creative activity. The recommended length of the doctoral dissertation is approximately 8-10 printer's sheets. The text of the dissertation must be written in English or if the Doctoral Committee approves – in a language other than English.

70. The summary of the dissertation (recommended volume – at least 0.5 printer's sheet, but no more than 1.5 printer's sheet) shall be prepared in Lithuanian or another language (other than the text of the dissertation). If the text of the dissertation is written in a language other than Lithuanian or English, summaries must be provided in Lithuanian and English. The language of the dissertation and its summary must be grammatically correct. The summary must define the research problem, and the aim and objectives of the thesis, indicate the scientific novelty of the thesis, provide theoretical substantiation for solving the research problem, introduce research methods, key results of the research and conclusions based on the results, a list of the student's publications on the topic of the dissertation, and provide brief information about the doctoral student. The length of the summary in one language – about 1.5 printer's sheet. Example templates of the title page and the second page of a dissertation (or a monograph) and the summary are provided in Annex 1.

71. The doctoral student shall have the right to submit his doctoral dissertation for defence after he:

71.1. passes all the examinations specified in the doctoral student's working plan;

71.2. publishes the key results of the research in at least two articles published (or accepted for publication) in peer-reviewed scientific publications, one of which is an international publication where more than half of the editorial staff members are not representatives of the country in which the publication is published, or in a scientific monograph;

71.3. presents research results in at least two international scientific conferences, seminars, etc.;

71.4. completes at least one doctoral study course (6 ECTS) at a foreign institution;

71.5. performs academic doctoral practice;

71.6. meets other requirements of the Regulations.

72. A doctoral student of a doctoral institution or another research institution shall submit an application to permit him/her to defend the dissertation together with the following documents:

72.1. copies of the Master's Degree (or an equivalent) diploma and its annexes (this is not required for doctoral students of doctoral institutions);

72.2. a list of published scientific articles on the topic of the dissertation and their copies (if the article has not been published a statement from the publisher that the article has been accepted for publication must be enclosed);

72.3. Doctoral Candidate's CV with a description of his scientific and creative activity;

72.4. two copies of the printed doctoral dissertation and a summary;

72.5. reviews by the supervisor and consultants (if any) regarding the suitability of the

dissertation to be publicly defended;

72.6. consent to publish the dissertation in the Lithuanian Electronic Database of Theses and Dissertations within two weeks after the public defence.

73. Should the Doctoral School establish that the documents comply with the formal requirements, it shall submit the application with annexes to the Committee.

74. Upon receipt of the application of a doctoral student to be allowed to defend a dissertation and the manuscript of the dissertation, the Committee shall appoint at least two reviewers to assess compliance of the dissertation with specific requirements within one month following the date of receipt of the application.

75. Not later than within two months after the submission of the documents, the Chairman of the Committee shall convene a meeting of the Committee attended by the doctoral student (Doctoral Candidate) and his supervisor, and other invited researchers. The Committee listens to the doctoral student's report (about 20 minutes) on the relevance of the research, scientific problem, aim, objectives, scientific novelty and practical value of the research, theoretical substantiation for solving the research problem, outcomes of the research, relationship with the data of other researchers, and conclusions. After the doctoral student's presentation, a scientific discussion shall take place during which the opinions of reviewers are introduced, the dissertation is assessed, the doctoral student (Doctoral Candidate) answers the comments made by reviewers, members of the Committee and other invited researchers, and opinions of the supervisor (and consultants) of the doctoral student about the dissertation are presented.

76. The Committee evaluates, by providing objective justification, the scientific problem, aims and objectives of the dissertation, its scientific novelty, relevance and originality; an overview of the research carried out in the field of the defended dissertation, theoretical substantiation for solving the research problem, and research methodology; reliability and validity of the results obtained; the validity of conclusions and their conformity to research substance; compliance of the draft summary of the dissertation to the content of the dissertation; compliance of the published scientific articles and the research results presented in the dissertation with the main statements of the defended dissertation.

