

APPROVED

by Order No. S-2015-7-5 of 22 September 2015
of the Senate of Vilnius University
(wording of Order No. SPN-74 of 17 December
2019 of the Senate of Vilnius University)

VILNIUS UNIVERSITY REGULATIONS ON EMERITUS, AFFILIATION AND HONOURS

CHAPTER I GENERAL PROVISIONS

1. Vilnius University Regulations on Emeritus, Affiliation and Honours (hereinafter the 'Regulations') establish:

1.1. the conditions and procedure for granting the title (status) of a Professor Emeritus of Vilnius University (hereinafter the 'University'), and guarantees for participation in the academic and other activities of the University;

1.2. the conditions and procedure for granting the title (status) of an Affiliated Researcher, Affiliated Professor, or Affiliated Artist of the University and the conditions for the maintenance of their research, pedagogical, and creative connections with the University;

1.3. the conditions and procedure for granting the title (status) of an Honorary Doctor of the University, Honorary Professor of the University, Honorary Member of the University Community, University Patron, Honorary Alumnus of the University, or another honorary title (status) of the University, or the honorary title (status) referred to in Article 20(3) of the Statute of Vilnius University (hereinafter the 'Statute').

2. The Regulations are adopted in accordance with the Republic of Lithuania Law on Higher Education and Research and the Statute.

3. Terms used in the Regulations:

3.1. Affiliated Person – a person who meets the requirements set out in Items 22-23 of the Regulations and who has been granted the title (status) of an Affiliated Professor, Affiliated Researcher, or Affiliated Artist of the University by the Senate of the University (hereinafter the 'Senate') for their significant contribution to the research/art and academic development of the University.

3.2. Emeritus, Affiliation and Honours Commission (hereinafter the 'Commission') – a Commission established by a resolution of the Senate on a proposal from the Chairperson of the Senate, which considers the candidatures for the award of Professor Emeritus, Affiliated Person or honorary title (status) as provided for in the Regulations and submits its conclusion to the Rector of the University (hereinafter the 'Rector').

3.3. Honorary title – the title (status) of an Honorary Doctor of the University, Honorary Professor of the University, Honorary Member of the University Community, University Patron, Honorary Alumnus of the University, or another honorary title (status) of the University granted by the Senate to non-members of the academic community of the University in recognition of their outstanding merit in pursuit of the activities that are consistent with the University's mission.

3.4. Professor Emeritus – a professor who has reached the statutory retirement age and is terminating their employment contract with the University, as well as a former professor of the

University, who has been granted the title (status) of a Professor Emeritus by the Senate for outstanding scientific, artistic or teaching merit.

CHAPTER II

THE PROCEDURE FOR GRANTING THE TITLE (STATUS) OF A PROFESSOR EMERITUS, AFFILIATED PERSON AND HONORARY TITLES (STATUS)

4. The titles (status) provided for in the Regulations shall be granted by the Senate upon a proposal from the Rector.

5. Candidatures for the titles (status) specified in the Regulations shall be submitted to the Commission, which shall consist of the Rector, the Pro-Rector for Research of the University, the Deputy Chair of the Senate and the chairpersons of the standing committees of the Senate, one representative appointed by the Students' Representation of the University and four representatives appointed by the Senate from different areas of research/art developed at the University. The Deputy Chair of the Senate shall *ex officio* serve as the Chair of the Commission. The term of office for Commission members appointed by the Senate shall coincide with the term of office of the Senate. At its first meeting, the Commission shall elect a Deputy Chair from among the Commission members appointed by the Senate. The decisions of the Commission shall be made by secret ballots, with a simple majority of all Commission members voting. A Commission meeting shall be considered valid if more than half its members are present. The Rector shall ensure the necessary material and organisational conditions for the activities of the Commission.

6. The Rector shall submit to the Senate only those candidatures for which the Commission has reached a positive conclusion regarding their compliance with the requirements of the Regulations. Along with the proposal from the Rector, the Senate shall be provided with the conclusion of the Commission on each candidate's compliance with the requirements and the documents concerning the candidate that the Commission based its conclusion on.

7. The decision of the Senate to grant the title (status) specified in the Regulations shall be made by secret ballot with a simple majority of the votes of Senate members present at the meeting.

CHAPTER III

CONDITIONS FOR GRANTING THE TITLE (STATUS) OF A PROFESSOR EMERITUS OF THE UNIVERSITY AND PARTICIPATION IN THE ACTIVITIES OF THE UNIVERSITY

8. A candidate to whom the title (status) of a Professor Emeritus is suggested to be granted must have no less than 30 years of research work experience, including no less than five years of teaching experience as a professor at the University.

