APPROVED
Rector of Vilnius University Order No. R-245 of June 23, 2021
(with amendments made by Order No. R-617 of June 2, 2026)

# DESCRIPTION OF THE PROCEDURE FOR THE USE OF DOCTORAL FUND OF VILNIUS UNIVERSITY

## I. GENERAL PROVISIONS

1. The Description of the Procedure for the Use of Doctoral Fund of Vilnius University (hereinafter referred to as the Description) shall regulate the procedures for the use the financial resources of the Doctoral Fund (hereinafter referred to as the Fund) of Vilnius University (hereinafter referred to as the University) and the settlement procedures involved in accounting for the use of allocated funds.

2. The Fund is a sum of money provided for in the University's income and expenditure estimate approved by the University Council to promote research and creative activities of doctoral students, their mobility, to improve the quality of doctoral studies, the development of general competences, to promote the preparation of scholarly articles and the doctoral dissertation.

3. The financial funds, which are provided for annually in the income and expenditure estimate of the Core Academic Unit of the University (hereinafter referred to as the Unit) and identified as a separate object of activity, may be used by students admitted to both state-funded (including those funded by the EU structural funds) and non-state-funded doctoral studies.

4. The Head of the Unit, or the Head of a doctoral school, if it is established within the Unit, shall be responsible for the proper use of the Fund.

## II. THE USE OF THE FUND

5. Each doctoral student who is not on academic leave as of November 1 of the current year is granted:

5.1. a doctoral student in the fields of humanities and social sciences enrolled in full-time studies shall be allocated at least 2,000 euros per year, while a doctoral student enrolled in part-time studies shall be allocated at least 1,300 euros per year;

5.2. a doctoral student in the fields of natural sciences, medical and health sciences, or technological sciences enrolled in full-time studies shall be allocated at least 3,000 euros per year, while a doctoral student enrolled in part-time studies shall be allocated at least 2,000 euros per year;

5.3. in fields of science where the annual cost of doctoral studies approved by the University is lower than the standard cost of doctoral studies established for that year by an order of the Minister of Education, Science and Sport of the Republic of Lithuania, the amount allocated to the doctoral student shall be reduced proportionally.;

5.4. The unit determines the amount of funds allocated to a doctoral student for the current year of doctoral studies by November 1.

6. The estimated overall amount of the Fund's resources to be spent in a calendar year is indicated in the income and expenditure estimate of the Unit.

7. The Fund's resources shall be used by doctoral students that are not on academic leave and whose yearly reports have received a positive evaluation (the evaluation of their reports for the previous year is not deferred), and by doctoral students in their first year of studies.

8. The resources of the Fund may be used to cover:

8.1. the expenses of the doctoral student's studies at other national and international institutions (i.e. for attending a doctoral studies module or a sub-module that directly relates to the topic of the student's dissertation);

8.2. the expenses of the doctoral student's internship, courses or participation in a summer/winter school intended to develop the general competences or the competences necessary for the preparation of the dissertation;

8.3. the travel and travel-related expenses of doctoral students on part-time studies, internships, summer/winter schools, academic conferences, symposia, etc., as well as to cover the registration fees;

8.4. the expenses of obtaining goods (including fixed assets), materials or services necessary for the doctoral student's research in his/her field of studies;

8.5. the expenses of preparing and/or printing a scholarly article that summarises the doctoral student's research related to the subject matter of his/her dissertation;

8.6. the expenses of editing, printing, or translating the doctoral student's dissertation or its abstract.

9. The doctoral student shall coordinate the use of the Fund with his/her dissertation supervisor and obtain his/her approval. The doctoral student and his/her supervisor shall ensure that the Fund is used for the expenses related directly to the doctoral dissertation under preparation.

10. The Head of the Unit shall ensure that the supporting documents regarding the costs incurred have been assigned the activity object of the Fund.

11. It is recommended that the doctoral student should plan the use of the Fund for the duration of the entire doctoral studies. The doctoral student may accumulate the funds allocated to him/her and use them in the following calendar year (but no later than the last year of the doctoral studies). The doctoral student may also use the Fund in advance in accordance with the agreement with the Head of the Unit or the Head of a doctoral school.

12. It is recommended that a portion of the Fund allocated to the doctoral student in his/her fourth year of studies should be used for covering the expenses of preparing and printing the doctoral dissertation.

13. Doctoral students shall use the resources of the Fund and account for the funds used in accordance with the procedures established by the Head of the Unit he/she is part of, which, inter alia, specify the types of expenditure provided for in Article 8 of the Description, their uses, proportions and limits.

14. Upon request, the doctoral student shall have the right to receive information about the allocated and spent funds and the balance of the funds he/she has been allocated.