APPROVED
By the Director of the College of Saint Ignatius of Loyola
Order No V-125 of 14 November 2024

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

I. GENERAL

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") is to define the principles of planning, organisation, financing and execution of the applied research and experimental development and artistic activities carried out at the College.
1.2 Basic concepts:
Research and experimental development (R&D) and artistic activities include applied research, experimental development, scientific and artistic activities.
Applied research - experimental and/or theoretical work carried out to generate new knowledge, primarily for the purpose of achieving specific practical objectives or challenges.
Experimental development' means a sequence of activities, based on research and/or know-how, which provide additional knowledge, with the aim of developing new products or processes, or improving existing products or processes, and of creating or substantially improving solutions to human, cultural and societal problems based on research and/or know-how.
Scientific activity - the production of scientific knowledge, the creative activity of applying scientific research methods.
Results of 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 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 R & D & ART 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 need for innovation, its potential practical application and its 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.
Topics may also be discussed at meetings of the Science and Research Laboratory (hereafter "the Laboratory").

III. ORGANISATION OF R & D & ART 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 be composed of a representative of each study programme, a representative of the College's student representative body, and the Head of the Quality Laboratory.
3.3 The Laboratory shall deal with the implementation of R&D and artistic activities, the promotion of teachers and researchers, the evaluation of the results of R&D and artistic activities, and other issues.
3.4.R&D and artistic activities are carried out individually, through thematic research groups or international projects initiated by College researchers and other interested parties.
3.5 Each R&D and art project (hereinafter referred to as "Project") shall be registered and documented in the "R&D Laboratory Register".
3.7 The project registration must include details of the project's objectives, methodology, expected results, budget and timing, and resources required.
3.8 The implementation, phasing and indicators to be achieved for a specific project shall be set out in the project application (or description), the preparation of which shall be the responsibility of the Project Proponent.
3.9 The project application is submitted to the Principal of the College, who assesses whether the information provided is sufficient, whether the project is appropriate, and whether it is aligned with the College's strategy. If necessary, the College Principal may engage the assistance of experts to assess 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 Principal of the College shall be submitted to refuse the Project.
3.12. If the Project is found to be eligible, the Director's decision to proceed with the Project shall be submitted.
3.13. The decision shall be formalised by a Director's Order, 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 supervising its execution and ensuring the quality of the results, and of a Financial Coordinator, who shall be responsible for the management of the financial resources and the control of the expenditure, and, where appropriate, the involvement of a social partner (representative of business, institutions, etc.) in the Project.

IV. IMPLEMENTATION OF R&D AND ART ACTIVITIES

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 must be organised in such a way as to ensure compliance with the quality standards of the studies, the reliability of the data and the reliability of the results.
4.4 The Project Manager is responsible for the planning, execution, timing and risk management of the project. The project leader shall submit regular interim reports on the progress and final results of the project 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. the results of the project and other R&D and artistic activities (e.g. Dissemination of published research results (scientific monograph, part of a scientific monograph, scientific study, synthesis research paper or parts thereof published by an internationally recognised scientific publishing house; a research study, a synthesis research paper or parts thereof, a research monograph, a research article in a peer-reviewed journal with a citation index of JIF CA JCR and/or a refereed journal with a source-normalised journal citation index in SNIP Scopus; a research article in an international journal, a part of a research monograph published by an internationally recognised scientific publishing house, a research paper in a peer-reviewed journal; patent applications filed with

the EPO, USPTO or JPO (according to the registration certificate); patents issued by the EPO, USPTO or JPO and owned by persons working for 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 an artwork for a client; award at an art event or competition; curation or moderation of an art event; publication and/or performance of an artistic research; publication (performance) of an artwork at an educational art event; publications in the field of art without a scholarly apparatus (articles of art critique, articles on art popularisation, presentations, theses, reviews, comments, etc.Contracts for the performance of R&D activities with: Lithuanian economic entities, foreign entities; Lithuanian state institutions and bodies; Lithuanian municipal institutions and bodies; Lithuanian science and study institutions (contracts for the performance of projects financed by the Lithuanian Science Council and the Ministry of Education, Science and Sports of the Republic of Lithuania are not provided); art applied activities (e.g. Art application activities (e.g. contracts for the execution of art commissions with Lithuanian economic entities, foreign entities; Lithuanian state institutions and bodies; Lithuanian municipal institutions and bodies); activities of participation in international programmes) shall be evaluated in terms of their impact on science, practice, artistic activities and the promotion of the College's name.

V. DISSEMINATION AND PUBLICITY OF R&D AND ART RESULTS

5.1 The Guidelines for the Publicity and Dissemination of R&D and Artistic Activities include specialised methods and communication tools to increase the visibility of the College's R&D and artistic activities, to strengthen cooperation with other institutions and to attract the attention of students and partners, and to achieve commercialisation, which aims to turn R&D and artistic results into commercially successful products or services.

5.2.Dissemination and popularisation of R&D and artistic results shall be initiated by the researchers and the College, in accordance with the Order of the Chairman of the Lithuanian Science Council "On the Description of the Procedure for Open Access to the Results of Scientific Research and Experimental Development", in order to ensure that the public becomes acquainted with the progress and results of scientific research. Researchers shall publicise 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 for interested partners and the public. Additional publicity methods such as press releases, open days, project exhibitions, workshops, etc. may also be used.

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 and the continuous improvement of study programmes.

5.4 The possible guidelines for the publicity and dissemination of R&D and artistic activities shall be set out by the researchers in the Project Application.

5.5 Intellectual property created in the course of R&D and artistic activities shall be managed in accordance with the College's Intellectual Property Policy and applicable legislation.

VI. FUNDING AND RESOURCES

6.1 Funding for R&D and artistic activities may come from a variety of sources, including the College's budget, national and international research funds, private donors or other funding sources.

6.2 Funding shall be awarded on the basis of priority criteria, taking into account the significance of R&D and artistic activities, their innovative character and their applicability to business or industry.

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

6.4 The financing and administration of the Project shall be coordinated by the designated Project Manager.

VII. INTELLECTUAL PROPERTY PROTECTION

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

7.2 Participants in R & D and artistic activities shall ensure that the results they produce are protected by patents or other legal means, if necessary.
7.3 Intellectual property matters shall be dealt with in accordance with contractual obligations and legal requirements.

VIII. ETHICAL PRINCIPLES AND RESPONSIBILITIES

8.1 All employees and students of the College involved in R&D and artistic activities are obliged to observe the principles of scientific ethics and integrity.
8.2 Research data must be collected and used in a lawful manner, ensuring the accuracy and reliability of the data.
8.3 Any ethical breaches must be reported immediately to the responsible College unit and dealt with in accordance with the College's procedures.

IX. FINAL PROVISIONS

9.1 The Regulations may be reviewed and updated when changes in legislation or the College's strategic objectives so require.
9.2 All employees and students of the College involved in R&D and artistic activities are obliged to abide by the provisions of these Regulations and to contribute to the development of the College's scientific and artistic activities.