

APPROVED
By the Resolution of the Academic
Board No. AT-61 of 30 November
2018
and Resolution of the Academic
Board No. AT-5 of 9 January 2019

REGULATIONS ON RESEARCH ACTIVITIES OF UTENA UNIVERSITY OF APPLIED SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Regulations of Scientific Activities (hereinafter referred to as Regulations) of Utena University of Applied Sciences (hereinafter referred to as Utena UAS) have been prepared in accordance with the Law on Higher Education and Science of the Republic of Lithuania (hereinafter referred to as LR), the Statute of the Utena UAS, the Code of Academic Ethics of the Utena UAS, the Provisions of the Description of the Procedure for Attestation of Lecturers Utena University of Applied Sciences and Competitions for Positions and other legal acts determine the organisation, quality assurance and evaluation of the Utena UAS scientific activities, the principles of protection and accounting of the intellectual property created at the Utena UAS, the principles of the dissemination of the results of the Utena UAS' scientific activities, the principles of financing, as well as other issues related to the scientific activities.

2. The purpose of the scientific activities is to develop applied scientific research, experimental development (applied activities) and consultancy to solve the country's and region topical social and economic problems

3. The objectives of scientific activities of Utena UAS:

3.1. to develop applied research and experimental development relevant to a region and a country, involving students, business and other social partners;

3.2. to achieve unity between science and studies in the training of specialists in all fields, with the implementation of applied research results and state-of-the-art scientific knowledge in the study process;

3.3. to achieve the practical application of the results of the Utena UAS' researchers of applied research, experimental development work and practical solutions to specific problems of enterprises, governmental and public organisations;

3.4. to develop tailored applied research of businesses and organisations that can influence societal change

- 3.5. to consult the local authorities and business entities.
- 3.6. to disseminate the results of applied research and experimental development in the scientific, popular science and other press and scientific events;
- 3.7. to integrate into the national and international research area.
- 4. activities shall be conducted following principles of academic ethics of Utena UAS.
- 5. Researchers shall freely and openly express their views on the organisation, funding, evaluation and accounting procedures and other issues related to research activities while maintaining a tradition of critical thinking and an environment of open debate at the Utena UAS.
- 6. Scientific activities are compulsory for the lectures (except assistants). Its intensity depends on the proportion of the teaching post occupied by the lecturer, as stipulated in the *Provisions of the Description of the Procedure for Attestation of Lecturers Utena University of Applied Sciences and Competitions for Positions*.

CHAPTER II

ORGANISATION OF SCIENTIFIC ACTIVITIES

- 7. Department carries out the research activities. The head of the department coordinates the research activities of the teaching staff.
- 8. In their research activities, departments:
 - 8.1. pursue the objectives set out in point 3 of the Regulations;
 - 8.2. identify the directions/topics of scientific activities and plan the scientific activities for the academic year under these directions/topics in the programme of activities of the Department;
 - 8.3. collect information on the needs of the region for applied research, experimental development, and other applied work;
 - 8.4. participate in national and international research programmes and projects;
 - 8.5. analyse and recommend for publication scientific, methodological and other works prepared by the lecturers and other researchers of the Utena UAS;
 - 8.6. organise scientific-practical conferences and seminars
 - 8.7. summarise the department's scientific activities during the academic year in the department's activity report;
 - 8.8. perform other functions of scientific activity specified in the Regulations of the Department.
- 9. The teaching staff of Utena UAS carries out their scientific activities following the functions of scientific activities set out in their staff regulations.
- 10. Faculties must create the conditions for:

10.1. for teaching staff and research teams to carry out applied research and develop their scientific competence;

10.2. for students to carry out research and take part in other scientific activities.

11. Specific research, applied activities, and scientific project may be carried out by a research team led by the scientist. The scientist leading the research team is an employee of the Utena UAS who has been given the authority to conduct the planned research, development of the applied project or other scientific activity and who, in accordance with the procedure laid down by the Rector of Utena UAS, may, during the period of execution of the project, dispose of the funds allocated for the research or project.

12. The scientific activities of the Utena UAS are coordinated by the Deputy Rector of the for Studies and Science.

13. The Academic Council determines/approves the directions of scientific activities for at least one year, taking into account the priorities of the Lithuanian research and experimental development priorities, the directions of SMART specialisation, the directions of studies of the Utena UAS, the scientific competence, the priorities of the regional development, and the directions/topics envisaged by the departments.

CHAPTER III

QUALITY ASSURANCE AND EVALUATION OF SCIENTIFIC ACTIVITIES

14. Lecturers improve their scientific competence through courses, internships at other research and study institutions, expert institutions, working in the research projects, implementing scientific research, publishing their results in the scientific press and at scientific events.

