

APPROVED by
KNUTE Academic Board
dated 21 June 2018
(Minutes 10, paragraph 8)

ENACTED
by KNUTE Decree № 1971
dated 03.07.2018

REGULATION ON PHD AND DOCTORAL STUDENTS ATTESTATION PROCEDURE AT KNUTE

PREAMBLE

Regulation on PhD and Doctoral Students Attestation Procedure at KNUTE (hereinafter referred to as the Regulation) (including extra-mural students) is drawn up according to the Law of Ukraine On The Higher Education №1556-VII dated 1 July 2014, Cabinet of Ministers of Ukraine Resolution on PhD and Doctoral Students Attestation Procedure in Higher Educational Institutions (Research Institutes) №261 dated 23 March 2016, the order of Awarding Academic Degrees approved by the Cabinet of Ministers of Ukraine Resolution № 656 dated 19 August 2015, Cabinet of Ministers of Ukraine Resolution on Approving the Order of Awarding Scientific Degrees approved by the Cabinet of Ministers of Ukraine Resolution № 567 (with amendments) dated 24 July 2013, Regulation on the Academic Board approved by the Ministry of Education, Science, Youth and Sports of Ukraine Decree № 1059 dated 14 September 2011, decrees and regulations of the Ministry of Education and Science of Ukraine, KNUTE PhD and Doctoral Students Attestation Procedure Regulation dated 28 April 2016 (Minutes 10), Kyiv National University of Trade and Economics regulations (hereinafter referred to as KNUTE).

The Regulation defines the order of attestation of the third (research and academic) and scientific level students according to the results of the public defense of the research.

GENERAL PROVISIONS

The attestation stands for the compliance of the acquired knowledge, skills and other competences of students with the requirements of the Higher Education Standards.

The attestation shall be open and public. Students and those present are allowed to make audio and video record of the attestation procedure.

The PhD student attestation shall be held by the permanent or temporary Academic Board of KNUTE or other higher educational institution or research institute accredited by the National Agency for Higher Education Quality Assurance according to the public defense of the thesis. The PhD student is entitled to choose any Academic Board.

The doctoral student attestation shall be held by special permanent or temporary academic council of KNUTE or other higher educational institution or research institute accredited by the National Agency for Higher Education Quality Assurance according to the public defense of the thesis or scientific report in case of defense of a monograph or articles published in national and/or international peer-reviewed scientific publications listed by the Ministry of Education and Science of Ukraine.

A thesis is a qualification scientific research performed by a PhD or doctoral student in a form of a manuscript or a published monograph. The monograph shall contain scientifically grounded theoretical or experimental results, scientific concepts, shall be coherent and shall include a student's individual contribution into the science.

Only individually performed theses (scientific reports) are subject to the defense. In case of violations of the academic copyright in the submitted theses (scientific reports) students shall not be awarded with a relevant academic degree.

Should any violations of the academic copyright in the defended theses (scientific reports) be found, the decision of the academic council on awarding the academic degree and issuing a diploma can be cancelled. If the defended thesis (scientific report) with copyright violations is defended at a permanent academic board, the research supervisor (consultant), official opponents who have given positive references and the Academic councils head cannot be members of any academic council within two years. The higher educational institution (research institute) shall be deprived of the accreditation of the relevant permanent academic council and cannot form academic councils within one year. If the defended thesis (scientific report) with copyright violations is defended at a temporary academic council, the thesis supervisor (consultant), members of this academic council, official opponents who have given positive references and the Academic council head cannot be members of any academic council within two years. The higher educational institution (research institute) shall be deprived of the accreditation of the relevant temporary academic council and cannot form academic councils within one year. Should any copyright violations be found, the National Agency for Higher Education Quality Assurance cancels the Academic council decision on awarding the degree upon the initiative of the Ethics Committee following the procedure of the Cabinet of Ministers of Ukraine. It can be appealed in court according to the laws of Ukraine.

The defense order envisages:

- preliminary review of the thesis in the institution where it has been written;
- defense at the Academic council.

The PhD or doctoral student pays for passing the PhD exams, publishing and distributing thesis abstracts and theses, audio records of the defense, organization and preparation of the PhD (candidate of science) and doctoral thesis defense (individuals who study according to the agreements with physical and legal entities including extra-mural students).

