

APPROVED by
Order No. A- of the Rector of
Kaunas University of Technology of
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GUIDELINES FOR THE EVALUATION OF RESEARCH/ARTISTIC ACTIVITIES OF THE APPLICANTS TO THE SECOND CYCLE STUDY PROGRAMMES AT KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Guidelines for the Evaluation of Research/Artistic Activities of the Applicants to the Second Cycle Study Programmes at Kaunas University of Technology (hereinafter – Guidelines) set out the procedure for the organisation and performance of the evaluation of research/artistic activities of individuals applying to second cycle studies at Kaunas University of Technology (hereinafter – University, the provisions for evaluation and the formalising of evaluation results.

2. The Guidelines are prepared following the Regulations on the Student Admission to Kaunas University of Technology (hereinafter – Admission Regulations) of the current academic year approved by the resolution of the University Senate.

3. The process “Conduct the evaluation of research/artistic activities of the applicants to the second cycle study programmes” is prepared according to the Guidelines and provided in Appendix 1 to the Guidelines.

4. The following terms are used in the Regulations:

4.1. **Work of art** is a publicly presented work of art, design, architecture, media art, theatre, film, dance, music or interdisciplinary art, or an act of performance thereof, which fulfils the criteria of artistry recognised in the specific artistic field.

4.2. **Publication of a work of art/performance** is (personal) presentation, realisation (including restoration) or performance of the work(s) in an artistic or public space (including television or radio studios, internet) or publication by a publisher, recording studio (digital information medium) or demonstration at a festival, etc. These artistic spaces, institutions and other contexts are divided into prestigious, well-known and locally known.

4.3. **Curating arts events** is intellectual creative activities arising from the selection or arrangement of the contents of collections of works of art or collections of data, databases (expressed by technical means in a readable or another form).

4.4. **Moderating art events** is intellectual creative activities based on specific knowledge and training, conducting public presentations (concerts, creative evenings, exhibitions, etc.) of works of art and creators.

4.5. **Scientific conference** is a scientific event where researchers (and students) present and discuss their research results in a format of their choice.

4.6. **Scientific publication** is research results published in the form of a scientific article, monograph or scientific conference presentation.

4.7. **Scientific paper** is a paper published in the scientific press and/or containing the usual scientific apparatus (footnotes and/or bibliography, and/or formulas, and/or drawings, and/or

description of methodology and/or statistical tables, etc.) in a particular science field, and which fulfils the criteria of scientific validity recognised in that science field.

4.8. **Scientific thesis** is a concise summary of the main statements of the scientific presentation, revealing the need for the research, its substance and significance to the development of the science field.

4.9. **Patent** is a legal document certifying the authorship of the invention and the exclusive right of the patent holder to use the invention.

4.10. **Peer-reviewed publication** is a periodical, continuing or one-off publication with an ISSN or ISBN in which scientific work is published based on the written conclusions of peer reviews.

4.11. **Article in non-peer-reviewed journals publishing conference proceedings** is unreviewed or unselected, unrefereed and unlisted in major databases in conference proceedings.

CHAPTER II ORGANISING AND CONDUCTING THE ASSESSMENT OF RESEARCH/ARTISTIC ACTIVITIES

5. The evaluation of research/artistic activities of applicants to the second cycle study programmes is conducted by members of faculty admission committees approved by the decrees of the deans of the faculties of the University in following the requirements for the evaluation of research/artistic activities provided in the Guidelines.

6. Electronic copies of documents proving research/artistic activities are submitted together with the application in the University's Master's Admissions Information System (hereinafter - MAIS) by a person participating in the competition for state-funded and state non-funder study positions of the second cycle study programmes.

7. The evaluation of research/artistic activities on a ten-point scale is multiplied by a weighted coefficient of 0.2. Up to 2 additional points can be awarded for achievements in research/artistic activities in the calculation of the competition score.

8. Applicants who do not submit electronic copies of the documents proving their research/artistic activities can participate in the competition but they lose the opportunity of obtaining additional points for the evaluation of their research/artistic activities.

9. The applicant's artistic activities are evaluated for the competition for study programmes in the field of arts, and research activities are evaluated for the competition for study programmes in all other science fields.

