



ORDER OF THE DIRECTOR OF ST IGNATIUS LOYOLA COLLEGE

ON APPROVAL OF THE REGULATIONS FOR THE ORGANISATION OF APPLIED RESEARCH AND EXPERIMENTAL DEVELOPMENT AND ARTISTIC ACTIVITIES OF ST. IGANATIUS OF LOYOLA COLLEGE

2024 November 14. No. V – 125

In accordance with the decision of the Academic Council of the College of St Ignatius of Loyola of 5 September, I hereby approve the Rules of Procedure for the Organisation of Applied Research and Experimental Development and the Organisation of Artistic Activities at the College of St Ignatius of Loyola.

Director

Aivaras Anužis

ST IGNATIUS LOYOLA COLLEGE
REGULATIONS FOR THE ORGANISATION OF APPLIED RESEARCH AND EXPERIMENTAL
DEVELOPMENT AND ARTISTIC ACTIVITIES

I. GENERAL PROVISIONS

1.1. The purpose of the Regulation on the Organisation of Applied Research and Experimental Development (hereinafter referred to as “R&D”) and Artistic Activities (hereinafter referred to as “the Regulation”) of the College of St. Ignatius of Loyola (hereinafter referred to as “the College”) is to define the principles of the planning, organisation, financing and execution of the College's applied R&D and artistic activities.

1.2 Key terms:

Research and experimental development (R&D) and artistic activities include applied research, experimental development, scientific and artistic activities.

Applied research is experimental and/or theoretical work carried out with a view to generating new knowledge and primarily aimed at achieving specific practical objectives or solving problems.

Experimental development' means a sequence of knowledge-generating activities, based on research and/or know-how, aimed at the development of new products or processes or the improvement of existing products or processes, and at the creation or substantial improvement of solutions to human, cultural and societal problems based on research and/or know-how.

Scientific activity' means the production of scientific knowledge, creative activities carried out through the application of scientific research methods.

R&D and artistic activities - dissemination of the results of research and artistic works published at the College (scientific and artistic works); participation in international R&D and artistic programmes; R&D and artistic commissions from economic entities, non-governmental organisations and natural persons; licensing, transfer and support of intellectual property for R&D and artistic activities.

1.3 The Regulations shall apply to all employees, students and social partners of the College and to other stakeholders involved in R&D and artistic activities.

1.4 The aim of R&D activities is to generate new knowledge, develop innovative solutions and contribute to the scientific and technological progress of the College, to provide consultancy services to business and industry and to integrate in international research projects.

1.5 R&D and artistic activities at the College shall be carried out in accordance with the principles of ethics and responsible research practice.

II. PLANNING AND PRIORITIES FOR MTEP AND ARTS ACTIVITIES

2.1 The priorities of the College's R&D and artistic activities shall be determined in accordance with the College's Strategic Plan and the Guidelines of the Lithuanian and the European Union Research and Artistic Policies, the Law on Science of the Republic of Lithuania, the Description of the Procedure for Providing Data on the Results of Research and Experimental Development and Artistic Activities of the Colleges for Formal Evaluation, other relevant legal acts, as well as the trends of development of R&D and artistic activities.

2.2 Priorities for R&D and artistic activities shall be set taking into account the market demand for innovation, its potential practical application and socio-economic value. R&D shall focus on the creation of new knowledge, its practical applicability and the promotion of innovation. Artistic activities are concerned with the realisation of creative ideas, the analysis of cultural and social phenomena and the dissemination of the results of creative activities.

2.3. R&D themes are discussed in the curriculum committees, taking into account feedback from stakeholders, suggestions from social partners, the committee's own initiatives, etc.

The themes may also be discussed at the meetings of the Science and Research Laboratory (hereinafter referred to as 'the Laboratory').

III. ORGANISATION OF MTEP AND ARTISTIC ACTIVITIES

3.1 R&D and artistic activities at the College shall be organised, monitored and developed by the Laboratory.

3.2 The Laboratory shall consist of a representative of each study programme, a representative of the College's student representation, and the Head of the Quality Laboratory.

3.3 The Laboratory shall deal with the implementation of R&D and artistic activities, promotion of lecturers and researchers, evaluation of the results of R&D and artistic activities and other issues.

3.4. R&D and artistic activities shall be carried out both individually and through thematic groups of researchers or international projects initiated by the College researchers and other interested parties.

3.5 Each R&D and artistic project (hereinafter referred to as "Project") is registered and documented in the "R&D Laboratory Register".

3.7 At the time of registration of the Project, detailed information on the objectives of the Project, the methodology, the expected results, the budget and timing, the resources required shall be provided.

3.8. The execution, phases and indicators to be achieved of a specific project shall be set out in the project application (or description), the preparation of which shall be the responsibility of the Project Initiator.

3.9 The project application is submitted to the Principal of the College, who assesses the sufficiency of the information provided, the appropriateness of the project and its alignment with the College's strategy. If necessary, the Principal of the College may engage the assistance of experts to evaluate the Project.

3.10. If it is found that there is insufficient information for a proper evaluation of the Project, the Director of the College shall return the Project to the initiator for revision.

3.11. If the Project is found to be inadequate, a decision of the College Principal shall be submitted to refuse the Project.

3.12. If the Project is found to be eligible, a decision by the Principal to proceed with the Project shall be submitted.

3.13. The decision shall be formalised by an order of the Principal, which shall be accompanied by the appointment of a Project Manager, who shall be responsible for the implementation of the Project, for the allocation of resources and reporting, for overseeing its execution and for ensuring the quality of the outputs, and of a Financial Coordinator, who shall be responsible for the management of financial resources and for the control of expenditures, and, where appropriate, the involvement of a social partner (representative of business, institutions, etc.) in the Project.

