

## **DESCRIPTION OF THE PROCEDURE FOR ORGANIZING LECTURER AND RESEARCH FELLOW ATTESTATION AND PUBLIC COMPETITION AT LITHUANIAN SPORTS UNIVERSITY**

### **Introduction**

1. This Description is drafted following the Law on Higher Education and Research of the Republic of Lithuania, the European Commission Recommendation on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, Order of the Minister of Education and Science of the Republic of Lithuania “On the Methodology for the Assessment of Papers (Art Work) of Higher Education and Research Institutions”, Research Council of Lithuania “Resolution on the Approval of the Description of Minimum Position Qualification Requirements for Employees of State-Run Research and Higher Education Institutions”, the Statute and Strategy of the Development of Integrated Activities at Lithuanian Sports University (hereinafter referred to as the University), and the “Principles for Employee Selection and Assessment” approved by the Council of Lithuanian Sports University.

### **I. General Provisions**

2. The description of qualification requirements shall apply to candidates to fill positions of the University lecturers and researchers through an open competition, extraordinary attestation, invited lecturers and researchers.

3. Lecturers and researchers shall be appointed to their positions through an open competition. They enter into fixed-term employment contracts for the term of five years, except for the cases laid down in Article 5.

4. Persons who win the open competition for the second time in a row for the same lecturer or researcher position shall enter into an open-ended employment contract and shall be accredited every five years following the procedures laid down by the University. The period of a maternity leave, parental leave or child care leave granted by a higher education and research institution shall not be included into the 5-year period. A person who failed to receive attestation shall be dismissed. Recruitment to higher positions of a lecturer or a researcher shall be organised through an open competition.

5. The Rector may invite lecturers and research fellows to work under fixed-term contracts for no longer than two years. Invited lecturers and research fellows are not subject to the (competition) procedure described herein.

6. Lecturers and research fellows, who were employed not through an open competition, had held the position under a shorter than five-year fixed-term contract, and who participate in the competition for the first time, must reach the level of performance defined by the qualification requirements during the term of office. Their periods of work are calculated by summing up the academic years they had worked.

7. Every five years or during the period of five years a lecturer may have a sabbatical leave up to one year to conduct research and/ or to develop professionally. The lecturer shall be paid the average salary during this non-teaching period.

8. The University Senate upon the Rector's proposal may announce extraordinary attestation of a lecturer or research fellow.
9. A lecturer or research fellow must be notified of the extraordinary attestation at least two months in advance.
10. The extraordinary attestation shall be organised in accordance with the procedure prescribed by the Senate.

## **II. Procedure of forming the Lecturer and Researcher Admission Commission and the Rules of Procedure of the Commission**

11. An Admission Commission (hereinafter referred to as the Commission) consisting of at least 11 members (lecturers and researchers) shall decide whether a lecturer or a researcher meets the qualification requirements, attest them and execute competitions to fill the positions.
12. The Commission composition shall be approved by the University Senate. The Commission members shall elect the Chairperson.
13. The Commission shall be formed according to the following requirements:
  - 13.1 at least two-thirds of the Commission members must be researchers of the highest international rank and hold a Professor or Associate Professor position;
  - 13.2. at least one-third of the Commission members shall be external researchers of the highest international rank invited by the Rector;
  - 13.3. at least one Commission member must be a foreign expert of the highest international rank;
  - 13.4. at least one Commission member must be a student representative delegated by the Student Union.
14. Commission meetings shall be led by the Chairperson, or by a person elected by mutual consent of Commission members or appointed by the Chairperson, if the Chairperson is absent.
15. Commission Chairperson shall plan the agendas of Commission meetings, ensure that the meeting procedure is complied with, and shall ensure that Commission decisions and other documents, if required, are publicly announced.
16. The main goal of the Commission is to evaluate if the lecturer or researcher meets the qualification requirements set forth by the University Senate.
17. The main objectives of the Commission are as follows:
  - 17.1. assess if a person holding the lecturer or researcher post or a person applying for this post meets the qualification requirements set forth by the University Senate;
  - 17.2. make proposals to the Rector on applying salary coefficients for lecturers and researchers;
  - 17.3 make proposals to the Rector regarding the payment of extras, bonuses or one-off payments to lecturers or researchers for the highest quality research and teaching;
  - 17.4. recommend the University Senate to award the rank of Professor or Associate Professor.
18. The Commission Chairperson (or Commission Secretary under the Chairperson's instruction) shall notify all Commission members by e-mail about the meeting date, time, place and agenda at least four days prior to the meeting.
19. A person who is not a member of the Commission shall be appointed to be a Commission Secretary.
20. The main tasks of Commission Secretary:
  - 20.1. accept applications from lecturers and researchers;
  - 20.2. prepare the documents for Commission meetings;
  - 20.3. take minutes of Commission meetings.
21. The Commission Secretary must write the minutes of the meeting within five work days following the meeting or, where necessary, on the next day after the Commission meeting.
22. Commission decisions shall be documented in the minutes signed by the chairman and the secretary.

