

STATE UNIVERSITY OF TRADE AND ECONOMICS

APPROVED

by the Academic Council of SUTE
on August 29, 2023
(minutes No 1, cl. 5)

ENACTED

by Order of SUTE
No. 2990, dated September 18,
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CHANGES HAVE BEEN MADE

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on December 21, 2023
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CHANGES HAVE BEEN

ENACTED
by Order of SUTE
No. 4607 dated December 21,
2023

PROCEDURE for the Training of Doctors of Philosophy

Kyiv 2023

Introduction

The Procedure for the Training of Doctors of Philosophy has been developed in accordance with the Constitution of Ukraine, the Law of Ukraine "On Higher Education", the Procedure for Training of Higher Education Applicants for the Degree of Doctor of Philosophy and Doctor of Science in Higher Education Institutions (Scientific Institutions) approved by the Resolution of the Cabinet of Ministers of Ukraine dated March 23, 2016 (as amended), and the regulatory documents of the State University of Trade and Economics (hereinafter referred to as SUTE, the University).

This Procedure defines the mechanism for training Doctor of Philosophy degree candidates at the third (educational and scientific) level of higher education (hereinafter referred to as "PhD degree candidates").

1. General provisions

1.1. The training of PhD degree candidates is carried out:

- in postgraduate studies on a full-time (day, evening) or part-time basis;
- outside postgraduate studies (for SUTE's faculty and employees professionally engaged in research, scientific and technical, or scientific and pedagogical activities).

The standard period of training for a Doctor of Philosophy is four years.

1.2. The definitions used in this Procedure have the following meanings:

postgraduate student - a person enrolled in the University to obtain the degree of Doctor of Philosophy;

postgraduate study is a system of organizational, educational, and scientific support for the training for the degree of Doctor of Philosophy at the third (educational and scientific) level of higher education in a higher education institution/scientific institution to complete the educational and scientific program;

dissertation of PhD degree candidate is a qualifying scientific work drafted by PhD degree candidate personally, containing the scientific results of his/her research and submitted for the purpose of awarding him/her the degree of Doctor of Philosophy;

Doctor of Philosophy is an educational and, at the same time, a scientific degree obtained at the third level of higher education based on a master's degree. The degree of Doctor of Philosophy is awarded by an ad hoc specialized academic council of a higher education institution or research institution as a result of the successful completion of the relevant educational and research program by a higher education applicant and the public defense of the dissertation at an ad hoc specialized academic council;

PhD degree candidate - a person who is pursuing an educational and research program at the institution at the third (educational and research) level of higher education in order to obtain the degree of Doctor of Philosophy;

PhD degree candidate outside of postgraduate studies is a person who professionally carries out research, scientific and technical or scientific and pedagogical activities at the principal place of work and obtains a higher education degree of Doctor of Philosophy in this institution outside of postgraduate studies by completing the relevant educational and scientific program and public defense of the dissertation at an ad hoc specialized academic council;

individual plan for the implementation of the educational and scientific program by

a PhD degree candidate (hereinafter referred to as the individual plan for the implementation of the educational and scientific program) - a document consisting of an individual educational plan and an individual research plan, which determines the individual trajectory of the educational and scientific program;

individual educational plan of a PhD degree candidate (hereinafter referred to as individual educational plan) is a component of the individual plan for the implementation of the educational and scientific program by a PhD degree candidate, which determines the sequence and form of mastering the educational components of the educational and scientific program to master competencies in accordance with level 8 of the National Qualifications Framework;

an individual plan of research work of a PhD degree candidate (hereinafter referred as the individual plan of research work) - a component of the individual plan of implementation of the educational and scientific program by a PhD degree candidate, which determines the content, timing and scope of stages and tasks of the applicant's research work;

educational and scientific program at the third (educational and scientific) level of higher education is a single set of educational (academic disciplines, individual tasks, practices, control measures, etc.) and scientific (conducting research, writing scientific publications, speaking at conferences, etc.) components aimed at achieving the learning outcomes provided for by such a program, drafting and publicly defending a dissertation that gives the right to obtain a particular qualification;

training of PhD degree candidates outside of postgraduate studies is a system of organizational, educational and scientific support for the training of PhD degree candidates at the University in order to acquire competencies and obtain learning outcomes defined by the educational and scientific program at the third (educational and scientific) level of higher education, without postgraduate studies and without interrupting employment or during a sabbatical.

