

# VILNIUS UNIVERSITY REGULATION ON DOCTORAL STUDIES

## I. GENERAL PROVISIONS

1. Vilnius University Regulation on Doctoral Studies (Regulation), prepared in accordance with the Regulations on Doctoral Studies approved by Decision No. 561 of the Government of the Republic of Lithuania on 12<sup>th</sup> of May, 2010, regulates the procedure of doctoral studies (doctoral studies), including the preparation of doctoral dissertation and granting of doctoral degree in science (PhD) at Vilnius University (University).
2. The purpose of doctoral studies is to train scientists capable of working in scientific research and development and able to solve scientific problems. A person who has successfully completed doctoral studies and received a doctoral degree is expected to have acquired satisfactory competence, knowledge, and specialized skills required to solve problems in the area of contemporary research, to keep expanding this knowledge and use it for the enhancement of professional practice; a doctoral graduate is expected to be able to work autonomously and possess profound understanding of science and his profession in order to be able to generate new ideas or processes to be used in his field of study or in any other areas.
3. The right to award scientific degrees is granted to Vilnius University, which is authorized by the Ministry of Education and Science to grant doctoral degrees individually or in co-operation with other Lithuanian or foreign institutions of higher education. With this right being granted, the Rector, upon the submission of the councils of core academic units, appoints a Doctoral Studies Committee for the relevant field(s) of science, its Chairman and the regulation for the doctoral study. The Committee is to be composed of at least nine prominent scientists who meet the qualification requirements applicable to lead researchers as established in the Regulations on the Competition to Fill Positions and Performance Evaluation of the Pedagogical and Research Staff of Vilnius University.
4. A doctoral degree may be awarded to a person who has successfully completed regular or extended doctoral studies and defended a doctoral dissertation, or it may be awarded to a person who has defended a doctoral dissertation externally.
5. Doctoral students are postgraduate students and researchers. Doctoral students may be employed in a full-time or part-time position at the units of the University with a possibility to participate in the process of study and research. By a decision of the councils of the core academic units, a pedagogical practice for the duration of up to 100 academic hours may be provided for doctoral students (except those at their first and final year of study).
6. In order to facilitate and promote international exchange, joint doctoral programmes with foreign universities may be implemented. In such a case, a doctoral student, the relevant foreign university, and Vilnius University conclude a trilateral agreement for joint doctoral studies and agree on the study conditions and mutual obligations.

## II. ORGANIZATION OF DOCTORAL STUDIES

7. Doctoral studies are supervised by the Pro-Rector under the authorisation of the Rector.

8. Doctoral studies are organized by:

8.1. **Department of Doctoral and Residency Studies**, which organizes and coordinates the process of doctoral studies in accordance with the Law on Higher Education and Research, the Statute of Vilnius University, the Regulations of the Department of Doctoral and Residency Studies, the Regulations on Doctoral Studies approved by the Government of the Republic of Lithuania, and the present Regulation.

8.2. **Doctoral Studies Committee** – a group of prominent scientists responsible for the implementation of doctoral studies and research in the relevant field(s) of science. The basic functions of the Committee are the following:

8.2.1. to submit dissertation themes to the Rector to be presented for the competition for the admission to doctoral studies;

8.2.2. to submit a composition of commissions for the entrance examinations to doctoral studies to be approved by the Rector;

8.2.3. to approve doctoral study plans;

8.2.4. to approve the individual study and research plans of the students admitted to doctoral studies;

8.2.5. to submit a list of doctoral research supervisors to be approved by the Rector;

8.2.6. to implement doctoral students' performance evaluation and prepare the relevant documentation;

8.2.7. to discuss a prepared dissertation and decide on its presentation for public defence;

8.2.8. to submit the composition of the Dissertation Defence Board to be approved by the Rector;

8.2.9. to guarantee the appropriate scientific level of the dissertations submitted for defence.

8.3. **Doctoral research supervisor:**

8.3.1. together with the doctoral student, prepares an individual doctoral study and research plan to be approved by the Doctoral Studies Committee;

8.3.2. provides the doctoral student with scientific and methodical assistance;

8.3.3. renders assistance to the doctoral student on the issues related with the organization of the studies and the preparation of a dissertation;

8.3.4. sanctions the doctoral student's requests for a period of study at foreign universities, participation at seminars, conferences, study visits, academic leave of absence, etc.;

8.3.5. along with the doctoral student, is responsible for the quality of preparation of the doctoral dissertation.