77. The Committee may conclude that:

77.1. The dissertation has been duly prepared, it complies with the requirements established in the Regulations of Doctoral Studies and these Regulations, the doctoral student has fulfilled the requirements established in the Regulations of Doctoral Studies and these Regulations and the dissertation can be submitted for defence without any corrections;

77.2. The dissertation and its summary must be corrected. The dissertation is returned to the doctoral student and the timeframe for correction is established;

77.3. The dissertation fails to meet the requirements.

78. If the dissertation meets all the requirements, the Committee:

78.1. Forms a Defence Council consisting of at least three academics and appoints one of its members to be the Chairman of the Council. The Committee shall ensure that there is no conflict of interests between the members of the Defence Council, the Doctoral Candidate or his supervisor (or the consultant, if the dissertation is defended externally). Members of the Defence Council must not be co-authors of publications. More than half of the members of the Defence Council must not be co-authors with the supervisor (or with the consultant, if the dissertation is defended externally) of the publications published over the past five years. At least one member of the Defence Council must be from a foreign research and higher education institution;

78.2. Decides what language shall be used during the meeting of the Defence Council;

78.3. Obligates the Doctoral School:

78.3.1. to obtain consents from the prospective members of the Defence Council and the documents supporting compliance of the participants of the defence procedure with the qualification requirements (CV with descriptions of scientific and creative activities, lists of publications, etc.);

78.4. suggests the date for the defence of the dissertation;

79. Upon receipt of the minutes of the Committee concerning the permit to allow the doctoral student to defend his dissertation, draws up the plan for completion and publication of the dissertation and provides it to the doctoral student for execution. The costs of printing and sending the dissertation and the summary are paid by the doctoral student's institution.

80. The Doctoral School no later than within 30 calendar days prior to the defence of the dissertation shall perform the following:

80.1. submit the dissertation (and the summary) to members of the Defence Council;

80.2. provide information about the dissertation to be defended in the dissertation database administered by the Research Council of Lithuania in the prescribed manner;

80.3. send a notification about the dissertation to be defended to the Lithuanian and foreign research and higher education institutions approved by the Committee. The notification shall specify the name and surname of the Doctoral Candidate, the institution in which the dissertation has been prepared, name of the supervisor (or the consultant, if the dissertation is defended externally) and the members of the Defence Council (academic degree, name, surname, the field (fields) and area (areas) of science and institution), title of the dissertation, place and time of defence, and address.

81. Members of the Defence Council shall provide their reviews on the dissertation in writing not later than five days prior to the defence of the dissertation to the Doctoral School. The Department shall pass the reviews to the doctoral student.

82. The dissertation is defended in the English language at a meeting of the Defence Council. If another language is used, the Committee determines the need for any translations. The meeting of the Defence Council is organized according to the Regulations of the Defence Council for the defence of dissertations. The Chairman of the Council chairs the meeting. The meeting is quorate if it is attended by more than half of the members of the Defence Council (including those who participate by way of teleconference). If the Council consists of three members, the meeting shall be deemed quorate when all members take part. The opinions of the members of the Defence Council who attend the meeting and other comments received shall be read out during the meeting.

83. If the dissertation contains commercial secrets or other confidential information, the Committee may decide that the thesis be defended in a closed meeting. The notification about the defence of the dissertation must indicate that the dissertation will be defended at a closed meeting.

84. During the defence, the Doctoral Candidate shall present the key results and conclusions of his thesis, specify his contribution to the publications presented in the dissertation. Members of the Defence Council shall reasonably assess the scientific level of the dissertation, the novelty and originality of its results, and the reliability and validity of the conclusions, and indicate its shortcomings and inaccuracies; during the defence procedure the Defence Council shall assess the scientific competence of the Doctoral Candidate. The Doctoral Candidate shall answer any questions and respond to comments.

85. After the discussion with the Doctoral Candidate, members of the Defence Council decide by secret voting on the award of the doctoral degree. Members of the Defence Council who participate in the meeting by way of teleconference also vote. If the defence of the dissertation is organized remotely, i.e. at least one member of the Council participates by way of

teleconference, secret voting is executed via the internet. Results of internet voting are provided to the Chairman of the Council. All members of the Council attending the meeting complete secret voting forms. The results are announced by the Chairman of the Defence Council.

86. The decision to award the doctoral degree is taken if more than half the members of the Defence Council vote for it. The protocol with the results shall be signed by all the members of the Defence Council who participated in the meeting directly.

87. If the Defence Council decides that the doctoral degree shall not be awarded, the amended and/or supplemented dissertation can be submitted for defence after one year. In this case the dissertation is defended externally according to the requirements of Part 8 of these Regulations. If the fact of academic dishonesty (plagiarism, and/or other violation of academic ethics and procedures) is established, the dissertation cannot be defended.