15. Lecturers holding the posts of professor and associate professor shall devote at least one-third of their teaching time to research. Full-time lecturers shall devote at least one-quarter of their teaching time to research, and part-time lecturers are encouraged to engage in research.

16. To carry out research, development of scientific methodological and professional qualification, lecturers may be dismissed from their teaching duties for up to one year in accordance with the procedure laid down by the laws of the Republic of Lithuania.

17. The results of scientific activities are evaluated in accordance with *Provisions of the Description of the Procedure for Attestation of Lecturers Utena University of Applied Sciences and Competitions for Positions*.

18. The results of the evaluation of scientific activities are used for the certification of lecturers and for the organisation of competitions for positions, as well as for the evaluation of the results of the scientific activities of departments, faculties, and the institution.

19. The Academic Council evaluates the results, quality and level of applied research and experimental development at the Utena UAS.

CHAPTER V

ACCOUNTING AND PROTECTION OF INTELLECTUAL PROPERTY CREATED AT THE UTENA UAS

20. The objects of intellectual property created at the Utena UAS are the objects of copyright as defined in the Law on Copyright and Related Rights of the LR as well as the results of creative intellectual activity as specified in the law and complying with the requirements of law.

21. Utena UAS'employees create intellectual property in the course of their duties and/or studies.

22. Intellectual property to the objects of intellectual property created by the Utena UAS shall be protected by the laws of the LR and legal acts of the Utena UAS.

23. Intellectual property created by Utena UAS employees, including monographs, textbooks, studies, publications and other publications, must bear the Utena UAS' allocation. Allocation means acknowledging the author to the College as stated in the research work or in the declaration of research work. Intellectual property objects that have no allocation to the Utena UAS, shall not be allocated to the Utena UAS shall not be accounted for as the output of the Utena UAS scientific activity, and shall not be credited to the persons who have created them at the time of their certification as a faculty member of the institution, with the exception of objects created during the scientific activity, as they are attributed to the College under the legislation in force, without such reference:

23.1. Intellectual property objects (monographs, textbooks, studies, publications, etc.) created by the staff of the Utena UAS are registered and uploaded to The Lithuanian Academic Electronic Library (eLABa) database of research and study publications (PDB);

23.2. The data entered by the authors shall be verified and validated by the responsible Library staff member with the appropriate rights.

24. The assignment of intellectual property objects created in joint research and experimental development projects and/or tailored works between the Utena UAS and Lithuanian or foreign institutions to a particular institution shall be governed by the agreement between the project partners.

25. By 1 October of each academic year, the head of the department shall submit to the dean of the faculty a report on the research activities carried out in the academic year under review, integrated into the report on the department's activities. By 15 October, a programme of research

activities to be carried out in the current academic year, integrated into the department's programme. 30 October, the dean of the faculty shall submit a report and a programme of the faculty's research activities to the deputy director of studies and research of the Utena UAS. The faculty's research report and programme shall be integrated into the faculty's overall activity report and programme in a separate section entitled 'Applied research'.

CHAPTER VI

DISSEMINATION OF RESEARCH RESULTS

26. Lecturers shall publish the results of their own or their research group's scientific activities in international and national occasional and periodical or continuing scientific publications, including electronic publications, insofar as this does not conflict with the legislation on the protection of intellectual property and trade secrets.

27. Lecturers present the main results of their own or their research group's scientific activities to the public at scientific conferences, symposia and other scientific events.

28. Lecturers carry out educational dissemination of scientific achievements by publishing articles in the popular press (including the electronic press), in the Utena UAS publications and website, in social networks, by delivering public lectures, by taking part in television and radio broadcasts, by participating in open days, and by involving members of the general public, according to the opportunities and needs of the public, in the formulation of scientific trends and themes, and in the conduct of scientific research.

CHAPTER VII

FINANCING OF RESEARCH ACTIVITIES

29. Scientific activities, research and experimental development carried out at the Utena UAS may be financed by the Utena UAS, state budget allocations, the Lithuanian Science Council and other earmarked funds of the state budget, funds of national and international scientific programmes, projects and funds, funds ordered by the Lithuanian and foreign entities, sponsors' funds, and any other legally acquired funds.

30. A part of the Utena UAS funds from the state budget allocations to promote the participation of state colleges in experimental (social, cultural) development, regional development projects, and consultancy activities, which are distributed annually, may be allocated to:

30.1. competitions for teams of researchers to stimulate applied research and research whose results can be applied to relevant activities problems;

30.2. Researchers and groups of researchers at the Utena UAS, rewarding the best publications, projects and applied works.

CHAPTER VIII

FINAL PROVISIONS

31. These Regulations, their amendments and supplements shall be approved by a decision of the Academic Council.

32. The Regulations shall enter into force on the date of the Academic Council's decision unless otherwise specified in the decision.