9. At the time of nomination for the title (status) of a Professor Emeritus, the candidate must be no less than 65 years of age.

10. A candidate to whom the title (status) of a Professor Emeritus is suggested to be granted shall submit the following documents to the council of the core academic unit using the document management system or in paper form by 15 September of the calendar year:

- 10.1. an application for the title (status) of a Professor Emeritus (Annex 1);
- 10.2. a questionnaire for the title (status) of a Professor Emeritus (Annex 2);
- 10.3. a review of research and academic activities, signed by the head of the core academic unit;
- 10.4. a resume (*curriculum vitae*);
- 10.5. a list of all scientific publications approved by the secretary of the council of the core academic unit (Annex 3);
- 10.6. any other supporting documents attesting to the merit and recognition of the candidate.
11. The council of the core academic unit, having approved the candidature for the title (status) of a Professor Emeritus, shall submit the candidature to the Commission no later than on 15 October of the current year. All documents specified in Item 10 of the Regulations should be submitted to the Commission with the extract from the minutes of the council of the core academic unit meeting.
12. The decision regarding the granting of the title (status) of a Professor Emeritus shall be made by the Senate no later than on 1 December of the current year.
13. The certificate confirming the granting of the title (status) of a Professor Emeritus shall be signed by the Rector and the Chairperson of the Senate and shall be presented during the Senate meeting.
14. The rights of a Professor Emeritus:
 - 14.1. to participate in research and/or pedagogical activities of the core academic unit of the University;
 - 14.2. to use the library and information services of the University, as well as other infrastructure of the University free of charge;
 - 14.3. to apply for a workstation to carry out academic activities at the relevant core academic unit.
15. The responsibilities of a Professor Emeritus:
 - 15.1. to promote the name of the University and its scientific achievements;
 - 15.2. to indicate the University in the affiliation of the scientific publications produced;
 - 15.3. to comply with the Code of Academic Ethics of the University.
16. Professor Emeritus shall be entitled to receive a monthly payment of the sum determined by the Council of the University. A Professor Emeritus shall have the right to waive this payment. The Finance Department of the Central Administration of the University shall provide comprehensive information to the Professor Emeritus regarding the payment procedure for the monthly payment.
17. The monthly payment shall commence on the first day of the month following the date of granting of the title (status) of a Professor Emeritus or the date of termination of the employment contract (if the employment contract is terminated later than the date of granting of the title (status) of a Professor Emeritus).
18. Information on the granting or revoking of the title (status) of a Professor Emeritus shall be kept at the University by registering the Professor Emeritus in the personnel database of the University.
19. The title (status) of a Professor Emeritus may be revoked:
 - 19.1. if the Professor Emeritus violates Items 15(2) and/or 15(3) of the Regulations;
 - 19.2. at the request of the Professor Emeritus.
20. The head of the core academic unit shall report to the Rector about possible violations of the conditions for the participation of a Professor Emeritus in the University activities. The Rector, having

received the conclusion of the Commission regarding the violations of responsibilities specified in Items 15(2) and/or 15(3) of the Regulations, shall submit a proposal to the Senate on the revocation of the title (status) of a Professor Emeritus. The decision of the Senate regarding the revocation of the title (status) of Professor Emeritus shall be taken by a secret ballot with a simple majority. The decision of the Senate to revoke the title (status) of a Professor Emeritus shall be promptly communicated to the Human Resources Division of the Central Administration of the University (hereinafter the 'Human Resources Division') by the rapporteur of the Senate.

21. The relevant core academic unit must immediately inform the Human Resources Division in writing about the death of a Professor Emeritus.

CHAPTER IV

CONDITIONS FOR GRANTING THE TITLE (STATUS) OF AN AFFILIATED RESEARCHER, AFFILIATED PROFESSOR, OR AFFILIATED ARTIST AND MAINTAINING CONNECTIONS WITH THE UNIVERSITY

22. The title (status) of an Affiliated Person may be granted to a University employee who has reached the statutory retirement age, has served as a teaching staff member or research/art staff member at the University for no less than 20 years, or to an individual who has served as a teaching staff member or research/art staff member at the University for at least five years and is no longer employed by the University but actively seeks to maintain academic connections with the University. The five-year term specified in this Item may be shortened by a decision of the Commission in exceptional cases.

23. The title of an Affiliated Professor may be granted only to those who have previously held the position of a professor.

