

APPROVED

by Order No. S-2015-7-5 of 20 September 2015 of the Senate of Vilnius University (wording of Order No. SPN-74 of 17 December 2019 of the Senate of Vilnius University)

VILNIUS UNIVERSITY REGULATIONS OF THE EMERITUS, AFFILIATION AND HONORARY TITLES

CHAPTER I GENERAL PROVISIONS

1. Vilnius University Regulations on Emeritus, Affiliation and Honorary Titles (hereinafter the 'Regulations') establish:

1.1. The title (status) of Professor Emeritus of Vilnius University (hereinafter the 'University') granting conditions, procedures, and guarantees for participation in the academic and other activities of the University;

1.2. The conditions and procedures for the granting of the title (status) of the Affiliated Researcher, Affiliated Professor, or Affiliated Artist of the University and the conditions for the maintenance of their scientific, pedagogical, and creative connections with the University;

1.3. The conditions and procedures for granting the title (status) of an Honorary Doctor at the University, an Honorary Professor at the University, an Honorary Member of the University community, a Patron of the University, an Honorary Alumnus of the University, or any other Honorary Title (status) of the University, as referred to in Article 20 (3) of the Statute (hereinafter the 'Statute') of Vilnius University.

2. The Regulations are adopted in accordance with the Republic of Lithuania Law on Higher Education and Research and the Statute.

3. Terms used in the Regulations:

3.1. Affiliated Person - a person who meets the requirements set out in Items 22-23 of the Regulations, and who has been conferred the title (status) of Affiliated Professor of the University, Affiliated Researcher of the University, Affiliated Artist of the University by the Senate of the University (hereinafter the 'Senate') for their significant contribution to the scientific (artistic) and academic development of the University.

3.2. Emeritus, Affiliation and Honours Commission (hereinafter the 'Commission') – the Commission established by a resolution of the Senate on a proposal from the Chair of the Senate, which considers the candidatures of candidates for the award of Professor Emeritus, Affiliate or Honorary Title (Status) as provided for in the Regulations and submits its opinion to the Rector of the University (hereinafter the 'Rector').

3.3. Honorary Title - the title (status) of Honorary Doctor at the University, Honorary Professor of the University, Honorary Member of the University Community, Patron of the University, Honorary Alumnus of the University, or any other Honorary Title (Status) of the University conferred by the Senate upon non-members of the academic community of the University in recognition of their extraordinary merit in pursuit of the activities that are consistent with the University mission.

3.4. Professor Emeritus – a professor who has reached the legal retirement age and who has terminated their contract of employment with the University, as well as a former professor at the University, who was granted the title (status) of Emeritus for outstanding scientific, artistic or teaching merit by the Senate.

CHAPTER II

THE TITLE (STATUS) OF PROFESSOR EMERITUS, AFFILIATED PERSON AND PROCEDURES FOR GRANTING HONORARY TITLES (STATUS)

4. The titles (status) provided for in the Regulations are granted by the Senate upon the proposal of the Rector.

5. Candidacies for the titles (status) specified in the Regulations are submitted to the Commission, which consists of the Rector, the University Pro-Rector for Research, the Deputy Chair of the Senate, and the chairs of the Senate's standing committees, one representative appointed by the Students' Representation of the University and four representatives, appointed by the Senate, from different fields of science (arts) developed at the University. The Deputy Chair of the Senate *ex officio* serves as the Chair of the Commission. The term of office for Commission members appointed by the Senate coincides with the term of office of the Senate. At its first meeting, the Commission elects a Deputy Chair from among the Commission members appointed by the Senate. The decisions of the Commission are made by secret ballots, with a simple majority of all Commission members voting. A Commission meeting is considered valid if more than half its members are present. The Rector ensures the necessary material and organisational conditions for the activities of the Commission.

6. The Rector submits to the Senate only those candidacies for which the Commission has reached a positive conclusion regarding compliance with the requirements of the Regulations. Along with the submission of the Rector, the Senate is provided with the conclusion of the Commission on each candidate's compliance with the requirements and the documents concerning the candidate that the Commission based its conclusion on.

7. The decision of the Senate to grant the title (status) specified in the Regulations is made by secret ballot with a simple majority of the votes of Senate members present at the meeting.

CHAPTER III

GRANTING THE TITLE (STATUS) OF PROFESSOR EMERITUS OF THE UNIVERSITY AND CONDITIONS FOR PARTICIPATION IN THE ACTIVITIES OF THE UNIVERSITY

8. A candidate to whom the title (status) of Professor Emeritus is suggested to be given, must have at least 30 years of work experience in the scientific field, including at least 5 years of teaching experience as a professor at the University.