88. The Doctoral School administers the documents of the Defence Council and organizes the meeting. Following the defence of the dissertation, all documents of the defence, including the minutes of the meeting and the decision of the Defence Council concerning the award of the doctoral degree to a doctoral student shall be provided to the Doctoral School. On the basis of the documents, the Doctoral School issues a doctoral diploma.

89. The Doctoral School shall notify the Research Council of Lithuania in the manner prescribed by the Council about the results of the defence of the dissertation than within 20 business days after the meeting of the Defence Council for the defence of a dissertation. Within two weeks following the public defence of the dissertation, one copy of the defended dissertation (except for dissertations defended at a closed meeting) shall be provided to Martynas Mazvydas National Library of Lithuania and published in the Lithuanian Electronic Database of Theses and Dissertations (ETD).

90. If a doctoral student submits the dissertation by the end of his doctoral studies but fails to defend it, the dissertation can be defended according to the standard procedure within 12 months following the completion of doctoral studies. If the dissertation is not defended during this period, it shall be defended externally according to the requirements of Part 8 of these Regulations. The dissertation is deemed to be defended in due time if it is defended no later than one year from the end of the doctoral studies.

## **PART 8. AWARD OF THE DOCTORAL DEGREE EXTERNALLY**

91. A person who holds a Master's Degree or an equivalent higher education shall be entitled to acquire a doctoral degree externally (hereinafter – external Doctoral Candidate). An external Doctoral Candidate must have a scientific monograph published or the key results of his dissertation published in at least two scientific articles published in reviewed scientific publications, specified in Item 71.2 and must prepare a dissertation.

92. An external Doctoral Candidate shall submit an application to the head of the doctoral institution to permit him to defend the doctoral dissertation together with the following documents:

92.1. manuscript of the dissertation or a published scientific monograph;

92.2. list of scientific publications and their copies;

92.3. copies of the Master's Degree (or an equivalent higher education qualifications) diploma and its annexes and a certificate issued by the Center for Quality Assessment in Higher Education about the recognition of the higher education qualification acquired abroad;

92.4. certified copies of the protocols of the doctoral study examinations (if any) or their excerpts;

92.5. CV with a description of scientific and creative activity;

92.6. a copy of a personal identification document.

93. The head of the doctoral institution or his designated representative shall forward the application to the Doctoral School. After establishing that the application meets the admission requirements, the Doctoral School shall submit the application and its annexes to the Committee.

94. The Committee shall examine the submitted material within 3 months of the receipt of the application and decide if the manuscript of the dissertation or an issued monograph meets the requirements for a doctoral dissertation.

95. The Committee shall appoint at least two experts to evaluate the dissertation. The Committee shall also convene a meeting at which the Doctoral Candidate presents the dissertation and the Committee determines whether the submitted material meets the requirements of these Regulations.

96. If Committee takes a positive decision, the Committee shall perform the following as prescribed in these Regulations:

96.1. assign a research consultant to the external Doctoral Candidate and submit this information to the head of the doctoral institution for approval;

96.2. establish the compulsory doctoral courses and the timeframe of examinations; appoint the examination commission (commissions); and decide regarding the recognition of the course examinations already taken;

96.3. set the date for the dissertation defence, which must be within one year of this decision.

97. An external Doctoral Candidate shall compensate the costs of the doctoral institution that are directly related to the acquisition of the doctoral degree.

98. If the Committee rejects the application of an external Doctoral Candidate to defend his dissertation, the external Doctoral Candidate shall have the right to re-submit an application to defend the dissertation after one year.

## **PART 9. AWARD AND REVOCATION OF THE DOCTORAL DEGREE**

99. The doctoral institution awards the doctoral degree and diploma if a person defends his dissertation. The registered doctoral diploma shall be issued to the researcher according to the procedure specified by the doctoral institution. The form of the doctoral diploma and the procedure for production of diploma forms, accounting and registration of diplomas are established by legal acts of the Republic of Lithuania and foreign doctoral institutions.

100. The institution which awards the degree may revoke its decision to award a degree (including degrees awarded prior to the entry into force of these Regulations):

100.1. If the fact of academic dishonesty is established;

100.2. If the doctoral degree is awarded in breach of these Regulations.

101. The academic degree is revoked where the Supervisor of Academic Ethics and Procedures takes a decision to this end. The Supervisor of Academic Ethics and Procedures may obligate the institution to revoke the order to award a degree passed prior to the entry into force of these Regulations.

