



KYIV NATIONAL UNIVERSITY
OF TRADE AND ECONOMICS

2019 HANDBOOK FOR PhD STUDENTS



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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, Code of Ethics for Students of KNUTE, other regulations of Kyiv National University of Trade and Economics.

The guide consists of the following chapters:

1. Rights and obligations of PhD student.
2. Educational degree.
3. Individual curriculum of PhD student.
4. Individual research plan of PhD student.
5. Attendance at classes.
6. Teaching practice.
7. Evaluation of Learning Outcomes of PhD student.
8. Attestation of PhD students.
9. Scholarships.
10. Dismissal, interruption of training, readmission and transfer of PhD students.
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13. Distance learning technology.
14. Scientific society of students, PhDs, doctoral students and young scientists of KNUTE.
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18. Career development.
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20. Social protection of PhD students.

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 LCCL;
- 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.

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 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 defence 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. 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.

6. TEACHING PRACTICE.

Pedagogical practice is part of the curriculum for the training of PhD students and the type of their practical activity for the implementation educational process in higher educational institutions, including the teaching of special disciplines, the organization of student learning activities, scientific and methodological work, the acquisition of practical teaching skills and experience.

In the course of pedagogical practice, PhDs should master the basics of scientific and educational work: the skills of structuring and psychologically competent transformation of scientific knowledge into educational material, systematization of educational tasks; methods and means of drafting tasks, exercises, tests on various topics, oral and written retelling of subject material and a variety of educational technologies.

The passing of the pedagogical practice is envisaged for the second year of study for full-time PhDs and includes teaching and methodical work (preparation for classes, methodical work, attendance and analysis of classes, visiting of consultations) and auditorial load (conducting of seminars, practical classes).

During the attendance of teachers' classes on relevant disciplines, PhDs should get acquainted with different ways of structuring and presenting educational material, methods of activation of educational activity, especially the professional rhetoric, different ways and methods of evaluation of educational activities.

The place of practice, terms, its contents and form are planned by the head of the department and the scientific supervisor and rendered in the individual curriculum.

PhDs undergo pedagogical practice in the separate structural units of the KNUTE (institutes, colleges, schools), followed by presentation of a practice diary and characteristics description from the responsible supervisor from the place of practice.

The head of the department, on which the PhD student is assigned, is responsible for the general management and control over the passing of the PhD practice.

Direct management and control over the implementation of the PhD practice plan is carried out by his/her supervisor, who

- provides a clear organization, planning and record of the results of the practice (dates of classes, academic group, topic, type of classes are rendered in the individual curriculum);
- approves the general schedule of the practice, its place in the system of individual planning of the PhD work;
- determines the disciplines, academic groups of educational degree "bachelor" for conducting pedagogical training;
- provides methodological assistance in the planning and organization of teaching and learning activities of the PhD;
- controls the work of the intern, attendance of classes and other types of his work with students, takes measures to eliminate deficiencies in the organization of the practice;
- prepare a review of practical training.

The report on the results of the PhD pedagogical practice is heard at the meeting of the relevant department. The report and minutes of the meeting of the relevant department on its approval shall be submitted by the PhD student to Doctoral school administration. The specified documentation is stored in the personal file of the graduate student and is considered during his/her report for the academic year.

7. 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.

8. 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 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.

Preliminary review of the thesis.

The purpose of the preliminary review of the thesis is to conduct an examination of its readiness for recommendations for submission to the specialized academic council in the institution, where the work was performed. Preliminary review includes a discussion of the thesis at the department and the interdepartmental seminar.

PhDs (persons, who acquire PhD degree beyond PhD study programmes), present a fully completed and properly executed thesis for discussion at the department, where it was performed, no later than March 31 of the last year of study.

In the next **6 months**, before the completion of the PhD study period, the applicant is required to submit a thesis for discussion at the inter-departmental seminar (**until May 31**) and apply to its defense at a specialized academic council (**before July 1**).

PhD student, the scientific supervisor, the head of the department should ensure the passage of these stages within the designated period of time.

The scientific supervisor reviews the thesis within two weeks from the date of its receipt and is personally responsible for the violation of the terms of consideration.

At the department meeting PhD student prepares and submits the following documents:

- the text of the thesis;
- primary documents that display the process of experimental or research work (registers of laboratory tests, questionnaires, etc.);
- the original publication, in which the results of the research are presented;
- certificates on the implementation of research results in the activities of enterprises, institutions, organizations;
- certificates on the implementation of the results of the thesis in the framework of the implementation of research projects that have a state registration number in State Scientific Institution "Ukrainian Institute of Scientific and Technical Expertise and Information" (UkrISTEI);
- certificates on introduction of the results of the thesis into the educational process;
- draft of abstract of the thesis;
- the main results of work in the form of a presentation and handouts.