CHAPTER 1. PRELIMINARY THESIS REVIEW

The aim of the preliminary thesis review is to check whether it is ready and can be submitted to the Academic council. The preliminary review involves the thesis discussing at the department meeting and inter department seminars.

PhD students shall present the complete and edited thesis for the department meeting discussion where it has been performed not later than March 31 of the final year of studying. Within the next 6 months (until May 31) before graduation the PhD student shall present the thesis for the inter department seminar discussion and submit all the necessary documents to the Academic council (until July 1).

Doctoral students shall present the complete and edited thesis for the department meeting discussion where it has been performed not later than February 28 of the final year of studying. Within the next 6 months (until March 31) before graduation the doctoral student shall present the thesis for the inter department seminar discussion and submit all the necessary documents to the Academic council (until May 1).

The PhD / doctoral student, thesis supervisor / consultant, department head shall control the terms mentioned herein.

The thesis supervisor / consultant reviews the thesis within 2 weeks from the date of receipt and is personally liable for term violation.

The PhD / doctoral student shall prepare and submit the following documents for the department meeting:

- text of the thesis;
- initial documents which prove the results of the experiments or research (laboratory test journal, questionnaires etc.);
- published results of the research in the original (according to the decree of the Ministry of Education, Science and Youth of Ukraine №1112 dated 17.10.2012)
- references on implementing the research results into institutions, organizations and other establishments;
- references on implementing the research results within performing scientific and research areas registered by the Ukrainian Institute of Scientific and Technical Expertise and Information;
- references on implementing the research results into the educational process;
- draft of the thesis abstract;
- the main results of the research in the form of presentations and handouts.

The department head, who is personally liable for term violation, reviews the documents within 7 days and appoints at least three highly qualified internal examiners - candidates and doctors of science (for PhD students) and doctors of science (for doctoral students) and the date of the department meeting. The specialists from other departments of KNUTE can be examiners if necessary.

The department meeting shall take place only if the examiners' references are positive and submitted in the written form.

Report on the main research results shall last up to 20 minutes for a PhD student and up to 30 minutes for a doctoral student. It shall cover the main research results, provide illustrations, and highlight the significance, methods, differences from the previous

researches in Ukraine and all over the world, scientific novelty, practical value and authenticity of the obtained data and the approbation degree.

The department meeting review shall certify that the thesis is ready to be discussed at the inter department seminar.

The department meeting review is presented in the form of the department meeting minutes and signed by the department head, secretary and all the internal examiners.

The department head prepares the official note to the attention of the vice rector advising on the members of the inter department seminar, its head, highly qualified examiners (official signatures are required to certify the participation in the seminar), date of the seminar.

The following documents are attached to the note:

- 1) extract of the department meeting minutes advising to discuss the thesis at the inter department seminar;
- 2) thesis;
- 3) draft of the thesis abstract;
- 4) documents and materials certifying the research results (if needed);
- 5) documents certifying the research results implementation;
- 6) the list of articles highlighting the research results.

The Rector shall define the date and order of the thesis discussion at the inter department seminar and appoints the head and the examiners.

The head and the examiners of the inter department seminar shall receive all the necessary documents two weeks before the meeting.

The examiners are highly qualified specialists – professors, doctors of science (as an exception (for PhD students) – associate professors, candidates of science experienced in supervising the researches of the department, University) of the relevant department, members of the Academic board. It is necessary to involve the examiners from the Department of Economics and Competition Policy (for economic sciences).

The aim of the inter department seminar is to approve the department meeting review on the significance, scientific novelty and practical value of the thesis compared to previous researches in Ukraine and all over the world. The members of the departments involved in thesis discussion according to the Rector order, PhD and Doctoral students, supervisors of the scientific and research areas, members of the Academic council shall be present at the inter department seminar. The experts working in the sphere are involved if needed.

The PhD and doctoral students who also defend the development of new patterns of the research object and / or have patents, useful models or industrial samples, shall familiarize the members of the inter department seminar with the samples (research objects).

The inter department seminar is held according to the procedure of the thesis defense at the Academic Board.

The PhD and doctoral students shall cover the main research results; provide illustrations (following the department meeting procedure). The discussion of the main points, results and features is performed in the form of questions and answers.

The examiners shall cover the positive and negative points of the thesis and provide an unambiguous resolution – “meets the requirements of the Ministry of Education and Science of Ukraine” or “does not meet the requirements of the Ministry of Education and Science of Ukraine”.

