



GUIDELINES FOR THE DEFENCE OF THE DOCTORAL DISSERTATION



Prepared by:
Doctoral School

If you are going to defend your doctoral dissertation, you must first inform the Doctoral School.

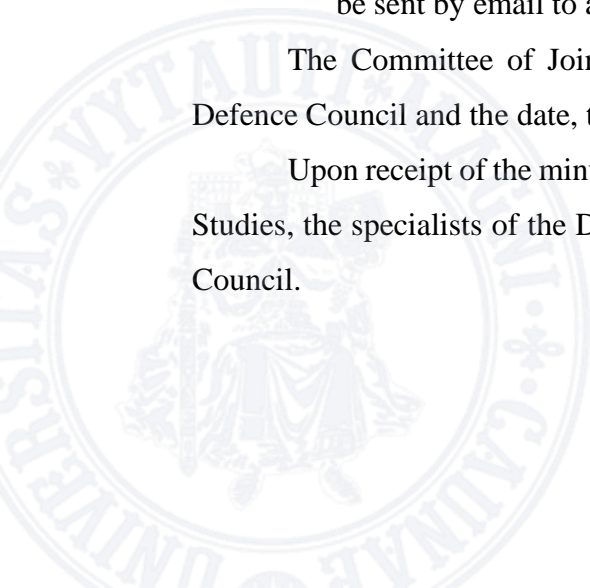
Please note that the procedure of the doctoral dissertation defence takes time, so you should allow a few months before the doctoral dissertation defence to complete the paperwork (2.5–3 months are recommended).

The following documents are required to start the procedure of the doctoral dissertation defence:

- [An application to the Rector of the University.](#)
- [A list of scientific publications](#) published on the topic of the doctoral dissertation (*to be submitted with signature*).
- Copies of research articles published on the topic of the doctoral dissertation (if the article has not yet been published, it must be accompanied by an editorial certificate stating that the article will be published).
- *A curriculum vitae* – a description of the doctoral student’s life, research and creative activities (*it should be in free form and signed*).
- The minutes of the consideration of the doctoral dissertation in the unit and the reviewer’s review.
- [The recommendation to defend the doctoral dissertation, signed by the scientific supervisor and addressed to the Rector.](#)
- The scientific supervisor’s report (and, if officially appointed, the scientific consultant’s report) (*in free form*).
- [The author’s guarantee of the originality of the doctoral dissertation being defended.](#)
- [A consent to upload the doctoral dissertation and its summary to the CRIS repository.](#)
- If required by the regulations of doctoral studies in your science field, you must submit not only the reviews from the two reviewers appointed by the Committee of Joint Doctoral Studies, but also your [responses to the reviewers’ comments](#).
- You must submit the summary and the doctoral dissertation for plagiarism checking (to be sent by email to a specialist of the Doctoral School).

The Committee of Joint Doctoral Studies then meets to approve the composition of the Defence Council and the date, time and place of the defence of the doctoral dissertation.

Upon receipt of the minutes of the consideration of the dissertation by Committee of Joint Doctoral Studies, the specialists of the Doctoral School shall draw up an order on the composition of the Defence Council.



Once the order on the composition of the Defence Council has been drawn up and signed, you must submit the following documents **at least one month before the public defence of your doctoral dissertation:**

