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INTRODUCTION

The Handbook of PhD student is developed according to the requirements of the Constitution of Ukraine, Laws of Ukraine "On Education", "On higher education", Decree of the Cabinet of Ministers of Ukraine on March, 23, 2016 № 261 «On the Training of Higher Education Applicants in PhD and Doctorate Degree in Higher Educational Institutions (Research Institutions)», Regulations on the Training of Higher Education Applicants in PhD and Doctorate Degree at the Kiev National University of Trade and Economics (KNUTE), Regulations on the Organization of the Educational Process for PhD Students at KNUTE, Regulations on the Procedure of Attestation of PhD and Doctoral Students at KNUTE, Regulation on the Evaluation of Learning Outcomes of Students and PhD students at KNUTE, Regulation on the Self-instruction of Students and PhD Students at KNUTE, Regulations on the Examination Commission for the Attestation of Students at KNUTE, Regulations on Academic Integrity Compliance of Teachers, Researches and Students at KNUTE, Regulations on the procedure for recognition of learning outcomes obtained in non-formal education, Code of Ethics for Students of KNUTE, other regulations of Kyiv National University of Trade and Economics.

The guide consists of the following chapters:

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2. Educational degree.
3. Individual curriculum of PhD student.
4. Individual research plan of PhD student.
5. Compliance with academic integrity.
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1. RIGHTS AND OBLIGATIONS OF PhD STUDENT

1.1. PhDs enjoy the rights of PhD students defined by the Law of Ukraine "On Higher Education". PhDs are entitled to:

- free access to all types of open scientific information, libraries, information resources of the University;
- obtaining methodological and substantive scientific advice on own research from a scientific supervisor, a clear division of duties between scientific supervisors in case of appointment of two supervisors by the Academic Council of the KNUTE;
- safe and harmless conditions for conducting scientific research, provision of a well-equipped place for scientific work;
- free provision of information for training in accessible formats using health-related technologies (for people with special educational needs);
- academic mobility implemented in accordance with the Regulation on the implementation of the right to academic mobility, approved by the Decree of the Cabinet of Ministers of Ukraine dated August 12, 2015 № 579;
- a leave of absence in conformity with the legislation in force;
- participation in research and development, conferences, symposia, exhibitions, competitions, submission of works for publication;
- participation in the activities of educational, scientific and research work carried out in Ukraine and abroad, in accordance with legislation;
- participation in the discussion and resolution of issues of the current quality management system in KNUTE, improvement of the educational process, research work, the appointment of scholarships, the organization of leisure, living conditions, recreation;
- participation in the activities of the Scientific Fellowship of students, PhD and doctoral students and young scientists of KNUTE;
- choice of educational disciplines in the framework provided by the relevant educational and scientific program and work curriculum in an amount of at least 25 percent of the total number of ECTS credits. In this case, PhDs have the right to choose the academic disciplines offered for other levels of higher education and related to the subject of the thesis, in agreement with their scientific supervisor, the head of the department and the dean of the relevant faculty; getting the corresponding credits provided by the educational-scientific program, such as those that are fully implemented, use of the amount of study load provided for the acquisition of language competences, obtaining other competencies (in agreement with the scientific supervisor) by the PhD who confirmed his level of foreign language knowledge, in particular English, with a valid test certificate: TOEFL; International English Language Testing System; Cambridge English Language Assessment; IELTS; APTIS (British Council); Cambridge English: First (FCE); Cambridge English: Advanced (CAE); Cambridge English: Proficiency CPE; Cambridge English: Business Vantage (BEC Vantage); Pearson Test of English (PTE); Pearson EDEXCEL (English as a Second language); Integrated Skills in English (ISE); English for Specific Purposes, London Chamber of Commerce and Industry LCCI;
- participation in competitions for obtaining grant support for scientific research and scholarships established in honour of prominent figures of science, education, culture, public figures, as well as those founded by the President of Ukraine, the Cabinet of Ministers of Ukraine, government or non-government bodies, enterprises, institutions or organizations;
- obtaining scholarships by full-time PhD students in accordance with the procedure established by law and other scholarships designated by individuals or legal entities;
- obtaining (at one's own choice) of lump-sum payment in the amount of remaining scholarships provided in the budget of the University for the relevant calendar year and dismissal by his/her application from PhD department of the PhD student, who defends thesis before the end of the study

or tenure period;

- receiving on his / her own application a paid academic leave for the period remaining until the completion of the standard period of PhD studies in the case of the defence of the thesis before the expiry of the term of training;
- receiving social assistance in cases established by law;
- set off of the periods of PhD study to the insurance period in accordance with the Law of Ukraine "On Compulsory State Pension Insurance" if the voluntary insurance premiums are paid;
- moral and / or material incentives for academic excellence, remarkable research accomplishments etc;
- use of industrial, cultural, educational, household, recreational bases in the manner prescribed by the University Statute;
- providing accommodation in dormitories of full-time PhD students for the period of study in accordance with legislation;
- special educational and rehabilitation support and free access to the infrastructure of the University in accordance with the medical and social indications in the presence of disability caused by health status.

1.2. PhD students are required to fulfil all the responsibilities of higher PhD students defined by the Law of Ukraine "On Higher Education". PhDs are required to:

- comply with the legislation, the Statute of the KNUTE, the Internal Regulations of KNUTE, in particular their annexes - Internal Rules in the dormitories of KNUTE, agreements between the administration of KNUTE and the PhD student;
- comply with the requirements for labour protection, safety, industrial sanitation, fire safety, provided by the relevant rules and regulations;
- comply with ethical norms and standards of behaviour of researchers in the relevant field (profession), established by the University;
- fulfil the requirements of the Cycle 3 program, following academic virtues, and to achieve learning outcomes determined for the appropriate level of higher education;
- obtain theoretical knowledge, skills, abilities and other competencies that are sufficient for the production of new ideas, the solution of complex problems in the field of professional activity and innovation researches, master the methodology of scientific and pedagogical activity, conduct own scientific research, the results of which need to have scientific novelty, theoretical and practical importance;
- carry out an individual plan of scientific work and curriculum, systematically report on their progress at a meeting of the department and the academic council of the faculty;
- defence scientific achievements in the form of a thesis in a Specialized Academic Council as scheduled.

2. EDUCATIONAL DEGREE

The training of specialists in KNUTE is carried out according to the relevant educational-scientific programs at the third (educational-scientific) level of higher education.

The third (educational and scientific) level of higher education corresponds to the ninth qualification level of the National Qualifications Framework and provides obtaining by the person theoretical knowledge, skills, abilities and other competencies that are sufficient for the production of new ideas, the solution of complex problems in the field of professional activity and innovation researches, master the methodology of scientific and pedagogical activity, as well as conduct own scientific research, the results of which need to have scientific novelty, theoretical and practical importance

The **doctor of philosophy** is an educational and, at the same time, the first degree obtained at the third level of higher education on the basis of a master's degree. The degree of the doctor of philosophy is

awarded by a specialized academic council of a higher education institution or a scientific institution as a result of a successful completion by PhD student of a relevant educational and scientific program and public defence of a thesis at specialized academic council meeting.

A person has the right to obtain a PhD degree during his/her PhD study. Persons who professionally carry out research, scientific and technical or pedagogical activities at their main place of employment have the right to obtain a PhD degree beyond PhD studies, in particular during their sabbatical, subject to the successful completion of a relevant educational and scientific program and public defence of the thesis at specialized academic council meeting.

Normative period of PhD training is four years. The volume of the educational component of the educational and scientific program for PhD training is 30-60 credits ECTS.

3. INDIVIDUAL CURRICULUM OF PhD STUDENT

The individual curriculum of the applicant of PhD student is formed by a PhD on the basis of the Cycle 3 program and curriculum, it is agreed by the scientific supervisor and is approved by the academic council of KNUTE within two months from the day of enrolment of the person to the PhD study program. A curriculum of PhD student must contain a list of elective disciplines in an amount of at least 25 percent of the total number of ECTS credits. Meanwhile, PhDs have the right to choose the academic disciplines offered for other levels of higher education and related to the subject of the thesis, in agreement with their scientific supervisor and the head of the department.

PhDs may study academic disciplines at KNUTE, as well as in other higher education institutions (academic institutions) in terms of academic mobility.

A PhD student has the right to amend his/her individual curriculum in agreement with scientific supervisor in the order approved by the Academic council of KNUTE.

All PhD students, regardless of the form of study, are required to attend classroom studies and undergo all forms of current and final control as stipulated in the individual curriculum of PhD student and Cycle 3 program.

The normative content of the PhD students training, which is formed in the curriculum in terms of learning outcomes, is a *compulsory part* of the requirements for the level of competence of the Cycle 3 program.

Elective academic disciplines are included in the individual curriculum. PhD student chooses on the bases of his/her own needs and preferences for future scientific activities among the disciplines listed in the Cycle 3 program, as well as among the disciplines, listed in other Cycle 1, 2 or 3 programs. Postgraduate study of academic disciplines can take place on the basis of KNUTE as well as in the implementation of the right to academic mobility - on the basis of other institutions of higher education (research institutions).