The PhD and doctoral student shall provide complete and grounded answers to the remarks.

The head shall ensure the detailed discussion of the thesis including the public discussion. All members of the seminar can take part in the discussion.

The inter department seminar members shall approve the review. The summarizing part of the review shall include (adopted by the open ballot):

- significance of the subject (problem) and its relation to the scientific and research area of the department, University;
- research target (problem), a new solution of which is found in the research compared to the previous world researches;
- scientific points personally developed by the student, their novelty;
- grounds and authenticity of the scientific points, results and recommendations in the thesis;
- theoretical and practical value of the thesis;
- thesis results implementation;
- full disclosure of the research in the articles and personal contribution of the author;
- evaluation of the thesis language and style;
- thesis contents and speciality inter relation;
- thesis defense recommendation (or further improvement);

If further improvement is needed the inter department seminar suspends its work (for a specified period) for a PhD / doctoral student to meet the remarks, make changes, agreed with the examiners. Then the extract shall be made or the re-search shall be discussed if needed.

The head of the inter department seminar shall prepare the extract of the seminar meeting within two weeks.

The head of the inter department seminar and examiners are personally liable for the term of the thesis review and preparing the extract of the inter department seminar.

The extract of the inter department seminar (Annex A) shall include:|

- information on who and when confirmed the subject of the thesis (decree and extract of the KNUTE Academic Board Regulation);
- questions of the members and answers of the student;
- research supervisor reference;
- appointed examiners reference;
- other specialists references who have taken part in the discussion;
- draft of the resolution adopted by the open ballot;
- an overall resolution shall certify that the thesis meets the requirements of the Ministry of Education and Science of Ukraine and recommend to the preliminary review at the Academic Board meeting.

The inter department seminar minutes extract is performed in two copies and signed by the head and the secretary.

The inter department seminar minutes extract is signed by the Rector and sealed.

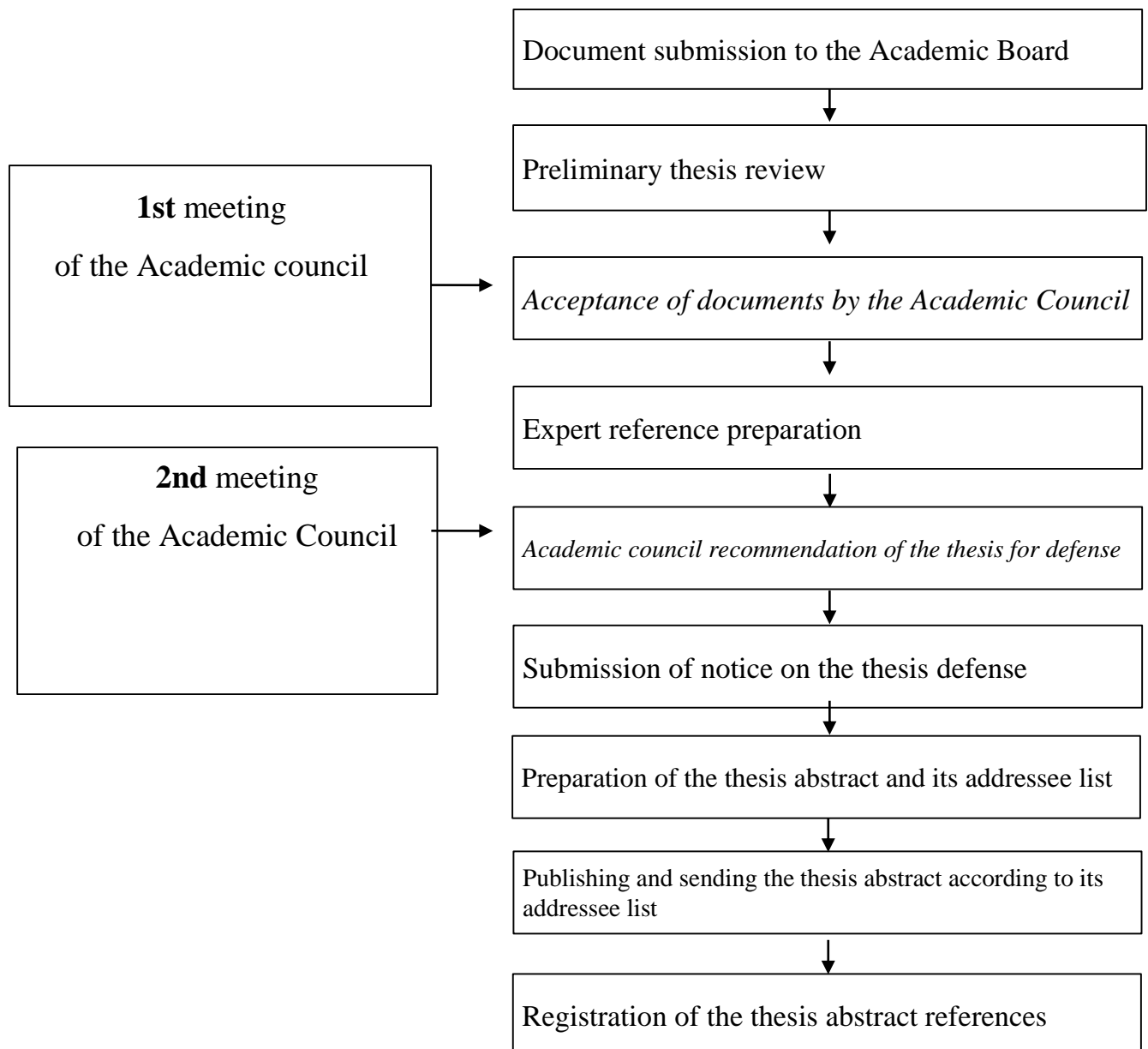
It is valid within one calendar year.

