2015 REGULATIONS FOR ADMISSION OF DOCTORAL STUDENTS TO KAUNAS UNIVERSITY OF TECHNOLOGY

I. General provisions

1. 2015 Regulations for admission (hereinafter – Regulations) of doctoral students to Kaunas University of Technology (hereinafter – University) establish a procedure under which candidates are admitted to the third cycle (doctoral studies) study programmes of scientific fields coordinated by the University in 2015.

2. In 2015 University admits to doctoral studies of 17 scientific fields. List of scientific fields of doctoral studies (can be revised) is provided in Appendix 1, list of thesis topics for 2015 is approved by Rector’s Order, in accordance with regulations for doctoral studies of scientific fields.

3. Regulations regulate admission to full-time study programmes.

4. Candidates can apply both for state funded and non-funded studies. All candidates have equal rights and obligations (except payment for studies).

5. Admission to doctoral studies is performed by procedure of open competition.

Sequence of admission procedures:

5.1. submission and registration of admission documents;

5.2. attendance at the meetings for admission to doctoral studies;

5.3. signing of study contract.

6. Information regarding procedure of admission and doctoral studies at Kaunas University of Technology as well as consultations regarding choice of doctoral programme are provided on Mondays-Thursdays at 8:00 a.m. – 12.00 p.m., 12.45 p.m. – 5:00 p.m. on Fridays at 8:00 a.m. – 12:00 p.m., 12:45 – 3:45 p.m. at Unit of Doctoral Studies. Address and telephone numbers of KTU Unit of Doctoral Studies: K. Donelaičio str. 73–423, LT–44029 Kaunas; tel.: (8 37) 30 00 42, (8 37) 30 00 49; email doktorantura@ktu.lt; website http://ktu.edu/doktorantura.

II. Submission and registration of admission documents

7. Participation in the competition for a position at doctoral studies is allowed after submission of application in determined form and required documents. Submission and correction of applications is performed under procedure and terms indicated in Regulations.

8. Primarily, applications for participation in the main competition for admission to doctoral studies are submitted online (ktu.edu/phd/). Electronic copies of the proof of research (art) activities are submitted online with application. Documents for additional admission are not filled online.

9. Persons, who have submitted applications for participation in the competition, print their application and submit it with other required documents, indicated in p. 16, to KTU Unit of Doctoral Studies personally or via authorized person, during the indicated period.

10. Data of the persons, who acquired their second cycle degree at the University, is filled automatically from University's databases.

11. Candidates, who acquired their second cycle degree not at the University or graduated from the University in 1996 or earlier, submit information of their diploma and its supplement online, attaching electronic copies of diploma and its supplement.

12. Application is considered received (registered), when application's questions regarding the person, his/her acquired education and other required data are answered and at least one of two possible preferred topics from the list of research topics is indicated.
13. Requests in the application are provided in decreasing order of priority. Indication of topic, form of studies (full-time) and nature of funding of studies are issues under a request.
14. Correction of application incudes changes, addition or deletion of topic order and nature of funding in the list of requests. If application is corrected and indicated requests are changed a few times, the most recent version of application is valid.
15. Changing of request order in application is not allowed after receipt of invitation to study.
16. Candidates to doctoral studies must submit the following documents:
    16.1. application to Rector, indicating research field, topic and form of funding;
    16.2. copy of the page of passport, containing personal data, or ID card;
    16.3. signed curriculum vitae;
    16.4. receipt of education entry payment or its copy;
    16.5. Master (and Bachelor for those applying to scientific field of Materials Engineering) or equivalent qualification diploma with its supplement (original and copies; original documents are returned after registration of documents). If documents are issued in foreign institutions, they have to be acknowledged in the Republic of Lithuania under relevant procedure. Regarding acknowledgment of their documents, candidates have to apply to Centre for Quality Assessment in Higher Education;
    16.6. recommendations by two researchers of a scientific field;
    16.7. list of research works (a signed list is submitted with a complete bibliographic description) and their copies (submitting copies of publication's cover page and content of article), in case such works are not available – research paper, which topic agrees with the thesis topic indicated in the application;
    16.8. other documents that candidate considers relevant, for example, certificate regarding passed examinations of doctoral level, various certificates regarding completed courses, etc.
17. If candidate’s documents are registered by an authorized person, he/she must have a written authorization of the candidate (not notarized).
18. Application is completely reviewed when all required documents are provided.

