



PROCEDURES FOR THE ALLOCATION OF DOCTORAL FUNDING FOR DOCTORAL STUDENTS TO CARRY OUT DISSERTATION RESEARCH AND MOBILITY

I. General regulations

1. The Procedure (hereinafter referred to as the Procedure) for the Use of Doctoral Funds of the Lithuanian University of Sport (hereinafter referred to as the University) regulates **the use of funds for doctoral students to carry out research on the topic of their dissertation and to ensure their mobility.**

2. Terms and abbreviations:

Commission – Lithuanian Sports University funds for doctoral students' dissertation research and mobility in cases where there is a disagreement over the allocation of funds.

A scientific conference is an organized event where researchers (sometimes students) present and discuss their research results.

A scientific article is an article published in a reviewed journal, which has the scientific equipment (footnotes and/ or bibliography, and/ or formulas, and/ or drawings, and/ or description of the methodology, and/ or statistical tables, etc.) common to the field of science, and which meets the criteria for scientific validity in that field of science. The minimum length of a research paper in the humanities and social sciences is 0.25 author arc.

Procurement application means an electronic application completed and submitted in the prescribed form. The application shall be accompanied by the necessary additional information.

The Procedure - Procedure for the Use of Funds of the Lithuanian Sports University regulates the use of 50 percent of the doctoral studies fees received by the institution.

Other terms used in the Procedure correspond to the terms used in the Law on Science and Studies and other legal acts.

II. Conditions for allocating funds

3. Funds may be provided if the doctoral student requests them during his Doctoral studies to cover these costs:
 - 3.1. For the doctoral student's research on the subject of his thesis, the doctoral student shall apply for support for the purchase of research instruments, scientific or software equipment, goods, materials, or services;
 - 3.2. The doctoral student is applying for study support at an institution in another country to take a doctoral module that is relevant to the topic of his dissertation, has a set number of credits/hours, will be assessed by a grade or a pass, and will be included in his work plan;
 - 3.3. The doctoral student requests support to participate in an international summer/winter school, the modules/lectures of the school are defined in terms of number of credits/hours, the knowledge acquired will be assessed by a grade or a pass, and the participation in the school will be included in his work plan;
 - 3.4. The doctoral student is requesting support to participate in training and to acquire the scientific methodologies necessary to research the topic of the thesis;
 - 3.5. For participation in scientific conferences;
 - 3.6. For the preparation of scientific articles (see the Procedure of the Lithuanian Sports University for Payment for Preparation and Publication of Clarivate Analytics Web of Science or Scopus Publications, approved by the Order of the Rector of LSU No. 93/B in 2019).
4. No funding will be granted if the following conditions are not met:
 - 4.1. Doctoral students who are on sabbatical leave, on temporary suspension, have academic debts, or whose attestation is deferred;
 - 4.2. For Doctoral studies (taking modules at institutions in other countries, international summer/winter schools), the number of modules taken is already equal to or more than 30 ECTS credits.
 - 4.3. The doctoral student has not accounted for funds previously received in the prescribed Procedure, or it has been established that the funds have not been used for the intended purpose.
 - 4.4. The doctoral student does not follow the procedures for the use of funds (see Section III).

III. Procedure for the use of funds: submission of documents and reporting on the use of funds

5. When submitting a research plan for a dissertation topic, the doctoral student shall provide a list of the tools and services needed to carry out the research, which could be used to calculate the indicative funding requirements for the entire research. Each academic year, the need is revised and, before the end of the financial year, submitted to the head of the academic unit to which the doctoral student is assigned.
6. The submitted estimate shall be approved by the supervisor of the doctoral student or the head of the academic unit to which the doctoral student is assigned. The head of the unit shall estimate this requirement in the unit's annual budget.
7. A doctoral student wishing to use doctoral research funds (excluding reagents) shall submit to the head of the unit to which he is assigned:
 - 7.1. Freeform application;
 - 7.2. A document that alternative sources of funding (e.g. Erasmus, LMT) have been approached for operating funds;
 - 7.3. An estimate of the ongoing activities;
 - 7.4. A copy of the document confirming that the doctoral student has been invited to give a presentation at a scientific event or research fellowship;
 - 7.5. Other related documents.
8. After the submitted documents have been agreed upon with the doctoral student's supervisor and the head of the unit, and after their approval of the funds, the person materially responsible for the unit completes the application in the University's information system.
9. LSU carries out public procurement following the Public Procurement Law of the Republic of Lithuania.
10. Applications are approved by the Head of Unit, the Vice-Rector for Research, the Director of the Research and Doctoral Department, the Chief Accountant, the Economist, and the Procurement Officer.
11. The overall process is controlled by the Vice-Rector of Science.

IV. Hearing appeals and exceptional cases

12. If the doctoral student disagrees with the decision of the head of the unit not to allocate funds or to allocate a reduced amount of funds, the doctoral student shall have the right to submit a

reasoned appeal in writing to the Vice-Rector of Research within 5 working days at the most, to have his request for allocation of the funds considered by the Commission.

13. Disputed cases are reviewed by the Commission.

14. The Commission is set up by decree of the Vice-Rector of Science.

V. Concluding provisions

15. These procedures may be modified, extended, or eliminated by the decision of the Senate.

Chairman of the Senate

V.Bružas

Secretary of the Senate

K.Bradauskienė