

APPROVED
by Order No. 01-07-53-1 of
the Rector of ISM University of Management and Economics
on August 3, 2020

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

CHAPTER 1. GENERAL PROVISIONS

1. Regulations of the doctoral studies in the field of Management organised by ISM University of Management and Economics, UAB (hereinafter ISM) (together with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia), prepared in accordance with Order V-739 of the Minister of Education, Science and Sport of the Republic of Lithuania of May 18, 2020.

2. The Regulations establish the procedure for the organisation of doctoral studies, research, preparation and defence of dissertations, and award of the Doctor of Philosophy (PhD) degree at ISM (together with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia) in the field of Management in which the above institutions have been jointly granted the right to conduct doctoral studies by the Ministry of Education, Science and Sport of the Republic of Lithuania.

3. The purpose of the doctoral studies is to develop researchers who can independently conduct scientific and experimental developmental research and solve scientific problems. Upon successful completion of the doctoral studies and award of a PhD degree, a person is to have gained sufficient competence, i.e. state of the art knowledge in the fields of research and specific areas of science and their interface; specialised skills and methodologies to solve problems in the field of research and other areas and build knowledge or professional practice; ability to work independently and an understanding of science and profession that would enable developing new ideas and processes and applying them in studies and other activities.

4. Definitions of terms used in the Regulations:

PhD student – a third-cycle student and researcher (hereinafter a doctoral student).

PhD candidate – a person who has prepared and submitted a dissertation.

Academic supervisor of a doctoral student (hereinafter Supervisor) – an active researcher in the research field of the dissertation, who meets the requirements specified in the regulations of doctoral studies and supervises studies and research of a PhD student.

Work plan of a doctoral student – an individual work plan of a doctoral student that defines stages of his/her doctoral studies, research conduction and preparation of the dissertation, dissemination of research results and respective timeframes.

Regulations of the academic doctoral studies (hereinafter the Regulations) – a description of the procedures for conducting doctoral studies that has been prepared and approved by ISM (together

with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia).

Institutions of the doctoral studies – institutions who have been jointly granted the right to conduct the doctoral studies (hereinafter Doctoral institutions).

International committee of doctoral studies (hereinafter the Committee) – a group of researchers conducting research at a high international level that is composed of representatives of all Doctoral Institutions and is responsible for the content, quality, organising and conduction of the doctoral studies.

Administering university – an institution that administers and organises the process of the doctoral studies, which is ISM in this case.

Doctoral School – a division within the Administering university that organises the activities of the doctoral studies.

Defence Board – a group of researchers formed by the Committee who upon the review of the dissertation submitted for defence, assessment of its quality and conformity to the requirements set for a dissertation, and the PhD candidate's scientific competence, decides whether the PhD candidate may be awarded a doctoral degree.

Consultant of a doctoral student – a researcher who along with the Supervisor oversees the Doctoral Student's research, consults the student on specific (methodological, cross-research, etc.) issues, coordinates his/her research conduction or consults an external doctoral candidate.

5. The Committee shall be composed of no less than nine researchers conducting high-level research at the international level who work (hold a position by competition or have worked at least 0.5 of the full-time equivalent at a Doctoral institution in the past three years) at an Institution(s) that has been granted the right to conduct doctoral studies (is not applicable to researchers from foreign Doctoral Institutions). No less than two thirds of the Committee members shall be from the field of Management. No less than two thirds of the Committee members and the Chairperson shall at least conform to the minimum qualification requirements set for persons seeking the position of a chief researcher in the Description of the minimum qualification requirements for research staff members at public research and education institutions approved by Order No. V-340 of the Chairman of the Research Council of Lithuania *On the approval of the description of the minimum qualification requirements for research staff members at public research and education institutions* of June 28, 2018 (hereinafter the Minimum qualification requirements); the remaining members of the Committee shall at least conform to the minimum qualification requirements set for persons seeking the position of a senior researcher. A researcher shall not serve on more than two doctoral committees.

6. The Committee shall be composed of representatives of all the Doctoral institutions. The foreign Institutions shall delegate no less than one member to the Committee, ensure their replacement and the continuity of the Committee activities. A member of the Committee delegated by a foreign Institution shall at least hold the position of an associate professor at the home institution.

7. The Committee, the Chairperson of the Committee, the Regulations and amendments to them shall be approved by the Head of the Administering university. A member of the Committee may serve no more than two terms of four years in a run as the Chairperson of the Committee. The composition of the Committee and any changes to it shall be agreed with the Research Council of Lithuania. The Regulations and the composition of the Committee shall be publically available on the website of the Doctoral School.

8. A doctoral dissertation shall be defended and a research degree awarded by a Defence Board in the field of Management that shall be composed and approved by the Committee for the defence

of a particular dissertation upon its completion and submission. The Committee shall form the Defence Board from at least three members. No less than half of the members of a Defence Board shall at least conform to the requirements stipulated for holding the position of a chief researcher as prescribed in the Minimum qualification requirements; the remaining members shall at least conform to the requirements stipulated for the position of a senior researcher. No less than half of the Council members shall be researchers in the field of Management.

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

10. Doctoral studies are funded through the appropriations from the state budget, income from tuition fees, competitive research funding, research activities and services, state, international and foreign foundations and organisations, and other legally obtained funds of the Institutions of the Doctoral studies.

11. Funds for the financing of doctoral student research, internships, and/or conferences, and Committee activities, covering the pay for work and social insurance contributions of members of defence boards, supervisors, consultants, lecturers, the publishing costs of dissertations and summaries, and other expenses related to the conduction of doctoral studies and award of a doctoral degree shall be planned in the ISM budget.

CHAPTER II. ORGANISATION OF DOCTORAL STUDIES

12. Doctoral studies shall be organised in compliance with the Regulations. The Committee shall coordinate the organising of doctoral studies and conduction of research and their quality assurance.

13. The Doctoral School shall organise and administer doctoral study processes in compliance with the Law on Higher Education and Law, ISM Statute and the Regulations.

14. The Committee shall approve dissertation topics and the terms and conditions of the competition for supervisor appointment, rules of the applicant competition and admission, assign supervisors and academic consultants for Doctoral institution approval, approve subjects and their syllabi, discuss and approve work plans of doctoral students, decide on the progress made in work plan implementation and adjustments, assess doctoral student progress, sets up commissions for study course examinations, appoints reviewers for dissertations, assesses dissertations, composes defence councils and sets the date dissertation defence.

