

Kyiv National University of Trade and Economics

APPROVED

by the KNUTE Academic Board
on April 28, 2016
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IMPLEMENTED

the KNTEU's Decree
as of May 12, 2016
No. 1323

**THE REGULATION
ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS
FOR PHD STUDENTS AT KYIV NATIONAL UNIVERSITY OF TRADE AND
ECONOMICS**

1. GENERAL PROVISIONS

- 1.1. The Regulations on the organization of the educational process for PhD students at Kyiv National University of Trade and Economics (hereinafter referred to as the Regulations) are an integral part of the system of internal quality assurance of educational activities and the quality of higher education (regulates the organization of the educational process at Kyiv National University of Trade and Economics) (hereinafter referred to as KNUTE).
- 1.2. The educational process at KNUTE is an intellectual, creative activity in the field of higher education and science, conducted at KNUTE through a system of scientific, methodological, and pedagogical activities, and is aimed at the transfer, mastering, increase, and use of knowledge, skills and other competences of individuals pursuing their studies, as well as the development of a harmonious personality.
- 1.3. The normative legal framework for the organization of the educational process for PhD students at Kyiv National University of Trade and Economics includes: the Constitution of Ukraine, the Law of Ukraine “On Education”, “On Higher Education”, the Resolution of the Cabinet of Ministers of Ukraine “Procedure of preparation of students pursuing a Doctor of Philosophy Degree and a Doctor of Sciences Degree in Higher Educational Institutions (Scientific Institutions), the Resolution of the Cabinet of Ministers of Ukraine “On Approval of the National Qualifications Framework”, other laws and regulations on education, the Statute of KNUTE, internal instructions and provisions governing the educational process at KNUTE.

2. Educational Process

- 2.1. The purpose of the educational process at KNUTE in the context of the European Higher Education Area (hereinafter referred to as the EHEA) shall be to prepare competitive specialists, provide the development and acquisition of the necessary general and professional competences, in accordance with the level of the National Qualifications Framework (hereinafter referred to as the NQF), as well as opportunities for personal development.
- 2.2. The educational process at KNUTE shall be based on the principles of increasing mobility of PhD students, academic and teaching staff; preparing young people for an active life in a democratic society; laying the foundations for their professional career and personal development.
- 2.3. PhD students training shall be carried out through a Cycle 3 program and curriculum approved by The KNUTE Academic board. The Cycle 3 program and

the curriculum of the PhD studies shall consist of educational and research components.

2.4. The Cycle 3 program is a system of educational components at the third level of higher education within the specialty, which defines the requirements for the level of education of individuals who can start their education under this program; the list of academic disciplines and the logical sequence of their study; the number of ECTS credits required for the fulfillment of this program, as well as the expected learning outcomes (competences that a PhD student must acquire).

2.5. The curriculum shall be the main normative document that defines the list of academic disciplines and the logical sequence of their study at KNUTE.

2.6. The procedure for the development, coordination and approval of the curriculum shall be regulated by the Regulations for the development of the curricula.

2.7. The original curriculum coordinated in accordance with the established procedure shall be kept in the Curriculum department and relevant academic department. A copy of the curriculum shall be submitted to the Doctoral school Administration.

2.8. A curriculum for the PhD training shall include information on the list and scope of disciplines (30-60 ECTS credits), sequence of their study, form of training sessions and their scope, schedule of academic activities, forms of current and final control.

2.9. **Individual curriculum for PhD students** shall be formed by a PhD student on the basis of an educational program and a PhD curriculum, shall be agreed on with the Academic Advisor and approved by the KNUTE Academic board within two months from the day of enrollment of the student into the postgraduate training program. The individual curriculum of a PhD student shall include a list of disciplines of a PhD student's choice in an amount that shall not be less than 25% of the total number of ECTS credits. However, PhD students shall have the right to choose academic disciplines offered for other levels of higher education related to the subject of the thesis, in agreement with their thesis supervisor and the head of the department.

2.9.1. Academic subjects may be studied by PhD students at KNUTE, as well as, within the framework of the implementation of the right to academic mobility, at other higher educational institutions (scientific institutions).

2.9.2. A PhD student shall have the right to change their individual curriculum in agreement with the thesis supervisor in accordance with the procedure approved by the KNUTE Academic board.