The head of the department considers the documents provided by the applicant within the 7-day period, bearing personal responsibility for violating the terms of their consideration, and appoints not less than three reviewers from the number of highly qualified staff of the department – candidates (doctors of philosophy) and doctors of sciences, determines the date of the department meeting. If necessary, experts from other departments of KNUTE may be involved in reviewing.

The department meeting on thesis discussion takes place only if positive **written** responses are submitted from **all reviewers**.

At the department meeting, PhD student (up to 20 minutes) makes a report on the main results of research with the demonstration of visual materials, emphasizing its relevance, methodology of research, differences from previous studies in this sphere in Ukraine and the world, scientific novelty, practical importance, the reliability of the data received and the degree of approbation.

The result of the discussion of the thesis at the department meeting should be the conclusion on the degree of its compliance with the requirements and level of readiness for consideration at the inter-departmental seminar.

In case of a **positive decision**, the work is recommended for consideration at the *inter-departmental seminar*.

The results of the thesis discussion are documented by an extract from the minutes of the department meeting and are certified by the signatures of the head of the department, secretary, all reviewers of the work.

The head of the department prepares a service note in the name of the rector with a proposal on the composition of the participants of the inter-departmental seminar, the chairman, reviewers of the dissertation among the highly skilled specialists (with obligatory written certification - signature - on participation in the seminar), dates of the seminar.

Following documents are attached to the application:

- 1) extract from the minutes of the department meeting on the recommendation of the thesis to be considered at the inter-departmental seminar;
- 2) the thesis;
- 3) draft of abstract of the thesis;
- 4) documents and materials confirming the research results (if necessary);
- 5) documents certifying the implementation of research results;
- 6) a list of publications on the results of research.

By an appropriate order the rector determines the date and the order of thesis consideration and discussion at the inter-departmental seminar, appoints the chairman and reviewers.

The chairman of the inter-departmental seminar and reviewers are provided with all the necessary documents for consideration at least **two weeks** before the meeting.

Highly qualified specialists - professors, doctors of science (as an exception– associate professors,

candidates of science who have experience in carrying out research work of the department, university) from the department of the corresponding scientific profile, members of the scientific academic council are appointed for reviewing. It is obligatory to involve a reviewer from the **Department of economic theory and competition policy** (for economic sciences).

The purpose of the inter-departmental seminar is to adopt a conclusion on the relevance, scientific novelty and practical importance of the thesis in comparison with the existing achievements of domestic and world science. The inter-departmental seminar should be attended by: members of the departments involved in the thesis discussion in accordance with the rector's order, post-graduate students, doctoral students, managers of research project, in which applicant participated, members of the specialized academic council. Other experts, practitioners, academics, etc. are involved in case of necessity.

PhD students who, among other scientific results, defend the development of new samples of the object of study and (or) have patents for inventions, utility models or industrial designs, introduce samples (objects of research) to the participants of the inter-departmental seminar.

The process of the inter-departmental seminar is based on the scenario of the thesis defense at the specialized academic council.

PhD students reports on the main results of the thesis using visual materials at the inter-departmental seminar (by analogy with the report at the department meeting). The discussion of certain points, conclusions and peculiarities is carried out in the form of questions and answers. Reviewers in their speeches should reveal the positive and negative aspects of work and make a clear *conclusion*: positive - "meets the requirements of the Ministry of Education and Science of Ukraine" or negative - "does not meets".

The PhD student must provide solid reasoned answers to the remarks.

The chair should provide a thorough discussion of the work, including through public debating. All participants of the seminar may become involved in the discussion / debating.

According to the results of the inter-departmental seminar, the conclusion is adopted. The resolution part (approved by the results of the open voting) includes:

- relevance of the topic (problem) and its correlation with the plans of scientific activity of the department, the university;
- formulation of the scientific task (problem), the new solution of which, in comparison with the world's analogues, obtained in the thesis;
- scientific positions, developed personally by PhD student, their novelty;
- the validity and reliability of the scientific provisions, conclusions and recommendations that are defended;
- scientific and practical importance of the work;
- use of results of the work;
- the completeness of presentation of thesis results in publications and personal contribution to them by the author;
- assessment of the language and style of the thesis;
- compliance of the content of the dissertation with the specialty, on which it is submitted for defense;
- the recommendation for thesis defense (or recommendation for revision).