Preparation of the individual curriculum of PhD student.

The individual curriculum of PhD student is formed according to the relevant Cycle 3 program and drawn up in two copies. One is kept by PhD student, the other one – in Doctoral school administration. Doctoral school administration brings to the attention of the PhD students the list of elective disciplines within the years of study at the beginning of the academic year.

Having reviewed the list of elective disciplines and upon attending presentations of disciplines of the latter PhD students add selected disciplines to the elective part of the individual plan until 1st October.

To compile an individual curriculum for PhD student who exercises his right for academic mobility, usually for a year (including in foreign HEIs), the Vice-Rector for Scientific Work analyzes information on the list of disciplines studied by the PhD student, their volumes according to the provided documents (academic certificate, agreement on training, etc.) and the curriculum for the relevant specialty, brings to the notice of PhD student a list of normative academic disciplines and elective disciplines within the

academic year.

PhD student who comes to another institution (including abroad) is given a certificate of academic achievements and, upon request, a course catalog in the specialty.

In case of readmission and transfer of PhD student an individual curriculum is formed and made up of each semester. The first chapter introduces the disciplines of the curriculum for a certain semester, on which PhD is reinstated. The second chapter introduces the disciplines, which are provided by the curriculum of this semester. These are compulsory disciplines, which PhD student had to learn in accordance with the educational-scientific program of the relevant specialty. If the normative number of ECTS credits does not coincide with the actually transferred, elective disciplines are included to the second section. PhD student must learn them during the extra-curricular time within a certain timeframe.

Implementation of the individual curriculum of PhD student is carried out in a period of time that does not exceed the normative term of training. In the case of a training interruption, the statutory term of study may differ from the term that is specified in the curriculum.

PhD student is responsible for individual curriculum implementation. Teaching and research staff is responsible for acquiring learning outcomes (competencies), which must be acquired by PhD student. After the completion of each academic year the designated persons of Doctoral school administration records the results of learning the disciplines specified in the individual plan of PhD student in the Grade Record Book during the entire period of study of the PhD student at the University.

The scientific supervisor, the head of the educational and scientific program and Doctoral school administration control the implementation of the individual curriculum of PhD student.

4. INDIVIDUAL RESEARCH PLAN OF PhD STUDENT

The scientific component of the educational and scientific program is issued in the form of an individual research plan of the PhD student. An individual research plan is formed on the basis of an educational and scientific program, agreed with the scientific supervisor, the head of the department, the dean of the faculty and approved by the academic council of KNTEU within two months from the day of enrolment of the person to the PhD programme

An individual research plan must contain the justification of the subject and program of scientific research; indicative content (plan) of thesis; work on a thesis for four years of study with the indication of the names of the stages in accordance with the program of scientific research; approbation of scientific research and inventive activity; participation in scientific events.

The substantiation for the topic involves disclosing of: the relevance of the chosen problem; the essence and state of the scientific problem, its significance; concepts and hypotheses of research; use of world experience in justification the problem, subject, main ideas, goals and objectives of the study; analysis of the main domestic and foreign literary sources; bases and source data for the development of the topic, support for the necessity of the research; purpose and tasks; object and subject, research methods; the predicted content of scientific novelty and the practical importance of the obtained results.

Approbation of scientific research and inventive activity includes: publication of scientific articles in peer-reviewed journals and other publications; in periodicals of other states and editions of Ukraine included in international, scientific and citation databases; articles in electronic specialized editions; abstracts of reports at conferences, seminars, symposiums, round tables, etc inventive activity (patents, copyright certificates) for technical specialties; preparation of applications for issuance of security documents for technical specialties; standardization based on research results; development of recommendations, proposals, their implementation in practice and in the educational process.

Participation in scientific events is planned for four years and includes: preparation of scientific works for contests; implementation of researches financed from the funds of general and special funds of the

state budget of Ukraine, initiative departmental and inter-departmental researches; reports (with the publication of abstracts) at international, all-Ukrainian, university scientific and practical conferences, seminars, symposiums, round tables, etc. (participation in the discussion), etc.

The individual research plan of scientific work is fulfilled if the public defence of scientific achievements in the form of the thesis is performed.

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

An obligatory condition for admission to the thesis defence is the successful implementation of individual research plan by PhD.

5. COMPLIANCE WITH ACADEMIC INTEGRITY

Academic integrity is a set of ethical principles and rules defined by law, which should guide the participants of the educational process during training, teaching and conducting scientific (creative) activities in order to ensure confidence in learning outcomes and/or scientific (creative) achievements.

Adherence to academic integrity by applicants involves:

- independent performance of educational tasks, tasks of current and final control of learning outcomes (for persons with special educational needs this requirement is applied taking into account their individual needs and opportunities);
- links to sources of information in case of the use of ideas, developments, statements, information.
- compliance with the law on copyright and related rights.
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

Violation of academic integrity includes: academic plagiarism; self-plagiarism; academic fraud; fabrication; falsification; copying; deception; bribery; biased evaluation; piracy; committing actions that pose a threat of infringement of copyright and (or) related rights, private interest.

Academic plagiarism is the publication (in part or in full) of scientific (creative) results obtained by others as the results of their own research (creativity) and/or reproduction of published texts by other authors without indication of authorship, namely:

- copying someone else's scientific work or several works and publishing the result under your own name.
- creating a mixture of own and borrowed text without proper citation of sources.
- rewrite - paraphrasing someone else's work without mentioning the original author (Fig.).

Self-plagiarism is the publication (in part or in full) of your own previously published scientific results as new scientific ones.

Academic fraud involves any actions of participants in the educational process, the content of which is:

- references to sources that were not used in the work;
- use of prohibited additional materials or technical means (cheat sheets, headphones, telephones, tablets, etc.) during control measures;
- passing knowledge control procedures by fictitious persons;
- reuse of previously performed written work by another person (laboratory, control, individual, course, final qualification, etc.);

Fabrication is the manufacture of data or facts used in the educational process or research.

Falsification is the deliberate alteration or modification of existing data relating to the educational process or research.

Copying is the performance of written work involving external sources of information, other than those permitted for use, in particular when evaluating learning outcomes.

Deception is the provision of knowingly false information about your own educational (scientific,

creative) activities or organization of the educational process; forms of deception are, in particular, academic plagiarism, self-plagiarism, fabrication, falsification and copying.

Bribery is the provision (receipt) by a participant in the educational process or a proposal to provide (receive) funds, property, services, benefits or any other benefits of a tangible or intangible nature in order to obtain an illegal advantage in the educational process.

Unfair evaluation is the deliberate overestimation or underestimation of the learning outcomes of students.

Piracy in the field of copyright and (or) related rights.

Committing actions that pose a threat of copyright infringement and (or) related rights.

Private interest is any property or non-property interest of a person, due to personal, family, friendly or other extracurricular relations with individuals or legal entities, including those, arising in connection with membership or activity in public and other organizations.

The following items are subjected to scrutiny for academic plagiarism:

- qualification scientific works and scientific reports. The list of documents submitted to the specialized academic council provides a certificate confirming the absence of academic plagiarism in the dissertation. Detection of academic plagiarism in the submitted dissertation (scientific report) is the basis for its refusal to consider or send it for revision with re-examination for academic plagiarism. Detection of academic plagiarism in the defended dissertation (scientific report) is the basis for refusal to award the appropriate degree of higher education, cancellation of the decision of the specialized academic council on awarding the degree and issuance of the diploma;
- manuscripts of articles received by the editors of scientific journals of KNUTE.

The article must have a conclusion on the absence / presence of textual borrowings in the manuscript and the presence of a written statement of the author (authors) about the absence of plagiarism in the text of the article. Borrowing is checked using appropriate technologies and computer programs that are publicly available on the Internet and with the help of UNICHEK.

The results of the inspection can be challenged by the author by filing an appeal to the rector within 3 days after the official recognition of the presence of plagiarism. By order of the rector, an appeal commission is established to consider the appeal, which should include authoritative scientific and / or scientific and pedagogical workers, the chairman of the trade union of employees and students of the university, other persons (with their consent). The appeal is considered by the appeal commission within 3 days after the issuance of the order on the establishment of the appeal commission, unless otherwise specified in the order. The conclusion of the commission is made out by the corresponding protocol.

For the violation of academic integrity, applicants may be brought to the following academic responsibility:

- re-assessment (review work, exam, test, etc.);
- re-passing the relevant educational component of the educational program;
- expulsion from the University;
- deprivation of an academic scholarship;
- deprivation of educational benefits provided by the educational institution;
- refusal to award the appropriate degree of higher education;
- cancellation of the decision of the specialized academic council on awarding the degree of higher education and issuance of the relevant diploma.