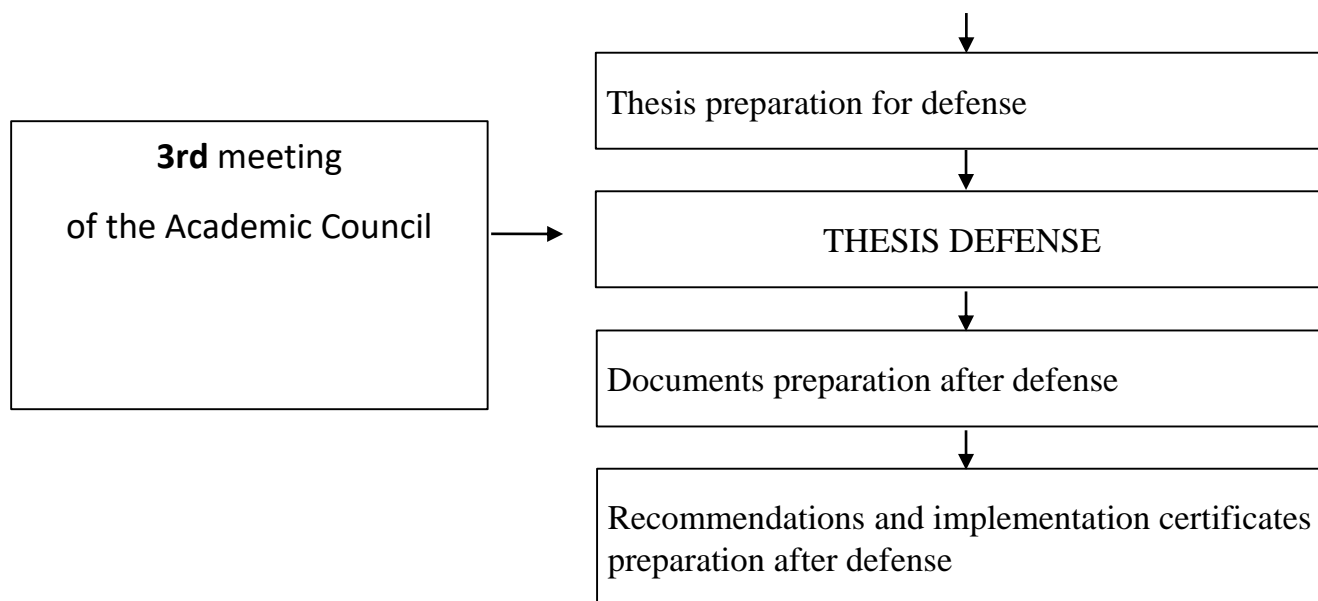
The copy of the inter department seminar minutes extract is attached to the PhD or doctoral student file at the Postgraduate and Doctoral Studies Department and kept according to the defined procedure.

