

LITHUANIAN CENTRE FOR SOCIAL SCIENCES

PROCEDURE FOR A DOCTORAL SCIENTIFIC ORGANISATIONAL INTERNSHIP

I. GENERAL PROVISIONS

1. This procedure has been prepared in accordance with paragraphs 3 and 81 of the Regulation for Doctoral Studies in the field of sociology of Vytautas Magnus University together with the Lithuanian Centre for Social Sciences and Kaunas University of Technology (approved by Resolution No. 4-23 of the Senate of the Vytautas Magnus University of 3 May 2017), which relate to the purpose of doctoral research programmes and envisaged internships.
2. The scientific organisational internship of a doctoral student constitutes a part of the doctoral study process. During the internship, the doctoral student shall acquire knowledge of research, the dissemination of scientific information, and experience and skills in scientific organisational activities.
3. The unpaid scientific organisational internship of a doctoral student shall be carried out at the Lithuanian Centre for Social Sciences (hereinafter referred to as “the Centre”).
4. The unit of accounting for the scientific organisational internship of a doctoral student is the working hour.

II. CONDUCTING AND RECORDING SCIENTIFIC ORGANISATIONAL INTERNSHIP

5. The following compulsory rates for conducting scientific organisational internship shall be established subject to the form of study:
 - 5.1 Doctoral students in *full-time* state-funded studies are required to undertake 120 working hours of scientific organisational internship.
 - 5.2 For *part-time* and *fee-paying* doctoral students, scientific organisational internships are not compulsory, but may be organised if so requested by the students.
6. The scientific organisational internship shall include the following scientific organisational activities:
 - 6.1. Activities of an organisational nature:
 - 6.1.1. Participation in the organisation of scientific events initiated by the Centre (scientific conferences, seminars, forums, round-table discussions, summer schools, public lectures, etc.);
 - 6.1.2. Organisation of scientific events initiated by the doctoral student(s) (e.g. doctoral afternoon discussions, etc.);
 - 6.1.3. Organisational support in hosting guests of the Centre and visiting researchers, including during their public lectures and events;

6.1.4. Organisational activities related to the publication process of Centre's scientific publications (e.g. Social Development of Lithuania, Social Research in Brief, Annales Geographicae/The Geographical Yearbook, etc.).

6.2. Activities of a scientific nature:

6.2.1 Participation in doctoral methodology seminars of the Centre (compulsory);

6.2.2 Participation in R&D activities (drawing up of project applications);

6.2.3 Participation in scientific events organised by the Centre's community (scientific conferences, seminars, forums, round-table discussions, summer schools, public lectures, etc.);

6.3. Activities of science popularisation:

6.3.1. Preparation of information and coordination of delivery for the website of the Centre, Facebook and other sites.

6.3.2. Creation and/or development of blogs for the research fields of the Centre.

6.3.3 Preparation of science popularisation articles and submission of such articles to the media on behalf of the Centre.

6.4. Other activities (to be agreed individually).

7. The hours of the internship spent for activities of a scientific nature referred to in paragraph 6.2 shall not exceed half (60) of the total number of working hours required for the internship.

8. The scientific organisational internship shall be undertaken during the years of doctoral studies (second and third years).

9. The hours of the scientific organisational internship shall be included in the doctoral study plan, which is to be approved by the Doctoral Committee of Sociology. Doctoral students shall coordinate the tasks of the internship for each year individually with their supervisors, the head of the unit to which they are assigned and the chair of the Doctoral Commission.

10. The doctoral student shall record the tasks of the scientific organisational internship in the Task Recording Sheet for Scientific Organisational Internship and report on them annually to the supervisor and the chair of the Doctoral Commission of the Centre prior to the attestation.

11. The scientific organisational internship shall be deemed to have been completed when, before the end of the study, the Scientific Secretary of the Centre has been provided with a completed Task Recording Sheet for Scientific Organisational Internship (Annex 1), reflecting the completion of the required number of hours. The Task Recording Sheet shall contain the signature of the doctoral student, his/her supervisor and the Chairperson of the Doctoral Commission of the Centre, and shall be kept in the file of the doctoral student.

12. Failure to complete the compulsory scientific organisational internship shall be considered as failure to complete the doctoral study plan.

III. FINAL PROVISIONS

13. The procedure shall be approved, amended and/or supplemented by an order of the Director.

Annex 1

Task Recording Sheet for Scientific Organisational Internship

Name			
Surname			
E-mail			
Contact phone number			
Date of commencement of doctoral studies			
Field of science			
Supervisor			
Advisor (if any)			
Unit			
Title of internship activity	Date/Period	Place	Number of hours

Doctoral student *Signature*

Scientific Supervisor *Signature*

Chairperson of the Doctoral Commission *Signature*