23. Commission decisions on attestation shall be made by open voting and decisions on the selection of persons to take positions through an open competition shall be made by secret voting in the absence of the applicant. The Commission Chairperson shall use the casting vote in case of a tie.
24. The Commission meeting is legitimate if it is attended by at least two-thirds of the members, including the members who, in writing or by e-mail, expressed their intention to attend the Commission meeting virtually. The decision is regarded to be passed if more than half of Commission members voted in favour. Virtual participants of the meeting shall express their opinion in writing or by electronic communication means.
25. A Commission member may not attend the meeting and vote if his/ her competencies are assessed or if he/she applies for the position through a public competition.
26. The Chairman of LSU Works Council or his/ her delegate shall attend the Lecturer and Researcher Admission Commission meetings as an observer.
27. The Commission chairman may invite other persons to attend the Commission meetings. The head of the University subdivision offering a position to a lecturer or a researcher through an open competition shall be invited to the Commission meetings by the Commission chairman.

### **III. Description of Open Competition Procedure**

28. Applicants to publicly announced vacancies of lecturers or researchers shall be considered in public competition meetings. These meetings are held during the spring semester.
29. At least three months (excluding July and August) prior to the end of the lecturer or researcher's term of office the Rector shall issue an order to announce an open competition for these positions or shall pass a resolution to cancel the position. The department responsible for personnel administration shall acquaint the lecturer or research fellow in this post with the order against his/ her signature.
30. The notice about the public competition shall be announced on the websites of the University and the Research Council of Lithuania as well as in the international mass media.
31. Positions that are vacant during the pregnancy and maternity leave as well as parental leave (until the child becomes 3 years old) shall not be taken by means of public competition. Upon return from parental leave the attestation of lecturers/ research fellows may be postponed for the period equal to her/his paternity leave, however not longer than three years.
32. Those wishing to participate in the competition shall submit the following documents to the University Information System (is.lsu.lt):
- 32.1. an application;
  - 32.2. a CV;
  - 32.3. a list of scientific publications;
  - 32.4. copies of higher education diploma, diplomas of scientific degrees, certificates of academic titles and curriculum vitae (unless they are stored in the personal file of the applicant in the department in charge of personnel administration);
  - 32.5. names, surnames, telephone numbers and e-mail addresses of two researchers who agree to submit recommendations;
  - 32.6. supplementary information about the research and teaching performance and qualifications.
33. The Secretary of the Commission shall arrange for the completion of an attestation card in the prescribed format on the next working day following the application submission deadline.
34. No later than 10 working days after the deadline for submitting the documents, the heads of the departments responsible shall fill in the attestation cards of the candidates taking part in the competition.
35. The Secretary of the Commission shall organize a meeting of the Commission for reviewing and evaluating the documents of the applicants participating in the competition, not later than within 5 working days after the completion of the attestation cards.
36. The Chairman of the Commission shall convene the next meeting after the examination and evaluation of the applicants' documents, at which the attested person shall be invited to attend. The decision of the Commission shall be made in the absence of the attested person. The date and place of the meeting of the Commission shall be made public at least 15 calendar days in advance.