1.2. Postgraduate training is carried out:

- at the expense of the state budget;
- at the expense of local budgets;
- at the expense of individuals or legal entities;
- at the expense of grants received by the University to conduct research that provides for the PhD degree candidates training.

The training of PhD degree candidate under at the expense of the state budget is carried out exclusively in postgraduate studies on full-time (daytime, evening) form of study. A person who has previously studied for a postgraduate degree at the expense of the state or s local budget may re-enroll to a higher education institution for postgraduate studies at the expense of the state or s local budget only if the funds spent on his/her training are reimbursed in accordance with the law.

The number of postgraduate students whose training is carried out at the expense of individuals or legal entities/grants and the cost of such training shall be determined by the Academic Council of the University, taking into account the license volume specified in the University's license under which it carries out educational activities at the third (educational and scientific) level of higher education, and the possibilities of providing qualified scientific guidance and meeting the educational needs of postgraduate students in the relevant specialty.

1.3. Doctors of Philosophy at SUTE are trained under an educational and research program developed in accordance with the relevant higher education standard of Ukraine for the third (educational and research) level of higher education (in the absence of a higher education standard of SUTE) and approved by the Academic Council of SUTE. It is allowed to train Doctors of Philosophy under joint/coordinated educational and research programs with other educational institutions and/or scientific institutions.

1.4. An agreement is concluded to regulate the relationship between the PhD degree candidate and the University.

1.5. The scientific and methodological support and organization of training of PhD degree candidates is provided by the Academic Council of SUTE.

1.6. Coordination of activities for the training of PhD degree candidates is carried out by the Department of Postgraduate and Doctoral Studies.

2. Rights and obligations of PhD degree candidates

2.1. PhD degree candidates shall enjoy the students' rights defined by the Law of Ukraine "On Education", "On Higher Education", "On Scientific and Scientific and Technical Activities". In order to properly conduct research, PhD degree candidates also have the right to:

- free access to all types of open scientific and technical information available in SUTE, libraries and state archives of Ukraine;
- methodical and meaningful scientific advice on their own research from a scientific supervisor, and a clear division of responsibilities between scientific supervisors if the Academic Council appoints two supervisors;
- safe and harmless conditions for conducting research, providing a properly equipped place for research work;
- academic mobility, which is realized in accordance with the law;
- academic and social leave in accordance with the law;
- employment in extracurricular time in accordance with the law.

2.2. PhD degree candidates are obliged to fulfill all the duties of students defined by the Law of Ukraine "On Higher Education".

In order to ensure the proper conduct of research, PhD degree candidates are also obliged to:

- adhere to the principles of academic integrity, moral and ethical norms and standards of behavior of researchers in the relevant field (profession) established by the University;
- complete the educational and scientific program of SUTE, in particular, to acquire theoretical knowledge, skills and other competencies sufficient to generate new ideas, solve complex problems in the field of professional and/or research and innovation activities, master the methodology of scientific and pedagogical activities, conduct their own scientific research, the results of which have scientific novelty, theoretical and/or practical significance, publish scientific publications on the topic of the dissertation, draft a dissertation and pass the certification procedure by an ad hoc specialized academic council on the basis of a public defence of scientific achievements

in the form of a dissertation;

- systematically (at least 2 times a year) report on the progress of the educational and research program at a meeting of the Department and the Academic Council.

2.3. Violation of:

- the deadlines for the implementation of the individual plan of the educational and scientific program without valid reasons provided for by law,
- terms and conditions of the agreement,
- norms and rules of academic integrity,

may be the basis for the Academic Council of the University to rule to expel an PhD degree candidate.

2.4. It is prohibited for the University to impose duties on a PhD degree candidate that are not related to the completion of the relevant educational and scientific program.

2.5. PhD degree candidates have the right to participate in competitions for grant support for research and scholarships established in honour of prominent figures in science, education, culture, public figures, as well as established by the President of Ukraine, the Cabinet of Ministers of Ukraine, state or non-state bodies, enterprises, institutions or organizations.

2.6. In case of early defence of the dissertation, a PhD degree candidate is expelled from the postgraduate study from the date of entry into force of the University's order on the issuance of a Doctor of Philosophy diploma in accordance with the law with a ad hoc payment in the amount of the balance of the scholarship provided in the University's budget for the relevant year of training.