If it is necessary to refine the work, a break (**for a clearly defined period**) at the meeting of the interdepartmental seminar is announced for correcting comments, making changes that are consistent with the reviewers. After this, an minutes of the meeting is made or (if necessary) the work is discussed repeatedly.

The chairman of the inter-departmental seminar forms the minutes of the meeting within two weeks.

The chairman of the inter-departmental seminar and reviewers are personally responsible for observing the terms of thesis consideration, forming minutes of the inter-departmental seminar.

An excerpt from the minutes of the meeting of the inter-departmental seminar should include:

- information on who and when approved the subject of the dissertation (order and extract of the

decision of the academic council of the KNUTE);

- questions to the PhD student and answers to them;
- statement of the scientific supervisor;
- statements of appointed reviewers;
- statements of other experts who participated in the discussion;
- draft conclusion, which is approved by open vote;
- general conclusion on the compliance of the work with the requirements of the Ministry of Education and Science of Ukraine and recommendations for its preliminary consideration and defence at the meeting of the specialized academic council.

An excerpt from the minutes of the inter-departmental seminar is prepared in 2 copies, signed by the chairman and the secretary, and one copy is signed by all reviewers.

An excerpt from the minutes of the inter-departmental seminar shall be approved by the rector, whose signature shall be certified by a stamp. Extract is valid for one calendar year.

A photocopy of the excerpt from the minutes of the inter-departmental seminar is attached to the case of personal records of PhD student in PhD and doctoral department and is kept in proper order.

A general positive conclusion on the results of the inter-departmental seminar is the basis for submitting a work to a specialized academic council.

Violations of the terms of submission of an excerpt from the minutes of the inter-departmental seminar for approval by the rector are considered as insufficient quality of the preparation of the thesis for the inter-departmental seminar.

PhD thesis preparation for defense in Specialized Scientific Council

Submission of documents to the Specialized Scientific Council. The documents for PhD degree are submitted to the secretary of the Specialized Scientific Council.

The documents to be submitted to the Specialized Scientific Council:

1. Application addressed to the head of the Specialized Scientific Council to consider a PHD thesis and noted whether the PhD thesis is defended for the first time.
2. Two photocopies of the first page of the PhD student's passport.
3. Personal card (П-2ДС form) approved by the Decree of the Ministry of Statistics of Ukraine No. 343 dated December 26, 1995 and registered by the Ministry of Justice of Ukraine No. 484/1020 dated December 28, 1995, with the data on the moment of submission of the documents to the Specialized Scientific Council. It should have a signature of the head of a HR department, the stamp from the main place of work, and a photo with a stamp of this institution (2 copies).
4. Copy of the master's (specialist's) diploma for PhD students (2 copies). If the diploma is issued by the higher education institution of a foreign country, the Ukrainian translation of the document certified notarially and the copy of the certificate of recognition of a foreign educational document issued by the Ministry of Education and Science of Ukraine should be also submitted (2 copies). The copy of the certificate of name change (2 copies) (in case of change of a PhD student's name).
5. Results of performance of individual study plan
6. Certified excerpt from the order for admission in a PhD school, in case a PhD student has studied in a PhD school.
7. The excerpt from the minutes of the inter-departmental seminar as the conclusion about scientific and practical value of a PhD thesis, issued by the institution where the PhD thesis has been performed (2 copies).

The review of a thesis supervisor with the estimation of a PhD student and the thesis preparation with a stamp from the main place of work of a thesis supervisor.

The original documents, copies of which are submitted to the Specialized Scientific Council according to this list, are also submitted to the Specialized Scientific Council. They are returned to a PhD student after acceptance of the application.

The documents should be attached with the following:

- the thesis designed according to the requirements (Order of the Ministry of Education and Science of Ukraine No. 40 dated January 12, 2017 registered by Ministry of

Justice of Ukraine No. 155/323 dated February 03, 2017) in the number of copies interlaced and signed by the author, required for storage in Academic Vernadsky National Library of Ukraine, Kyiv National University of Trade and Economics Library and for its delivery to opponents;

- the thesis abstract designed according to the requirements and signed by an author and the secretary on a title page (2 items);
- the certificate confirming the absent academic plagiarism in the PhD thesis;
- monographs, the author's certificates (copies), articles (copies), theses, reports, patents for invention (utility model) and other materials of scientific conferences, congresses, symposiums, seminars (copies), which are listed in the abstract. In the case of submission of copies of the scientific works, they should contain accurate and complete primary data of relevant publications. The copies of scientific papers are submitted in paper form and certified by the signature of the KNUTE Secretary;
- four postcards with the stamps indicating the place of residence of a PhD student (2 cards) and the location of the scientific institution or institution of higher education with a Specialized Scientific Council (2 cards).