- The researchers' consents to be members of the Council (forms in [Lithuanian](#) and [English](#)) and lists of their main research articles (*with original signatures*).
- [An application for the printing of the doctoral dissertation and its summary](#) (15 copies of the doctoral dissertation and 35 copies of the summary for those admitted before 2016, while for those admitted from 2017 onwards, 15 copies of the doctoral dissertation and its summary will be printed in one publication).
- You must contact VMU Publishing Centre with a signed application for the printing of the doctoral dissertation (contact details available at <https://leidyba.vdu.lt/en/contacts/>).
- You must submit printed copies of the doctoral dissertation to the Doctoral School with [a list](#) of recipients, according to which the specialists of the Doctoral School will send the submitted copies of the doctoral dissertation (in the list, please indicate the sender's name, surname/the name, address, postcode and telephone number of the institution).
- The copies of the doctoral dissertation and its summaries shall be sent to Martynas Mažvydas National Library of Lithuania, the scientific supervisor, the consultant, the members of the Defence Council, and the libraries of the institutions that have the joint right of doctoral studies.
- You must submit one copy of the doctoral dissertation to VMU Library. The librarian will issue you with a certificate stating that the doctoral dissertation has been submitted; this certificate must be presented to the Doctoral School.
- You also need to fill in and submit [a letter concerning copying to Martynas Mažvydas National Library of Lithuania](#).
- You must submit a copy of the doctoral dissertation and its summary to the Doctoral School; this copy will be added to your dissertation defence file.
- Once the copies of the doctoral dissertation have been sent to the libraries, the specialists of the Doctoral School will receive the dissertation submission certificates from the libraries that have the joint right of doctoral studies and will add them to your dissertation defence file.
- You must send the final version of the doctoral dissertation and its summary in PDF format.
- You must submit a dissertation abstract (summary) in English and Lithuanian for publication on the website of the Research Council of Lithuania (up to 1500 characters per summary).
- You must settle up with the University; for information on how to do this, please refer to the [instructions for settling up with the University](#).

- At least 1 month before the defence, the doctoral student must inform the Doctoral School whether there is a need for an interpreter at the public defence.
- At least 2 weeks before the public defence, the doctoral student must inform whether there is a need for a hybrid doctoral dissertation defence (when one or more members of the Council join the public defence meeting remotely). You must upload the doctoral dissertation and its summary to the CRIS repository within 10 days. For advice on uploading the doctoral dissertation and its summary to the system, please contact Lolita Atkočiūnienė at email lolita.atkociuniene@vdu.lt.
- You must submit the reviews of members of the Defence Council no later than 5 working days before the public defence (*reviews are written in free form*).
- After the defence, you need to make an audio recording of the defence meeting on a disc and present it to the Doctoral School.
- You must write a transcript (**the transcript must be prepared only for those enrolled before 2017**) and present it to the Doctoral School.

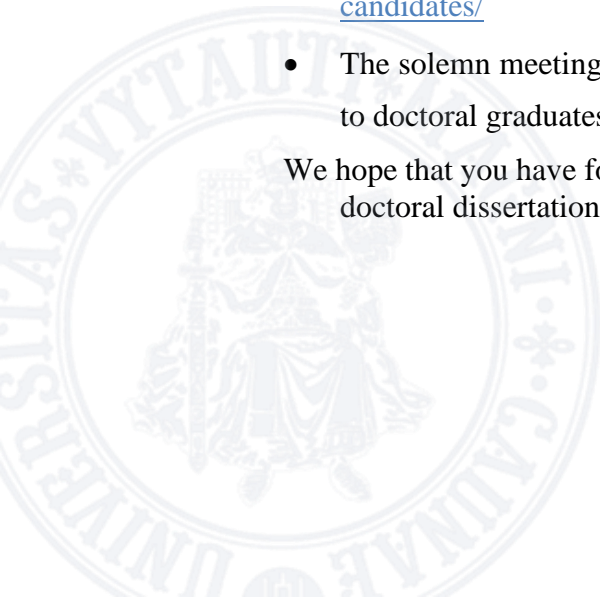
ADDITIONAL INFORMATION:

- The requirements for the doctoral dissertation can be found in the section “Information for Doctoral Students” on VMU website, in Annex 1 of the regulations of the field of science studied.

It is important to note that you will find several regulations in the same field on this page, and the regulations to follow will depend on the year of entry. For example, if you enrolled in 2019, you should follow the regulations “for those who enrolled from 2017”.

- Supporting documents related to the preparation of the doctoral dissertation can also be found on the website of the Publishing Centre at <https://leidyba.vdu.lt/en/for-author/for-doctoral-candidates/>
- The solemn meeting of the Senate at which the doctoral diplomas and insignia are awarded to doctoral graduates is held once a year, usually in February.

We hope that you have found this information useful and that it has facilitated the procedure of the doctoral dissertation defence.



However, if you have any questions, please do not hesitate to contact the specialists of the Doctoral School.



Universiteto g. 8A, room 203, Akademija, Kauno r.



I–V 8:00–17:00



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