6. ATTENDANCE AT CLASSES.

Attendance by PhD students of all types of studies is carried out in accordance with the schedule and is obligatory.

The presence of a PhD student is checked by the teacher at the beginning of each class. The absence is documented in the register in accordance with the procedure for it maintaining.

If the absence is predictable, it is necessary to obtain permission on a motivated application (of the dean or vice-rector for scientific work) concerning the absence of classes with an indication of a specific period. A PhD student must complete a missed class in a relevant discipline during an individual advisory work with a teacher.

A PhD student who cannot appear for classes for valid reasons should, on the eve or on the day of absence, inform (by phone, e-mail, or other means) Doctoral school administration, which records this message in the register of temporary disability certificates.

Relevant reasons for absence are: participation in scientific events, contests, the exercise of the right to academic mobility, illness of PhD students or his/her parents or children, accidents, difficult family circumstances and other events that make it impossible to arrive to classes and are documented.

The PhD student on the first day of attendance provides Doctoral school administration with a certificate of the established sample of the relevant medical institution or other documents confirming the reason for the absence.

Doctoral school administration verifies the reliability of the certificate. The date for the submission of the certificate and the release from the studies for a valid reason is recorded in the register of temporary disability certificates. Certificates that do not meet the established requirements are not accepted and can't be the basis for exemption from classes.

In some cases, in order of verification of the reliability of the certificate, Doctoral school administration submits the request to the institution that issued the document.

A graduate student can be set an individual schedule of the final control, subject to availability of valid and documented reasons.

The rector or vice rector for scientific work provides the permission to complete the final semester control on an individual schedule on the basis of the application of the PhD student, agreed by the head of Doctoral school administration.

On the proposal of the head of Doctoral school administration and with the agreement of the Scientific society of students, PhDs, doctoral students and young scientists of KNUTE a PhD, who did not appear for the session without valid reasons, did not resit the exams before the next session according to the curriculum schedule or by 30 June of the current academic year, is deducted from the university for violating the discipline in accordance with the Rules of the Internal Order in KNUTE.

7. TEACHING PRACTICE.

Pedagogical practical training is provided within the study of the discipline "Pedagogy of Higher Education" in the first year of study and includes educational and methodical work (preparation for classes, methodical work, attending and analyzing classes, attending consultations) and classroom work (seminars, practical classes).

In the process of pedagogical practice period, postgraduate students must master the basics of scientific and educational work: skills of structuring and psychologically competent transformation of scientific knowledge into educational material, systematization of educational and upbringing tasks; methods and means of compiling tasks, exercises, tests on various topics, oral and written translation of subject material, various educational technologies.

When attending classes of teachers of relevant disciplines, postgraduate students should get acquainted with different ways of structuring and presenting educational material, ways to enhance educational activities, features of professional rhetoric, with different ways and methods of assessing educational activities.

The place of practical training, terms, its content and form are planned by the head of the department and the supervisor and is reflected in the individual curriculum. Postgraduate students undergo pedagogical training in separate structural units of KNUTE (institutes, colleges, schools),

followed by a presentation of the practice diary and a detailed description from the responsible curator from the place of practice.

The general management and control over the postgraduate internship is entrusted to the head of the department to which the postgraduate student is assigned.

Direct guidance and control over the implementation of the postgraduate internship plan is carried out by its supervisor, who:

- provides a clear organization, planning and accounting of the results of practice (in the individual curriculum indicates the dates of classes, academic group, topic, type of classes);
- approves the general plan-schedule of practice, its place in the system of individual planning of the postgraduate student's work;
- determines the disciplines, study groups for pedagogical practice, which obtain the educational degree "Bachelor";
- provides methodological assistance in planning and organizing the teaching activities of the postgraduate student;
- controls the work of the trainee, attending classes and other types of his work with students, takes measures to eliminate shortcomings in the organization of practice;
- prepares a review of the internship.

The report on the results of pedagogical practical training by the postgraduate student is heard at the meeting of the relevant department. The report and the minutes of the meeting of the relevant department on its approval are submitted by the postgraduate student to the department of postgraduate and doctoral studies. This documentation is stored in the personal file of the postgraduate student and is considered during his/her report for the academic year.

8. EVALUATION OF LEARNING OUTCOMES OF A PhD STUDENT.

An integral part of the system of internal quality assurance of educational activities and the quality of higher education is the "Regulation on the Evaluation of Learning Outcomes of Students and PhD students at KNUTE", which establishes a set of organizational and methodological measures for testing and assessing the knowledge, skills and abilities of students and PhDs, gaining professional competencies.

Assessment of study outcomes of PhDs at the University is based on a 100-point scale.

Directory of distribution of performance ratings of KNUTE

Points of KNUTE	The percentage of points relative to the total amount of the received passing points	Cumulative percentage of the received passing points
90-100	20	20
82-89	10	30
75-81	20	50
69-74	10	60
60-68	40	100

- **90-100 points** earned by PhD students, who fully mastered the program of the academic discipline at the creative level, can give answers to all the questions of the course, have mastered the recommended sources;
- **82-89 points** earned by PhD students, who mastered the curriculum at the creative level, but

made some inaccuracies in the answers;

- **75-81 points** earned by PhD students, who basically mastered the program of educational discipline at the productive level, but allowed minor failures in the answers;
- **69-74 points** earned by PhD students, who showed satisfactory results of mastering the curriculum of the discipline at the reproductive level and allowed mistakes in the answers;
- **60-68 points** earned by PhD students, who found the minimum sufficient level of knowledge in discipline necessary for continuing education, studied the basic terms of discipline and are guided in the material of the basic textbook;
- **0-59 points** earned by PhD students, who according to the results of studying the discipline received unsatisfactory assessments, should additionally perform individual tasks to raise their level of knowledge and resit the final control.

The current work of PhDs is estimated from 0 to 100 points, the results of the final semester control (credit or exam) are also estimated from 0 to 100 points.

The number of points and their distribution by type of tasks during the current and final control over the discipline and the criteria for evaluation of PhD students' knowledge are determined by the department, approved in the syllabus and brought to the attention of PhD student by a teacher at the first academic session on discipline. At the same time, the points accumulated by PhD students for the different types of tasks should be integer numbers.

Graduates should be clearly informed about the assessment strategy used for their curriculum; which evaluation methods will be applied to them; what expected results, and what criteria will be used for evaluating learning outcomes.

If the academic disciplines consists of several sections and is taught by one or several departments, the overall assessment of discipline is calculated as the average weighted by the results of the final control.

The procedure for organizing the evaluation of PhDs' learning outcomes.

Current control is carried out at each seminar, practical / laboratory lesson and aims to check the results of the accomplishing tasks of independent work. It provides evaluation of the theoretical training of PhDs on this topic (including independently processed material) during the work at the seminars and practical skills acquired by carrying out the tasks of laboratory / practical work.

The teacher enters points received by PhDs on the basis of the results of the current control of the discipline, to the register of the scientific and pedagogical worker and announces them at each practical (seminar, laboratory) lesson.

The final control is carried out to assess the results of the PhDs' training. Final semester control is the final evaluation of PhD study results for a semester that is carried out at the university in the form of a credit or exam.

Credit is a form of final control, which consists in assessing the acquisition of educational material by a PhD student on the basis of the performance of all types of educational tasks at seminars, practical / laboratory classes, independent work, which are defined by the syllabus of the academic discipline.

During the final control, the teacher announces the total number of points accumulated by PhD student. ***If PhD student has scored 60 or more points, then results of the final control at the time of assessment may be credited.***

The presence of all PhD students at credit is obligatory. In case of absence, scored points on the results of the final control are not exposed. The teacher records mark "did not appear" in the statement of the final control of PhD students' knowledge.

The credit is based on the 100-point scale of KNUTE.

The exam is a form of the final control of mastering of a program of academic discipline by PhD students for a semester, it is held as a control measure during the examination session.

Examination session is the period of summarizing the results of PhD students' study for the semester. Exams are held on a schedule approved by the rector or vice-rector for scientific work during the semester examination session. Consultations must be held before examinations in terms determined by the schedule.

The form of the exam is determined by the curriculum.

Exams are held using exam cards that are drawn up by scientific and pedagogical workers, reviewed at a meeting of the department and approved by the head of the department. The structure of examination tickets and the criteria for evaluating exam assignments are determined in the syllabus of the discipline and brought to the attention of PhDs.

The presence of PhD students at exam is obligatory.

The procedure for providing explanations by the PhD student, who was absent at the exam / credit, is regulated by the Internal Regulations.

Re-passing exams for each discipline is allowed for no more than two times.

If PhD student gets unsatisfactory ratings he/she must re-pass exam for the first time to the scientific and pedagogical worker in this discipline, for the second time – to commission, which is formed by the dean of the faculty.

At the written examination, the results of assessments are announced to PhDs on the day of the exam or the next day after the exam, at the oral – on the day of the exam.