8.4. **Councils of core academic units:** determine the role of the departments or other branch units in the process of doctoral studies.

9. Upon the presentation of the Doctoral Studies Committee, meetings of the councils of core academic units approve a list of study subjects for every field of science, their course unit titles, the number of credits, consulting lecturers. The information is published on the University website.

10. A doctoral student studies at least three subjects. The total programme of doctoral studies entails at least 20 credits; from 1<sup>st</sup> of September, 2011 – at least 30 credits. Credits can also be acquired at international doctoral summer schools held within the framework of a period of study abroad. Decisions on their acceptance are taken by the Doctoral Studies Committee.

11. The research plan of a doctoral student includes: study of scientific literature, research and its presentation at scientific conferences, analysis of the collected data, preparation of scientific articles, working at the dissertation, etc. A doctoral student is entitled to have access to any necessary research equipment contained in laboratories and other units of the university. Doctoral research may also be carried out in foreign universities and research institutes.

### **III. ADMISSION TO DOCTORAL STUDIES**

12. A competition for the admission to doctoral studies is announced by the Rector upon receiving a list of dissertation themes compiled in accordance with the areas of research and approved by the Doctoral Studies Committee. The list and the procedure of admission to doctoral studies is approved by the Order of the Rector and posted on the University website at least 2 months before the date of admission to the doctoral studies. If the right to organise doctoral studies is granted to the University in cooperation with other educational institutions, admission to the doctoral studies is announced separately by the institutions concerned.

13. State financed doctoral study positions for each field of science are determined by the Ministry of Education and Science in accordance with the outcomes of research and doctoral studies. The study positions are distributed among the core academic units of the University by the Order of the Rector. Upon the submission of the faculties, the Rector also approves the paid doctoral study positions.

14. Participation at a competition for doctoral studies is permitted to persons who have a Master's qualification degree or a higher education degree equivalent to it. Applicants have to submit to the Department of Doctoral and Residency Studies the following documents:

14.1. an application addressed to the Rector (indicating the form of studies);

14.2. a copy of the Master's diploma or of a higher education diploma equivalent to it;

14.3. Curriculum Vitae;

14.4. recommendation by two academic referees from the relevant field of science;

14.5. a list of research works and their copies, conference reports, works awarded at academic competitions;

14.6. a completed questionnaire (published on Vilnius University website);

14.7. a copy of the passport or identification card.

15. The admission competition to doctoral studies is held in the period of June and July. Upon the submission of the Doctoral Studies Committee, commissions for the admission to doctoral studies are formed by the Order of the Rector under the fields of science. The criteria for enrolment are: an examination or a research project, or an interview, which are evaluated by a system of grades. The competitive score is calculated taking in regard the applicant's grade point average and the merits of his research works. In its Resolution, a Doctoral Studies Committee lists the applicants to doctoral studies in the order of precedence based on the enrolment criteria and submits to the Department of Doctoral and Residency Studies.

16. Admission of the applicants to doctoral studies is recorded in the Order of the Rector based on the Resolution of the Doctoral Studies Committee indicating the name of the doctoral student, the faculty, direction of science, form of studies, and the scholarship coefficient.

17. The applicants who have failed to be accepted to the state funded study positions may choose the paid doctoral studies and pay the study fees determined by the Senate.

18. Doctoral students who have voluntarily or by a decision of the Doctoral Studies Committee terminated their doctoral studies may not apply for state funded doctoral study positions repeatedly.

19. Study agreements are concluded with the admitted students. The duration of regular doctoral studies is up to 4 years, extended studies last up to 6 years. The studies begin on the 1st of October.

20. In the case where not all available state funded doctoral study positions are filled during the regular admittance procedure, an additional competition may be held under the same procedure.

21. Citizens of foreign states (other than the European Union (EU) Member States) who have a Master's qualification degree or a higher education degree equivalent to it and are applying to doctoral studies, in addition to the documents listed in Paragraph 14, are also required to present a document to certify the academic qualification acquired abroad and pay the study fee established by the Senate.

22. Citizens of foreign states (other than the EU Member States) admitted to doctoral studies have to acquire residence permit under the procedure established by the laws of the Republic of Lithuania.

23. EU citizens participate in the competition under the regular procedure.

#### **IV. PROCESS OF DOCTORAL STUDIES**

24. In performing the doctoral studies and research, a doctoral student is guided by the doctoral supervisor and, if necessary, by a consultant, who have to meet the qualification requirements determined by the Doctoral Studies Committee. A doctoral supervisor may at the same time supervise the study of up to five doctoral students. The Doctoral Studies Committee must within days 10 from the day of admission present a list of doctoral supervisors and consultants to be approved by the Rector.

