

Approved
By the decision of the Academic Council
of Lesya Ukrainka East European National University
Rector Ihor Kotsan
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Lesya Ukrainka Eastern European National University.
Ministry of Education and Science of Ukraine

REGULATIONS
ON THE TRAINING OF DOCTORAL CANDIDATES FOR HIGHER
EDUCATION AT THE LESYA UKRAINKA EAST EUROPEAN NATIONAL
UNIVERSITY

I. General provisions

1. The present Regulations define the mechanism of preparing PhD candidates in higher education (hereinafter – applicants) at the East European National University “Lesya Ukrainka” (hereinafter the University) and is mandatory.

Training of candidates for the degree of Doctor of Philosophy at the University is carried out in accordance with normative documents: The Constitution of Ukraine, the Law of Ukraine “On Higher Education” from 01.07.2014, № 1556-VII; “The order of training of candidates of higher education degree of doctor of philosophy and doctor of sciences in higher education institutions (scientific institutions)”, approved by the Cabinet of Ministers of Ukraine on March 23, 2016 № 261.

2. Training of applicants for higher education degree of Doctor of Philosophy in the University shall be carried out:

In the postgraduate department of the University on full-time (full-time, evening) and part-time form

Outside the postgraduate department (for those who professionally carry out scientific and pedagogical activities at the main place of work at the university).

3. Preparation of the persons in postgraduate study at the university is carried out:

At the expense of the state budget (state order)

At the expense of legal entities or individuals (under contract, including grants that higher education institution has received for scientific research, for which higher education degree of doctor of philosophy is supposed to be trained).

4. Scientific and methodological support and organization of postgraduate studies at the University is carried out by the Academic Council

To regulate relations between doctoral students and the university, an agreement is concluded

5. Admission to the postgraduate university takes place on a competitive basis in accordance with the “Procedure for the preparation of PhD and Doctoral candidates in higher education institutions (scientific institutions)”, approved by the Cabinet of Ministers of Ukraine on March 23, 2016 № 261, conditions of admission to higher education institutions approved by the Ministry of Education and Science of Ukraine,

and the Rules of admission to the East European National University named after Lesya Ukrainka for the relevant year.

The rules of admission to postgraduate studies shall be approved by the Academic Council of the University based on the Terms of Admission to Higher Education Institutions and shall be published on the official website of the University in due time.

6. The rules of admission to graduate school of university are valid during the relevant academic year and recognize, in particular: the order, list and deadlines for submission of documents for admission to graduate school of university;

The content, form and timing of entrance examinations for competitive selection of applicants to graduate school for each specialty.

7. The normative term of doctoral training in postgraduate studies at the University is four years.

8. Postgraduate training envisages the face of the relevant educational and scientific program of the University in the specialty and the conduct of own scientific research. An integral part of postgraduate education and research program is the preparation and publication of research papers.

9. Postgraduate students carry out their educational and research activities in accordance with the individual plan of educational and research work. Individual plan of educational-research work with compulsory for implementation and is used to assess the progress of the postgraduate work.

Violation of the terms of the individual plan of educational-research work without valid reasons, provided by law, may be the basis for the decision of the Academic Council of the University on the expulsion of graduate students.

A person who previously studied postgraduate state order, has the right to re-enter the postgraduate state order only subject to reimbursement of funds spent on his training, as determined by the Cabinet of Ministers of Ukraine.

10. Postgraduate training is completed with a defense of the postgraduate student's scientific achievements in a specialized academic council.