If a PhD student on the results of the final module control on the discipline scores 60 points or more, and receives a low score on the exam, the teacher has the right to ask additional questions within the curriculum determine the level of completeness of mastering the discipline and formation of skills. In this case, the final score is determined by a teacher taking into account the points (no more than 10) received for the answers to additional questions, however total score must not exceed the results of the final module control.

The appeal of the results of the final control.

The PhD, who do not agree with the assessment of his answers to the exam questions, can appeal the teacher's decision on the scored points. In this case, he submits an appeal to Doctoral school administration on the day of the announcement of the results. The application is considered by the university administration, registered in the Journal of Registration of Appeals, which is kept in the training department and then referred to Doctoral school administration.

An appeal is considered at the meeting of the appeal committee no later than the next working day after its submission in the presence of a post-graduate student. The appeal procedure and the procedure for the execution of the decision taken by the appeal committee are regulated in the established procedure.

Evaluation of part-time PhD students' learning outcomes.

The final assessment of part-time PhD students' learning outcomes is carried out according to the general principles that are applied for fulltime PhD students, who attend day or evening classes.

Resitting examinations

Resitting examinations take place no later than the week after **the finishing of the examination session** according to a schedule drawn up by Doctoral school administration and agreed with the educational department.

Retrial resitting examinations are conducted by a commission appointed by the vice-rector for scientific work and composed of the dean or his deputy, the head of the relevant department and teacher who specializes in relevant subject.

PhD student, who has not passed credit or exam on a commission during the resitting examinations, is deducted from the university.

The reason for the resitting examinations is receiving unsatisfactory assessments (0-59 points) as a result of the final control of knowledge of PhD student.

9. RECOGNITION OF LEARNING OUTCOMES OBTAINED IN NON-FORMAL EDUCATION

The right to recognition of learning outcomes in non-formal or informal education extends to applicants at all levels of higher education. Learning outcomes obtained in non-formal or informal education may be recognized for disciplines that begin in the first year of study.

Recognition of results obtained in non-formal or informal education is carried out in the semester proceeding the semester, which, in accordance with the curriculum of a particular educational program, provides the study of the discipline to be re-enrolled.

Applicant for higher education who wishes to recalculate the results obtained in non-formal or informal education has the right to apply to the rector of the university with a request to recognize the relevant results. Certified copies of documents (certificates, diplomas, educational programs, etc.), confirming the learning outcomes received by the applicant, must be attached to the application.

The application of the higher education applicant is signed by the guarantor of the educational and scientific program, the head of the department of postgraduate and doctoral studies, the vice-rector for scientific work and approved by the rector of the university or the first vice-rector for scientific and pedagogical work.

To recognize the results of studying in non-formal education, by the order of the rector, at the request of the head of the department of postgraduate and doctoral studies, a correspondence group is created. It consists of: a chairman, a deputy chairman, members of the commission (not less than 4 people), a secretary of the commission.

The first vice-rector for scientific and pedagogical work is appointed by the **chairman of the correspondence group**. The chairman of the correspondence group is personally responsible for work organization of the commission, timely and objective consideration of applications for re-enrollment of results obtained in non-formal or informal education, case management, compliance with the established procedure for storage of documents.

The deputy chairman of this correspondence group appoints the head of the department of postgraduate and doctoral studies, and **the members of the commission are**: the guarantor of the educational and scientific program, the head of the department for which the discipline is assigned, a teacher of the department who teaches this particular discipline and a representative of the scientific society of students, postgraduate students, doctoral students and young scientists.

The secretary of the commission is elected from among the members of the correspondence group.

This commission considers submitted documents, carries out conformity of the presented study results, received in non-formal or informal education, with the study results according to the program of discipline and makes the decision:

- "to recalculate the learning outcomes obtained in non-formal or informal education in full in accordance with the curriculum and with the assessment";
- "to control the level of knowledge acquired in non-formal or informal education in the form of an exam (test)";
- "to refuse to recalculate the learning outcomes obtained in non-formal or informal education."

If the commission finds it necessary to control the level of knowledge acquired in non-formal or informal education in the form of an exam (test), then the applicant is acquainted with the curriculum and a list of issues to be submitted for final assessment. In this case, the applicant for higher education is given 10 working days to prepare for the exam (test), on the results of which the correspondence group provides a final grade according to the ECTS scale. If the applicant received less than 60 points, then his/her study results in non-formal or informal education are not recognized.

Based on the results of the evaluation, the correspondence group forms a protocol which contains an opinion for the department of postgraduate and doctoral studies on the enrollment or non-enrollment of the relevant discipline. When re-enrolling disciplines, in accordance with the decision of

the correspondence group, such items are entered to the individual curriculum of the higher education applicant as: the name of the discipline, the total number of hours/credits, assessment and grounds for re-enrollment (protocol number).

The applicant is exempted from studying the recalculated discipline in the next semester.

In case of a negative conclusion of the correspondence group on the recognition of learning outcomes, the applicant has the right to appeal to the Rector of the university.

10. ATTESTATION OF PhD STUDENTS

Attestation is the assessment of compliance of PhD students' knowledge, skills and other competences to the requirements of higher education standards.

The attestation is carried out openly and publicly. A PhD students and other persons present at the attestation may freely carry out audio and / or video recording of the process of attestation.

The attestation of PhD students is carried out by a permanent or ad hoc specialized academic council of KNUTE or other higher education institution or a scientific institution accredited by the National Agency for Higher Education Quality Assurance on the basis of public defense of scientific achievements in the form of thesis. PhD student has the right to choose a specialized academic council.

The thesis (scientific reports) must be performed by the student independently to be allowed for the defense. Disclosed fact of violations of academic integrity according submitted thesis (scientific report) is the reason for refusal to award the applicant with relevant scientific degree.

Disclosed fact of violations of academic integrity according defeated thesis (scientific report) is the reason for the abolition of the decision of a specialized academic council on the awarding scientific degree and issuance of relevant diploma. If a thesis (a scientific report), in which facts of violation of academic integrity were revealed, was defeated in the permanent specialized academic council, the scientific supervisor, the official opponents, who gave positive conclusions about the scientific work, and the head of the relevant specialized academic council shall be deprived of the right to participate in the work of specialized academic councils for a term of two years, and the higher education institution (scientific institution) shall be deprived the accreditation of the relevant permanent specialized academic council and the right to create disposable academic councils for a period of one year. If a thesis (a scientific report), in which facts of violation of academic integrity were revealed, was defeated in the deprived specialized academic council, the scientific supervisor, members of this council and the official opponents, who gave positive conclusions about the scientific work, shall be deprived of the right to participate in the work of specialized academic councils for a term of two years, and the higher education institution (scientific institution) shall be deprived the right to create specialized academic councils for a period of one year.

Cancellation of a decision of a specialized academic council on the awarding scientific degree in case of revealing facts of violation of academic integrity is carried out by the National Agency for Higher Education Quality Assurance upon submission of the Ethics Committee in accordance with the procedure established by the Cabinet of Ministers of Ukraine and may be appealed in accordance with the legislation of Ukraine.

The order of the dissertation defense during the experiment on awarding the degree of Doctor of Philosophy involves:

Stage 1 - preparation by the supervisor of the conclusion with an assessment of the applicant's work;

Stage 2 - preliminary consideration of the dissertation at the department;

Stage 3 - preparation of an academic certificate of implementation by the applicant of the relevant educational and scientific program;

Stage 4 - preliminary examination of the dissertation, organization and holding of a professional seminar;

Stage 5 - the formation of a specialized academic council for the defense of the dissertation;

Stage 6 - submission of documents to a specialized academic council, dissertation defense;

Stage 7 - registration of documents and their submission to the Ministry of Education and Science of Ukraine.

The procedure for defending a thesis provides for the passage of:

- preliminary review of the thesis in the institution where the work was performed;
- defending in a specialized academic council.

Examination, publication and distribution of abstracts, theses, transcripts during the defense of theses, organization, preparation for the defense of PhD degree theses and its conducting for persons who received education in accordance with agreements concluded with individuals or legal entities, including persons who have completed post-graduate studies outside of the KNUTE, are made at the expense of the applicant.

Preparation of the conclusion by the scientific supervisor with an estimation of applicant's work

Upon completion of the relevant educational and scientific program, the applicant's supervisor(s) prepares (prepare) an opinion with an assessment of his/her work in the process of preparing a dissertation and implementing an individual plan of scientific work as well as an individual curriculum. The supervisor(s) will ensure the proper and timely performance of their duties. Supervisor (supervisors) reviews (review) the dissertation **within two weeks** of receipt and bears (bear) personal responsibility for violation of the terms of consideration.