25. A doctoral student has the right to file a reasoned appeal with the Doctoral Studies Committee requesting to replace his supervisor. The appeal of the doctoral student is to be examined and a decision taken within two months. An appeal may be submitted at least one year before the end of the doctoral studies.

26. Within one month from the beginning of the doctoral studies, a doctoral student, assisted by his supervisor, prepares an individual plan for his study, research, publication of findings, and preparation of a doctoral dissertation. Individual doctoral study plans are approved and amended, if necessary, at a meeting of the Doctoral Studies Committee.

27. A doctoral student attends the selected courses under the established procedure or studies individually consulted by his consultant. The study course of each subject ends with an examination.

28. A doctoral student takes the examinations indicated in the study plan before a commission formed by the order of the head of the core academic unit. The commission consists of the chairman and two members. All the three commission members must hold academic degrees. The commission may include a subject consultant. In case of a failure, the examinee is entitled to one retake of the examination, but not before the expiry of a period of two months. If the examination is failed for the second time, an extraordinary evaluation of the doctoral student's performance is conducted.

29. The results of the passed examinations are recorded in the examination report. A copy of the report is posted on the University webpage.

30. After the doctoral examinations, the orders of the head of the core academic unit on the formation of the examination commission and on the dates of the examinations, as well as the report on the examination results are presented to the Department of Doctoral and Residency Studies.

31. Upon the submission of the doctoral supervisor, the previously taken examinations in the subjects studied within the framework of the doctoral programme may be accepted as passed by a decision of the Doctoral Studies Committee based on the records of the examinations taken or other documents proving the passing of examinations presented by the doctoral student. All the relevant documents are presented to the Department of Doctoral and Residency Studies.

32. A doctoral student is allowed to take a period of study in the universities abroad, participate in conferences, seminars, etc. by the Order of the Rector based on an application of the student endorsed by the doctoral supervisor and presented to the Department of Doctoral and Residency

Studies. During the whole duration of the study trip, which is included into the total time of study, the doctoral student receives the scholarship in accordance with the scholarship regulations of Vilnius University. Study trips may be financed from the doctoral studies mobility funds, the University Research Fund, reimbursed by the host party, or financed from the other recourses.

33. For important reasons (childbirth, parental leave, illness, etc.), a doctoral student is entitled to take an academic leave of absence. In the case of illness, childbirth, parental leave or for any other important reasons, the period of doctoral studies is extended upon the presentation of the necessary documents (the doctoral student's application to the Rector endorsed by the doctoral supervisor, medical documentation, pregnancy and birth certificate, etc.) to the Department of Doctoral and Residency Studies. An academic leave of absence is granted by the Order of the Rector based on the supporting documents presented. No scholarship is paid for the period of an academic leave of absence.

34. If a doctoral student, for no valid reason, fails to start his studies on time or present a plan of studies and research as requested, or within 15 running days fails to return from academic leave of absence, a study trip, etc. to continue his doctoral studies without any valid reasons, he is expelled from the University.

35. A doctoral student's annual leave lasts from the 1<sup>st</sup> of July until the 3<sup>rd</sup> of August (unless stated otherwise in the doctoral study plan).

36. Every year in October and November, the Doctoral Studies Committee conducts a performance evaluation of doctoral students. The doctoral students present a progress report on the implementation of their study and research plan. If a doctoral supervisor is not able to participate at his doctoral student's performance evaluation due to objective reasons, he has to presents the student's performance evaluation in writing to the Chairman of the Doctoral Studies Committee. The documentation related with the evaluation is presented to the Department of Doctoral and Residency Studies.

36.1. When necessary, an extraordinary performance evaluation of a doctoral student may be conducted. Failure at the performance evaluation results in the expulsion of the doctoral student concerned by the Order of the Rector.

36.2. A doctoral student may also be expelled for a conduct incompatible with the code of ethics of the academic society.

37. In exceptional circumstances (illness, study trip abroad, etc.), the examination dates and other deadlines specified in the individual programme of a doctoral student may be postponed. Such issues are decided at a meeting of the Doctoral Studies Committee. The minutes of the meeting are presented to the Department of Doctoral and Residency Studies.

38. A doctoral dissertation must be defended during the period determined for the doctoral studies. If a doctoral student presents the dissertation before the end of the doctoral studies but fails to defend it in due time, the dissertation can be defended 12 months after the end of the doctoral studies under the regular procedure. Otherwise, the dissertation is defended externally.