3. Procedure and conditions for admission to postgraduate study

3.1 Admission to postgraduate studies is carried out on a competitive basis in accordance with this Procedure, the Procedure for the training of PhD degree candidates in higher education institutions (research institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine No. 261 dated March 23, 2016, the Terms of Admission to Higher Education Institutions approved by the Ministry of Education and Science of Ukraine, and the Rules of Admission to SUTE.

3.2. Persons who have obtained a master's degree or other higher education corresponding to level 7 of the national qualifications framework are admitted to postgraduate studies on a competitive basis.

3.3 Persons who have timely submitted all the documents required for admission, as defined by the SUTE Postgraduate and Doctoral Admission Rules - an annex to the SUTE Admission Rules, are admitted to the entrance examinations. The Admissions Committee may refuse to allow a person to take the entrance examinations to the postgraduate study solely due to failure to submit the documents specified in the admission rules within the established deadline.

3.4. Admission to study for the degree of Doctor of Philosophy is based on the results of entrance examinations, which consist of:

- entrance examination in a specialty or specialties for an interdisciplinary program (within the scope of a master's degree program in the relevant

specialty);

- entrance exam in a foreign language (English, German or French) to the extent that it corresponds to level B2 of the Common European Framework of Reference for Languages. Applicants who have confirmed their level of knowledge, in particular, of English with a valid TOEFL or International English Language Testing System certificate or a Cambridge English Language Assessment certificate; German with a valid TestDaF certificate (not lower than B2 level of the Common European Framework of Reference for Languages or a similar level); French with a valid DELF or DALF test certificate are exempt from taking the entrance exam in a foreign language. When determining the results of the competition, these certificates are equated with the results of the entrance test in a foreign language with the highest score.

Entrance examinations for persons with special educational needs are conducted taking into account the special educational needs specified in the application and the recommendations of the medical and social expertise.

3.5. The programs of entrance examinations shall be approved by the Academic Council of the University and published on the University website no later than the day following their approval.

Programs should contain evaluation criteria, an grading structure and a procedure for assessing the preparedness of applicants.

3.6. Entrance examinations to postgraduate studies are conducted by subject commissions appointed by order of the Rector. Subject commissions are formed from three to five people from among doctors of science and doctors of philosophy (candidates of science) who conduct research in the relevant specialty.

Representatives of scientific institutions may also be appointed to the subject commissions, with which agreements have been concluded on joint research activities and/or joint supervision of postgraduate research and/or joint implementation of an educational and scientific program or with which the training of doctors of philosophy is carried out under a joint educational and research program agreed between the University and the research institution.

The foreign language subject committee may also include persons who do not have an academic degree and academic rank but are fluent in the relevant foreign language and, by decision of the Academic Council, can qualify the level of knowledge of the relevant language by the applicant.

3.7. Grading of entrance examinations in the specialty and foreign language is carried out on a 100-point scale. The competitive score is calculated by adding the scores of the entrance exams in the specialty and a foreign language.

Form of entrance examinations:

- entrance exam in the specialty - conducted in the form of a written exam in person or remotely (by decision of the admission committee);
- entrance exam in a foreign language - conducted in the form of written testing in person or remotely (by decision of the admission committee).

3.8. The use of electronic devices, textbooks, study guides and other third-party materials is not allowed during the entrance examinations. If an applicant uses third-party sources of information during the entrance examination, he or she is excluded

from participation in the examination, and the subject committee draws up an act on this.

3.9. Applicants who did not appear for the entrance examinations at the time specified in the schedule without valid reasons, as well as those whose knowledge was assessed with scores below the established minimum value (below 60 points), as well as persons who withdrew their documents after the date of the end of the admission period, are not allowed to participate in subsequent entrance examinations.

Retaking of entrance examinations are not allowed. The results of the entrance examinations for postgraduate studies are valid for admission to the University for one calendar year.

3.10. Appeals against the results of entrance examinations shall be considered by the University Appeals Board, the composition and Procedure of which shall be approved by order of the Rector.

3.11. Based on the results of the entrance examinations to the postgraduate studies, the Admissions Committee makes a decision on each applicant according to the Procedure determined by the SUTE Admission Rules.

