

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
PETRO MOHYLA BLACK SEA NATIONAL UNIVERSITY**

APPROVED
By Scientific Council
Of Petro Mohyla Black
Sea National University

Protocol №8

Dated on 12/03/2021



Rector

Leonid KLYMENKO

**PROVISION
ON EDUCATIONAL PROCESS ORGANIZATION OF
APPLICANTS OF THE III LEVEL OF HIGHER EDUCATION, DOCTOR OF
PHILOSOPHY DEEGRE
IN PETRO MOHYLA BLACK SEA NATIONAL UNIVERSITY
(PhD)**

1. General part

- 1.1. The department of postgraduate and doctoral studies is a scientific and educational structure of Petro Mohyla Black Sea National University is a center of postgraduate education, which aims to prepare graduates of Doctor of Philosophy and Doctor of Science degree.
- 1.2. Opening and closing of postgraduate and doctoral studies is carried out by the Academic Council of Petro Mohyla Black Sea National University, control its activities – Vice-Rector for Research. Activities in the field of training of scientific-pedagogical and scientific staff of the University are regulated by the Law of Ukraine dated on 01.07.2014 №1556-VII "On Higher Education" (as amended), the Resolution of the Cabinet of Ministers of Ukraine dated on 23.03.2016, resolutions and normative documents of the Cabinet of Ministers of Ukraine, the Verkhovna Rada of Ukraine, the Ministry of Education and Science of Ukraine, other normative legal acts, as well as these Regulations. The main criterion for the effectiveness of the department is the number of dissertations defended by applicants during postgraduate and doctoral studies, so the practice of selecting applicants for admission – with practical experience and already passed candidate exams – needs to be introduced more widely.
- 1.3. Areas of preparation of applicants for higher education degree of Doctor of Philosophy and Doctor of Science for the next year with a list of relevant specialties, at the request of institutes, departments and councils of faculties/institutes are considered by the Academic Council and approved by the rector of Petro Mohyla Black Sea National University with the subsequent submission to the Ministry of Education and Science of Ukraine by December 20 of the current year.
- 1.4. Preparation of graduates of the degree of Doctor of Philosophy is carried out: in graduate school of the university by full-time (full-time, evening) or part-time form of education, with separation from production (full-time) and without separation from production (evening and correspondence) form of education. Training of persons in postgraduate and doctoral studies at the university is carried out at the expense of the state budget of Ukraine (by state order), or at the expense of legal entities and individuals (under the terms of the contract). The number of graduate students, whose training is carried out outside the state order, is determined by the rector on the proposal of the departments, agreed with the vice-rector for research, subject to the availability of funds.

1.5. The normative term for the preparation of a doctor of philosophy in postgraduate studies is four years, and the preparation for a doctor of sciences in doctoral studies is two years. Periods when the graduate student is not able to work on the dissertation for valid reasons provided by law are not included in the term of study. The term of postgraduate studies does not include being on leave in connection with pregnancy and childbirth, care for a child until she reaches the age of three, also absence for other valid reasons provided by the legislation of Ukraine. The Academic Council of Petro Mohyla Black Sea National University also assesses other circumstances that made it impossible to work on the dissertation. The decision on this issue is made by the rector.

1.6. Postgraduate studies are considered to be successfully completed if the graduate student completes a dissertation research, approves the dissertation by the department with positive defense in a specialized council or submits it for defense to the relevant specialized council. A postgraduate or doctoral student who has defended his/her dissertation before the end of the postgraduate or doctoral training period has the right of his/her choice:

- to receive a one-time payment in the amount of the balance of the scholarship provided in the budget of the higher educational institution (scientific institution) for the corresponding calendar year and on the own application to be deducted from postgraduate study (doctoral studies);
- to receive, on his/her own application, paid academic leave for the period remaining until the end of the standard period of preparation for postgraduate or doctoral studies.

If the graduate student defended his dissertation in the second or third year of postgraduate study and was selected by competition for the relevant position of scientific (scientific and pedagogical) worker in such a higher educational institution (scientific institution), the total amount of the scholarship balance is accrued as a monthly salary supplement. For successful timely defense of a postgraduate or doctoral student, a prize is paid according to the collective agreement of the Petro Mohyla Black Sea National University.

2. Admission to graduate school

2.1. Admission to graduate school is held by competition. Not later than 3 months before the start of training, the media announces a competitive admission to vacant positions, indicating the specialties, terms of admission and the list of documents required for submission.