102. If the institution which awards the academic degree is liquidated, the Board shall take a decision regarding revocation of the academic degree.

103. An appeal regarding an academic degree which was not awarded or regarding the rejection of an application to defend a dissertation and other matters concerning doctoral studies shall be

field with the head of the doctoral institution according to the procedure laid down by the institution. The head of the doctoral institution passes the appeal to the Committee and/or the relevant subdivisions or specially established structures for examination. The appeal must be discussed and a decision must be passed within 2 months from the date of receipt. A reply on behalf of the head of the doctoral institution is submitted to the applicant within 30 days of the adoption of the decision.

104. A complaint regarding an academic degree which was not awarded may be field according to the procedure established by legal acts to the Supervisor of Academic Ethics and Procedures.

## **PART 10. ENSURING QUALITY AND ETHICAL STANDARDS IN THE DOCTORAL STUDY PROCESS**

105. The Committee shall regularly assess the doctoral programme, the quality of its implementation and the organization of the doctoral study process and submit recommendations for improvement to the Doctoral School, the heads of doctoral institutions or their authorized representatives.

106. At the end of each academic year the Chairman of the Committee shall submit a report during the Committee meeting about the organization of doctoral studies, research conducted by doctoral students, publications, student internships, doctoral courses, participation in scientific conferences and seminars, and other relevant information. The Committee reviews the situation of doctoral studies, the quality of doctoral research and takes decisions on their improvement. The Committee's decisions shall be implemented by the Doctoral School and doctoral institutions.

107. The quality of doctoral studies is ensured according to the Regulation for Attestation of Doctoral Students approved by the Committee, the consultancy and working plan of the doctoral student and the supervisor, Evaluation Procedure of Courses; Procedure for Taking a Course Abroad, Conference Financing Procedure and Regulations of Academic Practice of Doctoral Students.

108. Doctoral students are attested by the Committee according to the Regulations for Attestation of Doctoral Students. The Regulations provide recommendations regarding full-time and part-time doctoral studies, research and preparation of the doctoral dissertation at the end of each year of doctoral studies.

109. At the beginning of each semester the doctoral student together with his supervisor shall prepare a consultancy and working plan for the semester with consultation dates and tasks. At the end of a semester the doctoral student shall provide a report on the consultancy and working plan of the student and the supervisor with their comments and signatures.

110. After completion of each doctoral study course, a survey of doctoral students is carried out based on the Questionnaire on the Doctoral Study Course. The results of the evaluation are discussed by the Committee and are presented to the course teacher who, depending on the evaluation results and the Committee's recommendations, shall improve the course. If there are any significant quality problems, the Committee shall take decisions on the improvement of the course description or replacement of the academic staff.

111. The costs of doctoral student internships and courses attended at foreign universities shall be compensated on the basis of the Procedure for Taking a Course Abroad. The costs of attending conferences by doctoral students shall be compensated in accordance with the Conference Financing Procedure.

112. Academic practice of doctoral students is carried out according to the Regulations of Academic Practice of Doctoral Students, which defines the content, scope and organization of the academic practice for doctoral students.

113. Every five years the Doctoral School shall carry out an assessment of the careers of graduates and shall submit the results to the Committee, doctoral institutions and persons in charge at these institutions.

114. The high ethical standards of international science, higher education, publishing organization and research organization and publication shall apply to doctoral studies and must be observed by all participants of the doctoral study process: Committee members, members of the Defence Council, doctoral supervisors, consultants, doctoral students, doctoral research departments, administrative staff of doctoral institutions, and other persons related to doctoral studies. Doctoral students are familiarized with ethical requirements at the beginning of their doctoral studies.

115. Doctoral institutions are governed by codes of ethics; ethics committees examine violations of ethics. The Doctoral School has a Procedure for Filing and Considering Appeals. Based on the procedure, a doctoral student may appeal against the administrative or academic decisions of the course teacher, administration employee or any other person who prevents or otherwise impedes a student seeking an academic degree.



**ANNEX 1**

Example templates of the title page and the second page of a dissertation (or of a summary in case of a monograph)

Example No. 1. *Example templates of the title page of a doctoral dissertation*

(NAME OF THE INSTITUTION WHERE THE DOCTORAL DISSERTATION IS  
DEFENDED)

Student's first name, surname

TITLE OF THE DISSERTATION

Doctoral Dissertation

Social Sciences, Management, 03S

Vilnius, 201X

Example No. 2 *Example template of the second page of a doctoral dissertation*

The dissertation was prepared in 20\_\_-20\_\_ at (name of the doctoral institution) under the right of doctoral studies granted to ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]) by Order No. V-574 of 17 July 2017 of the Ministry of Education and Science of the Republic of Lithuania.