The decision of the Admissions Committee on admission to postgraduate studies is approved by an order of the Rector, which is published in accordance with the established Procedure. The relevant information is entered into the Unified State Electronic Database on Education.

4. Training of PhD degree candidates

4.1 A PhD degree candidate is assigned a scientific supervisor from among researchers or research and teaching staff with a scientific degree and appropriate scientific qualifications simultaneously with his/her enrollment, and from 01.01.2024 - within a month from the date of the order of the Rector of the University on enrollment.

The scientific supervisor provides research guidance, provides advice on the content and methodology of the PhD degree candidate's research, monitors the implementation of the individual plan of the educational and scientific program and is responsible to the Academic Council of the University for the proper and timely performance of the duties of the scientific supervisor.

A scientist who is a doctor of sciences may simultaneously provide scientific advice (supervision) to no more than five PhD degree candidates, including no more than three PhD degree candidates for the degree of doctor of sciences. A scientist who is a Doctor of Philosophy (Candidate of Sciences) may simultaneously supervise no more than three PhD degree candidates.

By the decision of the Academic Council, a PhD degree candidate may be assigned two scientific supervisors with an appropriate distribution of workload hours and responsibilities between them.

4.2. The Academic Council of the University decides on granting permission to doctors of philosophy (candidates of sciences) to carry out scientific supervision of PhD degree candidates on proposals from the Academic Councils of the faculties.

The criteria for providing scientific guidance are:

- scientific works (at least ten) (as an author or co-author) published after the

defense of the dissertation in Ukrainian and/or foreign (international) peer-reviewed journals, of which at least three publications in periodicals indexed by Scopus or Web of Science;

- management of research and development (hereinafter referred to as R&D) or participation in R&D.

The Academic Council of the University by its decision authorizes Doctors of Philosophy (candidates of sciences) to supervise PhD degree candidates for a period of 5 years.

After the expiration of the term of the permit for scientific supervision, the academic councils of the faculties consider the effectiveness of the work of the scientific supervisors and submit their proposals to the University's academic council for its extension.

The permit for scientific supervision is extended for the next 5 years if at least 50% of the graduates of the postgraduate studies who were supervised defended their dissertation on time. The Academic Council of the University has the right to suspend the permission to supervise if the supervisor does not ensure timely and high-quality training of postgraduate students and applicants.

4.3. The Academic Council of the University decides on the change of the scientific supervisor on the basis of the application of the PhD degree candidate, decisions of the Department and the Academic Council of the Faculty in case of:

- termination of employment by the scientific supervisor in scientific or academic positions at SUTE;
- inability to fulfill the powers of scientific supervision for health reasons or in case of death;
- failure of the scientific supervisor to fulfill his/her duties specified in clause 4.1 of this Procedure;
- refusal to provide a conclusion based on the results of scientific supervision;
- making a decision, in accordance with the established Procedure, on deprivation of the right to participate in the training and/or certification of scientific personnel;
- bringing a scientific supervisor to academic responsibility for violations of academic integrity in accordance with the law;
- a common desire of the supervisor and the PhD degree candidate;
- in other cases provided for by law.

4.4. The training of PhD degree candidates in postgraduate studies is carried out at the 8th level of the national qualification framework according to the educational and scientific program and curriculum approved by the Academic Council of the University for each specialty and consisting of educational and scientific components. The educational and scientific program and curriculum comply with the standard of higher education of Ukraine in the relevant specialty and contain information on the list and volume of educational components in ECTS credits (30-60 ECTS credits), their sequence, forms of organization of the educational process, types and volume of classes, schedule of the educational and scientific process, forms of current and final control.

The educational and scientific program and curriculum are the basis for the formation by the PhD degree candidate of an individual plan for the implementation of

the educational and scientific program, which is agreed with the scientific supervisor, guarantor of the educational and scientific program, head of the department and dean of the faculty where the PhD degree candidate is studying, and approved by the Academic Council of the University within two months from the date of admission to the University. A PhD degree candidate may change his or her individual plan for the implementation of an educational and research program according to a procedure similar to the Procedure for the initial approval of individual plans.