An overall positive resolution of the inter department seminar is the ground to submit the thesis to the Academic Board.

If the inter department seminar minutes extract is submitted to the Rector with a delay, it shall be considered as an insufficient level of the thesis quality.

CHAPTER II. PREPARATION OF THESIS TO BE DEFENDED AT THE ACADEMIC COUNCIL





Order of thesis preparation for defense

STAGE 1. Document submission to the Academic Council

PhD and doctoral degree documents are submitted to the Academic Secretary.

THE LIST OF DOCUMENTS TO BE SUBMITTED TO THE ACADEMIC COUNCIL

1. A request to the attention of the Academic council Head on thesis acceptance which states whether the thesis has never been defended before.
2. 2 copies of the 1st passport page of the PhD or doctoral student.
3. A PhD or doctoral student data card (P-2DS form) approved by the Ministry of Statistics of Ukraine Decree №343 dated 26.12.95, registered in the Ministry of Justice of Ukraine №484/1020 dated 28.12.95. It shall contain data valid as of the date of submission to the Academic council, signature of the HR department head, seal from the permanent working place, photo with the seal of the institution mentioned herein (2copies).
4. A Master (specialist) diploma copy (2 copies) for PhD students. If the higher education document is issued by a foreign country institution, the Ukrainian translation attested by the notary shall be attached. There should be a copy of the Ministry of Education and Science of Ukraine certificate confirming the foreign higher education document (2 copies).
A copy certifying the change of the family name in case it was changed (2 copies).
5. Candidate exams certificate defined by the Regulation on Preparing Academic and Scientific Staff, approved by the Cabinet of Ministers Decree dated 01.03.1999. The results of completing the PhD or doctoral student individual plan are submitted for students enrolled in 2016.

6. Extract of the decree on PhD (doctoral) program enrollment certified in the defined order if the student followed the program.

7. A Candidate of Science diploma copy for doctoral students (2 copies). If the scientific degree document is issued by an authorized foreign country institution, recognized and validated by Ukraine, the Ukrainian translation attested by the notary shall be attached (for foreigners).

8. Theoretical and practical value resolution issued by the institution where the thesis has been written (2 copies) - a minutes extract of the inter department seminar.

9. A research supervisor (consultant) reference assessing the student's work on the thesis sealed by the permanent working place of the research supervisor (consultant).

Documents, copies of which are submitted to the Academic council according to the list herein, shall be surrendered to the Academic council and returned to the PhD or doctoral student when the request has been registered.

The documents shall be followed by:

- the thesis which meets the requirements of the Ministry of Education and Science of Ukraine Decree №40 dated 12.01.17, registered by the Ministry of Justice of Ukraine №155/323 dated 03.02.2017 in the number of copies bound and signed by the author that are required to be submitted to the V. I. Vernadskyi National Library of Ukraine of the National Academy of Sciences of Ukraine, KNUTE library and official opponents;

- the thesis abstract which meets the requirements signed by the author and the Academic Secretary on the cover page (2 copies);

- Certificate on the absence of the thesis copyright infringement;

- monographs, authorship certificates (copies), articles (copies), conference papers, reports, patents (useful models) and other materials of conferences, congresses, symposiums, seminars (copies), listed in the thesis abstract. If the copies are submitted they shall contain complete data of the corresponding publishers. The copies shall be printed and signed by the KNUTE Academic Secretary;

- the candidate thesis abstract defended by the student (for doctoral students);

- the candidate thesis copy defended by the student (for doctoral students);

- 4 post cards with stamps - 2 with student's address and 2 with the address of the research or higher educational institution where the Academic Board is formed. The reverse side shall contain the full name of the student, speciality and degree to be awarded in the top upper corner;

- CD-R or CD-RW with the thesis abstract file named aref.doc (2 copies);

- CD with the thesis text named dis.doc (2 copies).

If the documents are submitted by a foreigner, his name and family name are indicated in the order stated in the passport.

10. Implementation documents (implementation certificates) 1 copy.

The request, documents (2 copies), thesis abstract (A4 format), bound thesis (2 copies) are given to the Head, Deputy Head of the Academic council by the Academic Secretary.