III. Formation and calculation of competition score

19. Candidates are admitted to doctoral studies of scientific field by procedure of competition according to their competition score.
20. Candidates get a position in competition queue of each scientific field or topic of scientific field (if it is determined) in decreasing order according to their competition score. When committees assign available University's positions of state-funded doctoral studies of scientific field to topics, competition queue is made for each topic, which has an indicated number of state-funded positions. In other cases there is one competition queue for one scientific field.
21. Information for calculation of a weighted average of the marks of diploma's supplement \(V_3\) is obtained from relevant graduation documents, certifying qualification.
22. Competition score for admission to doctoral studies consists of a sum of weighted average of marks of supplement of diploma, certifying award of Master (or Bachelor, when applying to scientific field of Materials Engineering) degree or equivalent qualification and evaluations of scientific activities \(\text{publications or scientific paper, scientific experience, recommendations of scientists and interview}\) in ten-point grading system, multiplied by weighted coefficients. Values of weighted coefficients, determined by committees of doctoral studies, are provided in Appendix 2.
23. Competition score for admission to doctoral studies \(KBd\) is calculated in accordance with the data of candidate's supplement of diploma, certifying award of Master (or Bachelor, when applying to scientific field of Materials Engineering) degree or equivalent qualification and indicators of research activity. It is a sum of weighted average of diploma's appendix \(V_3\), evaluations* of research experience \(M_m\), recommendations of researchers \(M_r\) and interview \(M_d\) in ten-point grading system, multiplied by weighted coefficients.
*(M_a) – research experience in ten-point grading system (publications, evaluated in points, according to current methodology for evaluation of research production, approved by Order of the Minister of Education and Science of the Republic of Lithuania, or research paper and other research experience, and research qualifications, conformity of research publications and research experience with topic of doctoral studies;
(M_r) – validity of recommendations of researchers and their objectivity in ten-point grading system;
(M_v) – evaluation of understanding of research problems of the scientific field that candidate applies to, motivation, ability to formulate responses (also in foreign language) in ten-point grading system, demonstrated during the interview.

24. Weighted average of evaluations in the supplement of higher education graduation diploma \( V_S \) in ten-point grading system is calculated as follows:

\[
V_S = \frac{\sum_{i=1}^{n} DP_i \cdot k_i}{\sum_{i=1}^{n} k_i};
\]

where \( DP_i \) – mark for a subject listed in the supplement of \( i \) diploma of higher education in ten-point grading system; \( k_i \) – scope of that subject in credits; \( n \) – number of subjects listed in the supplement of higher education diploma.

25. Competition score \( KB_D \) is calculated as a sum of multiplications of component competition scores in ten-point grading system and weighted coefficients, indicated in Appendix 2, i.e.

\[
KB_D = \sum_{j=1}^{m} EP_j \cdot EK_j;
\]

where \( EP_j \) – \( j \) competition component \( (V_S, M_a, M_r, M_v) \) mark in ten-point grading system; \( EK_j \) – weighted coefficient of \( j \) competition component; \( m \) – number of competition components, which form a competition score.

26. If competition marks are equal, the higher place in the competition queue (in the order of priorities) is assigned to the candidate, who has: 1) bigger multiplication of weighted average of the marks of diploma supplement; 2) higher evaluation of final thesis. Final decision is made by the doctoral studies’ committee of a scientific field.

**IV. Competition for admission to doctoral studies**

27. Admission is performed in a few phases: first the main admission and then additional admission (-s) for candidates competing for the remaining positions funded and not funded by the state. New application is submitted for additional admission.

28. All candidates must attend a meeting for admission to doctoral studies with a doctoral studies’ committee of a scientific field. In individual cases the committee decides regarding attendance of a candidate in the meeting for admission to doctoral studies.