9. At the time of application for the title (status) of Professor Emeritus, the candidate must be no less than 65 years of age.

10. A candidate, to whom the title (status) of Professor Emeritus is suggested to be given, shall submit to the council of the Core Academic Unit using the document management system or in paper form by 15 September of the calendar year, the following documents:

10.1. an application for the title (status) of Professor Emeritus (Annex 1);

10.2. a questionnaire for the title (status) of Professor Emeritus (Annex 2);

10.3. a review of scientific and academic activities, signed by the head of the Core Academic Unit;

10.4. a resume (*curriculum vitae*);

10.5. a list of all scientific publications approved by the secretary of the Council of the Core Academic Unit (Annex 3);

10.6. any other supporting documents attesting to the merit and recognition of the candidate.

11. The Council of the Core Academic Unit, having approved the candidature of the title (status) of the Professor Emeritus, shall submit the candidature to the Commission no later than 15 October of the current year. All documents specified in Item 10 of the Regulations should be submitted to the Commission with the extract from the minutes of the Council of the Core Academic Unit meeting.

12. The decision regarding the granting of the title (status) of Professor Emeritus is made by the Senate no later than December 1 of the current year.

13. Signed by the Rector and the Chair of the Senate, the certificate confirms the reception of the Professor Emeritus title (status) and is presented during the Senate meeting.

14. The rights of Professor Emeritus:

14.1. to participate in the scientific and (or) pedagogical activities of the Core Academic Unit of the University;

14.2. to freely use the library and information services of the University, as well as other infrastructure of the University;

14.3. apply for a post to carry out academic activities at the relevant Core Academic Unit.

15. The responsibilities of Professor Emeritus:

15.1. to promote the name of the University and its scientific achievements;

15.2. indicate the University in the affiliation of the scientific publications produced;

15.3. comply with the Code of Academic Ethics of the University.

16. Professor Emeritus shall be paid a monthly allowance set by the Council of the University. Professor Emeritus has the right to waive this allowance. The Finance Department of the Central Administration of the University provides comprehensive information to Professor Emeritus regarding the payment procedure for the monthly allowance.

17. The monthly allowance shall commence on the first day of the month following the date of granting of the title (status) of Professor Emeritus or the date of termination of the contract of employment (if the contract of employment is terminated later than the date of granting of the title (status) of Professor Emeritus).

18. Information on the granting or revoking of the title (status) of Professor Emeritus shall be kept by the University after the Emeritus Professor has been registered in the personnel database of the University.

19. The title (status) of Professor Emeritus may be revoked:

19.1. if Professor Emeritus violates Items 15(2) and (or) 15(3) of the Regulations;

19.2. at the request of Professor Emeritus.

20. The head of the Core Academic Unit shall report to the Rector about possible violations of the conditions for the participation of Professor Emeritus in the University activities. The Rector, having received the conclusion of the Commission regarding the violations of responsibilities specified in Items 15(2) and (or) 15(3) of the Regulations, recommends to the Senate the revocation of the title (status) of Professor Emeritus. The decision of the Senate regarding the revocation of the title (status) of Professor Emeritus is taken by a secret ballot with a simple majority. The decision of the Senate to revoke the title (status) of Professor Emeritus is promptly communicated to the University Central Administration Human Resources Division (hereinafter the 'Human Resources Division').

21. The corresponding Core Academic Unit should immediately inform the Human Resources Division in writing about the death of the Professor Emeritus.

CHAPTER IV

CONDITIONS FOR GRANTING THE TITLE (STATUS) OF AFFILIATED RESEARCHER, PROFESSOR, OR ARTIST AND MAINTAINING CONNECTIONS WITH THE UNIVERSITY

22. The title (status) of Affiliated Person may be granted to a University employee who has reached the statutory retirement age, has served as a lecturer or academic (arts) staff member at the University for at least 20 years, or to an individual who has served as a teaching staff member or academic (arts) staff member at the University for at least 5 years, is no longer employed by the University, but actively seeks to maintain academic connections with the University. The 5 years specified in this Item may be shortened by a decision of the Commission in exceptional cases.

23. The title of Affiliated Professor may be granted only to those who have previously held the position of professor.

24. The candidature of candidates for the title (status) of Affiliated Person is submitted to the Rector by the Councils of the Core Academic Unit of the University. After the Council of the Core Academic Unit approves the candidature for the title (status) of the Affiliated Person, it submits the candidature to the Commission no later than October 15 of the current year. Along with the excerpt from the minutes of the Council of the Core Academic Unit meeting, the following documents are submitted to the Commission via the document management system or in paper form:

24.1. A request from the Council of the Core Academic Unit for granting the title (status) of the Affiliated Person, which describes the foreseen activities of the person, their contribution to the development of the University's research and studies, specifies the branch unit where the activities are planned to take place, and includes other necessary information (Annex 4);

24.2. the consent of the person to be granted the status of an Affiliated Person (Annex 5);

24.3. other documents specified by the Council of the Core Academic Unit.