STAGE 2. Preliminary thesis review. Expert reference preparation

If the Academic council Head accepts the documents, the Academic council agrees to accept documents and form a commission of Academic council members (at least 3 people specialized in the thesis subject) to prepare an expert reference. The Academic Secretary advises on the members of the expert commission.

The expert reference shall contain information on: thesis scientific degree, conformity with the board speciality, number and sufficiency of published articles, recommendation on official opponents. The expert reference shall be done in two copies.

If the expert reference is positive, the Academic council decides to accept the thesis for defense at the meeting. The decision is prepared in the form of minutes indicating official opponents and additional thesis abstract addressee list.

The official opponents shall agree to perform their functions (data about opponents shall be signed by the opponents and sealed by their permanent working place).

STAGE 3. Submission of notice on thesis defense

When the thesis is recommended for defense, the student submits the official notice on the defense. The notice is submitted in two copies on the official letterhead with the seal of the Academic council institution.

The notice on the thesis defense is published in the official journal registered by the Ministry of Education and Science of Ukraine - Osvita Ukrainy newspaper special edition. Students are entitled to pay for the notice publishing.

Osvita Ukrainy newspaper special edition notice or its copy shall be submitted to the Academic council to be attached to the student attestation file.

Thesis defense takes place not earlier than 1 month after the notice.

STAGE 4. Preparing and publishing thesis abstract

The thesis abstract shall meet the requirements of «Biuletyn VAK Ukrainy (Bulletin of the Higher Attestation Board of Ukraine)» №6 dated 2007.

The thesis abstract (A4 format) signed by the author and the research supervisor (consultant) is submitted to the Academic Secretary and the Academic council Deputy Head. Having checked the abstract and defined the defense date, the Academic Secretary signs the abstract.

The Academic council Head permits to publish the abstract. To get the permission there should be:

- thesis abstract signed by the author and the Academic Secretary;
- order form stating the number of copies (signed by the Academic Secretary);
- additional copy of the thesis abstract cover page.

The Academic council Head signature shall be sealed by KNUTE.

The following documents are submitted to the KNUTE Centre of Courseware Preparation:

- the signed order form;

- the thesis abstract cover page signed by the Academic council Head and sealed by KNUTE;
- thesis abstract (A4 format) signed by the author and the Academic Secretary;
- A receipt certifying payment of abstract publishing.
- Students are entitled to pay for the notice publishing.

STAGE 5. Sending the thesis abstract

The thesis abstract containing the address, date and time of the defense shall be sent at least 1 month before the defense. The addressee list shall contain:

- obligatory list of institutions and organizations approved by the Ministry of Education and Science of Ukraine;
- additional list of institutions approved by the Academic council, which contains other academic boards, research institutes, higher educational institutions specialized in thesis subject, distinguished professionals in the subject, official opponents and members of the Academic council.

The list is prepared in 2 copies and signed by the Academic Secretary. The following documents are prepared and put into the envelopes with the thesis abstract:

- letters to official opponents on KNUTE letterhead signed by the Head (Deputy) of the Academic council;
- invitations to Academic council members signed by the Academic Secretary. The official opponents shall receive a thesis, a thesis abstract, a covering letter that is considered to be the ground for a business trip.

The procedure of the abstract sending includes the registration of envelopes with abstracts at KNUTE Record Keeping Office and sending via post office.

The addressee list of the thesis abstract sealed by the KNUTE Record Keeping Office and the post office unit is attached to the attestation file. The day of the thesis abstract sending the thesis and 2 copies of its abstract together with the covering letter are submitted to KNUTE library. It is forbidden to make corrections in the thesis and its abstract after it has been sent.

Students are entitled to pay for the notice publishing.

STAGE 6. Registration of the thesis abstract references

The references of official opponents and thesis abstract references are sent to the address of the Academic council.

The thesis abstract references from other institutions are registered by the KNUTE Record Keeping Office under a certain number.

The official opponents reference is submitted in 2 copies. The official opponent signature is attested with the seal from the permanent working place. The reference shall be registered by the KNUTE Record Keeping Office at least 10 days before the defense.

Having studied the thesis and the published articles the official opponent submits the reference to the Academic council in which he defines the significance degree of the

subject, grounds of the research, conclusions and recommendations, their authenticity and novelty, sufficiency of approbation. He also makes a resolution that the thesis meets the requirements of the Cabinet of Ministers of Ukraine Resolution on the Order of Awarding Scientific Degrees approved by the Cabinet of Ministers of Ukraine Resolution №567 (with amendments) dated 24 July 2013.