29. Dates of admission to doctoral studies:

<table>
<thead>
<tr>
<th>No.</th>
<th>Procedures of admission to doctoral studies</th>
<th>Dates and terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Announcement of competition for doctoral studies</td>
<td>02-06-2015</td>
</tr>
<tr>
<td>2.</td>
<td>Submission and registration of admission documents</td>
<td>04-06-2015 – 26-06-2015, 12:00 p.m.</td>
</tr>
<tr>
<td>3.</td>
<td>Acceptance and examination of appeals*</td>
<td>26-06-2015, 2:00 p.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>4.</td>
<td>Announcement of appeals*</td>
<td>26-06-2015, 3:30 p.m.</td>
</tr>
<tr>
<td>5.</td>
<td>Meetings for admission to doctoral studies** and announcement of competition results to the candidates to doctoral studies</td>
<td>01-07-2015 – 02-07-2015</td>
</tr>
<tr>
<td>6.</td>
<td>Acceptance and examination of appeals*</td>
<td>03-07-2015, 8:00 a.m. – 10:00 a.m.</td>
</tr>
<tr>
<td>7.</td>
<td>Announcement of appeals*</td>
<td>03-07-2015, 11:00 a.m.</td>
</tr>
<tr>
<td>8.</td>
<td>Information to the persons, who are invited to doctoral</td>
<td>03-07-2015, 1:00 p.m.</td>
</tr>
</tbody>
</table>
9. Signing contracts with the persons, who are invited to doctoral studies 07-07-2015 – 09-07-2015, 8:00 a.m. – 5:00 p.m.

* Appeals regarding incorrect data evaluation are accepted before selection of candidates; appeals regarding admission – after meeting of doctoral studies’ committee
**Candidates also attend meetings for admission with doctoral studies’ committees

30. Invitation to study depends on priorities listed in the person’s application, competition score and competition queue for admission to doctoral studies. The person is invited to study the topic and form of studies which are indicated as a higher priority (is at a higher position in application’s request list).

31. Candidates are considered invited to doctoral studies funded by the state if their competition score is highest in the competition queue and in quota of study positions, determined by the University.

32. The persons are considered admitted after they sign a study contract with the University and are announced as admitted to studies by Rector’s Order.

33. Appeals regarding violations of University’s procedures for admission to doctoral studies of scientific field and other questions directly related to admission procedures are submitted to KTU Unit of Doctoral Studies in terms set out in the Regulations.

34. In all cases specified in admission regulations decisions are made by the committee for doctoral studies of scientific field.

35. If committee for doctoral studies determines that list of modules of candidate’s main studies is of insufficient scope or his/her acquired skills are insufficient, it can indicate additional modules of doctoral studies of scientific field that candidate shall complete during the first year of studies. Candidate shall pay for additional modules of studies.

36. Persons, invited to study at the University, have to make a study contract with the University; it is signed at the Unit of Doctoral Studies. Address and telephone of the Unit of Doctoral Studies: KTU Central Administration (K. Donelaičio str. 73, LT-44029 Kaunas), room 423; telephones: +370 37 30 00 42, 30 00 49; email doktorantura@ktu.lt

37. If invited persons do not make a study contract in terms set out in the Regulations, invitation to study at the University becomes invalid and free positions are relocated to the next stage of admission.

38. Candidates who make contracts can also submit a request for dormitory.

39. Annual prices for doctoral studies of scientific field for the persons who agree to pay full price for the studies are indicated in Appendix 3.

V. Enrolment fee

40. Examination of admission documents and all admission procedures is completed when University receives a bank’s notification regarding receipt of entry payment.

41. Enrolment fee is 35 EUR for Lithuanian and the European Union citizens, and 100 EUR for citizens outside of the European Union. Details of bank account for payment are provided in Appendix 4.

42. Another physical or legal person can pay enrolment fee for a candidate, but it is necessary to indicate correct data of the payment – payer and payment purpose. If payer, payment purpose and payment code is incorrect, the payment will not be registered.

43. Persons, who lost both of their parents or guardians, grew up in orphan homes, were born in 1990 or later, also persons, whose working capacity is 45 % or less, are exempted from education entry payment. These persons have to submit their application with documents certifying their right to exemption.