In the upper corner of the reverse side, the postcards should contain the name of a PhD student, the field of science, and the acquiring academic degree.

- CD-RM or CD-RW containing the file with an abstract. The file name is aef.dos (2 items);
- CD containing the PhD thesis. The file name is dis.doc (2 items).

The first and last name of a foreign PhD student is registered in the same way as it is recorded in the passport document.

8. Acts of implementation (certificates of implementation) 1 item.

Application, the package of documents (2 items), an abstract (A4 format), the thesis (2 items) are submitted by the secretary to the head and the deputy head of the Specialized Scientific Council.

Preliminary expertise of the PhD thesis and registration of an expert conclusion

If the Specialized Scientific Council head permits the submission of documents, the Council decides on the scheduled meeting **to accept** the documents from a PhD student and form a committee among the members of the Specialized Scientific Council (not less than three persons by the thesis profile), which is entrusted to prepare an expert conclusion. The suggestions for the expert committee composition are made by the secretary of the Specialized Scientific Council.

Expert conclusion should contain the information about the academic level of the thesis, compliance to the Specialized Scientific Council profile, number and volume of publications, completeness of the published thesis materials, and the proposals on the appointment of official opponents. Expert conclusion is made in two copies.

In case of positive conclusion of the committee, the Specialized Scientific Council decides to accept the PhD thesis for defense. The decision is registered in the minutes, in which the appointed official opponents and the approved additional list for the abstract dissemination are indicated.

The procedure of appointment of opponents is accompanied with their obligatory agreement for opposing (information about official opponents should be signed by an opponent and stamped by the institution employed the opponent).

Notification about PhD thesis defense

After receiving the recommendation of a PhD thesis defense, the PhD student should notify of its defense. The notification is submitted on two copies of an official letterhead stamped by the institution with a Specialized Scientific Council.

The notification about the thesis defense is published in the official printed edition of the MES of Ukraine, the special issue of the newspaper "Osvita Ukrainy". The services for printing the notification are paid by the PhD student.

The special issue of the newspaper "Osvita Ukrainy" or its photocopy with the thesis defense notification should be submitted to the Specialized Scientific Council for storing in the certification case.

The PhD thesis defense may be performed no earlier than one month after the notification has been published.

Preparation of the thesis abstract for printing and duplicating

Completing the abstract should adhere to the requirements published in the periodical "Bulletin of the Higher Attestation Commission of Ukraine", No. 6, 2007.

The prepared abstract (A4 format) signed by a PhD student and vised by a scientific supervisor is submitted to the secretary and deputy head of the Specialized Scientific Council for consideration. The secretary signs the abstract after its correction and determination of the defense date.

Permission to duplicate the abstract is given by the head of the Specialized Scientific Council. It requires the following:

the abstract signed by a PhD student and the secretary;

order form on duplication (signed by the secretary);

additional copy of the abstract title page.

The sign of the Specialized Scientific Council head on the abstract title page is certified by KNUTE stamp.

The following documents are submitted in the center of curriculum and instruction:

- the signed order form;
- the copy of the abstract title page signed by the Specialized Scientific Council head and stamped in KNUTE;
- the printed copy of the abstract in A4 format personally signed by a PhD student and the secretary;
- the receipt of payment for printing the abstract.

Printing the abstract is paid by a PhD student.

Dissemination of abstract

The abstract with the address, date, and time of a defense is disseminated no later than a month before the defense. The list of dissemination contains the following:

- obligatory list of institutions and organizations approved by the MES in Ukraine to disseminate the abstract;
- additional list of institutions and organizations to disseminate the abstract, approved by the Specialized Scientific Council and included the Councils, academic institutions, institutions of higher education by the thesis profile, well-known specialists of this profile, official opponents and the members of the Specialized Scientific Council, where the defense will be held.

The dissemination list is made in two copies and signed by the secretary.

The following papers are prepared and put in appropriate envelopes with the abstract:

- letters to official opponents on the KNUTE official letterhead signed by the head (deputy head) of the Specialized Scientific Council;
- invitations to the Specialized Scientific Council members signed by the secretary. The thesis, abstract, cover letter considered as the rationale for business trip are sent or given to an official opponent.

The procedure of the abstract dissemination includes registration of the envelopes with the abstracts in the KNUTE Administrative Office and their sending by post.

