

APPROVED

By Order No V-1593 of the Minister of Education, Science and Sport of 2 September 2021

(As amended by Order No V-840 of the Minister of Education, Science and Sport of 25 May 2022)

PROCEDURE FOR THE SUBMISSION OF DATA ON RESULTS OF RESEARCH AND DEVELOPMENT ACTIVITIES CARRIED OUT BY UNIVERSITIES AND RESEARCH INSTITUTES FOR THE COMPARATIVE EXPERT ASSESSMENT

CHAPTER I

GENERAL PROVISIONS

1. This Procedure for the Submission of Data on Results of Research and Development (hereinafter – the R&D) Activities Carried out by Universities and Research Institutes for the Comparative Expert Assessment (hereinafter – the Description) defines the process of submission of data on results of R&D activities carried out by universities and research institutes and specifies the data to be submitted.

2. The terms used in the Description are in line with the terms and definitions used in the Republic of Lithuania Law on Higher Education and Research and in the Description of the comparative expert assessment of research and development carried out by universities and research institutes approved by the Minister of Education, Science and Sport of the Republic of Lithuania.

CHAPTER II

PROCESS OF THE SUBMISSION OF DATA ON RESULTS OF RESEARCH AND DEVELOPMENT ACTIVITIES CARRIED OUT BY UNIVERSITIES AND RESEARCH INSTITUTES FOR THE COMPARATIVE EXPERT ASSESSMENT

3. Data on the results of R&D carried out by universities and research institutes shall be submitted for the comparative expert assessment in the form annexed to this Description within time limits set by the Research Council of Lithuania. Where required in the form presented in the annex, part of the data shall be provided in the original language.

Amendments to the paragraph:

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4. Employees of universities and research institutes responsible for the data submission shall provide the data indicated in the annex to the Procedure to the information system at <https://vieversys.lmt.lt/>.

5. By submitting the data, the universities and research institutes confirm that all provided data is correct.

6. Data on research results dissemination units (research outputs) of universities and research institutes, participation in international programmes, and R&D orders received from economic entities shall be provided by research areas of universities and research institutes, indicating the information about the units of assessment formed in the given area.

Annex

To the Procedure for the Submission of Data on Results of Research and Development (R&D) Activities Carried out by Universities and Research Institutes for the Comparative Expert Assessment

FORM FOR THE SUBMISSION OF DATA ON RESULTS OF RESEARCH AND DEVELOPMENT ACTIVITIES FOR THE COMPARATIVE EXPERT ASSESSMENT

1. The particulars of the university or research institute (hereinafter collectively – the Institution) and its unit of assessment (hereinafter – the UoA):				
1.1. The full name of the Institution;				
1.2. The official abbreviation of the name of the Institution;				
1.3. The name of the UoA of the Institution;				
1.4. The abbreviation of the name of the UoA;				
1.5. The departments of the Institution or their parts constituting the UoA;				
1.6. Research area (areas);				
1.7. The employee in charge of the provision of data:				
Name	Surname	Job title	Telephone	E-mail

2. Research field(s) and/or group(s) of research fields in the research area(s) in which the R&D quality will be assessed:

2.1. The scope of research field(s) is from 10 (inclusively) full-time equivalent of researchers with a scientific degree (hereinafter – FTE(SD));

2.2. The scope is from 2 (inclusively) to 10 FTE(SD) and the UoA has the right to offer doctoral studies or expects to acquire it in the next 5 years;

2.3. Other research field(s) forming a group(s) of research fields in the research area(s).

3. Data on the UoA employees for the last year of the reporting period, by research fields (headcount) (31 December) / in FTE (from 1 January until 31 December):

3.1. research workers and other researchers with a scientific degree:

3.1.1. chief researchers: 0/0.0;

3.1.2. senior researchers: 0/0.0;

3.1.3. research workers, other researchers: 0/0.0;

3.1.4. research fellows: 0/0.0 (including those from abroad 0/0.0);

3.1.5. junior researchers: 0/0.0;

3.1.6. total: 0/0.0;

3.2. teaching staff with a scientific degree:

3.2.1. professors: 0/0.0;

3.2.2. assoc. professors: 0/0.0;

3.2.3. lecturers: 0/0,0;
3.2.4. assistants: 0/0.0;
3.2.5. total: 0/0.0;
3.3. persons referred to in 3.1 and 3.2 with scientific degrees, total: 0;
3.4. other employees and PhD students related to R&D and studies 0.0/0.0.
Note: The sum of values of 3.1.6 and 3.2.5 may be larger than the value of 3.3.