If the scientific supervisor (supervisors) refuses (refuse) to prepare an opinion, the seeker submits application request to the Academic Council of the university as for the provision of the department's opinion where he/she was trained. The Academic Council of the university instructs the relevant department to consider such a statement. The relevant department within a month from the date of receipt of the application considers the documents submitted by the seeker as for the completion of his/her preparation and, then, holds a meeting, which is considered valid if it was attended by at least two-thirds of the relevant department. At the meeting of the relevant department the scientific report of the applicant is heard and, by open voting by a simple majority of votes present at the meeting of scientific (scientific and pedagogical) workers, a decision is made to provide/refuse to provide such an opinion. In this case, the conclusion is signed by the head of the department. If the supervisor is the head of the department where the applicant was trained, the conclusion of the department is signed by the deputy head of the department.

Preliminary consideration of the dissertation at the department

The purpose of the preliminary dissertation review is to perform an expert examination of the dissertation readiness for its recommendation for further examination.

Higher education applicants for the degree of Doctor of Philosophy, no later than March 20 of the last year of study, submit a fully completed and properly designed dissertation for discussion at the department where it was performed. In the next **6 months** before the end of the postgraduate period, the applicant is required to submit a dissertation for preliminary review (by May 20) as well as documents for the defense at a specialized Academic Council (by September 1).

The applicant, supervisor (supervisors), head of the department must ensure the passage of these stages no later than the specified time.

At the **department's meeting** the applicant for the degree of Doctor of Philosophy prepares and submits the following documents:

- the text of the dissertation;
- primary documents that reflect the process of experimental or research work (journals of laboratory research, questionnaires, etc.);
- copies of scientific publications credited on the topic of the dissertation, which must indicate the initial data of the relevant publications. Copies of these publications are certified in the prescribed manner;

- certificates on the implementation of research results in the activities of enterprises, institutions, organizations;
- certificates on the implementation of the results of the dissertation within the implementation of research topics that have the number of state registration in UkrISTEI;
- certificates on the implementation of the results of the dissertation in the educational process;
- main results of work in the form of presentation and hand-outs.

Within 7 days, the head of the department considers the documents, submitted by the applicant, while being personally responsible for violating the terms of their consideration and, appoints three reviewers from among highly qualified staff of the department - doctors and candidates of science who have at least 3 scientific publications (monographs; sections of monographs; articles in professional scientific publications, periodicals of other countries) for the last 5 years in the scientific field in which the dissertation was prepared, and where at least 1 publication is in Scopus and/or Web of Science. Then the head of the department determines the date of the department's meeting. If necessary, the reviewers may invite specialists from other departments of KNUTE, separate structural units, research institutions where contracts have been concluded.

The meeting of the department as for the dissertation review takes place only in case of written positive feedback submitted by all reviewers.

At the meeting of the department the applicant for the degree of Doctor of Philosophy (up to 15 minutes) makes a report on the main research results with demonstration of visual materials, emphasizing its relevance, research methods, differences from previous research in Ukraine and the world, scientific novelty, practical value, the reliability of the data obtained and the degree of testing.

The dissertation discussion result at the department's meeting should be a conclusion about the degree of its compliance with the requirements and the level of readiness for the preliminary review and consideration during the professional seminar.

Preparation of an academic certificate on the applicant's implementation of the relevant educational and scientific program

Upon completion of the relevant educational and scientific program and the conclusion received from the supervisor (supervisors) with the evaluation of his/her work, the applicant writes a statement to the rector of the university to obtain an academic certificate (Annex 1). The department of postgraduate and doctoral studies is responsible for the preparation of academic transcripts and other documents on the basis of a personal file of the applicant.

Preliminary examination of the dissertation

Preliminary examination of the dissertation is conducted at the university, where the applicant was trained. To pass through such an examination, the seeker submits a written application to the chairman of the Academic Council (Annex 2) of the university concerning a preliminary examination of the dissertation and provision of an opinion as for the scientific novelty, theoretical and practical significance of the dissertation.

To prepare an opinion on the scientific novelty, theoretical and practical significance of the dissertation results, the Academic University Council appoints two reviewers, whose candidacies are proposed to the specialized academic council (a reviewer who has a degree and is a competent scientist in the field of research; relatives of the applicant, his/her scientific supervisor and co-author of any scientific publication of the applicant cannot be appointed) and determines the department where the preliminary examination of the dissertation will be conducted.

The applicant submits a dissertation in the form of a specially prepared qualifying research paper on the rights of the manuscript, which is performed by the applicant personally and contains scientific provisions, new scientifically based theoretical and/or experimental results of research conducted by the applicant, relevant to a particular field of knowledge and which certifies the conduct of such

research, as well as testifies to the personal contribution of the applicant to science and is characterized by the unity of content. If the dissertation uses ideas or developments belonging to co-authors, with whom the applicant has joint scientific publications and documents on dissertation research, the applicant must note this fact in the dissertation with a mandatory personal contribution to such publications and documents. The applicant certifies with his/her own signature on the title page of the dissertation that the scientific achievements submitted for defense are his/her own work and all borrowed ideas, scientific results, citations are accompanied by appropriate references to their authors and sources of publication. The applicant provides proof of verification of the dissertation manuscript for the absence of plagiarism.

Detection of academic plagiarism in the defended dissertation by the Ministry of Education and Science of Ukraine is a ground for depriving the scientific supervisor of the right to participate in the preparation of applicants for two years, depriving the chairman and council members of the right to participate in attestation for two years.

The head of the department, where the preliminary review of the dissertation is conducted, together with the reviewers, organizes and conducts a professional seminar for approbation of the dissertation.

Upon examination of the dissertation and scientific publications, which highlight the main scientific results of the dissertation, as well as the results of the professional seminar, reviewers prepare a conclusion on the scientific novelty, theoretical and practical significance of the dissertation results. They ensure the objectivity of their conclusion. The conclusion, in particular, contains information on compliance with the requirements for the dissertation, approved by the order of the Ministry of Education and Science of Ukraine from 12.01.2017 № 40, and the number of scientific publications, completeness of the dissertation and personal contribution to all scientific publications published with co-authors and credited on the dissertation's topic.

Preliminary dissertation review is conducted within two months from the date of receipt of a written application of the seeker as for such examination.

In case of refusal (in written form) to conduct a preliminary examination as well as to prepare required conclusion, the applicant has the right to apply to the Ministry of Education and Science of Ukraine to determine further procedure for the defense of the dissertation.

If the preliminary examination of the dissertation and the professional seminar are not carried out before the end of the term of postgraduate education, the applicant is expelled with failure to complete the educational and scientific program and reimbursement of the cost of postgraduate studies.

Formation of a council for the defense of the dissertation

The applicant receives: the conclusion of the scientific supervisor (supervisors) or the department (in two copies) and the conclusion about the scientific novelty, theoretical and practical significance of the dissertation results (in two copies).

If such statements are positive, the candidate submits an application to the attention of the chairman of the Academic University Council in order to establish a specialized academic council to defend the dissertation for the purpose of awarding the degree of Doctor of Philosophy (Annex 3).

It is forbidden to make changes to the text of the dissertation after issuing these conclusions to the applicant.

The institution of higher education, in which the applicant has completed the educational and scientific program, submits a petition to the Ministry of Education and Science for the establishment of a specialized academic council.

Within a month from the date of receipt of the application, the Ministry of Education and Science will make a decision on the establishment of a specialized scientific council, and an appropriate order will be issued and posted on the official website of the Ministry of Education and Science of Ukraine.

The specialized academic council is formed on the specialty according to which the university has a

license to conduct educational activities at the third (educational and scientific) level of higher education.

The specialized academic council consists of the chairman and members of the council - two reviewers and two opponents.

The chairman of the specialized scientific council ensures compliance with the requirements of the legislation during its operation.

The following persons may not be appointed chairman of the specialized scientific council:

- scientific supervisor of the applicant;
- rector (vice-rectors) of the university in which the council is formed;
- co-author of scientific publications of the applicant;
- reviewer of the applicant's monograph;
- relatives of the applicant.

Opponents cannot be the staff members of one higher education institution (scientific institution). Opponents may be foreign scientists in the scientific field for which the applicant's dissertation has been prepared.

A scientist nominated to the specialized scientific council must have at least three scientific publications released to the public in the last five years, in the scientific field in which the applicant's dissertation was prepared, with at least one publication in journals indexed in Scopus databases and/or Web of Science Core Collection. Such publications include monographs, sections of monographs, articles in periodicals included in the list of scientific journals of Ukraine approved by the Ministry of Education and Science, or in periodicals of other countries.

At least three scientists must have a doctorate (chairman of the council, one of the reviewers, one of the opponents) in the specialized scientific council. A scientist may be included in a specialized academic council not earlier than five years after obtaining the degree of Doctor of Philosophy (Candidate of Sciences). One scientist can be the chairman (member) of no more than 8 councils during a calendar year.

The chairman and members of the council ensure a high level of demands during the consideration of dissertations, their defense as well as the adoption of grounded decisions by the council.

If one of the council members is unable to take part in the council meeting, the higher education institution sends a request to the Ministry of Education and Science to change the composition of the council. Within a month from the date of receipt of the petition, the Ministry of Education and Science makes a decision to change the composition of the council, and an appropriate order is issued.