II. Rights and duties of postgraduate students

12. Postgraduate students enjoy the rights of candidates for higher education, as set out in the Law of Ukraine "On Higher Education". In order to conduct independent research, postgraduate students also have the rights to:

Free access to all types of open scientific information available in the university, libraries and state archives of Ukraine;

Receiving methodological and substantive scientific advice on their own research from the supervisor, and a clear division of responsibilities between academic supervisors when the Academic Council of the University appoints two supervisors;

Safe and harmless conditions for scientific research; provision of properly equipped space for scientific work;

Academic mobility, implemented in accordance with the Regulation on the procedure for exercising the right to academic mobility, approved by the Resolution of the Cabinet of Ministers of Ukraine from August 12, 2015, No. 579 (Official Journal of Ukraine, 2015, Nr 66, cr. 2183);

Academic leave, in particular for health reasons, in connection with pregnancy and childbirth, to care for a child up to the age of three years, in accordance with the legislation;

The choice of the dissertation council where the public defense of the applicant's scientific achievements will take place.

13. Graduate students are obliged to fulfill all obligations of applicants for higher education as defined in Article 63 of the Law of Ukraine “On Higher Education”. In order to ensure the proper conduct of scientific research, postgraduate students are also obliged to:

Comply with generally accepted moral and ethical norms and standards of conduct of researchers in the relevant industry (profession);

To fulfill the individual plan of educational and scientific work and to report on its implementation on a monthly basis;

Defend in the prescribed period of time their scientific achievements in the form of a dissertation in a specialized scientific council.

14. Postgraduate students have the right to participate in competitions for grant support of scientific research and scholarships established in honor of outstanding figures of science, education, culture, public figures, as well as those established by the President of Ukraine, the Cabinet of Ministers of Ukraine, state non-governmental bodies, enterprises, institutions or organizations.

III. Order and conditions of admission to postgraduate study

15. The main form of training of candidates for the degree of doctor of philosophy at the (educational-scientific) level of higher education is the postgraduate course at the East European National University of Lesya Ukrainka.

16. Graduate students are admitted to the university on a competitive basis. To the entrance examinations are admitted persons who submitted in time all necessary

documents for admission in accordance with the rules of admission University. The Admissions Committee may deny a person admission to the graduate school entrance examination solely in connection with the failure to submit in a timely manner the documents specified in the rules of admission.

Applicants for postgraduate study at the University must apply only for one form of study and one specialty and submit the following documents:

- 1) Application to the rector of the University;
- 2) Personal list of personnel accounting, certified by seal and signature of head of personnel department of enterprise, institution, organization where an applicant works;
- 3) List of published scientific works and inventions (if any);
- 4) A valid TOEFL or International English Language Testing System certificate or Cambridge English Language Assessment certificate (if available);
- 5) 3x4 photographs (3 pcs.);
- 6) An excerpt from the minutes of the meeting of the academic council of the institution of higher education of persons with a recommendation for post-graduate study (if available);
- 7) Postgraduate student training agreement (to be filled in at the postgraduate department, to be registered after enrollment);
- 8) Consent to the collection and processing of personal data;
- 9) Copies of:
 - passport;
 - diploma of master's degree (specialist) indicating the obtained (qualification) with a copy of diploma supplement
 - physical person-taxpayer's card:
 - military card/priority certificate:
 - award received by the results of international, all-Ukrainian student competitions GDR, Olympiads and scientific conferences.

Documents are submitted by applicants in person. Copies of documents without the presentation of the originals are not accepted.

A person applying for admission to graduate school diploma issued by a foreign institution of higher education is allowed to the entrance examinations along with other persons.

Admission of such applicants is carried out in the case of successful completion of entrance examinations and the decision by the Academic Council of the University to recognize its diploma.

17. Entrance examinations to the postgraduate university shall consist of:

Entrance examination in the specialty (in the scope of the program of higher education of the master's degree in the relevant specialty);

Foreign language entrance examination in an amount which corresponds to the B2 level of the Common European Framework of Reference for Languages. An applicant who has confirmed his or her proficiency, in particular in English, with a valid TOEFL, aGo International English Language Testing System, or Cambridge English Language Assessment certificate, is exempt from taking the foreign language entrance examination. When determining the results of the competition, these certificates are equated with the results of the foreign language admission test with a score.

The weight of the score of each admission test in calculating the results of the competition is determined in the rules of admission to the university.