4. Data by research fields of the UoA submitted for each past 5-year period:						
4.1. data on doctoral studies:						
4.1.1. doctoral theses defended during the year (1 January – 31 December):						
Item No	Research field	Research area	Thesis title	Full name of doctoral student	Year of admission to doctoral studies	Form of doctoral studies (full-time, part-time) or external studies (mark as appropriate)
1	2	3	4	5	6	7
4.1.2. number of full-time PhD students (as of 31 December):						

4.1.2.1. first-year PhD students 0 (including from abroad 0);					
4.1.2.2. second-year PhD students 0 (including from abroad 0);					
4.1.2.3. third-year PhD students 0 (including from abroad 0);					
4.1.2.4. fourth-year PhD students 0 (including from abroad 0);					
4.1.3. number of PhD students in part-time studies (as of 31 December):					
4.1.3.1. first-year PhD students 0 (including from abroad 0);					
4.1.3.2. second-year PhD students 0 (including from abroad 0);					
4.1.3.3. third-year PhD students 0 (including from abroad 0);					
4.1.3.4. fourth-year PhD students 0 (including from abroad 0);					
4.1.3.5. fifth-year PhD students 0 (including from abroad 0);					
4.1.3.6. sixth-year PhD students 0 (including from abroad 0).					
5. Data for the past 5 years by research fields and/or areas of the UoA:					
5.1. list of the best research outputs:					
Item No	Bibliographic description or its equivalent (to complete in the original language)	Bibliographic description or its equivalent in English (to complete if the original language is not English)	Share of the research output attributable to the Institution (0.0000-1)	Share of the Institution's research output attributable to the UoA, %	Link to the research output (<i>URL</i>) and/or attached document
1	2	3	4	5	6

5.2. list of the best reports delivered at conferences abroad:

Item No	Country	Full name of the report author / co-authors	Share of the output attributable to the Institution (0.0000-1)	Share of the Institution's work attributable to the UoA, %	Link to the conference website (<i>URL</i>) and/or attached document	Title and time of the conference (to complete in the main language of the conference)	Conference title in English (to complete if the main language of the conference is not English)	Report title (to complete in the main language of the conference)	Report title in English (to complete if the main language of the conference is not English)
1	2	3	4	5	6	7	8	9	10

5.3. list of main national and international awards received for R&D:

Item No	Name, surname	Share of the award attributable to the Institution (0.0000-1)	Share of the Institution's award attributable to the UoA, %	Title of award	Other details on the award

5.4. details on participation in competition-based R&D projects:

Item No	Funds received by the Institution under contract, EUR	Funds of the Institution allocated to the UoA under contract, %	Implementation period	Name of programme / subprogramme (to complete in the original language)	Name of programme / subprogramme in English (to complete if the original language is not English)	Explanation	Document or link evidencing participation in the competition-based R&D project (attached)
1	2	3	4	5	6	7	8

NB: For 5.1, 5.2 and 5.4, FTE(SD)/2 data is provided with FTE(SD) rounded to the nearest whole number; if the result is less than 5, then 5 data is provided. It is recommended that the contribution to the research outputs referred to in 5.1 of the same author does not exceed 2.