15. The Committee shall meet at least twice a year. Committee meetings may take place via teleconference. The Chairperson of the Committee shall call Committee meetings and organise their work; in the absence of the Chairperson, the latter shall be temporarily substituted by a Committee member appointed by the Chairperson. The Chairperson of the Committee shall study the documents received prior to the meeting or entrust a Committee member to do that, chairs Committee meetings, and signs documents related to the Committee meeting. Committee resolutions shall be taken by a two-third vote of the Committee members, including members participating in the meeting via teleconference.

16. The Committee shall get acquainted with the documents provided prior to the meeting, voice their opinion on them during the meeting and carry out assignments of the Chairperson of the Committee.

17. A meeting secretary shall manage the documentation of Committee meetings and sign the meeting minutes.

18. Resolutions taken by the Committee shall be deemed valid when two thirds of the Committee members, including the Chairperson of the Committee, take part in the meeting (inclusive of members participating via teleconference). Committee members who may not attend a meeting may voice their opinion upon the matters discussed at the meeting in advance in writing or by email to the Chairperson of the Committee. Correspondence of the kind shall be read during the meeting. Minutes and resolutions of Committee meetings shall be forwarded to the Doctoral School that shall pass the information on to responsible persons at Doctoral institutions.

19. Other external persons may be invited to attend Committee meetings. Discussion of items on the Committee meeting agenda, passing of resolutions and voting may be executed through electronic means of communication and confirmed through email. The Doctoral School shall be responsible for the retention of respective documentation.

20. Under the conditions and procedures laid down by the Committee, the Doctoral School shall publish notices on competitions for topics and supervisors, and open competition for the admission to doctoral studies; manage the funds allocated for the organising of doctoral studies; admit documentation submitted by applicants, draft orders on doctoral study conduction, appointment of supervisors and consultants, defence board formation; organise work plan development, dissertation and summary publishing, dissertation defence; provide appropriate conditions to Doctoral students for their work plan development and implementation, development and defence of the dissertation; compile and retain personal files and other documentation of doctoral students; produce and provide reports on the progress of the doctoral studies.

21. The Doctoral School shall submit reports on the progress of the doctoral studies to the Ministry of Education, Science and Sport of the Republic of Lithuania, Research Council of Lithuania and other institutions, manage and administer information and related material on the progress of the doctoral studies, manage the printing, recording and registration of PhD degree diploma forms, issue and register PhD degree diplomas.

22. The research department at the Doctoral institution at which a doctoral student seeks to gain a doctor's degree shall provide the student appropriate conditions for the work plan implementation, monitor the progress of their doctoral studies, encourage their mobility, provide support throughout the study process in developing their research excellence, and may provide recommendations at Committee assessment meetings on doctoral student progress in doctoral studies and research and advisability on doctoral study continuation.

23. Research departments of foreign Doctoral institutions shall coordinate doctoral courses, short and long-term internships, faculty exchange, research conduction by doctoral students and other activities agreed on in the agreements with foreign Doctoral institutions. Departments of doctoral studies and international relations at Doctoral institutions shall coordinate cooperation between partner institutions.

24. Agreements with foreign Doctoral institutions shall be signed for a period of five years, and shall be renewed under the terms and conditions stipulated in the agreement. The agreement shall specify activities of the Committee, delegation of members to the Committee, organising of the doctoral studies, admission to the doctoral studies, supervision of doctoral students, assessment of doctoral students, faculty and doctoral student exchange, organising of doctoral student research and courses, the funding of the doctoral studies, other terms and conditions of the doctoral study organising, and foresee the assurance of the doctoral study continuity.

25. The doctoral studies shall be conducted in the English language.

CHAPTER III. ADMISSION TO THE DOCTORAL STUDIES

26. The Doctoral School shall announce a competition for dissertation topics and supervisors of doctoral students no later than six weeks prior to the admission to the doctoral studies. The Committee shall establish the terms and conditions of the competition.

27. The Committee shall approve the list of dissertation topics and supervisors of doctoral students. The Committee may form a priority list of dissertation topics and supervisors of doctoral students. The term and conditions of the admission to the doctoral studies and the list of dissertation topics and supervisors of doctoral students shall be published on the website of the Doctoral School.

28. The Committee shall approve the criteria for the admission to the doctoral studies, their weighting coefficients and the procedure for computing the complete score.

29. Persons who hold a Master's or an equivalent degree are eligible to participate in the competition for the admission to the doctoral studies. EU citizens participate in the competition for state scholarships under the general procedures; non-EU citizens participate in accordance with the national legislation in force at that time. A candidate to the doctoral studies shall submit an application to participate in the competition for the admission to the doctoral studies to the Doctoral School. Along with the application, the candidate shall submit the following documentation:

- 29.1. a Master's or a single cycle degree diploma and its supplement (the originals and copies; the originals shall be returned);
- 29.2. a certificate on the recognition of the higher education qualification, provided the Master's degree or equivalent higher education qualification were acquired abroad;
- 29.3. reference letters provided by two researchers;
- 29.4. a curriculum vitae;
- 29.5. a list of research publications and their copies;
- 29.6. a research proposal;
- 29.7. a copy of a personal identity document;
- 29.8. other documentation specified in the call for applications to the admission to the doctoral studies.

30. The competition for the admission to the doctoral studies shall be organised by the Doctoral School and conducted by the Admission Commission formed by the Committee. Applicants must attend the interview with members of the Admission Commission in person or via teleconference. The Admission Commission may organise an entrance examination.

31. The rank order of the participants of the open competition established by the Admission Commission and its decisions on candidate admission are formalised in the minutes of the Admission Commission meeting that shall be signed by the Chairperson of the Admission Commission and the secretary of the meeting. The Admission Commission shall provide the admission results, minutes of the meeting and the documentation to the Committee.

32. Provided some vacancies under the quota remain after the admission or some admitted persons do not arrive to the studies at the start of the academic year, the Doctoral School may organise a second round of the admission that shall be conducted under the same procedure.

33. An applicant who has not been admitted to the studies may submit an appeal to the Admission Commission within the period of three working days following the announcement of the decision of the Admission Commission; the Admission Commission shall review the appeal and respond to it within five working days. In case of a negative response, the applicant may submit an appeal to ISM Rector who shall review the appeal and respond to it within ten working days.