The results of entrance examinations to graduate school are valid for admission to the university for one calendar year.

18. Entrance examinations to graduate school, conducted by the subject commissions consisting of three to five people appointed by order of rector of the university. The head of the subject commission shall be the guarantor of the project group for licensing the specialty of doctoral studies.

19. The subject commissions shall include PhD and PhD students who conduct scientific research in the respective specialty and are responsible for the implementation of the respective educational and scientific program.

Subject commissions in foreign languages may also include persons who do not have an academic degree or academic title, but who are fluent in the respective foreign language and, by decision of the Academic Council of the University, can qualitatively assess the level of knowledge of the respective language by the applicant.

20. According to the results of graduate entrance examinations, the admissions committee shall decide on each applicant in accordance with the procedure established by the rules of admission to the university. The decision of the Admission Commission on admission to the postgraduate course

approved by the order of the rector, published in the prescribed manner. The employment book (if any) with a record about dismissal from the last place of work in connection with the admission to the postgraduate course of study shall be submitted by the postgraduate student in person within ten days after admission to the postgraduate course.

21. Graduate students simultaneously with their admission by the relevant order of the Rector of the University shall be assigned an academic supervisor from scientific and pedagogical staff with a scientific degree. On the basis of the order of enrollment the postgraduate student shall be assigned to the department in which his or her assigned academic supervisor works, for training at the third (educational and scientific) level of higher education in the university.

In case of transfer of the academic supervisor to another department of the University, the postgraduate student is automatically transferred to the composition together with the academic supervisor on the basis of the order of enrollment (transfer) of the academic supervisor to the new department.

It is possible to change the academic supervisor of a postgraduate student in case of a change in the topic of the thesis research for other valid reasons. In case it is necessary to change the thesis supervisor, the postgraduate student can submit an application to the Department of Graduate Studies and Doctoral Studies, indicating the reasons for the necessity of such a change. The change of the academic supervisor takes place in agreement with the previous and potential academic supervisors on the basis of the decision of the Academic Council of the University.

The scientific supervisor supervises the work on a candidate's thesis, provides advice on the content and methodology of the candidate's research, oversees the implementation of the individual plan of educational and scientific work, and is responsible to the Academic Council of the University for the proper and timely performance of the duties of the academic supervisor.

The academic supervisor, who is a doctoral student, may supervise no more than five doctoral students at the same time. An academic supervisor who is a doctor of philosophy may supervise the thesis work of not more than three doctoral students at the same time.

The academic supervisor has 50 academic hours of teaching load per year for the academic supervision of the thesis work of one doctoral student. Two supervisors can be appointed by the resolution of the Academic Council of the postgraduate department, with the corresponding distribution of teaching hours and responsibilities between them.

IV. Preparation of graduates of higher education for the degree of Doctor of Philosophy at the postgraduate level

22. Training higher education students the degree of doctor of philosophy in graduate school is carried out by the education and research program and its component – the curriculum approved by the scientific council of the university for each specialty.

23. The educational and scientific program of the graduate program provides for the attainment of competencies in accordance with the National Qualifications Framework, namely:

The acquisition of in-depth knowledge of the specialty for which the student conducts research, including the mastery of basic concepts, understanding of theoretical and practical problems, Following the history of the development and current state of scientific knowledge in the chosen area of specialization, mastering the terminology in the studied field (the required volume of such educational component is at least 12 ECTS credits);

Mastering general scientific (philosophical) competencies. aimed at shaping a systematic scientific world outlook, professional ethics and general cultural outlook (the number of credits for this educational component is at least four or six ECTS credits);

Development of universal research skills, in particular oral and written presentation of the results of personal scientific research in Ukrainian, use of modern information technologies in scientific activities, and organization and conduct of training sessions, Management of science projects and building proposals for science funding, registration of intellectual property rights (the required volume of such educational components is at least six ECTS credits);

The achievement of language competencies sufficient for presenting and communicating the results of their scientific work in foreign language (English or other in accordance with the specificity of the specialty in the oral and written form), as well as for full comprehension of scientific texts on the specialty in question (the recommended volume of this educational component is six to seven ECTS credits);

An applicant who has demonstrated his/her proficiency in a foreign language, particularly English, by obtaining a TOEFL or International English Language Testing System certification or a Cambridge English Language Assessment at level C1 of the Common European Framework of Reference for Languages has eligible:

To be awarded the equivalent credits as provided by the study and research program of the post-graduate degree program, as such have been completed in full;

Using the educational workload required for gaining language competencies to achieve other competencies (in agreement with the academic supervisor).