Submission of documents to the council, conducting a dissertation defense

After the publication of the order on the official website of the Ministry of Education and Science of Ukraine as for the establishment of specialized scientific councils for the award of the degree of Doctor of Philosophy, the applicant submits to the council the following documents:

- 1) an application for the certification;
- 2) a copy of the first page of the passport of a citizen of Ukraine or a passport document of a foreigner;
- 3) a copy of the Master's degree diploma (specialist). If the document on higher education is issued by a foreign institution of higher education, a copy of the document on recognition of a foreign document on higher education will be additionally submitted;
- 4) a copy of a name change certificate (if necessary);
- 5) an extract from the order of graduate enrollment (attachment to a higher education institution (scientific institution), certified in the prescribed manner;
- 6) an academic certificate of implementation of the relevant educational and scientific program;
- 7) a conclusion of the scientific supervisor (supervisors) or the relevant structural unit in two copies;
- 8) a conclusion on scientific novelty, theoretical and practical significance of the dissertation results

in two copies;

9) a dissertation in print (three copies) and electronic format;

10) copies of scientific publications credited on the topic of the dissertation, which must indicate the initial data of the relevant publications. Copies of these publications are certified in the prescribed manner.

The originals of the documents, submitted to the council in accordance with items 2-4 of this paragraph, will be provided to the council and returned to the candidate after the acceptance of the application. Copies of these documents are certified in the prescribed manner.

The chairman of the council accepts the documents for consideration, puts a relevant resolution on the candidate's application, as well as the date of their adoption and personal signature.

Within a week after the acceptance of documents for consideration, the official website of the university, in the section containing information on the activities of specialized scientific councils, provides the information on the acceptance of the dissertation for consideration and dissertation annotation, as well as a notice of acceptance of the dissertation is sent to the Ministry of Education and Science (Annex 4). The message received by the Ministry of Education and Science during the month is posted on the official website of the Ministry of Education and Science on the third working day of the following month.

The dissertation and scientific publications credited on the topic are submitted to the opponents for study by the chairman of the council, and within a month after the documents are accepted for consideration, the opponents submit the reviews signed by them to the chairman of the council.

The opponent's response determines the degree of relevance of the chosen topic, the validity of scientific provisions, conclusions and recommendations formulated in the dissertation, their novelty, completeness of presentation in scientific publications included in the dissertation, the absence (presence) of violations of academic integrity.

After the opponents receive the feedback from the council, the date of the dissertation defense is agreed in the working order, and it is appointed no later than three weeks from the date of receipt of the opponent's second statement by the chairman of the council. Within three working days after the agreement of the date of the dissertation defense, the scientific community is informed about the date of the dissertation defense.

No later than ten working days before the date of the defense, the official website of the university provides a copy of the dissertation, a conclusion on the scientific novelty, theoretical and practical significance of the results of the dissertation as well as the feedback from opponents.

The dissertation is defended in accordance with the procedure prescribed in items 21, 22 of the Procedure for conducting an experiment for awarding the degree of Doctor of Philosophy, approved by the resolution of the Cabinet of Ministers of Ukraine of March 6, 2019, № 167.

The public defense of the dissertation should be in the nature of an open scientific discussion, in which the chairman and members of the council are obliged to participate, as well as, if desired, those present at the meeting. During the defense, in accordance with the law, the council provides audio recording (phonogram recording) and video recording. The recording (sound, video) of such a meeting of the council is published on the official website of the university no later than the next working day from the date of the meeting and stored on the website for at least three months from the date of entry into force of the higher education institution's order.

In case of positive dissertation defense, the council, within 15 working days, draws up a decision on awarding the degree of Doctor of Philosophy and, in accordance with item 27 of the Procedure for awarding the degree of Doctor of Philosophy, a copy of the applicant's certificate is sent to the Ministry of Education and Science within a month.

11. SCHOLARSHIP

Academic scholarships are accrued according to the Rules for the appointment of academic scholarships.

Academic scholarship for full-time PhD students is accrued as 90 % of appropriate average salary of a lecturer, which is determined by the scheme of salary (including the subsequent changes in payment for the relevant positions).

PhD students have the right to work part-time (but no more than 0.5 part-time position held). In this case, the academic scholarship accrued according to these Rules is paid in full.

PhD students who have resumed their studies after the training break provided by the established procedure and who have the period of PhD studies extended in the prescribed manner receive an academic scholarship for the entire subsequent training period from the date of renewal of such a student according to the order of the University.

The scholarship is suspended during the training at another institution of higher education (scientific office) for those PhD students who exercise the right to academic mobility while maintaining the status of a full-time student in the University and not receiving regular irrevocable fixed financial support during the entire period of PhD training under the academic mobility program according to the paragraph 2.15 of this Regulation.

Payment of scholarships is decided by the scholarship commission after the return of such a person to the University on the basis of the decision of the appropriate department after considering the written report of the PhD student. The obligatory condition for a positive decision of the scholarship commission to accrue scholarship is the requirement that the recognition of the results obtained during the academic mobility program at another higher education institution did not lead to an increase in the period of PhD training of a person at the University compared to the standard period. In the case of a positive decision of the scholarship commission, the PhD student obtain the full scholarship paid for the entire period of training under the program of academic mobility in another institution of higher education in Ukraine or abroad.

PhD scholarships are documented by the minutes of meetings of the University scholarship commission. The minutes is the basis for issuing the order for the PhD scholarship appointment.

12. DROPOUTS, TRAINING BREAKS, RE-ADMISSION, AND TRANSFER OF PHD STUDENTS

The reasons for dropouts of PhD students are the following:

- 1) completion of appropriate PhD programme;
- 2) PhD student's will;
- 3) transfer to another institution of higher education;
- 4) the failed completion of an individual curriculum;
- 5) delays in completion of an individual curriculum without valid reasons provided by law;
- 6) the violated terms of the contract concluded between the University and the admitted PhD student or a natural (legal) entity, who pays for such PhD training;
- 7) completion of academic leave without re-admission;
- 8) violation of the KNUTE Statute and Internal Regulations, non-compliance with the decisions of the KNUTE Academic Council and the conference of the KNUTE staff, and the orders of the rector;
- 9) other cases provided by law.

PhD or doctorate student who has been enrolled at the expense of the state budget (according to the state order) and expelled by the reasons specified in paragraphs 2-9, reimburses the cost of training and scholarships received.

PhD students may interrupt their training (with the provision of academic leave) due to the following circumstances that make it impossible to fulfill an individual work plan:

- for health reasons;
- stay on maternity leave, child care until the age of three;
- a call for urgent military service in case of loss of the right to defer from it;
- family-related circumstances;
- training or internship in educational and scientific institutions (including abroad).

The total period of interruption of PhD training for health reasons cannot exceed one year.

Preservation of the places on a PhD programme and scholarship are guaranteed for those PhD students who are called up for military service due to mobilization announced.

PhD students who exercise the right to academic mobility during training, internships or scientific activities in another institution of higher education (scientific institution) in or outside Ukraine have their places on a PhD programme and scholarships guaranteed according to the Regulation on the exercise of the academic mobility right. Such persons are not excluded from the list of PhD students.

For registration academic leave, the PhD student should submit an application to a rector after its approval by the scientific supervisor, the head of a department, and a dean for fifteen days before the start of an academic leave. The application should be accompanied with the documents confirming the validity of the reason for training break (official invitation for an internship, confirmation of the grant receipt, sick leave, certificate of medical consulting commission, certificate of child birth, etc.).

Interruptions and re-admission in a PhD school are registered by an appropriate order. The period of interruption is not included in the period of PhD study. The scholarship for the interruption period is not accrued.

If a PhD student has not been registered in the PhD school in ten days after the expiration of an academic leave, this person is expelled from the last day of training interruption, specified in the KNUTE order.

13. ACADEMIC MOBILITY

Academic mobility involves the participation of PhD students in the educational process of the institutions of higher education (in Ukraine or abroad) and scientific research with the possibility to credit the disciplines in the prescribed manner. The KNUTE Academic board may appoint two supervisors for a PhD student with an appropriate distribution of training hours and duties between them. One of these supervisors may be a scientific and pedagogical employee of a partnering institution.

During the training in a partnering university, a PhD student is provided with an academic leave (due to the written application) or individual plan of training, approved in the prescribed manner.

The selection of PhD students for participation in academic mobility programs is carried out by the KNUTE competition commission, taking into account their academic performance, scientific research and knowledge of foreign language.

The list of required documents for participation in the academic mobility program and the procedure for their submission is regulated by the agreements between partnering institutions.

Comprehensive information regarding the goals, objectives, means of academic mobility assurance, types of academic mobility, organizational support of academic mobility, recognition and re-credit of training outcomes, responsibilities of KNUTE, which sends PhD students to training, rights and duties of PhD students of KNUTE and partnering HEI participating in academic mobility programs, the report and registration of documents about the results of training within the academic mobility program are given in the "Regulation on the exercise of the academic mobility right in KNUTE" approved by the KNUTE Academic board Minutes № 4, item 12 dated November 26, 2015.

