

CHECKLIST FOR DOCTORAL STUDENTS IN THE FIELD OF SOCIOLOGY

Upon receipt of an invitation to study, the student shall:

- Provide the Scientific Secretary (moksline.sekretore@lcss.lt) with details of student's bank account for the transfer of a doctoral scholarship (application form is available from the Scientific Secretary).
- Arrive at the LCSS at the agreed time to sign a contract for doctoral (PhD) studies or sign the contract using a mobile signature.
- Read the Regulation for Doctoral Studies and other documents of the institution related to PhD studies: Procedure for a Doctoral Scientific Organisational Internship, Code of Academic Ethics, Regulations of the Research Ethics Compliance Committee, LCSS Rules of Internal Procedure, etc.

Once the scientific supervisor is approved, the enrolled student shall:

- Contact the approved supervisor for PhD studies and develop a doctoral study plan in consultation with the supervisor:
 - The plan shall be drawn up in accordance with the Regulation for Doctoral Studies in force for the relevant year;
 - The plan should be emailed to the Scientific Secretary (moksline.sekretore@lcss.lt) for review before being signed;
 - The plan should be agreed with the supervisor and signed by the PhD student and the supervisor.
- Present the original signed Doctoral Study Plan to the Scientific Secretary.

Semester progress and attestation:

- At the start of the semester in which the exam in a study subject is to be taken, contact the teacher of the chosen subject and make arrangements for the material and organisation of the exam.

All first-year PhD students will be informed of the timetable of lectures for the compulsory subjects in the general procedure.
- Fill in the examination paper and bring it with you when you go to sit the exam (the filled in paper can be sent to the teacher in advance). Ask for the examination paper from the Scientific Secretary or find it on the VMU website.

Before the attestation meeting, PhD students in the field of Sociology shall:

- Write a report on the PhD student's thesis at the end of the semester,
- Receive a signed feedback from the supervisor,
- Enclose examination papers to the report if examinations have been taken and the examination papers have not yet been handed in;
- Starting with the third year of studies, send the manuscript of the dissertation for the attestation together with other documents to the Scientific Secretary by e-mail moksline.sekretore@lcss.lt;
- Send the PhD student's thesis report in **electronic format** to the Scientific Secretary.
- Submit the **original** PhD student's thesis report (**with original signed annexes**) to the Scientific Secretary.

Additional information required for studying:

- When writing scientific publications on the topic of the thesis, it is necessary to indicate institutional affiliation to the LCSS.
- It is required to attend attestation meetings organised by the Doctoral Commission and the Doctoral Committee. In case of important reasons for not attending, it is necessary to inform the responsible persons (Scientific Secretary, Chairperson of the Doctoral Commission, Secretary of the Doctoral Committee).

For fourth-year PhD students preparing for the (internal) review of their dissertation by the Doctoral Commission:

- I have read the Regulation for Doctoral Studies and made sure that I have fulfilled all the requirements of the PhD studies.
- I have agreed the manuscript of the dissertation with my supervisor.
- I have sent the dissertation manuscript to the reviewers appointed by the Doctoral Commission, unless otherwise agreed upon.
- I have received positive feedbacks from both reviewers (and forwarded them to the Scientific Secretary).
 - If there are still comments in the reviewers' feedback that require revision to the doctoral dissertation:

- I have revised the dissertation in accordance with the comments, in agreement with my scientific supervisor;
- I have contacted the reviewer and coordinated with him/her the revised manuscript of the dissertation based on his/her comments;
- I have received a second (positive) feedback from the reviewer.
- I have sent the final draft of the dissertation and the reviewers' feedback to the Scientific Secretary.
- I have prepared a presentation (slides) of the dissertation to be presented at the meeting of the Doctoral Commission.

For PhD students preparing their dissertation for consideration by the Doctoral Committee:

- I have sent the dissertation manuscript to the reviewers appointed by the Doctoral Committee.
- I have started writing the summary of the dissertation after submitting the manuscript to the reviewers.
- I have received positive feedbacks from both reviewers (and forwarded them to the Scientific Secretary).
- If there are still comments in the reviewers' feedback that require revision to the doctoral dissertation:
 - I have revised the dissertation in accordance with the comments, in agreement with my scientific supervisor;
 - I have contacted the reviewer and coordinated with him/her the revised manuscript of the dissertation based on his/her comments;
 - I have received a second (positive) feedback from the reviewer.
- I have sent the final draft of the dissertation to the Scientific Secretary.
- I have prepared a presentation (slides) of the dissertation.