4.5. The individual curriculum, in addition to the compulsory educational components, must contain a list of disciplines at the choice of the PhD degree candidate in an amount not less than 25 percent of the total educational component of the educational and research program. At the same time, PhD degree candidates have the right to choose academic disciplines offered at other levels of higher education and related to the topic of their dissertation research, in agreement with their scientific supervisor, the guarantor of the educational and research program, the head of the department and the dean of the relevant faculty.

Postgraduate students can study educational components at the University, as well as within the framework of the right to academic mobility - at other higher education institutions or research institutions. The Academic Council of the University has the right to decide on the recognition of competencies in one or more educational components acquired by a PhD degree candidate in other higher education institutions, research institutions, as well as in non-formal or informal education.

The scientific and pedagogical practice, which is a mandatory component of the educational and scientific program at the third level of higher education, is implemented by PhD degree candidate at the University, separate structural subdivisions of the University or partner organizations of SUTE, with which cooperation agreements have been concluded, during the second year of study under an individual schedule in accordance with the program and work program of scientific and pedagogical practice.

All PhD degree candidates, regardless of the form of study, are required to attend classroom learning and pass all forms of current and final examinations provided for by the individual curriculum of the PhD degree candidate and the educational and research program.

4.6. The scientific component of the educational and research program is its integral part, which is implemented in the form of an individual plan of scientific work of a PhD degree candidate and involves conducting his or her own research under the guidance of one or two scientific supervisors and formalizing its results in the form of a dissertation in accordance with the requirements of the law. The individual research plan of is mandatory for the PhD degree candidate and is used to assess the success of the planned research.

The individual plan of scientific work is formed and implemented by the PhD degree candidate in accordance with the chosen topic of the dissertation. The topic of the dissertation is subject to approval by the scientific supervisor(s) and approval by the Academic Council of the University after its discussion at the meetings of the Department, the Academic Council of the Faculty, the Scientific Expert Council of SUTE within two months from the date of enrollment.

The individual research plan should cover the entire period of postgraduate studies and determine the scope and timing of:

- drafting the dissertation in terms of individual paragraphs;
- completion by a PhD degree candidate of a separate task related to the topic of dissertation research of a departmental or interdepartmental research work (RW) registered at UkrINTEI;
- approbation of the results of the dissertation research in the form of scientific publications and speeches at scientific and/or scientific and practical conferences, symposia, forums, round tables, competitions, obtaining patents, etc.

Control over the implementation of the individual research plan is carried out by the scientific supervisor, the guarantor of the educational and research program and the dean, the quality of the research is monitored by the scientific supervisor and appointed reviewers (at least two), who, within the time limits specified in the individual research plan, review the dissertation research materials submitted by the PhD degree candidate, which is noted in the individual plan of scientific work.

The readiness of the dissertation for a public defence is determined by the scientific supervisor (or by a consensus decision of the two supervisors).

If necessary, the topic of the dissertation can be clarified and approved in a new version after discussion at meetings of the department and the Academic Council of the faculty. Clarification (as an exception - change) of the topic takes place on the basis of a substantiated submission of the department, the Academic Council of the faculty, the decision of the Scientific Expert Council and the decision of the Academic Council of the University.

The change of the specialty (within the field of knowledge) in which the dissertation work is performed is carried out (as an exception) by order of the rector, on the basis of a reasoned submission of the department, recommendation of the Academic Council of the faculty, decision of the Scientific Expert Council and decision of the Academic Council of the University.

4.7. No later than nine months before the end of the normative period of study in an accredited educational and research program, the PhD degree candidate t:

- 1) receives a certificate of completion of the educational and scientific program and the conclusion of the scientific supervisor (supervisors) with an assessment of the work of the PhD degree candidate in the process of preparing the dissertation and implementing the individual plan of the educational and scientific program;
- 2) applies to the department that implements the relevant educational and scientific program and trains the PhD degree candidate with a written application for a conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation. The application must be accompanied by the dissertation in printed and electronic form, scientific publications (or copies thereof) that highlight the scientific results of the dissertation, a certificate of completion of the educational and scientific program, and the conclusion of the scientific supervisor(s).

Within 1 week from the date of the PhD degree candidate's application, the head of the relevant department, in agreement with the guarantor of the educational and scientific program, submits proposals to the Vice-Rector for Scientific and Pedagogical Work and International Relations to appoint reviewers from among the scientific and pedagogical staff of SUTE who have the appropriate professional qualifications to assess the applicant's scientific achievements, as well as the date, place and method (in

person or remotely) of the public presentation of the results of the PhD degree candidate's dissertation research. Based on the results of the review of the proposals, an appropriate order is issued.