2.9.3. All PhD students, regardless of the form of study, shall be required to attend courses within the classroom and undergo all forms of current and final control as stipulated by the individual PhD curriculum and Cycle 3 program.

2.10. **Educational disciplines.** The normative content of the training of PhD students shall be formed in the curriculum in terms of learning outcomes and shall be *a mandatory part* of the requirements for the level of competences of the Cycle 3 program.

Educational disciplines of a student's choice shall be included in the individual curriculum. The choice shall be made taking into account PhD student own needs and preferences for future scientific activities. The procedure for ensuring the student's choice of educational disciplines, within the limits stipulated by the respective Cycle 3 program and curriculum, in the amount of no less than 25% of the total number of ECTS credits, as required by this level of higher education, shall be carried out by direct choice of educational disciplines, including those from other levels of higher education.

2.11. **Preparation of an individual curriculum for PhD students**

2.11.1. An individual curriculum for PhD students shall be formed according to the respective Cycle 3 program and prepared by the PhD student in duplicate. The PhD student shall keep one copy; the Doctoral school administration shall keep the other copy.

2.11.2. The Doctoral school administration, at the beginning of the academic year, shall bring to the attention of PhD students the list of disciplines of free choice for the whole duration of the training program.

2.11.3. PhD students, being made aware of the list of disciplines of free choice, shall have included, by October 1, the chosen disciplines into the selective part of the individual curriculum.

2.11.4. The Doctoral school administration shall summarize the information on the choice of disciplines made by PhD students, and shall compile lists of groups for studying selected disciplines and, by October 10, shall have passed the information to the Academic Office. This information shall be the basis for the inclusion of the selected disciplines in the academic workload of the departments for the academic year.

2.11.6. To compile an individual curriculum of the student who exercises their right to academic mobility, as a rule, for a year (including from foreign higher educational institutions), the vice-rector for research shall analyze the information concerning the list of subjects studied by the student, their scope according to the documents provided (academic transcript, agreement on education, etc.) and the

curriculum in the respective specialty, and shall inform the student of the list of normative disciplines and disciplines of choice within the academic year.

2.11.7. A student who goes to study at another higher educational institution (including foreign institutions), shall receive a certificate of academic achievement and, upon request, a course catalogue in the specialty.

2.11.8. In the event of readmission or transfer of the student, an individual curriculum shall be formed, which shall be completed each semester. The first section shall contain the disciplines of the curriculum for a given semester when the student is readmitted. The second section shall include the disciplines that are not covered by the curriculum of this semester. These disciplines are compulsory, as the student was required to study their content in accordance with the educational and research program of the respective specialty. If the standard number of ECTS credits does not coincide with the actual number of granted credits, the second section shall include disciplines of choice. The student shall acquire them out of classroom according to the specified time.

2.11.9. Completion of the individual curriculum of the student shall be carried out in a period of time that shall not exceed the normative term of training. In case of interruption of training, the normative term of study may differ from the term specified in the curriculum.

The student shall be in charge of the completion of their individual curriculum. A member of the academic staff shall be responsible for the acquisition of learning outcomes (competencies) that the student pursuing a respective degree must possess.

During the whole period of study of the student at the University, after the completion of each academic year, the person in charge at the Department of Postgraduate and Doctoral Studies shall enter academic records obtained in the disciplines, specified in the individual curriculum of the student, in the Journal of the Student Records.

2.11.10. The thesis supervisor, the head of Cycle 3 program and the Doctoral school administration shall provide supervision over the completion of the individual curriculum of the student.

2.12. Supervision of Cycle 3 Programs.

2.12.1. The first vice-rector for education and research and the vice-rector for research shall provide general supervision and control of all aspects of the implementation of Cycle 3 programs at KNUTE.

2.12.2. The project team responsible for training students in accordance with Cycle 3 programs shall be appointed by the order of the Rector of KNUTE on the

proposal of the Dean of the respective faculty and the head of the relevant academic department.

The head of the project group (the guarantor of the Cycle 3 program) must be a member of the academic staff with a degree and/or an academic rank in the specialty in accordance with or related to the Cycle 3 program, and with more than 10 years of experience in educational research and/or seniority. The project team leader shall be the guarantor of only one educational program.

Project team members must be university staff. Internal secondary employment shall be allowed to stimulate joint programs between departments.

