

APPROVED

by the Doctoral Studies Committee of the
Faculty of Communication,

Vilnius University

25 March 2024

Minutes No. (7.17 E) 15600-KT-114

**PROCEDURE FOR THE ALLOCATION OF GENERAL COMPETENCE ACTIVITIES
AND CREDITS FOR THEM FOR DOCTORAL STUDENTS IN THE FIELD OF
COMMUNICATION AND INFORMATION SCIENCES AT VILNIUS UNIVERSITY**

I. GENERAL PROVISIONS

1. The Procedure for allocating general competence activities and credits for doctoral students of the Communication and Information Sciences field at Vilnius University (hereinafter, the Procedure) provides recommendations for allocating credits for participation in activities strengthening general competence and establishes the Procedure for allocating and counting these credits.
2. The Procedure has been developed in accordance with the laws of the Republic of Lithuania and the Vilnius University, the Regulations on Doctoral Studies, and the Regulation of Doctoral Studies at Vilnius University.
3. The following general competence-enhancing activities are recognized for doctoral students of the Communication and Information Sciences field of Vilnius University (hereinafter – VU):
 - 3.1. learning activities: participation in lectures, seminars, courses and other learning activities on topics that develop general competence (research work methodology, academic literacy, scientific writing, scientific research ethics, dissemination of results, scientific communication, project preparation, management, commercialization of scientific results, etc.);
 - 3.2. pedagogical activities;
 - 3.3. project activities;
 - 3.4. science popularization activities;
 - 3.5. organizational activities.
4. For doctoral students of the VU Communication and Information Sciences field, learning activities that develop subject-specific competences (in the fields and branches of communication and information sciences) are not recognized as activities that strengthen general competence (such as lectures, seminars, courses, internships, etc.), participation in academic events (e.g., conferences), and the publication of the results of one's own research (through academic publications, conference presentations, etc.).
5. The number of credits for general competence that doctoral students must earn during their doctoral studies is determined in the Regulation of Doctoral Studies at Vilnius University.

II. PRINCIPLES FOR THE CALCULATION AND ALLOCATION OF CREDITS

6. Information about general skills training organized by VU is available on the VU website: <https://www.vu.lt/studijos/doktoranturos-studijos/mokymai>.

7. Information about general skills-enhancing training organized by the Faculty of Communication (hereinafter, the Faculty) for doctoral students is provided via e-mail and published on the Faculty's website.
8. A doctoral student may also choose to participate in general competence training courses organized by other institutions (in Lithuania or abroad).
9. For doctoral students in the Communication and Information Sciences field at VU, credits for general competence activities are allocated in accordance with the following rules:

General competence activities	Number of credits allocated
Training organized by VU (lectures, seminars, courses, summer schools, etc.).	Credits (ECTS, according to the scope of the training) are allocated by VU and recognized by the Doctoral Studies Committee of the Communication and Information Sciences field (hereinafter, the Doctoral Studies Committee).
Training organized by the Faculty (lectures, seminars, courses, general academic events specifically intended for doctoral students to promote scientific communication and interdisciplinary cooperation, to broaden their horizons through lectures on broader topics, etc.).	Credits (ECTS, according to the scope of the training) are allocated by the Faculty and are recognized by the Doctoral Studies Committee.
Training organized by other (in Lithuania and abroad) academic institutions on the topics specified in Chapter I, Item 3, of this Procedure.	The Doctoral Studies Committee allocates credits; credits are allocated based on the time allocated to the activity (hours) as indicated in the participant's certificate or another document provided by the training organizers.
Pedagogical activities: supervising coursework and bachelor's theses, if this is not paid (i.e. not included in the pedagogical workload if the doctoral student is employed), as well as reviewing and/or serving as an opponent for student thesis, participation in theses defence committees, supervision of student internships, and other similar activities.	The Doctoral Studies Committee allocates credits; credits are allocated based on the time spent on pedagogical activities. The time spent on pedagogical activities is calculated in accordance with the VU Faculty of Communication lecturer workload record card. A maximum of 1 credit can be accumulated for this activity.