24. The candidatures for the title (status) of an Affiliated Person shall be submitted to the Rector by the councils of the core academic units of the University. After the council of a core academic unit approves the candidature for the title (status) of an Affiliated Person, it shall submit the candidature to the Commission no later than on 15 October of the current year. Along with the excerpt from the minutes of the meeting of the council of the core academic unit, the following documents shall be submitted to the Commission via the document management system or in paper form:

24.1. a request from the council of the core academic unit for granting the title (status) of an Affiliated Person, which describes the planned activities of the person, their contribution to the development of the University's research and studies, specifies the branch unit where the activities are planned to take place, and includes other necessary information (Annex 4);

24.2. the consent of the person to be granted the status of an Affiliated Person (Annex 5);

24.3. other documents specified by the council of the core academic unit.

25. The Senate shall decide on granting the title (status) of an Affiliated Person no later than on 31 December of the current year.

26. The title (status) of an Affiliated Person shall be granted for an indefinite period or for a term proposed by the council of the core academic unit.

27. The rights of an Affiliated Person:

27.1. to use the University library and information services, as well as other University infrastructure free of charge;

27.2. to voluntarily participate in the research, pedagogical, and/or creative activities of the respective academic unit.

28. The responsibilities of an Affiliated Person:

28.1. to promote the name of the University and its scientific achievements;

- 28.2. to indicate the University in the affiliation of scientific publications if the publication was prepared using the University's infrastructure or through participation in the University's research and/or pedagogical activities;
- 28.3. to comply with the Code of Academic Ethics of the University.
29. Information about granting or revoking the title (status) of an Affiliated Person shall be kept at the University by registering the Affiliated Person in the personnel database of the University without a post or part of it, or remuneration
30. The title (status) of an Affiliated Person may be revoked by a decision of the Senate in the following cases:
- 30.1. if the Affiliated Person violates Items 28(1), 28(2), and/or 28(3) of the Regulations;
- 30.2. at the request of the Affiliated Person.
31. The head of the core academic unit shall report to the Rector about any possible violations of the conditions for the participation of the Affiliated Person in the University activities. The Rector, having received the conclusion of the Commission regarding the violations of responsibilities specified in Item 28 of the Regulations, shall submit a proposal to the Senate on the revocation of the title (status) of the Affiliated Person. The decision of the Senate regarding the revocation of the title (status) of an Affiliated Person shall be taken by a secret ballot with a simple majority. The decision of the Senate to revoke the title (status) of an Affiliated Person shall be promptly communicated to the Human Resources Division by the rapporteur of the Senate.
32. The relevant core academic unit must immediately inform the Human Resources Division about the death of an Affiliated Person.

CHAPTER V

CONDITIONS FOR GRANTING UNIVERSITY HONORARY TITLES

33. Candidates for granting an honorary title (status) shall be proposed to the Rector by the Chairperson of the Council of the University, the Chairperson of the Senate, the councils of the core academic units of the University, and the Students' Representation of the University. Candidates may include distinguished Lithuanian or foreign scholars, figures in the arts, and public figures with outstanding merit in activities consistent with the mission of the University.
34. The following documents concerning a candidate proposed for an honorary title (status) shall be submitted to the Commission:
- 34.1. the resume of the candidate (*curriculum vitae*);
- 34.2. a list of main (research) works if the candidate is a researcher; a description of the candidate's merits to the University and Lithuania, justifying why the candidate should be awarded the specific honorary title (laudation).
35. The honorary title shall be granted for an indefinite period.
36. Honorary title diplomas shall be awarded at a solemn Senate meeting in St Johns' Church, following the Protocol of Academic Rituals of the University.
37. The list of persons holding honorary titles shall be published on the University website.
38. A person holding an honorary title shall be enabled to maintain research, pedagogical, and creative relations with the University. A person holding an honorary title shall have the right to participate in Senate meetings and may be invited to events specified in the Protocol of Academic Rituals of the University.

Annex 1 to
Vilnius University Regulations on Emeritus
Affiliation and Honours

(Application form for granting the title (status) of a Professor Emeritus)

VILNIUS UNIVERSITY

(name of the unit)

(position, full name)

To the Rector of Vilnius University

APPLICATION FOR GRANTING THE TITLE (STATUS) OF A PROFESSOR EMERITUS

____ 20____
(day) (month) (year)
Vilnius

I, _____, hereby request to be granted the title (status)
(full name)
of a Professor Emeritus of Vilnius University. I have familiarised myself with the Vilnius University
Regulations on Emeritus, Affiliation, and Honours and commit to complying with them.