14. HOSTELS

Hostel is offered to the PhD students who came for training in Kyiv from other regions of Ukraine and other countries.

Non-resident PhD students are placed in a hostel according to the KNUTE order. The University and PhD students conclude a contract for the right of residence in the hostel, provided the rights and duties of KNUTE administration and PhD students, as well as the responsibility of the parties to perform them. Placement in a hostel is paid in the prescribed manner for an academic year, including the period of holidays.

The order for placement in the hostel is issued by the director of the campus or his deputy on the basis of the KNUTE order only if there is a contract for the right of residence in the hostel, receipts for payment for placement for an academic year, passport of a PhD student, and the health certificate with the date of x-ray examination.

PhD students being the residents of the hostel should know and strictly comply with the KNUTE Internal Regulations in the hostels (annex to the KNUTE Internal Regulations) and the terms of the contract for the right of residence in the hostel.

Violation of these rules leads to eviction and expulsion from the University.

All PhD students placed in a hostel should be instructed on safety of using electrical appliances, gas equipment and on behavior in extreme conditions (fire, damage to plumbing equipment, etc.). Instructions are carried by an occupational safety and fire safety engineer and a hostel manager.

15. DISTANCE LEARNING

Distance learning support department.

Ukraine, Kiev, 57 Chigorina street, room 306,

tel.: (+380 44) 529-43-86,

e-mail: learning_knteu@ukr.net

<http://dist.knteu.kiev.ua>

Distance learning is an individualized process of transferring and assimilating knowledge, skills, abilities and methods of cognitive activity of a person, which takes place through the indirect interaction of distance learning participants in a specialized environment, which is created on the basis of modern psycho-pedagogical and information and communication technologies.

PhD students have the opportunity to study individual disciplines and eliminate academic debts using distance learning technologies.

The website of the ***Distance learning support department*** (<http://dist.knteu.kiev.ua>) provides you with the following information:

- Principles of distance learning;
- Information on distance courses;
- Information on the organization and plan of web conferences;
- Recommendations to prepare for web conferences;
- Useful tips for using distance forms;
- Software used to create distance courses.

PhD students have a unique opportunity to study the distance courses for free, which are provided by the current curriculum. To register a PhD student for such courses, the lecturer may fill out the application to connect this person to the distance course and pass it to the Distance Learning Center. A list of all distance courses is published on the website of the Distance Learning Center (<http://dist.knteu.kiev.ua>).

16. SCIENTIFIC FELLOWSHIP OF STUDENTS, DOCTORAL STUDENTS AND YOUNG SCIENTISTS

Scientific Fellowship of students, doctoral students and young scientists, organizes and develops international scientific collaboration of students and young scientists, forms an information bank for international grants for young scientists, organizes and performs various scientific events. Debate Club, Advertising Club, Marketing Club, "Global Camp" Project, "Elite Café" Project, Euro Club, Legal Clinic, Insurance Business Center, ECO Club, Youth Center "OSA" and Ukrainian Movement "Youth for Consumer Rights", other groups function along with educational events about healthy lifestyle, ecological safety, etc.

The Scientific Fellowship of students, postgrads, and young scientists (hereinafter - the Society) is a voluntary creative association, which promotes the development of science and the emergence of interest in scientific work in the youth environment of the University. The Fellowship acts independently, as well as in cooperation with the leadership of the University, faculties and institutes, the student self-government bodies and the union of the University, state bodies, public associations of Ukraine, and other countries of the world, whose activities do not contradict the principles of the Fellowship.

The main principles of the Fellowship are the following:

- 1) The priority and freedom of scientific creativity;
- 2) Voluntariness, collegiality, openness;
- 3) Equality of the Fellowship's members;
- 4) Organic connection of training and research work;
- 5) Accumulating and increasing the scientific potential of the University, which promotes professional development, accumulation of professional experience, creative growth of future scientific and pedagogical staff;
- 6) Non-affiliation to any political parties, religious organizations and movements.

For the achievements in the research work, and by the decision of the University administration, PhD students:

- are awarded with diplomas, money awards, valuable gifts;
- are nominated for scholarships and state scholarships on a competitive basis;
- undergo internships (training) abroad;
- are sent to participate in various national and international scientific conferences and forums;
- receive financial support for the publication of scientific works and registration of security documents.

The results of scientific research of PhD students are published in scientific articles both individually and in co-authorship.

The scientific and practical magazines "KNUTE Bulletin", "Commodities and Markets", "Foreign Trade: Economics, Finance, Law" are published in KNUTE in Ukrainian and English languages. They are recognized by the Ministry of Education and Science of Ukraine as professional publications on economic, legal, technical and philosophical sciences.

The journals are registered in the international scientific databases Index Copernicus, the Directory of Research Journals Indexing, the Research Bible and the Google Scholar search engine, are presented in the national reference database "Scientific Ukrainika" and the Ukrainian reference journal "Dzherelo".

17. LIBRARY RESOURCES OF THE UNIVERSITY

Library funds are comprised of more than 1,453 million printed publications in various fields of knowledge, namely textbooks, manuals, scientific and reference literature. The annual replenishment of the library's collection is about 12,000 titles, while the purchase of periodicals of Ukrainian and foreign countries has 200 titles.

The library has a modern material and technical base. 95 computers and 3 powerful servers were installed; necessary conditions for effective service of users, organization of documents, electronic catalogs, and the exhibitions of documents were created. Free Wi-Fi access to the educational resources of the Internet is provided.

The library provides users with 6 reading rooms, 7 delivery desks, a multimedia library, the hall of foreign literature, the hall of card and electronic catalogs, the hall for new literature, the special sectors, namely the sector of methodological publications of KNUTE and the hall of theses and abstracts.

All processes in the library are automated: document collection, scientific processing of documents, issuance of documents to users, search for documents in electronic catalogs, etc. (ABIS "UFD / Library"). Digital signature (PIN-CODE) has been implemented in the user's electronic form for recording and using the library.

The multimedia library provides information services in all areas of the university's academic and research work and promotes the use of Internet resources as an educational potential. The fund of multimedia documents of educational-cognitive value on various carriers (CDs and DVDs, video cassettes, etc.) is accessible for users. The full-text database of electronic training manuals and programs, methodological instructions and works of lecturers of KNUTE is being formed. Also, the multimedia library has open access to the websites of Ukrainian and foreign libraries, electronic information resources of Ukraine and foreign countries, and international projects. The multimedia library is equipped with modern computers connected to the Internet.

There is a modern library complex SMART-library - an open space based for reading, lectures, workshops, presentations and convenient work of postgraduate students.

The multimedia library provides the ability to view and copy documents in an electronic full-text format (if necessary). It is equipped with 20 computers, CD-ROM and DVD-ROMs, and a database of electronic tutorials, training programs, and other information sources.

The multimedia library is equipped with the fund of documents on electronic media in addition to the full-text databases from the Internet. The local network resources (educational and methodical publications) comprise of 3496 titles. There are 2244 titles of documents on removable media. A multimedia library provides electronic information to the KNUTE structural subdivisions on new titles and text databases on a monthly basis. The University Library provides the access to the following electronic document databases:

- ABIS "UFD / Library".
- Full-text database of information resource "EBSCO PUBLISHING".
- Economics and Law Database (Polpred.com).
- Statutory acts of Ukraine, the base of legislative and normative acts of Ukraine.
- Open Archives of Ukraine (oai.org.ua).
- "Commodity Monitor", the weekly review of markets (publishing house "Derzozvnishinform").
- Countries of the world (Ukrainian national news agency "Ukrinform").
- Sets of learning and methodological support of KNUTE.
- Edition of KNUTE: "KNUTE Bulletin", "Commodities and Markets", "Foreign Trade: Economics, Finance, Law".
- Fund of audio, video, photo materials of KNUTE.

The readers are provided with a multimedia library service, which has an array of electronic documents (more than 2900 titles) and access to international abstract and citation databases Scopus and Web of Science.

You can get access to the electronic catalog and personal electronic form on the KNUTE library website (<http://lib.knute.edu.ua/>), which provides complete information about the library, its funds and services, electronic catalog and other electronic resources (scientometric, bibliographic, full-text databases).

The website of the KNUTE library provides the access to the electronic catalog and personal electronic form. It is also possible to review personal electronic form in the "Personal Cabinet" on the main page of the KNUTE website.

The library staff is involved in the learning of the "Scientific text" discipline for the first-year PhD students.

The library is aimed at informational provision of users, which is based on the availability and efficiency of obtaining information.

18. BUSINESS INCUBATOR AND TECHNOLOGY TRANSFER CENTER

Ukraine, Kiev, 19, Kyoto str.,
educational building "A"
e-mail: ctt@knteu.kiev.ua

The main objective of the **Business Incubator** is to create conditions for the development and implementation of business projects.