*(Where the dissertation is defended externally)*

The dissertation was prepared in 20\_\_-20\_\_ at (name of the institution) and in 20\_\_-20\_\_ at (name of the doctoral institution) under decree (number) for the right of doctoral studies granted to ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]) by Order No. V-574 of 17 July 2017 of the Ministry of Education and Science of the Republic of Lithuania.

The dissertation is defended externally.

**Supervisor:**

Prof. Dr Habil. first name, surname (name of the institution, study area and field, code of the study field). *(If there are two supervisors, the supervision period of each must be specified).*

**Research consultants:**

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

*(Where the dissertation is defended externally)*

**Research consultant:**

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

The dissertation is defended in the field of management at ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]):

**Chairman:**

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

**Members:**

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

Prof. Dr. Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

Dr. first name, surname (name of the institution, country, study area and field, code of the study field)

Assoc. Prof. first name, surname (name of the institution, country, study area and field, code of the study field)

The official defence of the doctoral dissertation will be held at a public/closed meeting of the Defence Council in the field of management on \_\_\_\_\_ (day), \_\_\_\_\_ (month), \_\_\_\_\_ (year), (time) at (name of the institution, room).

Address: Arklių g. 18, (hall), Vilnius, LT-01129, Lithuania, email doktorantura@ism.lt

The dissertation is available at (list of institutions in alphabetical order) and at Martynas Mazvydas National Library of Lithuania.

Example No. 3 *Example template of the title page of the summary of a doctoral dissertation*

(NAME OF THE INSTITUTION WHERE THE DOCTORAL DISSERTATION IS  
DEFENDED)

Student's first name, surname

TITLE OF THE DISSERTATION

Summary of the Doctoral Dissertation

Social Sciences, Management, 03S

Vilnius, 201X

Example No. 4 *Example template of the second page of the summary of a doctoral dissertation*

The dissertation was prepared in 20\_\_-20\_\_ at (name of the doctoral institution) under the right of doctoral studies granted to ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]) by Order No. V-574 of 17 July 2017 of the Ministry of Education and Science of the Republic of Lithuania.

*(Where the dissertation is defended externally)*

The dissertation was prepared in 20\_\_-20\_\_ at (name of the institution) and in 20\_\_-20\_\_ at (name of the doctoral institution) under decree (number) for the right of doctoral studies granted to ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]) by Order No. V-574 of 17 July 2017 of the Ministry of Education and Science of the Republic of Lithuania.

The dissertation is defended externally.

Supervisor:

Prof. Dr Habil. first name, surname (name of the institution, study area and field, code of the study field). *(If there are two supervisors, the supervision period of each must be specified).*

Research consultant:

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

*(Where the dissertation is defended externally)*

Research consultant:

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

The dissertation is defended in the field of management at the ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]):

**Chairman:**

Prof. Dr Habil. first name, surname (name of the institution, study area and field, code of the study field)

**Members:**

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

Prof. Dr Habil. first name, surname (name of the institution, country, study area and field, code of the study field)

Dr first name, surname (name of the institution, country, study area and field, code of the study field)

field)

Assoc. Prof. first name, surname (name of the institution, country, study area and field, code of the study field)

The official defence of the doctoral dissertation will be held at a public/closed meeting of the Defence Council in the field of management on \_\_\_\_\_ (day), \_\_\_\_\_ (month), \_\_\_\_\_ (year), \_\_\_\_\_ (time) at (name of the institution, room).

Address: Arklių g. 18, (hall), Vilnius, LT-01129, Lithuania

The summary of the doctoral dissertation was dispatched on (date).

The dissertation is available at (list of institutions in alphabetical order) and at Martynas Mazvydas National Library of Lithuania.