44. Enrolment fee is not refundable after registration of application for permission to participate in competition for admission of doctoral studies.
## LIST OF SCIENTIFIC FIELDS OF DOCTORAL STUDIES

<table>
<thead>
<tr>
<th>Field code</th>
<th>Scientific field</th>
<th>Duration of studies (years)</th>
<th>Qualification of persons, who are admitted</th>
<th>Selection criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>NL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03H</td>
<td>History and Theory of Arts</td>
<td>4</td>
<td>Persons who have Master degree or equivalent qualification of higher education</td>
<td>Weighted average of marks of diploma appendix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Research experience</td>
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<tr>
<td></td>
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<td></td>
<td>Recommendations</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>03P 09P</td>
<td>Chemistry Informatics</td>
<td>4</td>
<td>Persons who have Master degree or equivalent qualification of higher education</td>
<td>Weighted average of marks of diploma appendix</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>Recommendations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>02S</td>
<td>Political Sciences</td>
<td>4</td>
<td>Persons who have Master degree or equivalent qualification of higher education</td>
<td>Weighted average of marks of diploma appendix</td>
</tr>
<tr>
<td>03S</td>
<td>Management</td>
<td></td>
<td></td>
<td>Research experience</td>
</tr>
<tr>
<td>04S</td>
<td>Economics</td>
<td></td>
<td></td>
<td>Recommendations</td>
</tr>
<tr>
<td>05S</td>
<td>Sociology</td>
<td></td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>07S</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01T 02T 04T</td>
<td>Electrical and Electronic Engineering Civil Engineering</td>
<td>4</td>
<td>Persons who have Master degree or equivalent qualification of higher education</td>
<td>Weighted average of marks of diploma appendix</td>
</tr>
<tr>
<td></td>
<td>Environmental Engineering</td>
<td></td>
<td></td>
<td>Research experience</td>
</tr>
<tr>
<td></td>
<td>Chemical Engineering</td>
<td></td>
<td></td>
<td>Recommendations</td>
</tr>
<tr>
<td></td>
<td>Energetics and Power Engineering</td>
<td></td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td>Informatics Engineering</td>
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<tr>
<td></td>
<td>Materials Engineering</td>
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<tr>
<td>09T</td>
<td>Mechanical Engineering</td>
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<tr>
<td>10T</td>
<td>Measurement Engineering</td>
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</tbody>
</table>

**Abbreviations:** NL – full-time studies.
**SELECTION CRITERIA AND THEIR WEIGHTED COEFFICIENTS**

<table>
<thead>
<tr>
<th>No.</th>
<th>Selection criteria</th>
<th>Scientific field code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>03H</td>
</tr>
<tr>
<td>1</td>
<td>Weighted average of the marks of diploma appendix (VS)</td>
<td>0.2</td>
</tr>
<tr>
<td>2</td>
<td>Research experience ((M_m))</td>
<td>0.65*</td>
</tr>
<tr>
<td>3</td>
<td>Recommendations of scientists ((M_r))</td>
<td>0.05</td>
</tr>
<tr>
<td>4</td>
<td>Motivation interview, including evaluation of the knowledge of foreign language ((M_d))</td>
<td>0.1</td>
</tr>
</tbody>
</table>

* research experience evaluated 0.45 mark – publications, evaluated in points, according to current methodology for evaluation of research production, approved by Order of the Minister of Education and Science of the Republic of Lithuania, or research paper.

* research experience evaluated 0.2 mark (participation in research projects, conferences, prepared publications that are submitted for publication, preparation of lectures, etc.) and conformity of research qualification with topic of doctoral studies.

** weighted average of the marks of Bachelor diploma appendix evaluated 0.1 mark

*** weighted average of the marks of Master diploma appendix evaluated 0.25 mark

**** publications evaluated 0.35 mark: in Web of Science foreign publications of Thomson Reuters Web of Knowledge database; in Web of Science Lithuanian publications of Thomson Reuters Web of Knowledge database; proceedings of international conferences.

achievements in scientific activities (participation in scientific projects, Lithuanian Research Council research practice programmes for students, winners of competitions of Knowledge Economy Forum, winners of competitions of Lithuanian Research Council) evaluated 0.2 mark.