25. The Senate decides on granting the title (status) of an Affiliated Person no later than on December 31 of the current year.

26. The title (status) of an Affiliated Person is granted for an indefinite period or for a term proposed by the Council of the Core Academic Unit.

27. The rights of Affiliated Person:

27.1. to use, free of charge, the University library and information services, as well as other University infrastructure;

27.2. to voluntarily participate in the scientific, pedagogical, and (or) creative activities of the respective Academic unit.

28. The responsibilities of an Affiliated Person:

- 28.1. to promote the name of the University and its scientific achievements;
- 28.2. to indicate the University in the prefix of scientific publications if the publication was prepared using the University's infrastructure or through participation in the University's scientific and (or) pedagogical activities;
- 28.3. to adhere to the Code of Academic Ethics of the University.
29. Information about granting or revoking the title (status) of an Affiliated Person is kept at the University, upon registering the Affiliated Person in the Personnel Database of the University without a post or salary.
30. The title (status) of an Affiliated Person may be revoked by a decision of the Senate in the following cases:
 - 30.1. if the Affiliated Person violates the Items 28(1), 28(2), and (or) 28(3) of the Regulations;
 - 30.2. at the request of the Affiliated Person.
31. The Head of the Core Academic Unit reports any possible violations of the conditions of the Affiliated Person's participation in the University activities to the Rector. Upon receiving the opinion of the Commission regarding violations of the obligations outlined in Item 28 of the Regulations, the Rector submits a proposal to the Senate to revoke the title (status) of the Affiliated Person. The Senate's decision to revoke the title (status) of an Affiliated Person is made by secret ballot with a simple majority. The Senate secretary promptly informs the Human Resources Division of the Senate's decision regarding the revocation of the Affiliated Person's title (status).
32. Upon the death of an affiliated person, the Core Academic Unit must inform the Human Resources Division.

CHAPTER V

CONDITIONS FOR GRANTING UNIVERSITY HONORARY TITLES

33. Candidates for granting an Honorary Title (status) are proposed to the Rector by the Chair of the University Council, the Chair of the Senate, the Councils of the University's Core Academic Units, and the Students' Representation of the University. Candidates may include distinguished Lithuanian or foreign scholars, figures in the arts, and public figures who have made exceptional contributions through activities aligned with the mission of the University.
34. The following documents concerning a candidate proposed for an Honorary Title (status) are submitted to the Commission:
 - 34.1. the resume of the candidate (*curriculum vitae*);
 - 34.2. a list of main (scientific) works, if the candidate is a researcher; a description of the candidate's merits to the University and Lithuania, justifying why the candidate should be awarded the specific Honorary Title (status).
35. The Honorary Title is granted without a time limit.
36. Honorary title diplomas are awarded at a ceremonial Senate meeting in the Church of St. Johns, following the Protocol of the University for Academic Ceremonies.
37. The list of persons holding honorary titles is published on the University website.
38. The person holding an Honorary Title shall be allowed to maintain scientific, pedagogical, and creative relations with the University. The person holding an Honorary Title has the right to participate in Senate meetings and may be invited to events specified in the university's academic ceremony protocol.

(Application Form for Granting the Title (Status) of Professor Emeritus)

VILNIUS UNIVERSITY

(title of the unit)

(position, full name)

To the Rector of Vilnius University

APPLICATION FOR GRANTING THE TITLE (STATUS) OF PROFESSOR EMERITUS

____ 20____
(dd) (month) (yyyy)
Vilnius

I, _____, hereby request to be
(full name)
granted the title (status) of Professor Emeritus at Vilnius University. I have familiarised myself with the Regulations on Emeritus, Affiliation, and Honorary Titles of Vilnius University and commit to complying with them.