**Doctoral studies in the field of management organized by ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia])**

**REGULATIONS OF THE DEFENCE COUNCIL OF DOCTORAL DISSERTATIONS**

**1. General part**

1. These Regulations establish the procedures of the Defence Council of doctoral dissertations. The Defence Council was established by ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]) in accordance with the Regulations of Doctoral Studies approved by Order No. 561 of 8 March 2017 of the Minister for Education and Science of the Republic of Lithuania (hereinafter – Defence Council).
2. The Doctoral School shall administer the documents of the Defence Council and organize a meeting for the defence of a dissertation.
3. The Chairman of the Defence Council shall organize the work of the Defence Council (hereinafter – Chairman). The Chairman shall:
  - 3.1. examine the file of the person who will defend the dissertation in advance and ascertain that the file and all the documents of the meeting (voting forms, voting protocol form, etc.) are in place;
  - 3.2. examine all feedback that must be submitted during the meeting of the Defence Council or shall delegate this to a member of the Defence Council;
  - 3.3. ascertain that the meeting has been properly prepared (preparations have been made for sound recording or shorthand, display of visual material and, if necessary, for translation);
  - 3.4. chair the Defence Council meeting (if the Chairman appointed by the Rector of the University is unavailable, members of the dissertation Defence Council shall elect another its members as the Chairman);
  - 3.5. sign the documents of the meeting of the Defence Council.
4. A member of the Defence Council shall:
  - 4.1. examine the dissertation submitted for defence and its summary in advance and evaluate whether it is the original research work, which summarizes the research conducted by the doctoral student, explores a scientific problem of the study field, and whether its contents meet the requirements for a doctoral dissertation specified in the Regulations of Doctoral Studies in the field of management of ISM University of Management and Economics, UAB (together with Aarhus University [Denmark], BI Norwegian Business School and Tartu University [Estonia]);
  - 4.2. evaluate scientific publications of the Doctoral Candidate, their scientific value and whether these publications have been published in appropriate scientific publications.
5. The meeting of the Defence Council is public. If the meeting is closed, it shall be attended only by the members of the Defence Council, doctoral student, his supervisor and consultants.

**2. Procedure of the meeting for the defence of a doctoral dissertation**

6. The procedure of the meeting for the defence of a doctoral dissertation is as follows:

6.1. The Chairman of the Defence Council having assured that the meeting is attended by more than half of the members of the Defence Council, including those participating by way of teleconference (if the Defence Council consists of three members, the meeting is quorate if all members are present), and that the members of the Defence Council who are not participating have provided their comments on the dissertation in writing, notifies the participants of the meeting about it and introduces members of the Defence Council and the Doctoral Candidate's file;

6.2. The Doctoral Candidate presents the relevance, scientific problem, aim, objectives, research methodology, key results and conclusions of the dissertation. Duration of the presentation is approximately 20 minutes.

6.3. The Supervisor and consultants of the Doctoral Candidate provide their comments;

6.4. The Chairman of the Defence Council announces a scientific discussion, which is started by members of the Defence Council. They must provide reasoned assessment of the scientific level of the dissertation and the validity of conclusions, compliance of the dissertation, its summary and publications to the requirements of the Regulations of Doctoral Studies. Members of the Defence Council must ask the Doctoral Candidate questions;

6.5. The Chairman of the Defence Council or its delegated member of the Defence Council publicly reads additional comments on the dissertation or, if members of the Defence Council agree, provides notes and conclusions of the comments, while the Doctoral Candidate must respond to them;

6.6. Other participants of the meeting are provided with an opportunity to make comments; the Doctoral Candidate must be allowed to respond to each comment;

6.7. At the end of the discussion the Doctoral Candidate speaks;

6.8. At the end of the discussion the Chairman of the Defence Council invites members of the Defence Council to vote in secret. Voting takes place only in the presence of the members of the Defence Council, all others present leave:

6.8.1. The Chairman of the Defence Council distributes voting forms to the members directly. Once those who are actually present at the meeting have voted, those members participating by way of teleconference notify the Chairman of their vote by electronic means of communication. The Chairman notes the vote of the member participating by way of teleconference in the voting form and signs;

5.8.2. After voting, the Chairman of the Defence Council calculates the votes and fills in the voting protocol; members of the Defence Council shall have the right to verify the voting results;

5.8.3. Members of the Defence Council shall confirm the voting results by open voting and shall sign the voting protocol and the decision of the Defence Council on whether the Doctoral Candidate is awarded the doctoral degree.

5.9. The Chairman of the Defence Council reads aloud the decision of the Defence Council to the participants of the meeting and announces the end of the meeting

6. After the end of the meeting, the Chairman of the Defence Council returns the documents to the Doctoral School.

7. The Chairman of the Defence Council inspects and signs the minutes of the meeting prepared on the basis of shorthand or recording of the meeting.

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