**** Motivation interview, including evaluation of the knowledge of foreign language \((M_d)\) and achievements during Bachelor studies.

**Abbreviations:**

- 03H – Humanities. Scientific field of History and theory of Arts;
- 03S – Social Sciences. Scientific field of Management;
- 04S – Social Sciences. Scientific field of Economics;
- 03P – Physical Sciences. Scientific field of Chemistry;
- 09P – Physical Sciences. Scientific field of Informatics;
- 01T – Technologies. Scientific field of Electrical and Electronic Engineering;
- 02T – Technologies. Scientific field of Civil Engineering;
- 04T – Technologies. Scientific field of Environmental Engineering;
- 05T – Technologies. Scientific field of Chemical Engineering;
- 06T – Technologies. Scientific field of Energetics and Power Engineering;
07T – Technologies. Scientific field of Informatics Engineering;  
08T – Technologies. Scientific field of Materials Engineering;  
09T – Technologies. Scientific field of Mechanical Engineering;  
ANNUAL PRICES FOR THIRD CYCLE STUDIES FOR THE PERSONS WHO AGREE TO PAY FULL PRICE FOR THE STUDIES

<table>
<thead>
<tr>
<th>No.</th>
<th>Doctoral studies of scientific area</th>
<th>Annual price for studies, EUR</th>
<th>Price for one credit, EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Social Sciences</td>
<td>6828</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Physical Sciences</td>
<td>8030</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>Technologies</td>
<td>6269</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Humanities</td>
<td>8120</td>
<td></td>
</tr>
</tbody>
</table>

Abbreviations: NL – full-time studies.

Duration of full-time studies – 4 years.
DETAILS OF BANK ACCOUNTS FOR PAYMENT OF ENROLMENT FEE AND TUITION FEE

Enrolment fee * can be paid to one of the following accounts:

1. Recipient – Kaunas University of Technology, recipient’s bank – „Swedbank“, AB, account No. LT54 7300 0100 0251 0317, bank code – 73000, short payment title – “Enrolment fee for doctoral studies”, code – 2881, candidate’s personal identification code has to be written at the section for payer code,
   or
2. Recipient – Kaunas University of Technology, recipient’s bank – AB SEB bank, account No. LT75 7044 0600 0310 4494, bank code – 70440, short payment title – “Enrolment fee for doctoral studies”, code – 2881, candidate’s personal identification code has to be written at the section for payer code,
   or
3. Recipient – Kaunas University of Technology, recipient’s bank – AB DNB bank, account No. LT70 4010 0425 0240 0369, bank code – 40100, short payment title – “Enrolment fee for doctoral studies”, code – 2881, candidate’s personal identification code has to be written at the section for payer code.

Tuition fee* (paid by the persons, whose studies are not funded by the state) can be paid to one of the following accounts:

1. Recipient – Kaunas University of Technology, recipient’s bank – „Swedbank“, AB, account No. LT54 7300 0100 0251 0317, bank code – 73000, short payment title – “Tuition fee for doctoral studies”, code – 103161, student’s personal identification code has to be written at the section for payer code,
   or
2. Recipient – Kaunas University of Technology, recipient’s bank – AB SEB bank, account No. LT75 7044 0600 0310 4494, bank code – 70440, short payment title – “Tuition fee for doctoral studies”, code – 103161, student’s personal identification code has to be written at the section for payer code,
   or
3. Recipient – Kaunas University of Technology, recipient’s bank – AB DNB bank, account No. LT70 4010 0425 0240 0369, bank code – 40100, short payment title – “Tuition fee for doctoral studies”, code – 103161, student’s personal identification code has to be written at the section for payer code.

* - for those, who pay from foreign bank account:
Recipient – Kaunas University of Technology,
Recipient’s bank – „Swedbank“, AB,
Account No. LT54 7300 0100 0251 0317,
SWIFT CBVI LT 2X.
Candidate’s/student’s name, surname and personal identification code (if available) must be indicated in the payment.