## **V. DOCTORAL DISSERTATION**

39. A doctoral dissertation consists of the dissertation text, an abstract and copies of research publications related with the theme of the dissertation. The recommended size of a dissertation is from 4 to 10 printer's sheets (1 printer's sheet equals to 40 000 characters).

40. A research monograph written without co-authors can also be presented for defence as a doctoral dissertation. A monograph is presented together with an abstract written in the language other than the text of the monograph. Other scientific publications are submitted if they are necessary for a comprehensive presentation of the dissertation theme.

41. A dissertation must contain: a defined research goal and resolution of tasks, indication of the novelty of the research work, a survey of the relevant research carried in the world and the research methods employed, an analysis of the results obtained, their reliability and relation with the data of other researchers, and conclusions. The dissertation may also include other aspects deemed important by the doctoral student. A list of scientific conferences where the findings of the research were presented and a summary of the doctoral student's academic and life history (CV) must also be attached.

42. The dissertation text must be written in the Lithuanian language or, upon the consent of the doctoral supervisor and the Doctoral Studies Committee, in any other language. Abstracts of a dissertation or a scientific monograph to be defended are written in a language other than the language of the dissertation or monograph. If a dissertation is written in a language other than Lithuanian, the abstract has to be presented in the Lithuanian language. A dissertation must be written in an appropriate language in accordance with the requirements of the register and the culture of language.

43. The abstract of a dissertation or a monograph to be defended must amount to at least one printer's sheet. The abstract is presented for publishing after the composition of the Dissertation Defence Board and the date of defence are approved by the Order of the Rector. The abstract includes a definition of the issue under research, the goals and tasks of the research work, a description of the scientific novelty of the work, research methodology, the main outcomes and the resultant conclusions defended by the doctoral student.

44. A dissertation and its abstract have to indicate the doctoral supervisor, a consultant (if any), and the abstract must also state the composition of the Dissertation Defence Board. In the case where the doctoral supervisor was replaced, the previous doctoral supervisor and the time period of his supervision must be indicated in the dissertation and its abstract. The title page and the second page of a dissertation and its abstract are laid out in accordance with the prescribed form.

## **VI. DEFENCE OF A DOCTORAL DISSERTATION**

45. A doctoral student can present his doctoral dissertation for defence when he:

45.1. has passed all the examinations envisaged in the doctoral study plan;

45.2. has prepared at least two articles on the main research findings published (or accepted for publishing) in refereed scientific publications or in a scientific monograph;

45.3. has presented the findings of his research at international scientific events;

45.4. satisfies other requirements determined in the Regulation.

46. Upon receiving a doctoral student's request for a defence of the dissertation, the Doctoral Studies Committee appoints dissertation opponents who make a comprehensive analysis of the work and present their assessment at the Committee meeting. In its deliberations, the meeting evaluates the dissertation, scientific publications, the results of the examinations passed, participation at scientific conferences, and takes a decision both on the compliance of the dissertation with the relevant requirements and the eligibility of the dissertation for public defence.

47. When a dissertation complies with the requirements:

47.1. The Doctoral Studies Committee forms a Dissertation Defence Board composed of the chairman appointed by the Committee and 4 members and presents it for the approval of the Rector. The date and place of the defence of the dissertation are determined in the Order of the Rector;

47.2. In order to avoid a conflict of interests, the doctoral supervisor (or the consultant, if the dissertation is defended externally) may not act as a member of the Dissertation Defence Board. At least one member of the Dissertation Defence Board has to be from a foreign science and education institution. In the case of the defence of a dissertation in the Lithuanian studies, scientists from abroad are included only if requested;

47.3. The working language of the public defence is determined;

47.4. A list of institutions to be informed about the forthcoming defence of the doctoral dissertation is approved.

48. At least 30 days before the defence of a dissertation, the Department of Doctoral and Residency Studies:

48.1. Presents the dissertation to the members of the Dissertation Defence Board;

48.2. Sends a notice of the forthcoming defence of a dissertation to the Research Council of Lithuania, the Lithuanian and foreign institutions approved by the Doctoral Studies Committee, and to the Information Bulletin of Vilnius University. The notice includes: the name of the doctoral student, the place where the dissertation was prepared, the doctoral supervisor (or consultant, if the dissertation is defended externally), and the members of the Dissertation Defence Board (scientific degree, name, area(s) of science (branch(es) represented), the theme of the dissertation, the place and date of the defence, and the address of the University webpage where the dissertation is published.