34. The results of the admission to the doctoral studies shall be approved by the Head of the Administering university. A candidate shall be admitted to the doctoral studies by an order of the Head of the Doctoral institution that specifies the research field, the form and duration of the doctoral studies, and the form of funding. The order shall be drafted by the Doctoral School. A study agreement is signed between the admitted candidate and the Doctoral institution.

35. The Committee shall approve the dissertation topic and the supervisor of the admitted doctoral student. The Committee approval shall be formalised in the minutes that shall be provided to the Doctoral School.

36. The Doctoral School shall retain personal files of doctoral students (or persons who wish to gain a doctor's degree on an external basis) throughout the course of the doctoral studies and two years after their completion. Afterwards the files shall be transferred to the archives of the Administering university. A personal file shall contain the following documentation:

- 36.1. an application to the admission to the doctoral studies with supplementary documents specified in the call to the admission to the doctoral studies;
- 36.2. documentation on the admission to the doctoral studies;
- 36.3. a study agreement;
- 36.4. a work plan of the PhD student;
- 36.5. documentation on the extension of study or research programme deadlines of the doctoral student;
- 36.6. records of the doctoral student's examination results, other documentation certifying the completion of study courses;
- 36.7. documentation on the doctoral student's internships and research visits;
- 36.8. a list and copies of research papers published by the doctoral student, or accepted for publication;
- 36.9. a resolution on the termination of the doctoral studies, provided the doctoral student has been expelled from the doctoral studies based on the outcome of the academic assessment or other reasons, or has voluntarily terminated the studies;
- 36.10. the doctoral student's application to defend the dissertation and accompanying documentation (extracts from the minutes of the Committee reviews of the dissertation, reviews by the doctoral student's Supervisor and Consultant, reviews and comments on the dissertation, minutes of the Defence Board appointment and the defence of the dissertation, etc.);
- 36.11. a declaration of originality signed by the doctoral student certifying that the dissertation has been developed independently;
- 36.12. a copy of the dissertation;
- 36.13. a document certifying a copy of the dissertation has been provided (sent) to Martynas Mažvydas National Library of Lithuania;
- 36.14. consent to present one copy of the successfully defended dissertation to Martynas Mažvydas National Library of Lithuania (except for dissertations defended in closed meetings) and publish the dissertation in the Lithuanian Electronic Thesis and Dissertation Database (ETD) within two weeks from the dissertation defence;
- 36.15. audio recording of the dissertation defence in an electronic storage medium;
- 36.16. a voting report of the Defence Board resolution on the award of the doctor's degree;
- 36.17. a copy of the doctoral degree diploma.

37. The personal file of the applicant who has not been admitted to the doctoral studies or a doctoral student who has not completed the doctoral studies shall be retained for the period of one year at the Doctoral School, and subsequently transferred to the archives of the Administering university.

CHAPTER IV. SUPERVISION OF DOCTORAL STUDENTS

38. The doctoral studies and research of a doctoral student shall be supervised by an academic supervisor. Supervisors shall be researchers who at least conform to the minimum qualification requirements set for persons seeking the position of a senior researcher prescribed in the Description of the minimum qualification requirements for research staff members at public research and education institutions approved by Order No. V-340 of the Chairman of the Research Council of Lithuania of June 28, 2018. A supervisor may supervise no more than five doctoral students at a time.

39. The Doctoral School shall submit the list of Supervisors to the Head of the Administering university for approval within one month from the receipt of the Committee minutes on the Supervisor appointment.

40. A doctoral student may be assigned consultants. A doctoral student shall file a motivated request with the recommendation of the Supervisor to the Committee regarding the appointment of a consultant. The Committee shall review and approve the appointment of a consultant by taking into account the argumentation provided by the Supervisor, and the competency and necessity of a consultant. Consultants may be researchers holding a doctoral degree from the same or a different field of research. Along with the Supervisor, the consultant shall supervise the doctoral student's research, consult the student on specific methodological, cross-research and other research issues, coordinate research conduction or consult an external candidate.

41. The Committee shall submit the written consent forms signed by the Supervisor and consultants of the doctoral student and documentation certifying their conformity to the qualification requirements for the participants of the doctoral study process to the Doctoral School which shall retain them.

42. The Supervisor, together with the doctoral student, shall develop a work plan of the doctoral student for the entire study period and revise it in the course of the studies; develop a work and meeting plan at the start of each semester and a report on its implementation at the end of the semester, provide methodological assistance to the doctoral student, monitor the progress of the doctoral studies of the doctoral student on a regular basis; provide support to the doctoral student in dealing with organisational matters of studies, research conduction and dissertation development; during each assessment of the doctoral student, submit a report on the implementation of the student's work plan and progress; upon the doctoral student's submission of the dissertation, provide commentary to the Committee on its appropriateness for the public defence; participate in meetings related to the doctoral studies, assessments of doctoral students and other events organised by the Doctoral School. The Supervisor may submit a proposal to the Committee on the appointment of a consultant for a doctoral student and propose appropriate candidates.

43. A Doctoral student shall have the right to file a motivated request to the Committee to replace the Supervisor or Consultant. The decision in regards to the doctoral student's request shall be taken within two months from its receipt. In case the request of the doctoral student is approved, the Committee shall appoint another supervisor meeting the qualification requirements set for supervisors of doctoral students, taking into account the topic of the doctoral dissertation.

CHAPTER V. WORK PLAN OF A DOCTORAL STUDENT

44. The doctoral studies shall comprise at least 3 courses that shall jointly amount to no less than 30 ECTS credits. The courses do not have to be limited to the topic of the dissertation under development, but may include general skill development (e.g. development of project grant proposals, issues related to ethics and procedures, and copyright, communication skills, research

result dissemination, etc.) which may amount to no less than 5 credits. The courses shall be delivered in the English language, unless the Committee decides otherwise.

45. The Committee shall approve courses, the language of instruction, and course syllabi. The Doctoral School shall develop course delivery plan and prepare a lecture, seminar and examination schedule.

46. No later than within one month from the appointment of the Supervisor, a doctoral student together with the Supervisor shall prepare his/her study and research plan for the entire study period. Doctoral students of the full-time studies shall revise their work plan at the end of the 4th study semester, and doctoral students of the part-time studies at the end of the 6th semester. The work plan of a doctoral student, agreed with the Supervisor, shall be approved by the Committee.

47. Targeted research shall be conducted from the start of the doctoral studies. The work plan of a doctoral student shall comprise the following: analysis of scientific literature, research conduction, analysis of the collected data, development and publishing of research articles, attendance of international research conferences with presentations, internships, dissemination of research results, development of the dissertation, etc.