6. The UoA data is provided for the past five years:

6.1. The list of research outputs, R&D orders of economic entities (Lithuanian and foreign), and projects (national and international) with the largest socio-economic impact (by impact significance):

Item No	Link (URL) to the research output or R&D agreement or project and/or attached document	Research output, R&D agreement or project title	Explanation of impact	Contract / project value attributable to the UoA, EUR (not applicable to works)
1	2	3	4	5

6.2. The list of the most important cases of participation of the UoA researchers in working groups, commissions or committees set up by public authorities, state and municipal institutions, enterprises, organisations, and economic entities:

Item No	Name, surname	Link evidencing participation (<i>URL</i>) and/or attached document	Organisation that has formed the working groups or commissions concerned	Task or position	Comments
1	2	3	4	5	6

6.3. The list of main consultations provided by the UoA to the public or economic entities:

Item No	Name, surname	Attached document evidencing consultation	Title of consultation	Subject of consultation	Explanation
1	2	3	4	5	6

6.4. The list of the most important scientific conferences and events organised by the UoA:

Item No	Date, venue	Link to the page of the conference or event and/or the attached document describing the conference or event attached	Title of conference or event	Organiser
1	2	3	4	5

6.5. The list of the most important cases of participation of the UoA researchers in editorial boards of scientific journals:

Item No	Name, surname	Beginning – end of period	Link to journal (<i>URL</i>)	Journal (title and publishing house)	Position in the editorial board
1	2	3	4	5	6

6.6. The list of the most important cases of the UoA researchers' membership in the international working groups, associations, etc:

Item No	Name, surname	Beginning and end of period	Evidence of membership: link (<i>URL</i>) and/or attached document	International working group, association, expert panel, etc.	Task and/or position	Comments
1	2	3	4	5	6	7

6.7. The list of the most important results of science popularisation activities:

Item No	Science popularisation activity	Link (URL) and/or attached document supporting the science popularisation activity	Explanation
1	2	3	4

6.8. The list of cooperation agreements between research and economic entities:

Item No	Beginning and end of the agreement validity term	Cooperation agreement between research and economic entities	Parties to the agreement	Purpose and areas of the agreement	Parties' contributions (monetary and non-monetary)	Method of sharing results/ explanation
1	2	3	4	5	6	7

6.9. R&D infrastructure:

6.9.1. Available R&D infrastructures;

6.9.2. Description of the organisation of use and the planned (preferred) R&D infrastructure development directions;	
6.9.3. available access to other R&D infrastructures;	
6.9.4. participation in national and international R&D infrastructures;	
6.9.5. participation in other international R&D organisations.	
NB: For 6.1–6.8 FTE(SD)/2 data is provided, with FTE(SD) rounded to the nearest whole number; if the result is smaller than 5, then 5 data is provided.	

7. Structure and dynamics of human resources:							
7.1. Distribution of employees by age and gender (as of 31 December of the last year of the assessment period):							
	Under 25 years	25–34 years	35–44 years	45–54 years	55–64 years	65 years and older	Total
Research workers and other researchers with scientific degrees (specified in 3.1)	0	0	0	0	0	0	
Teaching staff with scientific degrees (specified in 3.2)	0	0	0	0	0	0	
Other employees and PhD students (specified in p. 3.4) related to R&D and studies	0	0	0	0	0	0	
Total							

	Men	Women	Total
Research workers and other researchers with scientific degrees (specified in 3.1)	0	0	
Teaching staff with scientific degrees (specified in 3.2)	0	0	
Other employees and PhD students related to R&D and studies (specified in 3.4)	0	0	
Total			

7.2. The list of the UoA employees with a scientific degree (teaching staff, research workers and other researchers) as of 31 December of the last year of the assessment period:

Item No	Name	Surname (in alphabetic order)	Public research profile available online (<i>URL</i>)	Main research field(s)	Related research field(s) (if any)
1	2	3	4	5	6

7.3. HRM principles of the UoA (recruitment, promotion, organisation of work) (explanation).

8. Strategic operating plan of the UoA or Institution

9. Description and justification of the R&D themes to be developed by the UoA

10. Information on the policy for training a new generation of researchers

11. Self-analysis of the UoA's strengths, weaknesses, opportunities and threats:

Strengths	
Weaknesses	
Opportunities	
Threats	