37. In the meeting the applicant shall present the results and perspectives of his/ her research activities, participation in international studies and other academic work.
38. The Commission shall make the decision regarding the open competition results basing on the strategic goals of the University and the “Principles for Employee Recruitment” approved by the Council.
39. The applicant who collects more than half votes in favour (on valid voting ballots) shall be announced the winner of the open competition. If two applicants receive an equal number of votes, the final decision is made by the Commission Chairperson.
40. The decision of the Commission shall be documented in the minutes of the meeting signed by the Commission Chairperson and the Secretary. The minutes shall explain the grounds of the decision.
41. The conclusions made by the Commission shall be entered into the applicant’s attestation card of a set form and sent to each applicant personally by e-mail. If the applicant argues the decision of the Commission, he/she may appeal the decision to the Senate within five working days following the receipt of the extract of the Commission meeting minutes.
42. The decisions of the Commission shall become effective after the Rector’s order is issued.
43. The persons who are not selected for the position in the open competition or who did not apply for the participation in the open competition shall be dismissed at the end of the semester.
44. Within five working days following the end of the open competition, documents of all participating applicants shall be delivered to the department responsible for personnel administration to be stored in the applicants’ files; the documents are not returned to the applicants.
45. The department responsible for personnel administration shall, not earlier than two working days since the appeal period end date, draft the Rector’s order regarding the appointment to the position. In the case of appeal, the Rector’s order shall be drafted after the appeal is analysed.
46. The department responsible for personnel administration shall draft the employment contract for newly elected lecturers or research fellows to be signed by the Rector or the authorised person and the employee.

#### **IV. Description of the attestation procedure**

47. A lecturer or a researcher with contract of employment of indefinite duration is certified every 5 years, but not less than 1 month (July and August not included) before the end of the 5-year teacher and researcher attestation.
48. A person to undergo the attestation procedure must meet the minimum qualification requirements applicable to lecturers or researchers at the University.
49. At least 3 months before the end of a lecturer’s or a researcher’s term of office (except July and August), the date of submission of the documents for certification is announced by the Rector’s order.
50. A person to undergo the attestation procedure shall provide the Lecturer and Researcher Admission Commission with the following documents in the University Information System (is.lsu.lt):
- 50.1. a list of scientific publications;
- 50.2. supplementary documents on research and teaching performance and qualification.
51. The Secretary of the Commission shall, not later than the working day following the end of the period for submitting documents, arrange for the completion of an attestation card of the prescribed form.
52. No later than 10 working days after the deadline for submission of documents, the heads of the departments responsible draw up the attestation cards of the applicants for the competition.
53. The Secretary of the Commission shall organize a meeting of the Commission for the review and evaluation of the documents not later than within 5 working days after the completion of the attestation cards.
54. The Commission's decision shall be formalized by minutes signed by the Chairman and Secretary of the Commission. The minutes shall state the reasons for the decision.

55. The Commission's findings shall be recorded on the attestation card of a prescribed form and the extract of the minutes of the meeting sent to each certified person personally by e-mail. If the person under the attestation procedure disagrees with the Commission's decision, he/ she may appeal to the Senate against the Commission's decision within 5 business days of receipt of the minutes of the meeting.
56. Decisions of the Commission come into effect by order of the Rector.
57. A lecturer or a researcher who fails to get attested is dismissed.

#### **V. Description of the procedure for the assessment (certification) of partnership lecturers, visiting lecturers and researchers**

58. Visiting lecturers and researchers are recruited on the basis of LSU Procedure for Admission of Visiting Lecturers and Researchers.
59. Partnership Lecturers are recruited on the basis of LSU Procedure for Partnership Lecturer Appointment.
60. Visiting lecturers/ researchers shall meet the minimum qualification requirements applicable to lecturers or researchers at the University.
61. The compliance of a visiting teacher/ researcher/ partnership lecturer with the position requirements shall be assessed by the Lecturer and Researcher Admission Commission.
62. Visiting lecturers/ researchers and partnership lecturers shall be certified in the first month of each semester at the latest.
63. A visiting lecturer/ researcher and partnership lecturer shall present the following documents to the Secretary of the Lecturer and Researcher Admission Commission in the University Information System (is.lsu.lt):
- 63.1. an application of a set form;
  - 63.2. a list of scientific publications (applicable only to visiting lecturers and researchers);
  - 63.3. additional documents on scientific and professional experience, pedagogical activities and qualifications.