48. In agreement with the Supervisor, a doctoral student shall submit an application to the Doctoral School to take doctoral courses at universities abroad. The application shall be accompanied by the course syllabus and information on the intended date of its attendance. The Chairperson of the Committee shall decide on the appropriateness of the selected doctoral course. Expenses related to the attendance of a course at a foreign university shall be reimbursed in accordance to the Procedure for the reimbursement of expenses related to course attendance abroad.

49. Study credits may be accumulated through the attendance of international doctoral schools, seminars or partial studies abroad. The Committee shall take the decision on their recognition.

50. A doctoral student shall study and conduct research in accordance to the approved work plan. The content, scope, quality and deadlines of the conducted research shall be evaluated during the assessment of the doctoral student.

51. Doctoral institutions shall provide possibilities to doctoral students to use the available equipment and tools that may be required for research conduction.

52. A doctoral student may apply for the reimbursement of expenses related to confenrce and workshop attendance in accordance to the Procedure for conference funding.

CHAPTER VI. EVALUATION AND ASSESSMENT OF KNOWLEDGE, ABILITIES AND SKILLS OF DOCTORAL STUDENTS

53. Each doctoral course shall conclude with an examination. Examinations may be conducted in an oral or written form. After an exam is passed, a form shall be filled in and signed by the course professor. The forms shall be provided to the Doctoral School and retained in the databases of the academic information system and personal files of doctoral students.

54. In case a doctoral student fails an examination, he/she may resit it once, but not earlier than one month after the date of the examination. In case a doctoral student fails an examination for the second time, the institution that organises the doctoral course may set a fee that shall be covered from the personal funds of the doctoral student.

55. The Committee may recognise as passed examinations of doctoral courses taken by doctoral students previously.

56. At the end of each fall semester, the progress of doctoral students and implementation of their study and research work plans shall be reviewed at ISM Research department. Supervisors and consultants of doctoral students shall provide reports on the progress of doctoral students in writing. The Research department shall prepare the minutes of the review meeting and provide them to the Doctoral School for retention.

57. At the end of each spring semester, doctoral students shall submit their research-in-progress to the Committee. Upon the review of the work plan implementation and the quality of research, the Committee shall assess the progress of the doctoral students – favourably (approve the continuation of doctoral studies and revises the study and research work plan for the following study year) or negatively (suggest termination of doctoral studies). The Committee shall submit the minutes of the assessment meeting and the documentation provided by doctoral students to the Doctoral School. A doctoral student whose progress has been assessed negatively shall be expelled from the doctoral studies. In case a doctoral student has only partially implemented his/her work plan, upon the decision of the Committee a repeat assessment may be arranged for him/her, but no earlier than after three months. The minutes of the assessment meeting and documentation submitted by doctoral students for their progress review shall be provided to the Doctoral School which shall retain this documentation.

58. In case a doctoral student does not carry out his/her study or research work plan, an extraordinary review of his/her performance may be initiated at the recommendation of the Supervisor, Research Department or the Committee.

59. The Committee may appoint reviewers to assess the research-in-progress of a doctoral student. The Doctoral School shall organise the review process of research-in-progress and dissertations.

60. At the request of a doctoral student and recommendation of the Supervisor, the Head of a Doctoral institution may extend the deadlines of doctoral studies, research, examination and other assessment.

61. Subject to the agreement of the Supervisor and the Chairperson of the Committee, a doctoral student may be allowed to temporarily, but for no longer than one year, suspend his/her studies by an order of the Head of the Doctoral institution in which the doctoral student is enrolled at. A longer leave of absence is permissible in accordance to the procedure established by the laws of the Republic of Lithuania (e.g. illness, childbirth or parental leave, etc.).

62. In case where subject to the recommendation of the Committee the review of the progress of a full-time doctoral student who receives a scholarship is postponed for a longer period than one month, no scholarship shall be paid to him/her for the period concerned.

63. A doctoral student may conduct research or spend part of his/her studies abroad or at foreign institutions. This period shall be included into the overall duration of the doctoral studies. A doctoral student shall go on such visits under the order of the Head of his/her Doctoral institution based on the submission of an application in an established form approved by the Supervisor. Expenses of research visits and/or internships may be covered by projects and programmes administered by the student's Doctoral institution, Doctoral institutions, receiving institutions, doctoral students themselves or other funds. The administration and funding of research visits shall be executed in the manner set forth by the Institution of the doctoral student.

64. Teaching internships shall be carried out in accordance to the Procedure of academic internships for doctoral students, upon the approval of its duration and form with the doctoral student and his/her supervisor. A doctoral student may have a teaching load, in case it is in conformity with the needs and possibilities of the Doctoral institution concerned.

65. The Doctoral School and Research departments at doctoral institutions may organise theory seminars, scientific discussion, methodology workshops, doctoral schools, etc.

CHAPTER VII. PREPARATION AND REVIEW OF THE DOCTORAL DISSERTATION, AWARD OF A PHD DEGREE

66. A doctoral dissertation, as a self-contained publication (except for the case specified in Item 68), shall consist of the text of the dissertation and its summary. Copies of research publications by a PhD candidate on the topic of the dissertation and links to them shall be attached separately.

67. A research monograph written solely by a PhD candidate without any co-authors may be submitted for defence as a doctoral dissertation. A summary of the monograph shall be attached to the monograph. In this case, other research publications shall be submitted if they are necessary for the presentation of the research topic.

68. A collection of research articles may also be submitted for defence as a doctoral dissertation. In this case, the dissertation shall comprise an overview of at least 1 author's quire in length, a summary in Lithuanian or in a foreign language (in a language other than the overview) and copies of research publications by the PhD candidate on the topic of the dissertation. The candidate shall have published the most relevant research results in no less than four articles published or accepted for publication (assigned a digital object identifier; hereinafter DOI) in international research journals with an impact factor indexed in Clarivate Analytics Web of Science (CA Wos) database. In case a doctoral dissertation has been defended in the form of a collection of research articles, the articles may not be used for the defence of other dissertations.