<p>Organization of international and national scientific events, and contribution to the organization of such events.</p>	<p>The Doctoral Studies Committee allocates credits; credits are allocated based on the time spent organizing scientific events or contributing to their organization (hours), applying the appropriate coefficient and taking into account important aspects of the scientific event (number of speakers, number of presentations, etc.) as decided by the Doctoral Studies Committee.</p> <p>The coefficient is applied in accordance with the following rules:</p> <ol style="list-style-type: none"> 1. participation in the organizing committee of an international scientific event – from 0.1 to 1 credit, depending on the time allocated (hours); 2. participation in the organizing committee of a national scientific event – from 0.1 to 0.5 credits, depending on the time allocated (hours); 3. contribution to the organization of an international scientific event – from 0.1 to 0.5 credits, depending on the time allocated (hours); 4. contribution to the organization of a national scientific event – from 0.1 to 0.3 credits, depending on the time allocated (hours); <p>Information about the time (hours) allocated to organizing international and national scientific events and contributing to the organization of such events is provided by the organizational unit that does not have the rights of an administrative unit of the VU Faculty of Communication, or another institution that organized the event.</p>
<p>Science popularization activities (public lectures, popular science articles in a popular science journal, etc.).</p>	<p>The Doctoral Studies Committee allocates credits. These activities may be allocated from 0.25 to 1 credit, taking into account the audience of the public lecture, the publisher of the popular science journal, and other important aspects determined by the Doctoral Studies Committee.</p>

<p>Preparation of the project application / involvement in the project application preparation process.</p>	<p>The Doctoral Studies Committee allocates credits; credits are allocated based on the time (hours) spent to the preparation of the project application/involvement in the preparation of the project application. Information on the time (hours) allocated to the preparation of the project application/involvement in the preparation of the project application is provided by the the organizational unit that does not have the rights of an administrative unit of the VU Faculty of Communication, which prepared the application.</p>
<p>Research internship or partial studies abroad.</p>	<p>Credits are allocated by the host institution abroad.</p>
<p>Other activities that strengthen general skills.</p>	<p>Credits are allocated based on a decision by the Doctoral Studies Committee, following approval of the classification of the activities as general skills development activities.</p>

10. Doctoral students must report on their general skills activities annually, between September 1 and 15, by submitting the following to the Secretariat of the Doctoral Studies Committee:
 - 10.1. request (Annex 1),
 - 10.2. information about general competence activities carried out during the final year of doctoral studies (complete the table provided in Annex 2),
 - 10.3. documents (certificates, diplomas, letters, etc.) confirming participation in the relevant activities. The documents should indicate the number of credits allocated for the activities.
11. Final-year doctoral students must submit their reports on general competence activities no later than one month before the end of their doctoral studies. Doctoral students shall be informed about the allocation and recognition of credits for these activities within 5 business days following the meeting of the Doctoral Studies Committee at which the issue of allocation and recognition of credits for general competence activities was discussed.
12. The classification of activities as general skills development activities, doctoral students' applications, and the documents they submit are reviewed, and a decision on the allocation and recognition of credits is made by the Doctoral Studies Committee in September–October of the current year.

13. The Secretariat of the Doctoral Studies Committee informs doctoral students about the decision on the allocation and recognition of credits for general competence activities by 1st November of each year.
 14. The Secretariat of the Doctoral Studies Committee submits information regarding doctoral students' general competence activities to the Office of Doctoral and Postdoctoral Studies at Vilnius University at the end of the doctoral student's final year of study (no later than two weeks before the completion of doctoral studies).
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Annex 1
to the Procedure for the
Allocation of General
Competence Activities and
Credits for them for Doctoral
Students in the Field of
Communication and Information
Sciences at Vilnius University

(Doctoral student's name, surname)

To the Doctoral Studies Committee in the Field of Communication and Information Sciences

**REQUEST FOR ALLOCATION AND APPROVAL OF GENERAL COMPETENCE
SKILLS DEVELOPMENT ACTIVITIES CREDITS**

20XX-XX-XX

(year-month-day)

Vilnius

I would like to request approval of general competence skills development activities credits:
(listed activities, which indicate the number of ECTS).

1. Name of activity – X ECTS;
2. Name of activity – X ECTS;

...

I would like to request approval of general competence skills development activities credits:
(listed activities, which do not indicate the number of ECTS).

1. Name of activity – duration (hours);
2. Name of activity – duration (hours);

...

ATTACHED:

1. Table of general competence skills development activities
2. Documents confirming participation in general competence skills development activities.

(signature)

Agreed: _____
(Doctoral supervisor's name, surname, signature)

Annex 2
to the Procedure for the
Allocation of General
Competence Activities and
Credits for them for Doctoral
Students in the Field of
Communication and Information
Sciences at Vilnius University

VILNIUS UNIVERSITY

Faculty / Institute / Division	
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Name and surname of the doctoral student	
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GENERAL COMPETENCE SKILLS DEVELOPMENT ACTIVITIES

No.	Title of the activity, organizer (organizing institution)	Date	Program volume in credits (ECTS)	The name of the institution that issued the certificate or other document, or the date and number of the extract from the minutes of the Doctoral Studies Committee
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				