#### **VI. Salary Coefficient Upgrading**

64. A salary coefficient may be revised for lecturers or researchers accredited under the procedure prescribed by the Senate (positions taken through open competition) once per the term of office, however not earlier than after 24 months since entering into the employment contract. A period of five years shall be assessed.
65. Lecturers and researchers willing to have a salary coefficient upgraded shall furnish the Commission Secretary with the following documents in the University Information System (is.lsu.lt):
- 65.1. application in the prescribed form);
  - 65.2. list of scientific publications;
  - 65.3. supplementary documents on research and teaching performance and qualification.
66. The Secretary of the Commission shall arrange for the completion of an attestation card in the prescribed format not later than the working day following the date of submission of the documents.
67. No later than 7 working days after the deadline for submission of documents, the heads of the departments responsible fill in the attestation cards of the candidates participating in the competition.
68. Applications of lecturers and researchers regarding the salary coefficient upgrade in the University Information System (is.lsu.lt) are accepted in the spring semester until April 30<sup>th</sup>. The Commission must consider the received applications within 14 business days. The Commission shall forward the adopted decision to the Rector for approval. The decision approved by the Rector's order shall become effective since the new calendar year.

69. A lecturer who defended a doctoral thesis during the term of office may apply for an extraordinary attestation to have a salary coefficient for a lecturer with a PhD degree applied (a period of five years shall be assessed in attestation).

70. Decisions on lecturer or researchers' requests to revise the salary coefficient shall be made by open voting.

## **VII. Minimum qualification requirements for lecturers**

71. After PhD thesis defence but not earlier than 10 years after the defence, candidates may apply to **Professor positions** if they:

71.1. fulfilled at least one of the following requirements (after the dissertation defence):

71.1.1. have published at least 12 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases), at least 5 of them within the last 5 years;

71.1.2. have published at least 10 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases), at least 3 of them within the last 5 years and have published a monograph or a part of it in an internationally recognised publishing house, when the input of the researcher equals 5 author's sheets;

71.2. have at least 5 years of teaching experience in higher university education institution;

71.3. have been involved in the study process for the last 2 years and have fulfilled at least two of the following requirements:

71.3.1. delivered lectures abroad (at least 8 hours) or taught in a joint international study programme in Lithuania (at least 16 hours);

71.3.2. participated in the study quality management and administration process (being a study programme director or a committee member; or participating in a Senate-approved study programme development or ongoing study programme, or study programme self-evaluation study group; being a module coordinator; or participating in a tutor / mentoring programme);

71.3.3. prepared a study book or textbook or part of it assigned to the University;

71.3.4. carried out other research and study publicity activities significant to the University;

71.3.5. carried out other research and / or study projects;

71.4. in the last 5 years:

71.4.1. have submitted at least 1 research project to science foundations or carried out significant experimental development work with a total value of at least 1 point;

71.4.2. have participated in training of at least 1 doctoral student (supervised or advised);

71.4.3. have supervised at least 3 student papers (1st or 2nd cycle of studies), presented at international conferences or published articles as co-authors (at least 2);

71.4.4. have presented research results in at least 2 international scientific conferences and at least 2 seminars / conferences / public lectures to the general public;

71.4.5. have participated in at least 1 international study / science project and / or participated in the work of a public, state or sports organization as an expert;

71.4.6. leads or has experience in leading a strategic research area or research team;

71.4.7. has at least 7 points in accordance with LSU Qualification Requirements for Determination of a University Teaching Staff Members' Salary Coefficient.