69. In the doctoral dissertation (hereinafter dissertation), a PhD candidate must formulate a research question, define the research aim, formulate research objectives, specify the scientific novelty of the research, overview prior research on the topic of the dissertation, provide a theoretical framing explaining the intended research problem resolution, present research methods and substantiate their appropriateness, analyse and discuss empirical research results, substantiate their reliability and relationship with prior research data, draw up conclusions and mention other aspects the PhD candidate may find relevant. Along with the dissertation, the candidate shall submit a list of scientific conferences at which he/she presented findings of his/her dissertation research, and a description of their personal life and scientific and creative activities. The recommended length of a dissertation is eight to ten author quires (one quire equals to 40,000 characters). The text of the dissertation shall be written in English, or any other foreign language if the Committee approves it.

70. The summary of the dissertation (recommended length shall be no less than 0.5 and no more than 1 author's quire) shall be written in Lithuanian or other language (in a language other than the text of the dissertation). In case a dissertation is written neither in Lithuanian nor English two summaries shall be prepared (one in Lithuanian and one in English). The dissertation and summary shall be written following the established rules and requirements of a respective language. The summary shall define the research problem addressed in the dissertation, set out research aim and objectives, disclose the scientific novelty of the research, provide a theoretical framing explaining the intended research problem resolution, research methodology, key research findings, conclusions, a list of research articles by the candidate on the topic of the dissertation and a short description of the candidate's scientific activities. The summary in one language shall be no longer than one author's quire.

71. A doctoral student may defend a dissertation provided he/she:

71.1. has passed all examinations and accomplished all other activities specified in his/her work plan;

- 71.2. has published his/her key research findings in at least two articles in peer-reviewed research publications assigned a DOI, not submitted along with previously defended dissertations, or a research monograph. Doctoral students shall publish their research findings in at least two articles in peer-reviewed research publications, one of them being published in an international publication with more than half of its editorial board members representing other countries than the country in which the journal is published (as provided in item 69) or research publications with an impact factor indexed in Clarivate Analytics Web of Science (as provided in item 68) or a scientific monograph;
 - 71.3. has presented research findings in at least 2 international research events (conferences, seminars, etc.);
 - 71.4. has completed at least one doctoral course (6 ECTS) at a foreign institution;
 - 71.5. has completed an internship of at least three months at a foreign research or study institution (institutions) (recommended); a doctoral student may have completed an internship at a company, institution or organisation in Lithuania or abroad;
 - 71.6. meets other requirements stipulated in the Regulations.
72. A doctoral student at the Doctoral or other institution shall submit an application to defend the dissertation that shall be addressed to the Head of the Doctoral institution and attach the following documentation:
- 72.1. copies of a Master's degree diploma, or a diploma of an equivalent higher education qualification (doctoral students from the Doctoral institution are not required to submit them);
 - 72.2. a list of research publications on the topic of the dissertation and their copies (in case an article is not yet published, a confirmation of the editorial board on the acceptance of the article for publication has to be attached);
 - 72.3. a description of the PhD candidate's personal life, scientific and creative activities, i.e. a curriculum vitae;
 - 72.4. certified copies of records of doctoral courses passed in accordance to the doctoral study programme (ISM doctoral students do not need to attach them; they shall be arranged by the Doctoral School based on the documentation in the PhD candidate's personal file and records in the databases);
 - 72.5. the doctoral dissertation (2 copies);
 - 72.6. Supervisor and consultant (if applicable) feedback on the suitability of the dissertation for public defence;
 - 72.7. consent to provide one copy of the successfully defended dissertation to Martynas Mažvydas National Library of Lithuania (except for dissertations defended in closed meetings) and publish the dissertation in the Lithuanian Electronic Thesis and Dissertation Database (ETD) within two weeks from the dissertation defence.
73. Upon the verification of the conformity of the provided documentation to the formal requirements, the Doctoral School shall submit the PhD candidate's application to the Committee.
74. Within a month from the receipt of the PhD candidate's application to defend the doctoral dissertation and the manuscript of the dissertation, the Committee shall appoint no less than two reviewers to examine the conformity of the dissertation to specific requirements.
75. No later than 2 months from the submission of the documentation, the Chairperson of the Committee shall convene a Committee meeting with the participation of the PhD candidate, his/her supervisor and other invited researchers. The Committee shall hear the PhD candidate's presentation (up to 20 minutes) which shall disclose research relevance, research question, aim and objectives, scientific novelty and practical value, theoretical framing of the research, research methodology, key research findings, contributions, and conclusions. The PhD candidate's presentation shall be followed by a scientific discussion that shall include the presentation of the reviewer comments, assessment of the dissertation and the PhD candidate's response to the

comments of the reviewers, Committee members and other invited researchers, the feedback of the Supervisor (and consultants) on the dissertation.

76. The Committee shall evaluate – based on objective justification – the research question, aims and objectives of the dissertation, scientific novelty, relevance and originality of the research; review of prior research on the topic in the field of the dissertation, the theoretical framing of the research, and research methodology; reliability and validity of the findings; legitimacy of the conclusions and their conformity to the essence of the research; the correspondence of the draft summary to the dissertation; the correspondence of the published articles and their findings to the most relevant arguments of the dissertation.

77. The Committee may take the following decisions:

77.1. the dissertation is adequate and meets the requirements stipulated in the Regulations of the academic doctoral studies and these Regulations, the doctoral student has fulfilled the requirements set out in the Regulations of academic doctoral studies and these Regulations, and the dissertation may be submitted for defence without any amendments;

77.2. the dissertation requires revising. In that case, the dissertation shall be returned to the doctoral student and a deadline to complete revisions set;

77.3. the dissertation does not meet the requirements.

78. Provided the dissertation meets all requirements, the Committee shall:

78.1. form a Defence Board consisting of no less than three researchers and appoint one of them the Chairperson of the board. There must be no conflicts of interest between the members of the Defence Board and the PhD candidate or his/her Supervisor (or consultant where the dissertation is defended on an external basis). More than half of the members of the Defence Board may not have any publications co-authored with the supervisor in the past five years (or consultant where the dissertation is defended on an external basis). At least one member of the Defence Board shall represent a foreign institution of research and education;

78.2. determine the language of the meeting of the Defence Board;

78.3. oblige the Doctoral School to obtain consent from the prospective members of the Defence Board and documentation certifying the conformity of their qualification (descriptions of their personal life and scientific activities, lists of publications, etc.);

78.4. propose a date for the dissertation defence.

79. Upon receipt of the record of the Committee decision on the defence of the dissertation, the Doctoral School shall prepare a plan for concluding the dissertation and its printing and provides it to the doctoral student for implementation. The Institution at which the doctoral student is enrolled shall cover the costs related to the printing and shipping of the dissertation and its summary.