24. The Academic Council of the University has the right to decide on the competencies acquired by an applicant in other educational institutions (scientific institutions) in one or several academic disciplines (earning ECTS credits), which are required by the educational and scientific program of the graduate school.

25. During the period of postgraduate study, a postgraduate student is obliged to fulfil all the requirements of the study and research program, in particular to acquire theoretical knowledge, skills and other competencies sufficient to produce new ideas, solve complex problems in the field of professional and research activities. Master the methodology of scientific and pedagogical activities and conduct their own research results that are of scientific novelty and theoretical and practical importance, and defend a thesis.

26. The postgraduate study program and curriculum shall consist of educational and scientific components. The postgraduate education curriculum, as a component of the educational and scientific program, contains information about the time limits and scope of the implementation of the main activities envisaged by the educational and scientific program of postgraduate training for the specialty.

27. The educational and research program and curriculum of postgraduate study are the basis for the formation of the postgraduate student's individual plan of educational and scientific work, which is agreed with the academic supervisor and approved by the Academic Council of the University within two months from the date of admission of graduate students to graduate school at the University.

28. Individual plan of educational and scientific work of graduate students contains a list of compulsory disciplines and disciplines of free choice of graduate students. The volume of free choice disciplines of the postgraduate student must be at least 25 per cent of the total number of ECTS credits. Upon being selected to study a discipline, a postgraduate student shall notify the postgraduate department by a personal application addressed to the head of the department with a request to include them in the individual plan of educational and scientific work for the respective academic year. The postgraduate student's application shall be signed by the academic manager. Graduate students have the right to choose the academic disciplines offered for other levels of higher education and related to the subject of the thesis. In such a case, in addition to the approval of the academic supervisor, the postgraduate student's application must be coordinated with the head of the department and faculty where the respective discipline is presented.

29. The individual plan of educational and scientific work of a postgraduate student is drawn up each academic year and must eventually cover the entire range of academic disciplines required by the curriculum of the respective specialty of the postgraduate student.

30. The postgraduate student has the right to change his individual plan of educational and research work in agreement with his supervisor in the manner prescribed in paragraph 27 of this Regulation.

31. All postgraduate students, regardless of the form of training, shall be obliged to attend classroom sessions and undergo all forms of current and final monitoring, provided by the individual plan of educational and research work of the postgraduate student.

32. The scientific component of the educational-scientific program involves conducting own scientific research under the supervision of one or two supervisors and registration of the results by means of a dissertation.

A doctoral thesis is an independent, detailed study that proposes a solution to an actual new problem in a particular field of knowledge or at the edge of several fields,

the results of which constitute an original contribution to the sum of knowledge in the respective field(s) and are published in the respective publications.

33. The scientific (as well as educational) component of the educational and scientific program and curriculum is reflected in the individual educational and scientific work plan of the postgraduate student.

34. The topic of a candidate's thesis shall be agreed with the academic supervisor and approved at the meeting of the department where the academic supervisor (adviser) works and for which the candidate is assigned for the period of training at the graduate (doctoral) school of the University.

The topic of the postgraduate research is discussed at the University Academic Council and approved by the University Academic Council within two months from the date of enrollment in the postgraduate course. For this purpose, graduate students are required at least one day before the meeting of the Academic Council to submit to the Department of Graduate and Postgraduate Studies an appropriate application (agreed upon by the academic supervisor), an abstract from the minutes of the relevant department and justification of the relevance of the research topic, given in the individual plan of educational and scientific work of graduate students.