49. The members of the Dissertation Defence Board present their written statements on the dissertation to the Department of Doctoral and Residency Studies at least 5 working days before the defence of the dissertation.



50. A dissertation is defended at a public meeting of the Dissertation Defence Board. The working language of the meeting is Lithuanian. In the case where the defence is conducted in another language, translation to the Lithuanian language has to be provided. The meeting is chaired by the Chairman of the Dissertation Defence Board. A meeting is considered legitimate if more than half of the members of the Dissertation Defence Board, including those participating by video link, are present. The statements of the absent Board members and any other commentary on the dissertation received are read orally during the meeting.

51. In the case where a dissertation includes information considered to constitute a commercial secret, the Doctoral Studies Committee decides who, apart from the doctoral student, his doctoral supervisor, consultant, the chairman and the members of the Dissertation Defence Board, may participate at the defence of the dissertation.

52. The doctoral student presents the main findings and conclusions of his work, indicates his contribution to the publications presented in the dissertation. The members of the Dissertation Defence Board present a well reasoned evaluation of the scientific level, the novelty and originality of the findings, the reliability and validity of conclusions, and note the inadequacies and inaccuracies of the work. In the course of the defence, the members of the Dissertation Defence Board evaluate the doctoral student's research expertise, the ability to substantiate and explain the findings presented in the dissertation and scientific publications. The defendant gives answers to the questions and comments presented.

53. Following the discussions with the defendant, the members of the Dissertation Defence Board decide by secret vote on the granting of the doctor degree to the doctoral student. The members of the Dissertation Defence Board who participate in the defence by a video link way also participate in the voting. The decision to grant a doctor degree is taken if more than a half of the Board members vote in favour. The record of the voting is signed by all the members of the Dissertation Defence Board who participate in the meeting.

54. Within 10 working days after the meeting of the Dissertation Defence Board, the Department of Doctoral and Residency Studies informs the Research Council of Lithuania about the outcome of the defence.

55. Within two weeks after the defence of the dissertation, the doctoral student presents a copy of the defended dissertation (except the dissertations defended in a closed meeting) to Martynas Mažvydas National Library of Lithuania and publishes in the Lithuanian electronic theses and dissertations database (ETD).

56. If the Dissertation Defence Board decides that a doctoral degree cannot be granted, the defendant is entitled to defend the amended and supplemented dissertation not earlier than after a period of one year. In this case, the dissertation is defended externally. In the eventuality where instances of scientific dishonesty (plagiarism, etc.) are established, a dissertation can not be defended.

57. If a doctoral student presents his dissertation before the end of the doctoral studies but fails to defend it in due time, the dissertation can be defended under regular procedure within 12 months

after the end of the doctoral studies. Failing that, the dissertation is defended externally in accordance with Paragraphs 58, 59 and 60 of this Regulation.

## **VII. OBTAINING A DOCTORAL DEGREE EXTERNALLY**

58. A doctoral degree by distance learning (externally) may be sought by a person (hereinafter, external student) who has a Master's qualification degree or a higher education degree equivalent to it. An external student must have published a scientific monograph or have the basic findings of his dissertation published at least in two refereed scientific journals, or have presented the findings of his research at international scientific events and has prepared a doctoral dissertation.

59. Along with his request for the defence of the dissertation addressed to the Rector, an external student presents the following documents to the Department of Doctoral and Residency Studies:

59.1. the dissertation manuscript or a published scientific monograph;

59.2. a list of scientific publications and their copies;

59.3. a copy of the Master's diploma or of a higher education diploma equivalent to it;

59.4. a record of the passed doctoral egzaminations (if any);

59.5. Curriculum Vitae.

60. The Department of Doctoral and Residency Studies registers the external student's request and forwards the documents to the Doctoral Studies Committee, which within 3 months from the day when the request was received, examines the material and decides whether the dissertation manuscript or the published monograph satisfies the requirements applicable to doctoral dissertations.

61. In case of a favourable decision, the Doctoral Studies Committee holds a meeting with the participation of representatives from the relevant department or other branch unit where it:

61.1. appoints a consultant for the external student;

61.2. approves the external student's study plan;

61.3. if the student has passed any examinations, takes a decision on their acceptability;

62. External study examinations are held under the procedure determined in Paragraphs 28, 29, 30 and 31 of this Regulation.

63. Final consideration of the dissertation, its abstract, and the prepared publications as well as the defence of the dissertation take place in accordance with Paragraphs 45, 46, 47 of this Regulation. A dissertation is to be defended within one year from the date when the dissertation was registered.