80. No later than 30 calendar days prior to the defence of the dissertation, the Doctoral School shall:

80.1. deliver the dissertation to the members of the Defence Board;

80.2. upload data about the dissertation intended for defence and a hyperlink to the website on which the prepared dissertation is published in the dissertation database administered by the Research Council of Lithuania in the manner set forth thereby.

81. Members of the Defence Board shall provide their comments on the dissertation to the Doctoral School no later than 5 working days before the defence of the dissertation. The Doctoral School shall pass them on to the doctoral student.

82. The dissertation shall be defended in the English language in a public meeting of the Defence Board. In cases where the meeting is held in another language, the doctoral committee shall decide

upon the necessity of the interpretation. The meeting of the Defence Board shall be organised following the procedure set forth in the Regulations of the Defence Board of the doctoral dissertation (Appendix 2). The chairperson of the Defence Board shall preside the meeting. The meeting shall be deemed legitimate when attended by more than half of its members (including those participating via teleconference). In case the Defence Board is comprised of 3 members, the meeting shall be deemed legitimate when all 3 members participate in it. The comments of the members of the Defence Board and other persons on the dissertation not attending the meeting shall be read during the meeting.

83. Provided the dissertation contains commercial secrets or any other confidential information, upon the resolution of the Committee the dissertation may be defended in a closed meeting. The announcement of the dissertation defence shall specify that the defence will take place in a closed meeting.

84. During the defence, the author of the dissertation shall present key findings and conclusions of his/her research and specify his/her contribution to the submitted publications. Members of the Defence Board shall provide a well-reasoned evaluation of the scientific level of the dissertation, originality and novelty of the findings, reliability and validity of the conclusions, specify shortcomings and inaccuracies of the dissertation, and the scientific competence of the author of the dissertation during its defence. The author of the dissertation shall respond to all questions and comments.

85. After the discussion with the author of the dissertation, members of the defence board shall decide upon the award of a PhD degree to the candidate by secret ballot. Members of the defence board who participate in the meeting via teleconference shall also take part in the voting. In case of a remote defence meeting, where at least one member of the defence board attends the meeting via teleconference, an online voting by secret ballot shall be held. The results of the online voting shall be passed on to the Chairperson of the Defence Board. All members of the Defence Board attending the meeting shall fill in secret ballot papers. The chairperson of the Defence Board shall announce the voting results.

86. The decision of the Defence Board shall be deemed passed if more than half of the members of the Defence Board vote in favour of it, except for the cases where the Board is comprised of 3 members. In the latter case the decision is deemed passed when all the members vote in favour of it. Provided a decision is passed that a doctor's degree may not be awarded, argumentation in support of such a decision shall be provided in the voting report. All members who physically participated in the meeting shall sign the voting report.

87. Provided the Defence Board decides that a doctor's degree may not be awarded, revised and/or supplemented dissertation may be submitted for defence no sooner than after one year. In that case the doctoral degree shall be attained on an external basis in accordance to the requirements set forth in Chapter 8 of the Regulations. In case of academic dishonesty (plagiarism and/or other violation of academic ethics and procedures), the dissertation may not be defended.

88. The Doctoral School shall manage the Defence Board documentation and organise its meeting. Upon the defence of the dissertation, all documentation related to the defence, including the meeting minutes and the Defence Board decision on the award of the doctor's degree, shall be passed on to the Doctoral School. Based on it, the Doctoral School shall prepare and issue a diploma. The researcher shall be awarded a PhD diploma after the dissertation has been uploaded on the Lithuanian Electronic Thesis and Dissertation Database (ETD) administered by the Research Council of Lithuania.

89. The Doctoral School shall inform the Research Council of Lithuania in the manner set forth thereby about the outcome of the defence no later than within 20 working days after the dissertation defence meeting. The notice sent to the Research Council of Lithuania shall specify

the reasons due to which the dissertation was deemed not defended or the defence did not take place. Information on the defended dissertation shall be uploaded on the electronic database of the dissertations administered by the Research Council of Lithuania. Within 2 weeks from the dissertation defence a copy of the dissertation (except for dissertations defended in closed meetings) shall be provided to Martynas Mažvydas National Library of Lithuania and uploaded on the Lithuanian Electronic Thesis and Dissertation Database (ETD).

90. In case where a doctoral student submits a dissertation by the end of the doctoral studies but fails to defend it before the end of the studies, the dissertation may be defended according to the standard procedure within 12 months following the completion of the study period. A dissertation that has not been defended during this timeframe shall be defended on an external basis in accordance to the requirements set forth in Chapter 8 of the Regulations. A dissertation shall be deemed as defended on due time provided it was defended no later than one year from the completion of the study period.

CHAPTER VIII. OBTAINING A DOCTORAL DEGREE ON AN EXTERNAL BASIS

91. A person who holds a Master's or an equivalent higher education degree is eligible to seek a doctoral degree on an external basis (hereinafter an external candidate). An external candidate must have published his/her research findings in a scientific monograph or at least two research articles in peer-reviewed research publications specified in Item 71.2 of the Regulations, and have prepared a manuscript of the dissertation.

92. An external candidate shall submit an application to defend a dissertation on an external basis, addressed to the Head of the Doctoral Institution, to the Doctoral School of the institution concerned. The application shall be accompanied by the following documentation:

- 92.1. a manuscript of the dissertation or a published scientific monograph;
- 92.2. a list of research publications and their electronic copies;
- 92.3. copies of a Master's or an equivalent higher education degree diploma and its supplement;
- 92.4. records of doctoral courses passed (if any);
- 92.5. a description of one's personal life, research and creative activities;
- 92.6. a copy of a personal identity document.

93. The Head of the Doctoral institution or an authorised person shall forward the application to the Doctoral School which, having determined that the submitted documentation meets admission requirements, shall assign the application and supporting documentation to the Committee.

94. The Doctoral Committee shall examine the submitted material and decide if the manuscript of the dissertation or the published scientific monograph meets the requirements of a doctoral dissertation no later than 3 months from the date of the receipt of the application.

95. The Doctoral Committee shall appoint at least two reviewers to evaluate the dissertation. The Committee shall organise a meeting at which the external candidate presents the dissertation, and decide if the submitted material meets the requirements of these Regulations.