No later than one month from the date of receipt of the application from the PhD degree candidate, a public presentation of the scientific results of the dissertation research and their discussion at a meeting of the department, which implements the relevant educational and scientific program and trains the PhD degree candidate, is held, with the participation of representatives of other departments (if necessary). The results of the discussion and presentation are reflected in the conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation, which is signed by the department's Chair. The conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation is provided to the PhD degree candidate no later than two weeks from the date of the presentation.

In case of a negative conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation, the PhD degree candidate may reapply to the department no later than six months before the end of the normative period of study according to the accredited educational and scientific program with a written application for such a conclusion after refinement of the dissertation or for reinstatement in the institution to complete the relevant educational and scientific program in case of expulsion.

If there is a positive conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation, the PhD degree candidate applies to the Academic Council of the University with a written application for the formation of an ad hoc specialized academic council no later than two weeks from the date of receipt of the said conclusion.

The establishment of an ad hoc specialized academic council of the institution and awarding degree of Doctor of Philosophy is carried out in accordance with the legislation governing the awarding of the degree of Doctor of Philosophy and is determined by the Regulations on the certification of PhD degree candidate at SUTE.

Postgraduate training ends with receiving a Doctor of Philosophy diploma after public defense of the dissertation in an ad hoc specialized academic council.

5. Obtaining a Doctor of Philosophy degree outside of postgraduate studies

5.1. Persons who have obtained a master's degree or other higher education that corresponds to level 7 of the national qualification framework, are professionally engaged in research, scientific and technical or scientific and pedagogical activities at their principal place of work at SUTE, have the right to obtain Doctor of Philosophy degree at the University outside of postgraduate studies. The training of such persons is funded by the University and lasts four years.

5.2. In order to obtain a Doctor of Philosophy degree outside of postgraduate studies, a person submits to the Postgraduate and Doctoral Studies Department of the University an application for training and a package of documents specified in the Admission Rules of SUTE for applicants to postgraduate studies.

5.3. After the University has enrolled a person for training for the degree of Doctor of Philosophy outside of postgraduate studies, the relevant order of the Rector of

the University appoints a scientific supervisor (two scientific supervisors) from among the scientific or scientific-pedagogical staff of the institution with a scientific degree in accordance with the requirements of clause 4.1 of this Procedure. The relevant information is entered into the Unified State Electronic Database on Education.

5.4. Obtaining higher education of the degree of Doctor of Philosophy outside of postgraduate studies involves the full and successful implementation of the relevant educational and scientific program and curriculum in accordance with the individual plan of implementation of the educational and scientific program, approved in accordance with the Procedure specified in clauses 4.4 – 4.6 of this Procedure, as well as the public defense of the dissertation in a *ad hoc* specialized academic council.

Control over the implementation of the individual plan of the educational and research program is carried out by the scientific supervisor, the guarantor of the educational and research program and the dean, according to the quality of the scientific work, the scientific supervisor and appointed reviewers (at least two) who, within the time limits specified in the individual plan of scientific work, review dissertation research materials are presented by the PhD degree candidate, which is noted in the individual plan for the implementation of the educational and scientific program.

Failure to fulfill the individual plan for the implementation of the educational and research program, in particular, violation of the deadlines for its implementation without valid reasons provided for by law, violation of the terms of the agreement and/or the norms and rules of academic integrity is the basis for the Academic Council of the University to decide to expel the PhD degree candidate.

5.5. In the event of dismissal of the PhD degree candidate outside of postgraduate studies, the University takes measures to expel such a person from training at the University. A person may continue postgraduate studies at the institution to which he or she is accepted as a scientific-pedagogical or research employee (based on the principal place of work), with the relevant ECTS credits obtained outside of postgraduate studies being credited to him or her.

5.6. The status of preparation of the dissertation of an PhD degree candidate outside the postgraduate study for defense is determined by the scientific supervisor (or by a consensus decision of the two supervisors). Obtaining a conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation and certification of the PhD degree candidate are carried out in accordance with clause 4.7 of this Procedure.