10. The evaluation of research/artistic activities is conducted on the dates scheduled by the University and published on the University's website.

CHAPTER III SUBMISSION OF DOCUMENTS

11. The applicant submits electronic copies of the documents certifying research/artistic activities with the application in the MAIS.

12. The applicant briefly (up to 200 words) describes the research/artistic activities experience in the MAIS and submits:

12.1. Copies of scientific publications, theses, together with copies of the cover, table of contents or other pages of the publication, showing the title of the publication, at least one of the

identification numbers - ISSN, ISBN or UDK, DOI digital object identifier (if any), volume and number (if a periodical), the website address of the publication (if an electronic publication), the composition of the publication's editorial board, or a record that the publication peer-reviewed; if the article has not yet been published, a copy of the editorial board's certificate of acceptance (after peer-review procedure, if any) and the manuscript.

12.2. Copies of the documents certifying the publication of a work of art/performance in an artistic or public space, or publishing by a publisher, recording studio, or shown at a festival, etc. (a brief description of the work of art in *.pdf format, illustrated, if necessary, by photographs, audio and video clips, with links to the websites where these documents are posted; copies of publications, links to websites where information about the published/performed work is available, the applicant's name as the author/co-author of the artwork/performance).

12.3. Copies of the documents certifying the registration of the patent or a copy of the official source where the patent application was published (for example, the title page, table of contents of the Official Bulletin of the State Patent Office, and copies of the pages where the data of the patent application are recorded (the name of the applicant, as the author/co-author of the invention, has to be visible)).

12.4. Copies of the documents certifying the applicant's participation in scientific conferences, exhibitions, projects, Olympiads, competitions, festivals, seminars, other events and the prizes, awards (if any) received (for example, a certificate, a publication of the event with the name and surname of the participant, a diploma, etc.); copies of the documents certifying the applicant's work produced and published (presented in exhibitions, competitions or otherwise published) (a short description of the work in *.pdf format, illustrated, if necessary, by photographs, audio and video clips and with links to the websites where these documents are posted).

12.5. Copies of the documents certifying the applicant's activities in the research group or society (for example, a copy of the title page of the report, a certificate).

13. The applicant submits the documents in the respective sections of the MAIS according to the types of research/artistic activities:

- 13.1. scientific/artistic publications, publication or realisation of the work of art/performance, patents;
- 13.2. presentations at scientific conferences;
- 13.3. participation in events – exhibitions, Olympiads, competitions, etc.;
- 13.4. work in research groups or societies;
- 13.5. other activities.

CHAPTER IV PROVISIONS FOR EVALUATION

14. The applicant's research/artistic activities are evaluated by the admission committee (at least two committee members).

15. The applicant's research/artistic activities are evaluated in points according to the types of research/artistic activities and the points are given for one unit of activities (Appendices 2 and 3 to the Guidelines).

16. Points are awarded for each unit of research/artistic activities separately. A single unit of research/artistic activities can only be evaluated once and in one category. The most favourable category for the applicant is selected.

17. All points given for research/artistic activities are summed up.

18. If the total sum of the evaluation of the applicant's research/artistic activities is equal to or exceeds 10 points, the final maximum evaluation of research/artistic activities is 10 points. Points may be rounded to the nearest hundredth.

19. The evaluation score of the applicant's research/artistic activities may vary for admission to different study programmes.

20. The contribution of the author, the study field and the area of the applicant's research/artistic activities may be considered in the evaluation of the research/artistic activities and awarding of the points.

21. When evaluating the works of art, the members of the admission committee of the faculty determine by consensus the characteristics of prestigious, well-known and locally known artistic contexts.

CHAPTER V FORMALISING EVALUATION RESULTS

22. The evaluation in points by the member of the admission committee who evaluated research/artistic activities is the final evaluation score of the applicant's research/artistic activities.

23. The evaluation score of research/artistic activities on a ten-point scale is entered in the applicant's personal information section of the MAIS by the member of the admission committee who carried out the evaluation.

24. The applicant is entitled to appeal against the procedural violation during the evaluation of research/artistic activities in the MAIS within the deadlines set out by the University's rector and published on the University's website.

CHAPTER VI FINAL PROVISIONS

25. The Guidelines can be amended or revoked by the order of the University's rector.