64. With the permission of the Doctoral Studies Committee granted, an external student defends his dissertation following the procedure established in Chapter VI of the present Regulation. In the case of a decision of the Doctoral Studies Committee to reject an external student's request for a defence

of the dissertation, he may submit his request repeatedly not before the expiry of a period of one year.

### **VIII. GRANTING OF A DOCTORAL DEGREE**

65. A person who has successfully defended a doctoral dissertation is granted a doctoral degree and issued a diploma by Vilnius University.

66. An appeal against a refusal to be granted a doctoral degree can be presented to the Rector. The Rector forms a group of experts who submit their conclusions to the Senate. Under the procedure established by law, and appeal against a refusal to be granted a doctoral degree may be filed with the Controller for Academic Ethics and Procedures.

67. The Senate may revoke a decision on the granting of a doctoral degree if:

67.1. A fact of scientific dishonesty is established;

67.2. The doctoral degree has been granted in breach of the Regulations on Doctoral Studies approved by the Government of the Republic of Lithuania and the Vilnius University Regulation on Doctoral Studies;

67.3. Upon a relevant binding decision taken by the Controller for Academic Ethics and Procedures.

68. A decision on declaring a doctoral degree invalid may be taken by the Senate after a fact of scientific dishonesty (plagiarism, etc.) was established or the degree was granted in breach of this Regulation.

69. The form of a doctoral diploma and the procedure for printing, accounting, and registering diploma forms are determined by the Government of the Republic of Lithuania.

70. Upon the loss of a doctoral diploma, a duplicate of the diploma is issued following an established procedure in Vilnius University.

### **IX. FINANCING OF DOCTORAL STUDIES**

71. The scholarship to a doctoral student is paid in accordance with the procedure determined by the Government of the Republic of Lithuania and the Scholarship Regulations of Vilnius University.

72. Funds for doctoral students' research, publication of dissertations and their abstracts, remuneration for the doctoral supervisors (except external students' consultants), members of the Doctoral Studies Committee, its secretariat (secretary), the chairman and the members of a Dissertation Defence Board, the chairman and members of examination commissions, subject consultants, as well as social insurance funds and other expenses are provided in the budget of the University unit which organises the doctoral studies. Funds for the mobility of doctoral students are allocated upon the availability of financial resources.

73. 64 academic hours (per one academic year) allotted to a doctoral supervisor, 32 academic hours (per one academic year) to a doctoral student's and external student's consultant, 2 academic hours to the chairman and other members of a doctoral examination commission, and subject consultants can be remunerated by hourly rates or may be included into the teaching time in accordance with Paragraph 3.1.2 of the Vilnius University Basic Provisions for the Time Management of the Pedagogical Staff.

74. Participation of the members of a Dissertation Defence Board at the defence of a dissertation amounts to 10 academic hours remunerated by hourly rates.

75. Those doctoral students from other institutions of science and education who want to take doctoral examinations or defend a doctoral dissertation at Vilnius University have to pay a fee determined by the Senate.

76. The costs related with the remuneration to external student's consultants, the chairman and other members of external examination commissions, their social insurance costs and other expenses related with the granting of a doctoral degree externally are paid under the procedure established by the Senate.

The files related with doctoral studies and the defence of dissertations are kept at Vilnius University.

The files include:

- Enrolment documents;
- Documents related with the appointment of doctoral supervisors and consultants;
- Programmes of doctoral study and research, publication of findings and preparation of doctoral dissertations;
- Documents related with the doctoral students' performance evaluation;
- Documents related with any postponements of the time limits specified in the doctoral programme;
- Records of doctoral examinations taken;
- A request for a defence of the dissertation and other related documents (record of discussions related with the dissertation, other documents of the Doctoral Studies Committee);
- The Order of the Rector on the appointment of the Dissertation Defence Board and the defence date;
- A document on the transference of the dissertation to Martynas Mažvydas National Library of Lithuania and to the Library of Vilnius University;
- A copy of the announcement about a public defence of the dissertation;
- The minutes of the Dissertation Defence Board meeting where the dissertation was defended as well as copies of any other documents of the Board related with the defence of the dissertation;
- An abstract of the dissertation;

- The decision of the relevant Dissertation Defence Board on the granting of a doctoral degree, a copy of the doctoral diploma;
- A list of research publications published and accepted for publication and their copies.

Other documents related with the doctoral studies, research and defence of the dissertation.