96. If after the examination of the application the Committee arrives at a favourable decision, the Committee shall take the following actions:

- 96.1. appoint an academic consultant;
- 96.2. determine doctoral courses to be followed and set a timeframe for taking respective examinations, or pass a decision to credit previously completed doctoral courses;
- 96.3. set a date for the defence of the dissertation which may not be later than within one year from the date on which a favourable decision was passed.

97. The external candidate shall cover all direct costs of the Doctoral institution related to the obtaining of a doctor's degree.

98. If after the examination of the application the Committee arrives at a negative decision, the external candidate may submit a repeat application no sooner than within one year from the date of the decision.

CHAPTER IX. AWARD AND REVOCATION OF A DOCTORAL DEGREE

99. The institution at which a doctoral candidate has defended a dissertation shall awarded him/her a PhD degree and issue a doctoral diploma. A registered doctoral diploma shall be awarded in the manner set forth by the Doctoral institution. The form of the doctoral diploma and the procedure for the production, accounting and registration of diploma forms are established by the legal acts of the Republic of Lithuania and the countries of foreign doctoral institutions.

100. The institution that has awarded a person a doctoral degree may revoke the decision to award a degree (including degrees awarded prior to the entry into force of these Regulations) in the following cases:

100.1. an act of academic dishonesty has been established;

100.2. a doctoral degree has been awarded in violation of the Regulations.

101. A degree is revoked when the Ombudsperson for Academic Ethics and Procedures takes a biding decision to do so. The Ombudsperson for Academic Ethics and Procedures may oblige the institution to revoke the decision to award a doctoral degree taken by the institution before the date when the Regulations came into force.

102. In case the institution which has awarded the degree has been liquidated, the decision on the degree revocation shall be taken by the Council.

103. An appeal against a non-awarded degree, rejection of an application of an external candidate to defend a dissertation and other matters related to the doctoral study administration shall be filed with the Head of the Doctoral institution in the manner set forth by the Institution. The Head of the Doctoral institution shall forward the appeal for examination to the Committee and/or respective departments or structures established for this purpose. The appeal shall be reviewed and a decision passed within 2 months from its receipt. Response to the appellant on behalf of the Head of the Doctoral Institution shall be sent within 30 days from the date of the decision.

104. In accordance with the procedure established by legal acts, a complaint regarding a non-awarded doctoral degree may be submitted to the Ombudsman for Academic Ethics and Procedures.

CHAPTER X. ENSURING QUALITY AND ACADEMIC INTEGRITY IN THE PROCESS OF DOCTORAL STUDIES

105. The Committee shall evaluate the doctoral programme, the quality of its conduction and organisation of the doctoral study process on a regular basis and provide recommendations on their improvement to the Doctoral School, heads of Doctoral institutions or their authorised persons.

106. At the end of each academic year the chairperson of the Committee shall provide a report at the Committee meeting on the organisation of the doctoral study process, conduction of studies, doctoral student research performance, publications, internships, doctoral course completion, scientific conference and seminar attendance and other relevant information. The Committee shall analyse the state of affairs of the doctoral studies, and the quality of studies and doctoral student

research and takes decisions on their improvement. The Doctoral School and Institutions shall implement the Committee decisions.

107. The quality of the doctoral study process shall be ensured pursuant to the regulations of doctoral student progress assessment approved by the Committee, consultation and work plans for the semester agreed by doctoral students and their supervisors, the Procedure for the assessment of study courses, the Procedure for taking courses at foreign institutions, the Procedure for funding conference participation and the Procedure for research internships.

108. The progress of doctoral students shall be assessed at a Committee meeting pursuant to the Regulations of doctoral student progress assessment which provide recommendations on the end-of-year requirements for studies, research and dissertation development by a respective year of full-time and part-time studies.

109. At the start of each semester, a doctoral student together with the supervisor shall develop a consultation and work plan that shall specify meeting dates and tasks to be completed. At the end of the semester the doctoral student shall submit a report on the implementation of the work and consultation plan signed and commented by the student and the supervisor.

110. After completion of a doctoral course, a student survey shall be conducted based on the Doctoral course questionnaire. Survey results shall be reviewed by the Committee and provided to their instructors who in light of the survey results and Committee recommendations shall make necessary improvements in the course. In case of serious quality problems, the Committee shall take decisions on the improvements of the course description or replacement of instructors.

111. Expenses incurred by doctoral students in relation to internships and course attendance abroad shall be reimbursed in accordance to the Procedure for taking courses at foreign institutions. Expenses related to doctoral student conference attendance shall be reimbursed in accordance to the Procedure for funding conference participation.

112. Academic internships of doctoral students shall be performed in accordance to the Procedure for academic internships which defines the content, scope and organisation of academic internships.

113. Every 5 years the Doctoral School shall monitor the career progress of doctoral study graduates and provide its results to the Committee and Doctoral institutions and their responsible persons.

114. Doctoral studies shall be guided by high standards set by international research, study and publishing organisations and standards of research conduction and publishing ethics that shall be followed by all participants of the doctoral study process: members of the Committee, members of the Defence Board, doctoral supervisors and consultants, doctoral students, Doctoral Schools, administrative staff of Doctoral institutions, and other persons involved in the doctoral studies. Doctoral students shall be introduced to the requirements of the academic ethics at the start of their studies.

115. Doctoral institutions shall follow their Codes of Ethics in force and have Committees on Ethics which shall look into any violations of ethics. The Doctoral School shall have the Procedure for appeal filing and examination. Pursuant to the Procedure for appeal filing and examination, a doctoral student may appeal administrative or academic decisions taken by members of academic and administrative staff or any other person that preclude or otherwise inhibit the pursuit of an academic degree.

Sample template of the first and second pages of a dissertation (a summary in case of a scientific monograph)

Example 1. *Sample template of the title page of a doctoral dissertation*

ISM University of Management and Economics

First name and last name

TITLE OF THE DOCTORAL DISSERTATION

Doctoral dissertation

Social Sciences, Management, S 003

Vilnius, 201X

Example 2. *Sample template of the second page of a 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, UAB (together with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia) in 2017 by order No. V-574 of the Minister of Education and Science of the Republic of Lithuania of July 17, 2017.

(In case the dissertation is defended by an external candidate)

The dissertation was prepared in 20__-20__ at (Name of the Institution) and 20__-20__ at (Name of the Doctoral Institution) under the right of Doctoral studies granted to ISM University of Management, UAB (together with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia) in 2017 by order No. V-574 of the Minister of Education and Science of the Republic of Lithuania of July 17, 2017.

The dissertation is defended on an external basis.