The tasks of the Business Incubator are to provide the University's students and PhD students who implement innovative ideas and inventions with favorable organizational conditions and to provide business entities with appropriate innovation services.

The **Technology Transfer Center** has been created in order to facilitate the creative search for innovative and market-oriented economic developments, assess their investment attractiveness and transfer to consumers, efficient use of intellectual property objects, and successful introduction of innovations at the University.

The main task of the **Technology Transfer Center** is to create organizational, economic, and legal conditions for the dissemination and implementation of the intellectual works of scientific and pedagogical staff, PhD students, doctoral students, and students of KNUTE.

19. QUALITY MANAGEMENT SYSTEM

Quality Management Center
Ukraine, Kyiv, 19, Kyoto str.,
educational building "A", room 258,
tel .: (+380 44) 531-49-02,
e-mail: marina@knteu.kiev.ua

The **strategic goal of KNUTE** is to ensure the upward development of educational and scientific activities to form a harmonious personality and to increase the competitiveness in Ukraine and the world.

To achieve this goal, a quality management system (QMS) has been developed and implemented in accordance with the international standard ISO 9001: 2015 and laws. The system continuously improves the University's activities and covers all the processes related to the provision of services in the field of educational and scientific activities.

The University's quality policy consolidates the efforts of employees, PhD students, doctoral students and students in the following:

- Achievement of the high quality of training, which is determined by the level of professional competences, the ability to mobilize knowledge, understanding of social phenomena, a principled civic position, and high moral qualities;
- Development of fundamental and applied science and innovative educational technologies;
- Advanced training of scientific and pedagogical staff and staff of structural departments;

- Creation of adequate material and technical conditions for the effective performance of scientific and educational activity;

- Development of corporate culture and maintenance of the leading status in the educational space.

In order to solve the crucial problems, the University's administration supports constructive proposals and initiatives of the student self-governments, the Scientific Society of students, postgrads, and young scientists, faculty unions, and each doctoral, PhD, and bachelor students of the University. Any proposals on how to improve QMS are left in the "Trustbox", which is located at the central halls of Corps A and B. Also, they may be left electronically at the site knteu.kiev.ua in the section Studlife (SSG). An information and environmental policy has been introduced within continuous improvement of KNUTE activities.

KNUTE information policy is aimed at optimization of information flows and systematization of work with the Internet portal; collection of information, media contextual advertising on the Internet, maintenance of KNUTE page in social networks Facebook, Google+, Twitter, Linkdn; publication of the journal "Kyoto, 19" about the student life and the electronic journal "Vivat Academia", development of videos on the KNUTE activities, the creation of a series of video interviews with successful graduates, coverage of the University events and the announcement of events on information monitors, the provision of complete reliable information via the media (cit@knteu.kiev.ua).

The main principles of **environmental policy** are implemented by the KNUTE EcoClub, which develops a variety of educational programs and activities promoting the formation of the ecological consciousness of students, PhD students, doctoral students and employees, the formation of a careful attitude to the environment, and implementation of practical environmental measures (**e-mail**: eko@knteu.kiev.ua).

20. CAREER DEVELOPMENT

Center Of Career Development

Ukraine, Kyiv, Kyoto st., 19, educational building "A", 233 room ,

tel. (+38044) 531-47-45;

(+38044) 531-48-03,

e-mail: crk@knteu.kiev.ua<https://www.knteu.kiev.ua/blog/read/?pid=678&uk>

The Career Development Center (CDC) was established in 2001 to adapt students and PhD students to the modern requirements of the labor market, prepare to the contacts with future employers, and help them find a job.

The activities of CDC are the following:

- Creation of the database of enterprises, institutions and organizations as potential employers;
- Organization of interviews of employers with the PhD school graduates;
- Participation in international programs providing the graduates with workplaces or internships;
- Search, registration and selection of information on vacancies for graduates;
- Organization of the seminars "Technology of job search", "Writing a resume", "Effective self-presentation", "Technique of interviewing", etc.;
- Individual counseling on job search strategy and preparation of a professional CV;
- Organization of informational and advertising work aimed at announcing activities held at the city and university levels of employment;
- Organization of a fair of vacancies, seminars, business presentations, trainings, round tables, and master classes.

The University has established the Association of graduates and the Boards of Trustees. Feedback between employers and the CDC enables the employment of graduates and the objective assessment of the quality of their professional training. Wide representation of employers is involved to round tables, presentations and fairs of vacancies, in which PhD school graduates can find out the

employment prospects. The range of employer offers varies from state institutions, trade enterprises, hotel and restaurant business, the enterprises of financial, economic, banking areas, and educational institutions.

21. SPORT AND LEISURE

There are modern fitness facilities in the academic buildings and on the student camp territory. The University has an artificially decorated stadium with stands, lighting and information equipment; upgraded outdoor pools for basketball and mini football, and a closed volleyball court, fitness halls, boxing ring, tennis courts. There is also an opportunity to train in swimming pool for PhD students-swimmers.

There are sports sections on table tennis, swimming, badminton, volleyball, basketball, football, mini-football, powerlifting, sports aerobics, sambo, judo at the Department of Physical Culture (hostel number 2).

PhD students are able to develop their talents and abilities in the following studios of the Cultural and Arts Center (Building B): Student Academic Folk Choir, Studio of Vocal, Modern Dance Studio, Instrumental Music Studio, and KNUTE KVN League. PhD students may participate in the following discussion clubs and interest groups: "Manager", "Entrepreneur", "Legal Club", "Financier", "Auditor", "Expert", "Merchandise specialist", "Luke Pacioli", "English Club", "EcoClubKNUTE", tourist club "Everest", and sports club "Mercury".

22. SOCIAL PROTECTION OF PHD STUDENTS

KNUTE Union

***Ukraine, Kyiv, Kyoto st., 21, educational building "D", 104 room ,
tel. (+380 44) 531-47-76;
e-mail: profspilka@knteu.kiev.ua***

The Foundation for Social Assistance at the University promotes the improvement of the quality of life for PhD students and their encouragement.

Financial support and encouragement (bonus) for PhD students are carried out by both general and special funds of the state budget if economies of scale are available.

Sources of financing include the funds from the receipt of charitable contributions, grants, gifts and proceeds from temporary free budget funds on deposits and funds received from other sources not prohibited by law.

Financial support may be provided for the full-time PhD students, which study in KNUTE on a state-commissioned basis and need social protection.

Financial support of PhD students (by request) is provided on the basis of a request from Doctoral school Administration.

Urgent financial support is provided on the basis of a personal application of a PhD student with appropriate confirmatory documents with the approval of the head of a PhD school to the relevant departments.

Doctoral school Administration forms the submission (by the application of a PhD or doctoral student) for financial support and submits it to the University scholarship committee for consideration. The scholarship commission decides on the financial support provision registered in minutes and submits it to the scholarship committee head for approval.

The draft of KNUTE order on the financial support provision of PhD students is provided by Doctoral school Administration.

The decision on the financial support provision of PhD students is approved by the KNUTE order. Financial support is provided once a year (except for burial).

Full-time PhD students are encouraged by one-time awards, valuable gifts, books, etc.

Part-time PhD students are encouraged by valuable gifts, books, etc.

The motion for encouragement (awarding) of PhD students is formed by the head of the Doctoral school Administration, which is considered by the scholarship committee of the University. The decision of the scholarship committee is registered in the minutes.

The motions for encouragement (bonus) are submitted twice a year before December 1 and before June 1 of the appropriate academic year. The motions are reviewed by the scholarship commission of the University within 10 days from the date of receipt.

On the basis of the minutes of the scholarship committee, a draft of the KNUTE order on the encouragement (bonus) is made by the Doctoral school Administration.

The decision on the encouragement of PhD students is approved by the order of KNUTE.

Encouragement (bonus) amount

of PhD students is determined personally for each candidate, but it cannot exceed the official salary of a lecturer (valid at the time of awarding).

Encouragement (bonus) of PhD students in KNUTE with valuable gifts can be carried out during an academic year on the initiative of appropriate structural subdivisions of the University.

PhD students have the opportunity to relax on the Black Sea shores at the recreational bases "Sonyachna" and "Zolota Lagoon" located in the Kherson region.

During the training at the University, PhD students being the union members may receive New Year's gifts for children, tickets for visiting children's New Year holidays, gifts for the International Women's Day, and the Day of Defender of Ukraine.

The specialists of the University can provide confidential and anonymous counseling and assistance in psychological, medical, pedagogical, and legal matters (contact A-346 for information). The central building A and the campus have medical points. PhD students may visit two exquisitely designed canteens and eight cafes with delicious food and drinks, a shop with book and souvenir products, household goods and home-made food. The hostel for PhD students is equipped with both wired and wireless access to the Internet, while students have the opportunity to use free Wi-Fi in the University buildings. The University has installed payment receiving machines, including mobile account replenishment.