DOCUMENTS TO BE SUBMITTED BY THE DOCTORAL CANDIDATE FOR THE DEFENCE

Documents to be submitted 2 months before the date set for the defence of the doctoral dissertation:

- Application for Dissertation Defence (to be obtained from the Scientific Secretary).
- List of published and accepted for publishing scientific articles on the topic of the dissertation (see [form F-9](#)) or list from the eLABa system and copies of publications (editorial note for pending articles, if any).
- Doctoral candidate's curriculum vitae (CV).
- Reviews from the supervisor and advisor (if any), reviewers' conclusions on the submitted dissertation (if not yet forwarded to the Scientific Secretary of the LCSS).
- Examination pass reports (if not yet forwarded to the Scientific Secretary of the LCSS).
- List of addressees of the dissertation and its summary (see [form F-16](#)). (The doctoral candidate shall provide for the addressees of the dissertation and the summary (libraries, institutions, etc.). The minimum required number of such addressees is 15. The document shall be approved by the Doctoral Committee. The list of the addressees shall be submitted to the Scientific Secretary of the LCSS one month before the defence).
- Agreement to publish the dissertation in the ETD (Lithuanian Electronic Theses and Dissertations Database) within two weeks after the public defence meeting. The consent form is available from the Scientific Secretary.
- Consent of a researcher to serve as chair of the Defence Panel and consent of a researcher to serve as a member of the Defence Panel (see forms F-11_LSTC..._LT and F-11_LSTC..._EN (the consent forms are available in English and Lithuanian and can be obtained from the Scientific Secretary).
- Lists of research papers of the Chairperson and members of the Defence Panel (see forms F-15 HS..._LT and F-15 HS..._EN; the forms are available from the Scientific Secretary).
- Abstract of the doctoral dissertation in Lithuanian (up to 1500 characters) and English (up to 1500 characters). The abstracts should be sent in WORD format to the Scientific Secretary of the LCSS (e-mail address: mokslinė.sekretore@lcss.lt), indicating the title of the dissertation in Lithuanian and English.
- The final draft of the dissertation summary in WORD format should be sent to the Scientific Secretary of the LCSS at the following e-mail address: mokslinė.sekretore@lcss.lt. If the dissertation is written in Lithuanian, the summary should be written in a foreign language with a

comprehensive abstract in Lithuanian. If the dissertation is written in a foreign language, the summary should be written in Lithuanian with a comprehensive abstract in the foreign language).

- The draft version of the dissertation in WORD format should be sent to the Scientific Secretary of the LCSS at the following e-mail address: moksline.sekretore@lcss.lt.

Documents to be submitted 1 month before the date set for the defence of the doctoral dissertation:

- Printed doctoral dissertation (2 copies) and its summary (2 copies).
- Library certificates of delivery of the dissertation and its summary. The doctoral candidate is required to present certificates from the libraries and other institutions mentioned in the List of Addressees confirming the submission of the dissertation and its summary to these institutions.
- Licence agreement from the eLABA system (The licence agreement is obtained when the dissertation is uploaded to the Lithuanian electronic catalogue of master theses, doctoral dissertations and their summaries, and habilitation theses (ETD IS). For more information about the licence agreement, please see <http://biblioteka.vdu.lt/all-k.htm#etd0>).

Documents to be submitted after the doctoral dissertation defence meeting:

- One copy of the defended dissertation shall be submitted to the Martynas Mažvydas National Library of Lithuania within 2 weeks, and the documents confirming the same shall be delivered to the Scientific Secretary of the LCSS.
- Reviews of the doctoral dissertation by the Chairperson and members of the Defence Panel.
- Other reviews.
- Minutes of the dissertation defence meeting.
- Audio recording of the dissertation defence meeting.
- Copy of the doctorate diploma.