(position)

(signature)

(full name)

Annex 2 to
Vilnius University Regulations on Emeritus
Affiliation and Honours

(Questionnaire form for granting the title (status) of a Professor Emeritus of Vilnius University)

QUESTIONNAIRE FOR GRANTING THE TITLE (STATUS) OF A PROFESSOR EMERITUS OF VILNIUS UNIVERSITY*

(Date)

(Full name)

(Research area)

1. **Length of employment at Vilnius University** (in years, from-to)

2. **Length of employment as a researcher** (in years, from-to)

3. **Length of employment as a professor** (in years, from-to)

4. **Monographs, research studies, fundamental scientific publications**
(critical publications of sources, applied works)

Number

Bibliography of the five most significant works

5. **Textbooks**

Number

Bibliography of the five most important textbooks

6. **Research articles in peer-reviewed publications**

Total number

Number in CA WOS DB**

Number of citations based on CA

		WOS DB	
		Bibliography of top ten most significant research articles	
7.	Guest presentations at conferences	Number of presentations	
		Five most significant conferences (name, year, location)	
8.	Number of patents	International	
		Lithuanian	
9.	Management of research projects	Number	
		The name, funding source, funding amount, and year of the top five most significant projects	
10.	Participation in committees of scientific conferences	Number of conferences	
		Three most significant conferences (title, year, location, position)	
11.	Participation in editorial boards of scientific journals	Number	
		Three most significant journals and position (title of the journal, year, position)	

12.	PhD students (aspirants) having defended dissertations	Total number	
		Number of Vilnius University PhD students (aspirants)	
13.	Administrative activities at Vilnius University (position (Rector, Chairperson of the Senate, chairperson of a core academic unit, their deputy and the head of a department) and the number of years in that position)		
14.	Expert activities (assessment of international and Lithuanian research projects and programmes)		
15.	Recognition (membership in academies, Lithuanian and foreign scientific and artistic societies, honorary titles, etc.)		
16.	Awards (Lithuanian and foreign orders of merit, medals, national science and art prizes, scientist scholarships, etc.)		
17.	Other particularly significant research and pedagogical achievements		

* - in the questionnaire, candidates for the title (status) of a Professor Emeritus of Vilnius University shall indicate their most significant research achievements.

** – Clarivate Analytics Web of Science database.

(signature)

(full name)

(Form of the list of all scientific publications)

VILNIUS UNIVERSITY

(name of the unit)

(position and full name)

HEREBY APPROVED BY

The secretary of the Council of the

(name of the core academic unit)

(signature)

(full name)

LIST OF ALL SCIENTIFIC PUBLICATIONS*

____ 20____
(day) (month) (year)
Vilnius

Monographs, research studies, fundamental scientific publications (critical publications of sources, applied works), etc.

1.
2.

Articles in peer-reviewed scientific journals that are references and have a citation index in the Clarivate Analytics Web of Science database

1.
2.

Articles in other international and foreign peer-reviewed journals

*Publications of each type should be presented chronologically in the corresponding section, from the newest to the oldest.

1.
2.

Articles in Lithuanian peer-reviewed scientific journals

1.
2.

International patents

1.
2.

Lithuanian patents

1.
2.

Study textbooks and educational books

1.
2.

Teaching methodological tools and other study literature

1.
2.

Other books (dictionaries, manuals, translations, atlases, catalogues, etc.)

1.
2.

Other publications (excluding conference proceedings and theses)

1.
2.

(signature)

(full name)

(Application form for granting the title (status) of an Affiliated Professor (Researcher, Artist) of Vilnius University)

COUNCIL OF _____
(name of the core academic unit)

OF VILNIUS UNIVERSITY

To the Rector of Vilnius University

**APPLICATION FOR GRANTING THE TITLE (STATUS) OF AN AFFILIATED PROFESSOR
(RESEARCHER, ARTIST) OF VILNIUS UNIVERSITY**

____ 20__ No. ____
(day) (month) (year)
Vilnius

We hereby request the title of an Affiliated Professor (Researcher, Artist) of Vilnius University to be granted to _____
(position and full name of the candidate)

(branch unit of the core academic unit where the activities of the candidate are planned)

Contribution of the candidate to the development of research and studies at the University and other merits:

Additional information:

Chairperson of the Council _____
(signature) (full name)

Annex 5 to
Vilnius University Regulations on Emeritus,
Affiliation and Honours

**(Candidate's consent form for granting the title (status) of an Affiliated Professor (Researcher, Artist) of
Vilnius University)**

(full name)

**CONSENT FOR GRANTING THE TITLE (STATUS) OF AN AFFILIATED PROFESSOR
(RESEARCHER, ARTIST) OF VILNIUS UNIVERSITY**

____ 20____
(day) (month) (year)
Vilnius

I, _____ ,
(full name)

hereby agree to be granted the title (status) of an Affiliated Professor (Researcher, Artist) of Vilnius University. I hereby also confirm that I have familiarised myself with the Vilnius University Regulations on Emeritus, Affiliation and Honours and commit to adhering to them.

(signature)

(full name)