The list of the abstract dissemination with the appropriate stamps of the Administrative Office in KNUTE and a post office is stored in the validation case.

On the day of the abstract dissemination, the PhD thesis, the cover letter and two copies of the abstract are transmitted to the KNUTE Library.

Any correction of the thesis after its acceptance to defense is forbidden as well as the abstract correction after its dissemination.

The abstract dissemination is paid by the PhD student.

Registration of reviews on the thesis abstract

The reviews of official opponents and the reviews on the abstract are sent by the address of the Specialized Scientific Council.

All reviews on the thesis and thesis abstract received from other institutions are registered in the KNUTE Administrative Office and numbered as incoming documentation.

The official opponent review is provided in two copies. The sign of the official opponent is stamped in the institution of the main workplace. The review should be registered in the KNUTE Administrative Office ten days before the thesis defense. After consideration of the PhD thesis and related publications, the official opponent provides the Specialized Scientific Council with the review determining the research relevance, the validity of scientific statements, conclusions, and recommendations of the thesis, their authenticity and novelty, the completeness of their presentation in the publications; and concludes the PhD thesis compliance with the requirements of the Procedure of awarding of academic degrees approved by the Decree of Cabinet of Ministers of Ukraine No. 567 (with amendments and additions) dated July 24, 2013.

PhD thesis publication on the KNUTE official website

According to the fifth part of Article 6 of the Law of Ukraine "On Higher Education" and the order of the MES of Ukraine "On the publication of theses and reviews of official opponents" No. 758 dated July 14, 2015, the following materials are published on the University official website in reading mode:

- electronic version of the thesis, except the one, which contains the state secret or information for official use, no later than ten calendar days before the defense date noted in the thesis abstract;
- electronic version of the reviews from the official opponents, except the reviews on the thesis, which contains the state secret or information for official use, no later than ten calendar days before the defense date noted in the thesis abstract;
- the abstract, except the abstract of the thesis, which contains the state secret or information for official use, no later than thirty calendar days before the defense date noted in the thesis abstract.

The aforementioned materials are available on the official website of KNUTE for three months from the date of PhD diploma issuance. Upon the completion of this term, the materials will be accumulated and archived in electronic form on hard disk and optical media.

Preparation for defense, defense procedure

The thesis defense announcements should be published ten working days before the established date at the information stand of KNUTE, which is located in the lobby of building A, and posted on the official website of KNUTE in the "Scientific activities" section in the "Specialized Scientific Council" subsection.

Preparation for defense includes organizational and informative activities. The PhD student is an active person in preparation and organization of defense.

The thesis defense is a public event. It is held according to the procedure prescribed in Section IV of the Regulations on the Specialized Scientific Council.

The PhD student should be aware of the defense procedure, draw up a report for 15–20 minutes and the answers to the comments of official opponents and other institutions (persons) who have sent feedback on the abstract and thesis, prepare handouts and notes for each member of the Council, and submit the original publications on the PhD thesis results.

The University provides the PhD student with the technical support of presentation and the thesis demonstration during a defense. Synchronization of a report and technical support requires advance preparation of the PhD student.

The PhD student has the right to invite the scientists from different institutions and practitioners.

Preparation of documentation after the PhD thesis defense

The documents after the PhD thesis defense in the Specialized Scientific Council should be transmitted to the Ministry of Education and Science of Ukraine during a month.

Preparation of documents includes the registration of the thesis card in the Ukrainian Institute of Scientific and Technical Expertise and Information (UkrISTEI). The documents for certification case of a PhD student submitted to the MES of Ukraine are determined in the Appendices 5 and 6 of "Regulation on a Specialized Scientific Council".

Preparation and registration of the documents imply participation of a PhD student in transcription of a phonogram made during the Specialized Scientific Council meeting, electronic media preparation, and a thesis card registration in UkrI STEI.

Certification case and a thesis are submitted by the Council secretary to the MES of Ukraine.

Preparation of recommendations on thesis results

During the thesis defense meeting, the Specialized Scientific Council approves the conclusion on the state institution, to which the PhD student should submit the thesis offerings and recommendations.

Cover letter with the offerings and recommendations is signed by the head/deputy head of the Specialized Scientific Council.

9. 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.

10. 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.

11. 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.

12. 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.

13. DISTANCE LEARNING

Laboratory of distance learning.

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 Center](http://dist.knteu.kiev.ua) (<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>).

14. SCIENTIFIC FELLOSHIP 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".

15. 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.

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.

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 "Bibliography" 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.

16. 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.

17. 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, LinkedIn;

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).

18. 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.

19. 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. 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".

20. 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.