

APPROVED

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**THE REGULATIONS OF SCIENTIFIC ACTIVITIES OF UTENOS KOLEGIJA HIGHER
EDUCATION INSTITUTION**

**CHAPTER I
GENERAL PROVISIONS**

1. The regulations of scientific activities of Utenos kolegija Higher Education Institution (hereinafter referred to as Utenos kolegija HEI) (hereinafter referred to as the Regulations) have been prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Description of Mandatory Competencies for Career Levels of Researchers in Science and Studies Institutions, The provisions of the Utenos kolegija HEI Statute, the Code of Academic Ethics, the Procedure for the Certification, Evaluation and Organization of Competitions for Positions of Utenos kolegija HEI Lecturers, the Recommendations on the Structure of Working Time of Higher Education Lecturers and other legal acts establish the principles of organization, quality assurance and evaluation of the Utenos kolegija HEI's scientific activities, protection and accounting of intellectual property objects created in the Utenos kolegija HEI, dissemination of scientific activity results, financing and other issues related to scientific activities.

2. The purpose of the Utenos kolegija HEI's scientific activities is to develop applied scientific research, experimental development (hereinafter referred to as R&D), consulting, and expert activities, solving relevant social and economic problems of the country and the region, integrating into the national and international scientific research space.

3. The goals of the Utenos kolegija HEI's scientific activities:

3.1. develop relevant for the country and the region, involving students, representatives of business and other social partners;

3.2. to strive for unity of science and studies by training specialists in all fields, implementing the results of applied scientific research and the most advanced scientific knowledge in the study process;

3.3. to seek the application of the results of R&D carried out by the Utenos kolegija HEI's researchers and practical solutions to solve specific problems of companies, government and public organizations;

3.4. to develop applied scientific research commissioned by business enterprises and organizations that can influence changes in society;

3.5. implement international and national R&D projects;

3.6. to consult local authorities and economic entities .

3.7. Dissemination of the results of the R&D in scientific, popular science and other press and at scientific events.

4. Scientific activities are carried out in accordance with the principles of academic ethics of the Utenos kolegija HEI.

5. Researchers are guaranteed the opportunity to freely and openly express their views on the organization, financing, evaluation and accounting procedures of scientific activities and other

issues related to scientific activities, while maintaining the tradition of critical thinking and an environment of open deliberation at the Utenos kolegija HEI.

6. Scientific activity is mandatory for researchers and lecturers (except for teaching assistants). Its intensity depends on the part of the position held by the researcher or lecturer.

CHAPTER II ORGANIZATION OF SCIENTIFIC ACTIVITIES

7. Scientific activities are carried out by departments. The head of the department coordinates the scientific activities of the lecturers.

8. In carrying out scientific activities, departments:

8.1. pursues the objectives specified in paragraph 3 of the Regulations;

8.2. provides directions/topics of scientific activity, according to which scientific activity is planned for the academic year in the department's activity program; the directions of scientific activity of the departments are linked to the study programs of the relevant study fields, ensuring the unity of science and studies;

8.3. collects information about the region's needs for applied scientific research, experimental development and other applied work;

8.4. participates in national and international scientific programs and projects;

8.5. analyzes and recommends for publication scientific, methodological and other works prepared by researchers of the Utenos kolegija HEI;

8.6. organizes scientific practical conferences and other scientific events;

8.7. summarizes the scientific activities of the department carried out during the academic year in the department's activity report;

8.8. performs other scientific activity functions specified in the Department's regulations.

9. Lecturers of Utenos kolegija HEI and researchers carry out scientific activities taking into account the scientific activity functions established in their job descriptions and the activities provided for in the activity programs of the Utenos kolegija HEI, Faculty, and Department.

10. Faculties must create conditions for:

10.1. for teachers, researchers and research groups to carry out applied scientific activities and improve scientific competence;

10.2. students to conduct scientific research and participate in other scientific activities.

11. In accordance with the Law on Science and Studies of the Republic of Lithuania, students of Utenos kolegija HEI may hold the position of research assistant.

12. Specific research, applied activities, scientific projects may be carried out by research groups led by a scientist, consisting of researchers of the Utenos kolegija HEI and/or scientific support staff. The scientist leading the research group is an employee of the Utenos kolegija HEI, who is authorized to lead the planned research, scientific project or other scientific activity and who, in accordance with the procedure established by the Director of the Utenos kolegija HEI, may dispose of the funds allocated for the research, project during the project implementation period.

13. The main directions of scientific activity, taking into account national Lithuanian and international scientific priorities, societal needs, the Utenos kolegija HEI's fields of study, scientific competence, regional development priorities, and directions/topics planned by departments, are approved by the Academic Board for at least one year.

14. The scientific activities of the Utenos kolegija HEI are coordinated by the Deputy Director for Studies and Research.

CHAPTER III QUALITY ASSURANCE AND EVALUATION OF SCIENTIFIC ACTIVITIES

15. Teachers and researchers must systematically improve their scientific competence in order to meet the requirements for the career stages of researchers. Teachers and researchers can

improve their scientific competence in doctoral studies, training, workplaces and internships at other science and study institutions, expert bodies, working on scientific projects, conducting scientific research, publishing their results in the scientific press, and at scientific events.

16. Lecturers holding the positions of professor, associate professor, assistant shall devote at least 50 percent of the total working time of the lecturer to scientific activities; lecturers holding the positions of senior lecturer, junior assistant, lecturer and working at the Utenos kolegija HEI as their main workplace – at least a quarter of the working time occupied by their pedagogical position; for lecturers working in a non-main workplace and for teaching assistants, scientific activities are recommended.