Supervisor:

Prof. Habil. Dr. First name Last Name (Name of the institution, area of research, field of research, field code) *(in case of two supervisors, timeframes of their supervision shall be specified)*

Academic consultants:

Prof. Habil. Dr. First name Last Name (Name of the Institution, country, area of research, field of research, field code) (In case the dissertation is defended by an external candidate)

The dissertation is defended at an open meeting of the Defence Board in the field of Management at ISM University of Management, UAB (together with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia):

Chairperson:

Prof. Habil. Dr. First name Last Name (Name of the institution, country, area of research, field of research, field code)

Members:

Prof. Habil. Dr. First name Last Name (Name of the institution, country, area of research, field of research, field code);

Prof. Habil. Dr. First name Last Name (Name of the institution, country, area of research, field of research, field code);

Dr. First name Last Name (Name of the institution, country, area of research, field of research, field code)

The dissertation will be defended in an open / closed meeting of the Defence Board in the field of Management at _____ (the time) on _____ (the date) at ISM University of Management and Economics

Address: Arklių street 18, (room), Vilnius, LT-01129, Lithuania; email doktorantura@ism.lt

The dissertation is available at the library of ISM University of Management and Economics and Martynas Mažvydas National Library of Lithuania

**Doctoral Studies
in the Field of Management at**

**ISM University of Management, UAB (together with Aarhus University, Denmark,
BI Norwegian Business School, Norway, and University of Tartu, Estonia)**

**REGULATIONS OF THE DEFENCE BOARD OF THE DOCTORAL
DISSERTATION**

I. General provisions

1. These regulations define the procedure of the activities of the Defence Board of the Doctoral dissertation in the field of Management at ISM University of Management, UAB (together with Aarhus University, Denmark, BI Norwegian Business School, Norway, and University of Tartu, Estonia) (hereinafter the Defence Board) established in accordance with Order V-739 of the Minister of Education, Science and Sport of the Republic of Lithuania of May 18, 2020.
2. The Doctoral School shall organise dissertation defence meetings and manage related documentation.
3. The Chairperson of the Defence Board (hereinafter the Chairperson) shall organise the activities of the Defence Board. The Chairperson shall:
 - 3.1. examine the personal file of the defendant prior to the meeting to ensure that the file and related documentation (voting forms, a template of the voting meeting minutes, etc.) are in place;
 - 3.2. review provided comments on the dissertation and present them at the defence meeting or entrust a member of the Defence Board to do it;
 - 3.3. ensure that all measures necessary for the meeting conduction have been prepared (sound recording or stenography of the meeting, demonstration of visual material, and interpretation, if needed);
 - 3.4. chair the meeting of the Defence Board (in case the Chairperson appointed by the order of the Head of the University may not attend the defence meeting, members of the Defence Board shall elect another person from amongst the members of the Defence Board to act as the Chairperson);
 - 3.5. sign the documentation related to the Defence Board meeting.
4. Members of the Defence Board shall:
 - 4.1. prior to the meeting review the submitted dissertation and its summary and verify that it is an original piece of research summarising research conducted by the doctoral student and analysing a research question within the respective field of research and that its content meets the requirements of a doctoral dissertation specified in the Regulations of the Doctoral studies in field of Management at ISM University of Management, UAB (together with Aarhus University, Denmark, BI Norwegian Business School, Norway and University of Tartu, Estonia);
 - 4.2. evaluate the research publications authored by the PhD candidate, their scientific contributions and the appropriateness of the publication outlet.
5. Defence Board meetings shall be open. In case a meeting is closed, only members of the Defence Board, the PhD candidate, the supervisor and consultants shall attend it.

II. The procedure of the meeting for the defence of the doctoral dissertation

6. The defence meeting of the doctoral dissertation shall take place in the following procedure:
 - 6.1. After verifying that more than half of the Defence Board members, including members attending via teleconference (all members, in case the Defence Board is comprised of 3 members) are present, and written feedback on the dissertation have been provided by the members not attending the meeting, the Chairperson shall inform the meeting participants about it and present the members of the Defence Board and the personal file of the PhD candidate;
 - 6.2. The PhD candidate shall present the relevance of his/her dissertation, research question, aim and objectives, methodology, key findings and conclusions. The presentation shall take about 20 minutes;
 - 6.3. The floor shall be given to the Supervisor and consultants of the PhD candidate;
 - 6.4. The Chairperson of the Defence Board shall announce the start of a scientific discussion that shall be initiated by the members of the Defence Board. The members shall provide a well-reasoned evaluation of the scientific level of the dissertation, validity of the conclusions, and the conformity of the dissertation, its summary and publications authored by the candidate to the regulations of doctoral studies. Members of the Defence Board shall put questions to the PhD candidate;
 - 6.5. the Chairperson of the Defence Board or a delegated member of the Defence Board shall publicly present additional written feedback on the dissertation or, upon the consent of the members of the Defence Board, present its major comments and conclusions. The PhD candidate shall respond to it;
 - 6.6. The floor shall be given to other meeting participants. The PhD candidate shall be provided possibility to speak up after any of the speeches;
 - 6.7. The scientific discussion shall close with a speech by the PhD candidate.
 - 6.8. After the close of the scientific discussion the Chairperson of the Defence Board shall invite members of the Defence Board to take part in a secret ballot. After the members of the Defence Board remain alone, the voting shall take place in the following manner:
 - 6.8.1. The Chairperson of the defence Board shall hand out voting forms to the members physically present at the meeting;
 - 6.8.2. After the members physically present at the meeting have casted their votes, members of the Defence Board participating via teleconference shall inform the Chairperson of the Defence Board about their decision by electronic means of communication and the Chairperson shall record the vote of the member participating via teleconference in a separate voting form and sign it;
 - 6.8.3. Upon the close of the voting the Chairperson shall count the voting results and fill in the template of the minutes of the voting meeting (in case part or the entire Defence Board participates via teleconference, the minutes of the voting meeting shall not be signed and shall be confirmed only through electronic mail) and the decision of the Defence Board regarding the award of a doctoral degree.
 - 6.9. The Chairperson of the Defence Board shall read the decision of the Defence Board to the meeting participants and declare the meeting closed;
 - 6.10. After the close of the meeting, the Chairperson of the Defence Board shall return the documentation related to the dissertation defence to the Doctoral School.
7. The Chairperson of the defence Board shall verify and sign the minutes of the meeting prepared based on the stenograph or audio recording.