2.12.3. The project teams responsible for training students shall carry out the following main tasks:

- design and development of: Cycle 3 program; curriculum; explanatory note to the curriculum; research directions; definition of content of the list of disciplines from the selective part;
- analysis of the quality of provision of the Cycle 3 program with educational literature and teaching materials;
- quality control of the training of students under the respective educational and research program in general;
- expert evaluation of the specification of the subject of the theses, coordination and control of the activities of the thesis supervisor of the aforementioned theses;
- advising academic staff on the implementation of Cycle 3 programs;
- consulting students about selective educational disciplines of the Cycle 3 program;
- direction and control of the organization of independent work;
- control of organization and conducting intermediate and annual PhD students' reports;
- promotion of popularization and testing of the results of scientific research of students (participation in conferences, contests, round tables, preparation and publication of scientific articles, etc.) in Ukraine and abroad.

2.12.4. Members of project teams responsible for training of students shall have the right:

- to make suggestions on updating the contents of current Cycle 3 programs, taking into account innovative technologies, domestic and international achievements in the spheres of education and science;
- to attend all types of classes for students in accordance with the curriculum of the respective Cycle 3 program;
- to participate in meetings of the KNUTE Academic board and Academic Councils of the faculties when considering relevant issues;
- to make suggestions on encouraging students.

3. FORMS OF STUDY

3.1. Studies in the Cycle 3 program of KNUTE shall be carried out in the following forms:

- 1) intramural (full-time and part-time);
- 2) extramural (distant).

3.2. **Full-time form of study** is the main mode of study for obtaining a certain level of education in the classroom.

3.3. **Part-time form of study** is a form of obtaining a certain level of education on the job, but with a sufficient number of class hours, mainly in the evening.

3.4. **Extramural/Distance form of study** is a form of obtaining a certain level of education on the job, which usually involves two examination sessions; the duration of these sessions is stipulated by the Law of Ukraine “On Vacations” for a period of 30-40 calendar days.

The organization of the educational process in the inter-sessional period shall be governed by the individual capabilities and the ability of the student to independently fulfill their individual curriculum.

Extramural students shall abide by the rules and responsibilities stipulated by the current legislation and the internal regulations of KNUTE.

The total planned time for studying each of the disciplines full-time and extramurally shall be the same.

The examination session for extramural form of study shall be part of the academic year during which all forms of the educational process shall be provided as stipulated by the curriculum (lectures, practical classes and seminars, and exams).

According to the Code of Labor Law No. 322-VIII (322a-08) as of December 10, 1971, employees who are extramural students successfully studying on the job at higher educational establishments shall be given additional paid leave.

Students who did not attend the session or were absent from classes for no valid reasons shall not be allowed to take exams. The Rector shall decide on permission to admit to the established forms of control.

Extramural students shall attend the session in accordance with the schedule of the educational process, with a standard-issue authorization note.

The authorization note shall be sent to the primary place of employment of the student on the basis of the proof of employment in the current academic year. The authorization note shall be a reason to provide an additional paid leave. The authorization note shall be considered a strictly accountable document subject to registration in a separate book with the indication of the student’s name, its number and issue date.

Inter-sessional period for extramural form of study is part of the academic year, during which the student shall master the course content both independently and under the supervision of the academic advisor.

Independent work and individual tasks shall be considered the main form of work of the student on mastering the course content.

The distance learning process shall be regulated by **the Regulations on Distance Learning at Kyiv National University of Trade and Economics**.

Technology of distance learning may be used in the educational process as a method of conducting classes in any form of training, provided there is adequate technical support, and if stipulated by the work program of the discipline.

4. FORMS OF ORGANIZATION OF EDUCATIONAL PROCESS

4.1. The educational process in KNUTE shall be carried out in the following forms:

- 1) training sessions;
- 2) independent work;
- 3) teaching internship;
- 4) control measures.

4.1.1. Forms of organization of educational process shall be determined by **the Regulations on the Organization of the Educational Process for Obtaining the First (Bachelor's) and Second (Master's) Degree** at Kyiv National University of Trade and Economics.