STAGE 7. Publishing thesis on the KNUTE official website

According to Part 5 of Article 6 of the law of Ukraine On Higher Education, the Ministry of Education and Science of Ukraine Decree On Publishing Theses and Official Opponents References on the Official University Website there should be published in the read-only mode:

- thesis text in the e-form, except for the thesis containing state secrets or non-public information, in case of preparing the thesis in the form of a mono-graph - the thesis abstract in the e-form not later than 10 calendar days till the date of defense indicated in the thesis abstract;
- official opponents reference in e-form, except for the thesis references containing state secrets or non-public information not later than 10 calendar days till the date of defense indicated in the thesis abstract;
- thesis abstract except for the thesis abstract containing state secrets or non-public information not later than 30 calendar days till the date of defense indicated in the thesis abstract.

All the materials mentioned here above and published on the official KNUTE website shall remain online within three months of the date of the PhD or doctoral diploma issue. After the materials are stored and kept at the external hard and optical drives.

STAGE 8. Thesis preparation for defense, thesis defense

A thesis defense notice shall be placed on the KNUTE information board in the A-building hall and official KNUTE website in the Academic councils Section of the Scientific Activity tab 10 days before the date of defense.

Thesis preparation involves a number of organizational activities. A PhD or doctoral student shall actively participate in the process of the thesis preparation and defense organization.

Thesis defense shall be public and follow the procedure of Section 4 of the Academic council Regulation.

A PhD or doctoral student shall know and understand the defense procedure, prepare a 15-20 minute report and answers to the official opponents and other re-marks, handouts for each member of the board, paper for notes, and articles in original.

The University provides the student with technical equipment to deliver the report and demonstrate materials of the research during the defense. It requires preliminary student's preparation to harmonize the report and the technical support.

A PhD or doctoral student is entitled to invite scientists and professionals from other institutions.

STAGE 9. Phd / Doctoral Documents preparation after defense

Phd / Doctoral Documents after defense at the Academic council shall be submitted to the Ministry of Education and Science of Ukraine within one month.

The thesis registration card shall be registered in the Ukrainian Institute of Scientific and Technical Expertise and Information.

The list of Phd / Doctoral documents in the attestation file submitted to the Ministry of Education and Science of Ukraine is defined by Annex 5, 6 of the Academic Board Regulation.

A PhD or doctoral student shall actively participate in the process of the documents preparation: audio transcript and electronic media preparation, registration of the thesis registration card (OKD) in the Ukrainian Institute of Scientific and Technical Expertise and Information.

The attestation file containing the documents mentioned herein and the thesis are submitted by the Academic Secretary to the Ministry of Education and Science of Ukraine.

STAGE 10. Recommendations preparation after defense

The defense resolution of the Academic council defines the government institution for the student to send recommendations and offers described in the thesis within 1 month after the defense. A covering letter to the recommendations and offers is signed by the Academic council Head / Deputy Head.

Annex

APPROVED by
Kyiv National University of Trade and Economics Rector
Doctor of Economic Sciences, professor
A. Mazaraki

« _____ » _____ 20__.
seal

Minutes extract №
of inter department seminar meeting

Kyiv National University of Trade and Economics

On thesis discussion of

a PhD/doctoral student _____

of the department _____

Thesis subject _____

Field of study _____

Speciality _____

« _____ » _____ 20__

PRESENT:

Academic staff of the department _____:

(titles, scientific degrees, academic degrees, full names)

Academic staff of the department _____:

(titles, scientific degrees, academic degrees, full names)

Academic staff of the department _____:

(titles, scientific degrees, academic degrees, full names)

Head: _____

(scientific degree, academic degree, full name, speciality)

Secretary: _____

(full name)

INTER DEPARTMENT SEMINAR MEETING TOPIC:

Discussion of the thesis _____ of the PhD/doctoral student _____

of the KNUTE department _____ to recommend the thesis for preliminary

defense at the KNUTE Academic Board _____ (code), speciality

_____ (code, area according to the list of spe-

cialities).

Thesis Subject _____

approved by the decision of the KNUTE Academic Board, minutes № _____ dated

« _____ » _____ 20__ (with changes (date of changes), research supervi-

sor/consultant - _____ (scientific degree, aca-

ademic degree, full name).