IV. IMPLEMENTATION OF MTEP AND ARTISTIC ACTIVITIES

V.

4.1 The College's lecturers and researchers as well as students participate in various R&D and artistic activities, the results of which are applied in the study process in order to increase the competence and innovativeness of the College's students and lecturers.

4.3 Project activities shall be organised in such a way as to ensure compliance with research quality standards, the reliability of research data and the validity of results.

4.4 The project leader is responsible for the planning, execution, timing and risk management of the project. The project leader shall submit regular interim reports on the progress of the project and the final results to the responsible College unit (quality laboratory). The evaluation of the results may involve both members of the College community and external experts.

4.7 The results of R&D and artistic projects must be published in scientific conferences, peer-reviewed publications, exhibitions or other public events.

4.8. Project and other R&D and artistic activity results (e.g. dissemination of published research results (scientific monograph, part of a scientific monograph, scientific study, synthesis scientific work or parts thereof published by an internationally recognised scientific publisher; a scientific study, a synthesis scientific work or parts thereof published by an internationally recognised scientific publisher, scientific monographs, a scientific article in a peer-reviewed publication with a citation index JIF CA JCR and/or referenced, and having a source-normalized journal citation index SNIP in the Scopus database; a scientific article in an international journal, a

part of a scientific monograph published by an internationally recognized scientific publisher; a scientific article in a peer-reviewed publication; patent applications submitted to the EPO, USPTO, or JPO (according to the registration certificate); patents issued by the EPO, USPTO, or JPO, whose owners are persons working in legal entities registered in the Republic of Lithuania, or legal entities registered in the Republic of Lithuania); dissemination of published works of art (works of art) (publication (performance) of a work of art; realization of a work of art for a client; award at an art event or competition; curating or moderating an art event; publication and/or performance of artistic research; publication (performance) of a work of art at an educational art event; publications in the field of art without scientific apparatus (art criticism articles, art promotion articles, reports, theses, reviews, comments, etc.); publication or curation of programs in the field of art); carrying out commissioned project activities (e.g., agreements on R&D activities with: Lithuanian economic entities, foreign entities; Lithuanian state institutions and agencies; Lithuanian municipal institutions and agencies; Lithuanian science and study institutions (contracts for the implementation of projects funded by the Lithuanian Science Council and the Ministry of Education, Science and Sport of the Republic of Lithuania are not submitted); applied art activities (e.g. contracts for the implementation of art commissions with Lithuanian economic entities, foreign entities; Lithuanian state institutions and agencies; Lithuanian municipal institutions and agencies); participation in international programs) are evaluated according to their impact on science, practice, artistic activity, and the promotion of the College's name.

VI. DISSEMINATION AND PUBLICATION OF RESEARCH AND ARTISTIC RESULTS

5.1. Guidelines for the promotion and dissemination of R&D and artistic activities include specialized methods and communication tools designed to increase the visibility of the College's R&D and artistic activities, strengthen cooperation with other institutions, and attract the attention of students and partners, as well as to achieve commercialization, which aims to turn R&D and artistic results into commercially successful products or services.

5.2. The dissemination and promotion of R&D and artistic results is initiated by researchers and the College, in accordance with the order of the Chairman of the Lithuanian Science Council "On the Procedure for Open Access to the Results of Scientific Research and Experimental Development," in order to ensure that the public is familiar with the progress and results of scientific research. Researchers publish the results of R&D and artistic activities in scientific publications, conferences, seminars, or other events of the scientific community, and publish reviews of research results intended for interested partners and the public. Additional means of dissemination are also possible, such as press releases, open days, project exhibitions, creative workshops, etc.

5.3. In order to increase the visibility of R&D and artistic activities, the College encourages the dissemination of research results and their application in practice, as well as the continuous improvement of study programs.

5.4. Researchers shall provide guidelines for the publicity and dissemination of R&D and artistic activities in the project application.

5.5. Intellectual property created during R&D and artistic activities is managed in accordance with the College's intellectual property policy and applicable legislation.

VI. FINANCING AND RESOURCES

VII.

6.1. R&D and artistic activities may be financed from various sources, including the College budget, national and international research funds, private sponsors, or other sources of funding.

6.2. Funding is allocated according to priority criteria, taking into account the significance of R&D and artistic activities, their innovativeness, and their applicability in business or industry.

6.3. The use of financial resources must be transparent and effective, in accordance with the College's financial management principles and requirements.

6.4. Project funding and administration shall be coordinated by the appointed Project Manager.

VIII. INTELLECTUAL PROPERTY PROTECTION

IX.

7.1. Intellectual property created at the College shall be managed in accordance with the College's intellectual property and rights protection procedures.

7.2. Participants in R&D and artistic activities shall ensure that the results they create are protected by patents or other legal means, if necessary.

7.3. Intellectual property issues shall be resolved in accordance with contractual obligations and legal requirements.

X. ETHICAL PRINCIPLES AND RESPONSIBILITY

- 8.1. All College employees and students participating in R&D and artistic activities must adhere to the principles of scientific ethics and integrity.
- 8.2. Research data must be collected and used lawfully, ensuring the accuracy and reliability of the data.
- 8.3. Any ethical violations must be reported immediately to the responsible College department and resolved in accordance with the College's procedures.

XI. FINAL PROVISIONS

- 9.1. The Regulations may be reviewed and updated when required by changes in legislation or the strategic objectives of the College.
- 9.2. All College employees and students participating in R&D and artistic activities must comply with the provisions of these Regulations and contribute to the development of the College's scientific and artistic activities.