4.1.1.1. **Scientific seminar** shall be considered a form of collective, public discussion of scientific information for the formation of students' competences based on new knowledge and methods, intended to optimize the interaction of projects and programs, which provides conditions for the development of thinking through discussion. A leading scientist, active and productive in the field of science, shall manage a scientific seminar. Several reports shall be provided for consideration of the participants of the scientific seminar, with speakers and opponents appointed in advance. A scientific seminar shall be held with the provision of access to materials before the seminar. During the discussion of the report, opponents shall be appointed from the seminar participants. Opponents shall review the reports, study the literature on the topic of the report and provide a detailed substantiated assessment during the discussion. Students pursuing different degrees and specialties, of different years of study, wishing to improve their theoretical background, develop the independence of judgments, learn to defend their own stance, argue on the basis of scientific facts, shall be eligible to take part in scientific seminars. The purpose of the scientific seminar shall consist in mastering fundamental knowledge, development of logical thinking and formation of beliefs, cultivation of tolerance, active social formation of the personality of the future scientist.

4.1.1.2. Teaching internship shall constitute a part of the curriculum for the preparation of the PhD student and a type of practical activity of students for the implementation of the educational process in higher educational institutions, including teaching special disciplines, organization of students' educational activities, research and methodological work, acquisition of practical teaching skills.

During teaching internship, PhD students shall master the basics of research and educational and work and methodology: skills of structuring and psychologically competent transformation of scientific knowledge into educational material; systematization of educational and teaching tasks; methods and means of making tasks, exercises, tests on various topics, oral and written retelling of subject material; various educational technologies.

Teaching internship shall take place during the second year of study for intramural PhD students and shall include educational and methodological work (preparation for classes, methodological work, attendance and analysis of classes, consultations) and classroom hours (seminars, practical classes).

When attending classes in relevant disciplines, PhD students shall get acquainted with different ways of structuring and presentation of educational material, ways of boosting educational activities, specifics of professional rhetoric, and different methods and techniques of evaluation of educational activities.

The head of the Department and the thesis supervisor shall plan the place of internship, its terms, content and form; it shall be reflected in the individual curriculum. PhD students undergo teaching internship in separate structural units of the KNUTE (institutes, colleges, technical schools), followed by the presentation of an internship diary and a detailed reference from the supervisor in charge from the place of internship.

The head of the relevant academic department of the PhD student shall be in charge of general supervision and control over the completion of the PhD student's internship.

Direct supervision and control over the completion of the PhD student's internship plan shall be carried out by the PhD student's thesis supervisor, who shall:

- provide clear organization, planning and record of the internship results (dates of classes, academic group, subject, type of occupations shall be indicated in the individual curriculum);
- approve the general internship schedule, its place in the system of individual planning of the PhD student's work;
- define disciplines, training groups for conducting teaching internship for the Bachelor's or Junior Specialist's Degree;
- provide methodological assistance in planning and organizing teaching and educational activities of the PhD student;

- supervise the intern’s work, attend classes and other types of activities with students, take measures to eliminate shortcomings in the organization of internship;
- prepare the internship review.

The report on the results of the teaching internship by the PhD student shall be presented at the meeting of the respective department. The PhD student shall submit the report and minutes of the meeting of the respective department on its approval to the Doctoral school Administration. The aforementioned documentation shall be stored in the PhD student’s record file and shall be reviewed during their report for the academic year.

5. The system of assessment of the student’s academic progress, appeal against the results of the final examination, student performance review, training time, curriculum schedule, schedule of classroom activities, pass-fail exam sessions and exam sessions shall be determined by **the Provisions on the Organization of the Educational Process for Obtaining the First (Bachelor’s) and the Second (Master’s) Degree** at Kyiv National University of Trade and Economics.

6. The procedure of expulsion, readmission, and transfer of PhD students shall be described in **the Regulations on Expulsion, Readmission, and Transfer of Students at KNUTE**.

7. PhD students shall enjoy the rights of students pursuing higher education as defined by the Law of Ukraine “On Higher Education”, including the right to academic mobility, which shall be implemented in accordance with the Regulations on the Procedure for the Implementation of the Right to Academic Mobility, approved by the Resolution of the Cabinet of Ministers as of August 12, 2015, No. 579.

8. The working hours of a member of the academic staff of KNUTE shall be regulated by the Code of Labor Laws of Ukraine, the Law of Ukraine “On Higher Education”, the Resolution of the Cabinet of Ministers of Ukraine as of March 23, 2016, No. 261 “On Approval of the Procedure for Training PhD and doctoral Students in Higher Educational Institutions (Scientific Institutions)”, and other laws and regulations of Ukraine.