17. Research staff shall devote all working hours specified in the employment contract to research activities.

18. In order to conduct scientific research, improve scientific, methodological and professional qualifications, teachers may be released from teaching work for a period of no longer than one year in accordance with the procedure established by the laws of the Republic of Lithuania.

19. The results of the scientific activities of teachers are assessed in accordance with the provisions of the Utenos kolegija HEI's Procedure for the Certification, Evaluation and Organization of Competitions for the Position of Teachers, and of researchers - in accordance with the provisions of the Guidelines for the Professional Development and Career Development of Researchers.

20. The results of the evaluation of scientific activities are used in the certification and evaluation of teachers, the evaluation of research staff, and the organization of competitions for positions, as well as in evaluating the results of the scientific activities of departments, faculties, and the Utenos kolegija HEI.

21. The results, quality and level of the R&D conducted at the Utenos kolegija HEI are assessed by the Academic Board.

CHAPTER V

ACCOUNTING AND PROTECTION OF INTELLECTUAL PROPERTY OBJECTS CREATED IN THE UTENOS KOLEGIJA HEI

22. The intellectual property objects created in the Utenos kolegija HEI are the objects of copyright established in the Law of the Republic of Lithuania on Copyright and Related Rights and other results of intellectual creative activity specified in the laws and meeting the requirements of the laws.

23. Employees and students of Utenos kolegija HEI create intellectual property objects while performing their official duties and/or while pursuing their studies, performing R&D.

24. Intellectual property in intellectual property objects created by the Utenos kolegija HEI is protected by the laws of the Republic of Lithuania and the legal acts of the Utenos kolegija HEI.

25. Intellectual property objects created by the Utenos kolegija HEI's employees, including monographs, textbooks, studies, publications and other publications, must have a Utenos kolegija HEI attribution. Attribution means the author's attribution to the Utenos kolegija HEI indicated in the scientific work or in the declaration of scientific work (in the event that there is no attribution). Intellectual property objects that do not have¹an attribution to Utenos kolegija HEI are not attributed to Utenos kolegija HEI, are not recorded as the product of the Utenos kolegija HEI's scientific activity and are not credited to the persons who created them when certifying them for the duties of a lecturer of Utenos kolegija HEI, when assessing the annual activities of lecturers or when assessing the activities of a researcher, except for objects created in the course of scientific activity, when –according to applicable legal acts, they are attributed to the Utenos kolegija HEI without such reference.

¹The form of the declaration is established by the Research Council of Lithuania.

26. Intellectual property objects created by Utenos kolegija HEI employees (monographs, textbooks, studies, publications, etc.) are registered by the authors who created them or responsible Library employees and uploaded to the Lithuanian Academic Electronic Library (eLABa) scientific and study publications database (PDB).

27. The data entered by the authors is checked and confirmed by a responsible Library employee with the appropriate rights.

28. The assignment of intellectual property objects created during joint R&D projects and/or commissioned works of Utenos kolegija HEI and Lithuanian or foreign institutions to a particular institution is regulated by the agreements of the partners implementing the project.

29. Each academic year, by October 1, the head of the department shall submit to the dean of the faculty a report on the scientific activities carried out during the reporting academic year, integrated into the department's activity report, and by October 15. – In the current academic year, it is planned to implement a scientific activity program integrated into the department's activity program. By October 30, the dean of the faculty shall submit a report and program of the faculty's scientific activity to the Deputy Director of Utenos kolegija HEI for Studies and Research. The report and program of the faculty's scientific activity are submitted integrated into the general report and program of the faculty's activity in a separate section "Applied scientific activity and research".

CHAPTER VI DISSEMINATION OF RESEARCH RESULTS

30. Teachers, researchers, and students publicly publish the results of their own or a group of researchers' scientific activities in international and national one-off and periodic or continuous scientific publications, including electronic ones, to the extent that this does not conflict with legal acts regulating the protection of intellectual property and commercial secrets.

31. Lecturers, researchers, and students present to the public the most important results of their own or a group of researchers' scientific activities at scientific conferences and other scientific events.

32. Teachers, researchers, and students carry out educational dissemination of scientific achievements by publishing articles in the popular press (including electronic), in the Utenos kolegija HEI's publications and website, on social networks, by giving public lectures, participating in television and radio programs, open days, and, according to possibilities and needs, by involving representatives of the public in the formulation of scientific directions and topics and the conduct of scientific research.

CHAPTER VII FINANCING OF SCIENTIFIC ACTIVITIES

33. The R&D carried out at Utenos kolegija HEI may be financed by Utenos kolegija HEI, state budget appropriations, the Research Council of Lithuania and other targeted state budget funds, national and international scientific programs, projects and funds, funds from orders from Lithuanian and foreign entities, funds from sponsors, and other legally acquired funds.

34. Part of the Utenos kolegija HEI's funds, received from the State Budget appropriations intended to promote the participation of state colleges in experimental (social, cultural) development, regional development projects, and consulting activities, distributed each year, may be allocated to:

34.1. competition procedure for research groups, in order to promote applied scientific activities and research, the results of which could be applied to solve relevant real-life problems;

34.2. Lecturers, researchers or research groups of Utenos kolegija HEI, awarded for the best publications, scientific projects and applied scientific works.

CHAPTER VIII
FINAL PROVISIONS

35. These Regulations, their amendments and supplements are approved by decision of the Academic Board.

36. The Regulations shall enter into force from the date of adoption of the decision of the Academic Board, unless otherwise specified in the decision.