The PhD/doctoral student _____ (full name) has re-ported on

the main points of the thesis, the most essential theoretical and practical research results

to be defended.

The PhD/doctoral student has answered the following questions:

(the full list of questions and answers)

Scientific degree, academic degree, full name: _____ (ques-tion).
The PhD/doctoral student, full name: _____ (complete an-swer)

SPEAKERS:

The research supervisor/consultant - _____
(scientific degree, academic degree, full name) _____
(the research supervisor/consultant refer-ence)

The thesis examiner _____ (scientific degree, academic degree, full name) _____ (analyzes the thesis, de-fines its positive aspects and remarks, makes an overall resolution that it meets the requirements and recommends it to be defended).

The thesis examiner _____ (scientific degree, academic degree, full name).

The thesis examiner _____ (scientific degree, academic degree, full name).

Discussion. The seminar members express their opinion on the thesis. The Head: _____ (scientific degree, academic degree, full name, speciality) summarizes the discussion and recommends the thesis to be reviewed and defended at the Academic Board meeting _____ (code) to be awarded the PhD/doctoral scientific degree in speciality _____ (code, area).

Those present at the inter department seminar meeting have discussed the Resolu-tion draft and have adopted it as follows:

RESOLUTION

on a PhD/doctoral student _____ of the KNUTE Department _____.

Thesis subject _____.

1. The significance of the thesis _____. The relation of the thesis to the scientific programs, plans and areas _____.

2. The personal contribution of the PhD/doctoral student _____.

3. The degree of approbation of the scientific points, conclusions, recommenda-tions and results.

4. The comparison of the thesis subject with similar researches.

4.1. Previously defended theses with a similar research subject;

4.2. Difference from scientific points of previously defended theses with a similar research subject.

5. Scientific novelty.

The scientific novelty of the results is _____.

The main research results to be defended are:
for the first time:

improved:

have been developed:

6. The practical value of the thesis results.

7. Full disclosure of the research in the articles and personal contribution of the author

The main thesis results are published in _____ scientific papers, including _____ peer reviewed articles (amounted _____ conventional printed sheets); international and Ukrainian articles with Scientific Citation Index _____ (amounted _____ conventional printed sheets); articles in other journals (amount-ed _____ conventional printed sheets).

The list of articles

Peer reviewed articles:

International and Ukrainian articles with Scientific Citation Index:

Articles in other journals:

8. Thesis language and style.

9. The relation of the thesis contents and the speciality passport.

10. Recommendation to submit the thesis to the Academic Board. (based on the positive references of examiners on: skills of the PhD/doctoral student, ability to perform scientific researches individually and to solve topical theoretical and practical scientific problems; defining the thesis as a qualification research with personal contribution; a significant value for science and practical activity of the thesis tasks)

It shall be stated that the thesis _____ (subject) of a PhD/doctoral student _____ (full name) is a complete scientific research, whose level, practical value, contents and style, meet the requirements of the Ministry of Education and Science of Ukraine to be awarded the PhD/doctoral scientific degree in speciality _____ (code, area).

The seminar members recommend the thesis of _____ (a PhD/doctoral student full name) to be submitted to the KNUTE Academic Board (or another higher educational institution/research institute).

Vote results:

«For»

«Against»

«Blank votes»

APPROVED:

1. The thesis _____ of the PhD/doctoral student _____ (full name), subject _____ is a complete re-search that resolves an important scientific problem of methodological and practical character.

2. The scientific articles of the author cover the contents of the thesis research.

3. The thesis _____ (thesis subject, speciality code and area) of the PhD/doctoral student _____ (full name) meets the requirements of the Ministry of Education and Science of Ukraine and provisions 11, 13, 14 (11, 12, 14) of the Cabinet of Ministers of Ukraine Resolution on the Order of Awarding Scientific Degrees approved

by the Cabinet of Ministers of Ukraine Resolution №567 (with amendments) dated 24 July 2013.

4. To recommend the thesis _____ (thesis subject) of the PhD/doctoral student _____ (full name) to be preliminarily reviewed and defended at the KNUTE Academic Board meeting (or another higher educational institution/research institute) to be awarded a PhD/doctoral degree in speciality _____ (code and area).

Head (full name)

scientific degree, academic degree

Secretary (full name)