REGULATIONS OF DOCTORAL FUND OF KAUNAS UNIVERSITY OF TECHNOLOGY

I. GENERAL PROVISIONS

1. Objective of Doctoral fund (hereinafter – Fund) – support of doctoral studies at Kaunas University of Technology, scientific creative activity, preparation of theses and articles.

2. Regulations if Doctoral fund of Kaunas University of Technology (hereinafter – Fund regulations) regulate procedure for allocation of funds for intensive studies of doctoral students, scientific research and experimental (social, cultural) development (hereinafter – MTEP), preparation of theses and articles, use of funds and accountability of used funds.

3. Fund consists of University's funds, indicated in a separate line of annual estimate of budget income and expenses. No more than one third of Fund's funds are allocated for studies of University's doctoral students.

4. Doctoral student has a right to receive support for doctoral studies up to 1000 Eur and for scientific research up to 1000 Eur once during the period of his/her doctoral studies. [Changed by order No. A-658 of Rector of Kaunas University of Technology dated 23 December, 2014]

5. Funds are allocated by competition procedure. It is awarded by the permanent commission set up by Rector's order.

II. PRINCIPLES FOR ALLOCATION OF FUNDS

6. Fund's funds can be allocated if a doctoral student requested (in case invitations were announced) for a support of national organizations and at least one of the following conditions is met:

   6.1. during first/second year of doctoral studies, doctoral student asks for support for completion of a doctoral module at another institution; it is included in his/her work plan, has a defined amount of credits and is evaluated by a grade;

   6.2. other than during the last year of doctoral studies, a doctoral student requests for support for MTEP in accordance with thesis topic, which is not related to international, national science project, carried out by (the head of) department;
6.3. During doctoral studies, a doctoral student requests support for procurement of services of English language editing for science articles;

6.4. During the last year of doctoral studies, a doctoral student requests support for procurement of services of language editing and translation to English language for thesis and its summary.

7. While allocating support, preferences are granted to following doctoral students: the ones, who receive support from other sponsors, achieve higher results of scientific activity, are in the later years of their studies (except support for studies), plan to attend doctoral modules (taking into consideration the institutions international recognition and module's price).

III. SUBMISSION OF APPLICATIONS

8. Person, willing to receive Fund's funds, shall provide Fund's permanent commission with:

8.1. Application, prepared in the form of a request for doctoral fund's financing (Appendix 1);

8.2. Reasoning for receipt of funds or necessity for procurement of materials/measures/services, their purpose and need; possibilities of purchase during purchases executed at the University (valid contracts); requesting a purchase not under the valid contracts, indicate reasons why such goods or services are needed;

8.3. Documents supporting other financing resources (if any).

9. Application is not accepted if applicant has not accounted for previously received funds under determined procedure or it has been determined that funds were not used for their intended purpose, also if conditions indicated in p. 6 are not met.

IV. EXAMINATION OF APPLICATIONS

10. Applications are examined by Fund's permanent commission. Its members, chairman, vice-chairman and secretary are appointed by University's Rector. Commission must contain a doctoral student – a representative suggested by students' union. Vice-Rector for science is appointed commission's chairman.

11. Meetings are commission's working format; they are organized at least three times per year.

12. Commission chairman is leading commission meeting; in his absence this function is performed by deputy chairman.

13. Commission secretary organizes commission's work – manages all documentation, announces commission meetings in coordination with commission chairman.
14. Commission members are informed about meeting at least 5 working days in advance.

15. Commission meeting is legitimate with at least half of all commission members are present. Commission makes decision by majority of commission members participating in the meeting. In case of equal number of votes, the decision that meeting chairman voted for is considered accepted.

16. Commission's decision is finalized by meeting's protocol, which is signed by meeting chairman and secretary during 5 working days from the meeting. Copies of protocol are sent to all members of commission.

17. Applicant is informed about the commission's decision; he/she provides commission with updated estimate for the funds requested from the Fund in the form for UPDATE for purpose of funds during one month after commission's decision (Appendix 2).

V. ALLOCATION OF FUNDS, THEIR USE AND ACCOUNTABILITY

18. Funds are allocated by Vice-Rector with regards to commission's decision and updated estimate.

19. A person shall use received funds in accordance with an estimate, approved by Vice-Rector's decree on allocation of funds, under the current University's procedure for purchase of goods and services.

20. A person shall account for the received funds submitting report in the form of a report of the person who received support from doctoral fund (Appendix 3) to Fund until 10 December of the current year.

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