(position)

(signature)

(full name)

Annex 2 to
Vilnius University Regulations on Emeritus
Affiliation and Honorary Titles

(Questionnaire Form for the Title (Status) of Professor Emeritus of Vilnius University)

APPLICATION FORM FOR THE TITLE (STATUS) OF PROFESSOR EMERITUS AT VILNIUS UNIVERSITY*

(Date)

(Full name)

(Scientific field)

1. **Work experience at Vilnius University** (*in years, from-to*)

2. **Length of service of the researcher** (*in years, from-to*)

3. **Length of service as a professor** (*in years, from-to*)

4. **Monographs, scientific studies, fundamental publications** (*critical source publications, applied works*)

Number

Bibliography of the five most significant works

5. **Handbooks**

Number

Bibliography of the five most important textbooks

6. **Scientific articles in peer-reviewed publications**

Total number

Number in CA WOS DB**

Number of citations based on CA WOS DB

		Bibliography of top ten most significant scientific articles	
7.	Presentations at conferences upon invitation	Number of presentations	
		The five most significant conferences (<i>name, year, location</i>)	
8.	Number of patents	International	
		Lithuanian	
9.	Management of scientific projects	Number	
		The name, funding source, funding amount, and year of the top five most significant projects	
10.	Participation in committees of scientific conferences	Number of conferences	
		The three most significant conferences (<i>title, year, place, position</i>)	
11.	Participation in editorial boards of scientific journals	Number	
		The three most significant journals and responsibilities (<i>title of the journal, year, position</i>)	
12.	PhD students	Total number	

	(aspirants) having defended dissertations	Number of Vilnius University PhD students (aspirants)	
13.	Administrative activities at Vilnius University <i>(positions (Rector, President of the Senate, Chair of the Core Academic Unit, their Deputy and Head of the Department) and number of years in that position)</i>		
14.	Expertise <i>(of international and Lithuanian research projects and programmes)</i>		
15.	Recognition <i>(membership of academies, Lithuanian and foreign scientific and artistic societies, honorary titles, etc.)</i>		
16.	Awards <i>(Lithuanian and foreign orders of merit, medals, national science and art prizes, scientist scholarships, etc.)</i>		
17.	Other particularly significant scientific and pedagogical achievements		

* - in the questionnaire, candidates for the title (status) of Professor Emeritus of Vilnius University indicate their most significant scientific achievements.

** – “Clarivate Analytics Web of Science” database.

(signature)

(full name)

(List of All Scientific Publications Form)

VILNIUS UNIVERSITY

(title of the unit)

(position and full name)

HEREBY APPROVED BY

The secretary of the council

(title of the Core Academic Unit)

(signature)

(full name)

LIST OF ALL SCIENTIFIC PUBLICATIONS*

_____ 20_____
(dd) (month) (yyyy)
Vilnius

Monographs, research studies, fundamental science publications (critical editions of sources, applied works), etc.

1.
2.

Articles in peer-reviewed scientific journals, refereed and cited indexed in the *Clarivate Analytics Web of Science* database

1.
2.

Articles in other international and foreign peer-reviewed journals

*Publications of each type should be presented chronologically in the corresponding section, from the newest to the

1.
2.

Articles in Lithuanian peer-reviewed scientific journals

1.
2.

International patents

1.
2.

Lithuanian patents

1.
2.

Study guides and educational books

1.
2.

Teaching aids and other study literature

1.
2.

Other books (dictionaries, directories, translations, atlases, catalogues, etc.)

1.
2.

Other publications (excluding report materials and theses from conferences)

1.
2.

(signature)

(full name)

(Application Form for Granting the Title (Status) of Affiliate Professor (Researcher, Artist) at Vilnius University)

VILNIUS UNIVERSITY

_____ **COUNCIL**

(title of the Core Academic Unit)

To the Rector of Vilnius University

**APPLICATION FOR GRANTING THE TITLE (STATUS) OF AFFILIATE PROFESSOR
(RESEARCHER, ARTIST) AT VILNIUS UNIVERSITY**

_____ 20__ No. _____
(dd) (month) (yyyy)
Vilnius

We request the granting of the Affiliate Professor (researcher, artist) title at Vilnius University.

(position of the candidate and full name)

(branch unit of the Core Academic Unit where the activities of the candidate are planned)

Contribution of the candidate to the development of the research and studies, and other achievements of the University:

Additional information:

Chair of the Council

(signature)

(full name)

**(Candidate's Consent Form for Granting the Title (Status) of Affiliated Professor (Researcher, Artist) at
Vilnius University**

(full name)

**CONSENT FOR AWARDING THE TITLE (STATUS) OF AFFILIATED PROFESSOR
(RESEARCHER ARTIST) AT VILNIUS UNIVERSITY**

____ 20____
(dd) (month) (yyyy)
Vilnius

I, _____ ,
(full name)

agree to be granted the title (status) of Affiliated Professor (Researcher, Artist) at Vilnius University. I also confirm that I have familiarised myself with the Vilnius University Regulations on Emeritus, Affiliation, and Honorary Titles and commit to adhering to them.

(signature)

(full name)