5.7. The training of a PhD degree candidate outside of postgraduate studies is completed by obtaining a Doctor of Philosophy degree after a public defense in a *ad hoc* specialized academic council.

6. Expulsion, interruption of studies, renewal and transfer of applicants

6.1. The grounds for expulsion of PhD degree candidates are:

- 1) completion of studies according to the relevant educational and scientific program;
- 2) transfer to another higher education institution;
- 3) own desire;
- 4) violation of the deadlines for the implementation of the individual plan of

the educational and scientific program without valid reasons provided for by law;

5) violation of the terms and conditions of the agreement concluded between the University and the person who is studying, and the individual or legal entity that funds such training;

6) failure to renew within 10 calendar days after the end of the academic leave;

7) violation of SUTE's Charter, Internal Regulations, failure to comply with decisions of SUTE's Academic Council and SUTE's staff conference, orders, and instructions of the Rector;

8) other cases provided for by law.

6.2. An PhD degree candidate who has been expelled from the University due to completion of studies under the relevant educational and research program without defending a dissertation may re-enroll to the University.

PhD degree candidates who were expelled from the institution before completing their studies under the relevant educational and research program may be reinstated to study at this institution within the licensed volume.

A PhD degree candidate enrolled in a postgraduate study at the expense of the state budget (state order) or at the expense of local budgets (regional order) and expelled on the grounds specified in subparagraphs 3-8 of clause 6.1 of this Procedure shall be reimbursed for tuition fees and scholarships received.

6.3. PhD degree candidates may interrupt their studies (with the granting of an academic leave) due to circumstances that make it impossible to fulfill the individual plan of the educational and scientific program, namely:

- for health reasons;
- maternity leave, childcare until the child reaches the age of three;
- call-up for regular military service in case of loss of the right to deferment;
- family circumstances;
- studying or training in educational and scientific institutions (including foreign countries).

6.4. The total period of interruption in education for health reasons may not exceed one year.

PhD degree candidates called up for military service due to mobilization are guaranteed to retain their place of study and scholarship.

PhD degree candidates who exercise the right to academic mobility during their studies, internships or research activities at another higher education institution (research institution) in Ukraine or abroad are guaranteed to retain their place of study and receive a scholarship in accordance with the Regulations on the Procedure for Exercising the Right to Academic Mobility at SUTE. Such persons are not excluded from the list of students.

6.5. To apply for an academic leave, a PhD degree candidate shall submit to the Rector an application agreed with the scientific supervisor, the guarantor of the educational and research program, the head of the department and the dean no later than fifteen days before the start of the desired period of interruption. The application shall be accompanied by documents confirming the validity of the reason for the interruption

(an official invitation to the internship, confirmation of receipt of a grant, sick leave, a certificate from the medical examination committee, a child's birth certificate, etc.)

6.6. The interruption and continuation of the training of a Doctor of Philosophy is formalized by a corresponding order. The period of interruption is not included in the training period. The scholarship for the period of interruption of training is not paid.

6.7. If the PhD degree candidate has not renewed his/her status after the expiration of the period of academic leave, i.e. has not registered with the Department of Postgraduate and Doctoral Studies within ten calendar days, he/she is subject to expulsion from the last day of the interruption of the training of the Doctor of Philosophy specified in the order.

6.8. PhD degree candidates may be transferred to another institution, including if the University does not have an accredited educational and research program (has not received a certificate of accreditation of an educational and research program or the certificate of accreditation of such a program has expired) in the PhD degree candidate's specialty, or within one institution:

- for training under the state or regional order, if they study at the institution at the expense of individuals or legal entities, provided that there are vacant places of the state (regional) order;
- for training at the expense of individuals or legal entities, if they are studying at an institution under a state or regional order;
- for training under an accredited educational and scientific program in another specialty, which is the realization of their right to choose the types, directions and means of scientific and scientific and technical activities in accordance with their interests, creative abilities and universal human values.

PhD degree candidates whose training was funded by the state budget, in case of transfer to another institution, have a priority right to places of state (regional) order, provided that there are vacancies. In the absence of such places, PhD degree candidates may, with their consent, be transferred to study at the expense of individuals or legal entities. Transfer of PhD degree candidates is carried out within the licensed capacity of the institution. Transfer of PhD degree candidates is prohibited in the first year of study.