35. The inter semester report is discussed at the meeting of the relevant department. is prepared in the form of a letter of attestation (see Annex), which is submitted along with the excerpt from the department in due time to the department of postgraduate and doctoral studies until September 15, according to the schedule of report submission. The annual report is discussed at the corresponding department and the Faculty Council, is drawn up in the form of a letter of evaluation (Appendix 2), which is submitted together with the excerpts from the department meeting and the Faculty Council within the established deadline to the Department of Graduate and Doctoral Studies until 15 September according to the schedule of report acceptance. The results of the reports by postgraduate students in summary form are presented and approved at the Academic Council of the University at the end of each academic year:

In case of late submission or failure to submit annual reports and extracts from the meeting of the department and the Faculty Board of the implementation by the graduate student of the Individual plan of educational and scientific work without valid reasons, the reporting period shall be postponed for not more than one month and considered at the next academic council. In the case of non-fulfilment of the individual plan of educational-research work by the postgraduate student, the Academic Council takes a decision on the early expulsion of the respective postgraduate student from the postgraduate course.

36. State attestation of doctoral candidates for higher education is carried out by permanent/temporary specialized scientific council of the University or another institution of higher education (scientific institution) established to conduct one-time defense, based on the public defense of scientific achievements in the form of a dissertation.

The state of readiness of a PhD student's thesis for defense is determined by the supervisor (or a consensus decision of two supervisors).

A prerequisite for admission to the defense is the successful fulfillment of the individual educational and scientific work plan by the postgraduate student.

37. The training of applicants for higher education degrees of doctor of philosophy under the state order shall be carried out exclusively in postgraduate studies on full-time (full-time. evening) form of education.

38. The number of postgraduate students, whose training is carried out outside of state order, and the cost of such training shall be determined by the Academic Council of the University, taking into account the licensing scope specified in the license of the university, under which it conducts educational activities at the third educational and scientific level of higher education, and the ability to provide qualified scientific guidance and meet the educational needs of postgraduate students in the relevant specialty.

39. Upon graduation from a postgraduate course of study, a person receives an appropriate certificate of the established form.

V. Obtaining higher education degrees of doctor of philosophy outside of graduate school

40. Persons who are professionally engaged in scientific and pedagogical activities as their main place of work at the university have the right to pursue a doctoral degree without interrupting their work or while on sabbatical leave.

Such persons are assigned for up to five years to the university in the relevant specialty, which has a license to carry out educational activities at the third (educational-scientific) level of higher education.

Obtaining a PhD degree outside the postgraduate studies presupposes full and successful implementation of the respective educational and scientific program and the curriculum of the postgraduate university according to the approved in the established order individual plan of educational and scientific work of the attached person and public defense of the thesis at the specialized academic council.

The procedure for the attachment of applicants for a doctoral degree outside of graduate study to the university shall be determined by the academic council of the university.

41. Training at the third (educational-scientific) level of higher education of persons attached to the university to exercise their right to obtain the degree of doctor of philosophy outside the postgraduate studies, as well as their academic supervision, is carried out at the expense of the university.

Persons attached to the university for the purpose of pursuing their right to pursue their higher education degree of doctor of philosophy outside the Ph.D. program have all the rights and obligations prescribed in paragraphs 12–14 of the present Regulations.

42. In case of dismissal from work, a person loses the right to pursue higher education of the degree of Doctor of Philosophy outside the postgraduate studies at the university and has the right: to continue their training for the degree of Doctor of Philosophy outside the

Post-graduate studies at a higher education institution (academic institution) in which the person is enrolled as a researcher or scientist (subject to the decision of such higher education institution (academic institution)); to enrol in a postgraduate course at a university to obtain the relevant degree on a full-time (full-time, evening) or part-time (distance) form of study and to credit it with the relevant ECTS credits obtained outside the postgraduate course.