72. After PhD thesis defence but not earlier than 5 years after the defence, candidates may apply to **Associate Professor positions** if they:

72.1. fulfilled at least one of the following requirements:

72.1.1. have published at least 8 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases), at least 3 of them within the last 5 years;

72.1.2. have published at least 5 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases), at least 3 of them within the last 5 years and have published a monograph or a part of it in an internationally recognised publishing house, when the input of the researcher equals 5 author's sheets;

- 72.2. have at least 5 years of teaching experience in higher university education institution in at least 0.25 part-time position;
- 72.3. within the last five years:
- 72.3.1. submitted at least 1 research project to research foundations or carried out significant experimental development work with a total value of at least 1 point;
- 71.3.2. have been involved in international study/ research project activities and/ or worked in a social, state or sports organizations as experts.
- 71.3.3. supervised works of at least 3 students (1st or 2nd cycle of studies), presented at international conferences or published articles as co-authors (at least 2);
- 71.3.4. have not less than 4 points under LSU Qualification Requirements for Determination of a University Teaching Staff Members' Salary Coefficient.
- 72.4. have fulfilled at least 3 of the following requirements:
- 72.4.1. delivered lectures abroad (not less than 8 hours) or taught to foreign students in Lithuania (not less than 16 hours);
- 72.4.2. participated in the study quality management and administration process (being a study programme director or a committee member; or participating in a Senate-approved study programme development or ongoing study programme, or study programme self-evaluation study group; being a module coordinator; or participating in a tutor / mentoring programme);
- 72.4.3. prepared a study book or textbook or part of it assigned to the University;
- 72.4.4. carried out other research and study publicity activities significant to the University;
- 72.4.5. carried out other research and / or study projects.
73. Persons may apply to the **Lecturer with a PhD degree positions** if they hold a PhD degree, but not earlier than during the recent 5 years:
- 73.1. published at least two research articles included in peer-reviewed scientific journals in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases);
- 73.2. presented research results in at least two international scientific conferences;
- 73.3. have at least 4 points under LSU Qualification Requirements for Determination of a University Teaching Staff Members' Salary Coefficient;
- 73.4. supervised works of at least 2 students (1st or 2nd cycle of studies), presented at international conferences or published articles as co-authors (at least 1);
- 73.5. have fulfilled at least 3 of the following requirements:
- 73.5.1. delivered lectures abroad (not less than 8 hours) or taught to foreign students in Lithuania (not less than 16 hours);
- 73.5.2. participated in the study quality management and administration process (being a study programme director or a committee member; or participating in a Senate-approved study programme development or ongoing study programme, or study programme self-evaluation study group; being a module coordinator; or participating in a tutor / mentoring programme);
- 73.5.3. prepared a study book or textbook or part of it assigned to the University;
- 73.5.4. carried out other research and study publicity activities significant to the University;
- 73.5.5. carried out other research and / or study projects.
74. Persons may apply to the **Lecturer without a PhD degree positions** (for the first time) if they hold at least a Master's degree or have equivalent higher education diploma, have teaching experience at a university higher education institution in at least 0.25 part-time position or at least three years of practical work experience in the fields of sport, physical education, health, rehabilitation, adapted physical activity, recreation and tourism or other sport related activities.
75. Persons may apply to the **Assistant** positions if they hold at least a Master's degree or have equivalent higher education diploma, and conducted other research and study publicity activities of significance to the University.

### VIII. Minimum qualification requirements for researchers

76. Researchers may apply to the **Chief Researcher positions**, if after PhD thesis defence they:
- 76.1. fulfilled at least one of the following requirements:

- 76.1.1. have published at least 15 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases) with at least 7 of them published within the last 5 years;
- 76.1.2. have published at least 11 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases) with at least 5 of them published within the last 5 years and have published a monograph in an internationally recognised publishing house, when the input of the researcher equals 5 author's sheets;
- 76.2. have supervised (supervise) at least 2 PhD students, at least one of whom has completed his/her studies successfully;
- 76.3. have initiated and guided a research project for science foundation (1 per calendar year);
- 76.4. presented research results in at least 5 international scientific conferences;
- 76.5. and fulfilled at least 1 of the following requirements:
  - 76.5.1. conducted significant experimental development work with a total value of at least 1,5 points;
  - 76.5.2. participated in international research projects, programmes, networks;
  - 76.5.3. participated (as head of the project or a group) in at least one project supported by Lithuanian research foundations;
  - 76.5.4. were involved in the activities of scientific, public, state or sports organizations.
- 76.6. have not less than 12 points under LSU "Qualification Requirements for Determination of a University Researchers' Salary Coefficient".
77. Researchers may apply to **Senior Researcher positions** if since the award of the PhD degree they:
  - 77.1. fulfilled at least one of the following requirements:
    - 77.1.1. have published at least 11 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases) with at least 5 of them published within the last 5 years;
    - 77.1.2. have published at least 8 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases) with at least 4 of them published within the last 5 years and have published a monograph in a recognised publishing house, when the input of the researcher equals 5 author's sheets;
  - 77.2. have supervised (supervise)/ advised (advise) at least one PhD student;
  - 77.3. participated in the development of a project for science foundations (1 per calendar year);
  - 77.4. presented research results in at least 5 international scientific conferences;
  - 77.5. and fulfilled at least 1 of the following requirements:
    - 77.5.1. conducted significant experimental development work;
    - 77.5.2. participated in international research projects, programmes, networks;
    - 77.5.3. participated (as head of the project or a group) in at least one project supported by Lithuanian research foundations;
    - 77.5.4. were involved in the activities of scientific, public, state or sports organizations.
  - 77.6. have not less than 6 points under LSU "Qualification Requirements for Determination of a University Researchers' Salary Coefficient".
78. Researchers may apply to **Researcher positions** if they:
  - 78.1. hold a PhD degree;
  - 78.2. published at least 4 research articles in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases);
  - 78.3. presented research results in at least 3 international scientific conferences;
  - 78.4. have at least 6 points under LSU Qualification Requirements for Determination of a University Researchers' Salary Coefficient.
79. Persons may apply to **Junior Researcher positions** if they hold at least a Master's degree and published at least 2 research articles in peer-reviewed journals.



## **Final provisions**

80. The Description of the procedure for organising lecturer and research fellow attestation and public competitions at Lithuanian Sports University shall become effective on the date of approval by the Senate.

81. All issues of the Commission Procedures that are not covered in this description shall be proposed for discussion by the Commission Chairperson at the Commission meeting. The decisions shall be made by majority vote of Commission members.

### **Notes:**

1. The research article may be accepted for publishing in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases) (an official signature of the journal editor is available or information on the website is announced that the article is accepted for publishing).

2. For the attestation of lecturers or research fellows for the second term of office, promotion to a higher position or upgrading the salary coefficient only the University related research and higher education output shall be considered.

3. For the attestation of persons applying to Professor or Chief Researcher positions, their articles published during the previous term of office must be cited by other researchers at least 20 times in peer-reviewed scientific journals included in Clarivate Analytics Web of Science database (for the representatives of the Humanities and Social Sciences and/ or in Scopus databases).

4. A published monograph (at least 8 author's sheets) or a part of it published in an internationally recognized publishing house with a minimum input of 5 author's sheets can be compared to 2 scientific articles published in the Clarivate Analytics Web of Science databases.

Chairman of the Senate

Albertas Skurvydas

Secretary of the Senate

Kristina Bradauskienė

## I. Definitions and Terms (Annex to the Description No. 1)

**Author's sheet** means 40,000 characters (including spaces) of a text or 3,000 cm<sup>2</sup> of printed illustration. If it is impossible to measure the text in characters, the equivalent of the author's sheet is 14 pages. If the research paper is produced in electronic media, the author's sheet is calculated only in characters (including spaces).

**Experimental (social, cultural) development work** is the result of systematic activity based on the knowledge accumulated through scientific research and practical experience: new materials, products and services, equipment developed, new processes and systems deployed, or fundamentally improved existing processes and systems, developed and implemented or fundamentally improved solutions of human, cultural and societal problems.

**Experimental development** means a systematic activity based on the knowledge acquired through research and practical experience, the aim of which is to create new materials, products and equipment, develop new process, systems and services or to essentially improve those already created or developed; also to create, develop or to essentially improve solutions to problems faced by human beings, culture and society, based on the knowledge acquired through research and practical experience.

**Study book (course book)** is a reviewed and evaluated in the established manner book containing theoretical, practical, technological (computational) or reference-type material for mastering knowledge in one or several subjects.

**Scientific monograph** is a peer-reviewed publication that systematically and comprehensively examines a single topic (subject) with clear and prominent elements of novelty and scientific elements characteristic to the research area or field; the issue must have an ISBN number and a summary in English, French or German if it has been published in Lithuanian or another less common language. The smallest volume of a scientific monograph is 8 author's sheets. In the Humanities and Social Sciences, at least 20% of the monograph must be unpublished and qualitatively new material. The smallest legible Institution part of the scientific monograph in the areas of the Humanities or Social Sciences is 4 author's sheets.

**Scientific article** is an article published in a peer-reviewed journal and/ or having the format usual to the specific field of science (endnotes and/ or bibliography, and/ or equations, and/ or drawings, and/ or description of methodology, and/ or statistical tables etc.) and having the scientific character according to the established criteria. The smallest legible Institution part of the scientific monograph in the areas of the Humanities or Social Sciences is 0.25 author's sheets.

**An article in the top 10 % of the world's most cited articles** is an article that was published no earlier than n-9 calendar year and no later than n calendar year (where n is the calendar year for which the assessment of the research activity is conducted). It has to be in the list of top 10 % of the world's most cited articles in accordance with Clarivate Analytics Web of Science OECD research fields published in July of the year n + 1.

**Research study** is a scientific paper in the area of the Humanities or Social Sciences, corresponding to the requirements for scientific monographs (excluding volume requirements). The smallest volume of the research study is 2 author's sheets. The smallest readable Institution part in the area of the Humanities is 2 author's sheets.

**Research and experimental development** means a systematic creative activity of the study of the nature, human being, culture and society, and the use of the results of such activity.

**Guidebook** is a validated and published in the established manner instructional publication not belonging to the category of textbooks or study books (instructions for laboratory tasks, practicums, lecture notes, slides etc.). The methodological publications include dictionaries, original reference books, encyclopaedic publications, sets of problems.

**Peer reviewed publication** is a periodical, serial or occasional publication with assigned ISSN or ISBN where research papers are published basing on written conclusions of scientific reviewers; expert groups decide whether the paper corresponds with the category of the peer-reviewed publication.

**Applied research publication** is a scientific source publication, scientific translation edition, scientific dictionary, scientific reference, encyclopedia, (bio) bibliography.

**International journals** are journals referenced in the Clarivate Analytics and SCOPUS databases, and peer-reviewed publications (applicable before 2022) in which the input of foreign authors in articles published in the last three years is bigger than that of Lithuanian authors.

**International study project** is a study project funded by the European Union, the Education and Academic Exchange Support Foundation, Nordic and Baltic educational collaboration projects, Erasmus and Leonardo da Vinci programme projects.

**Internationally recognised (scientific) publishing house** is a publishing house that continuously publishes and distributes internationally renowned scientific publications, internationally recognized periodicals and serial scientific publications of many countries, providing information about the nature of the publishing house and international recognition via the Internet. The list of such publishers is summarized by the Council on the basis of the course of the last evaluation of its research activities and the suggestions of the experts. This list may be updated annually.

**Textbook** is a reviewed and evaluated in the established manner educational book belonging to the textbook category where theory and practical tasks (exercises) are presented consistently, clearly and methodically, so that the student could independently gain fundamental knowledge in one or several subjects taught in one or several higher-education institutions.

#### Miscellaneous definitions

**Attestation during the term of office** is the lecturer's or researcher's assessment in order to decide whether he/she meets the qualification requirements. Only the work done at the University, and scientific or methodological papers announced (also published in international research publications) on behalf of the University shall be assessed.

**Competition** is the selection of applicants to open positions taking into consideration their achievements and University goals.