- 2.2. To the graduate school of Petro Mohyla Black Sea National University are accepted citizens of Ukraine who have higher education and a master's degree, speak Ukrainian and foreign languages. Citizens of other states can be enrolled in graduate school on the basis of agreements concluded with Petro Mohyla Black Sea National University, or in accordance with interstate and intergovernmental agreements. Conditions for admission to graduate school of foreign citizens are governed by the Rules of admission and training of foreign citizens at Petro Mohyla Black Sea National University. A person who submits a diploma issued by a foreign higher education institution for admission to postgraduate studies is admitted to the entrance examinations on an equal footing with other persons. Enrollment of such an entrant is carried out in the case of successful completion of entrance examinations and the decision of the Academic Council of the University to recognize his diploma.
- 2.3. Persons with a chosen topic, a plan and at least 2 scientific papers published in professional publications on the topic of the dissertation (if available) are admitted to graduate school. Upon admission to graduate school you need to submit a schematic version of the research with the definition of the main stages of work and reporting materials.
- 2.4. Persons entering graduate school submit the following documents to the rector:
- application form;
 - personnel record sheet;
 - autobiography;
 - a copy of the diploma of complete higher education and the appendix to it;
 - list of published scientific works and inventions (if available);
 - recommendation for graduate school (if available);
 - 4 photos (size 3x4);
 - copy of passport;
 - a copy of the certificate of assignment of the identification number.
- 2.5. An admissions committee chaired by the Vice-Rector for Research is established to conduct admission to graduate school. Members of the selection committee, the number of which may not exceed 3 people in each specialty, are appointed by order of the rector from among the leading scientists.
- 2.6. The Admissions Committee decides on admission to graduate school, which is notified to the entrant before the entrance exams. The Admissions Committee may refuse admission due to failure to submit all or some of the documents specified in paragraph 2.4. of this Regulation, or their submission after the established term.

- 2.7. Postgraduate students take competitive exams in the specialty and a foreign language (at the choice of the Academic Council of a higher education institution (scientific institution) in the amount corresponding to level B2 of the European Recommendations on Language Education). An entrant who has confirmed his/her level of knowledge, in particular English, with a valid TOEFL or International English Language Testing System, or Cambridge English Language Assessment, is exempt from taking the entrance exam in a foreign language. When determining the results of the competition, these certificates are equated to the results of the entrance examination in a foreign language with the highest score.
- 2.8. Admission to the postgraduate entrance exams is carried out by commissions appointed by the rector in the relevant order. The commissions include candidates and doctors of science who conduct research in the relevant specialty and are responsible for the implementation of the relevant educational and scientific program. The subject commission on a foreign language may also include persons who do not have a scientific degree and academic title, but are fluent in the relevant foreign language and by decision of the Academic Council can be qualified to assess the level of knowledge of the language by the entrant.
- 2.9. For the entrance exams to graduate school for each examiner is allocated 1 hour for 1 entrant. Number of members in the commission – no more than 3.
- 2.10. When entering graduate school, the recommendation for admission to graduate school is taken into account, which is issued by the relevant department and approved by the relevant council of the faculty of Petro Mohyla Black Sea National University, or the Academic Council of another higher education institution.

Recommendation to graduates of Petro Mohyla Black Sea National University can be provided in the presence of:

- diploma with honors;
- publications in scientific publications, which are included in the approved list of scientific professional publications in which the results of dissertations can be published.

- 2.11. Based on the results of competitive examinations, the selection committee makes decisions on each entrant. In case of equality of competitive points, the persons recommended by the department and the council of the faculty and the institute of Petro Mohyla Black Sea National University, or the Academic Council of another higher education institution, has scientific

publications. Enrollment in graduate school is carried out by order of the rector. The decision on admission to graduate school or refusal of admission is notified to the entrant within five days after the decision of the admissions committee.

3. Organization of training

3.1. Each graduate student by the decision of the Academic Council is appointed a supervisor from among scientific or scientific-pedagogical workers with a scientific degree. The supervisor advises the graduate student on scientific issues, monitors the implementation of the approved individual plan and is responsible for the quality of the dissertation. The supervisor, who is a doctor of sciences, may carry out simultaneous scientific supervision, as a rule, not more than five applicants for scientific degrees, including those who obtain the scientific degree of doctor of sciences.

A supervisor who has a Ph.D. degree can simultaneously supervise the work on dissertations, usually no more than three candidates for the degree of Doctor of Philosophy.

To supervise the work on the dissertation of one graduate student, the supervisor is allocated 50 academic hours of study each year. The decision of the academic council of the graduate student may appoint two supervisors with the appropriate distribution of hours of workload and responsibilities between them. The supervisor transfers 50 or 25 hours (for postgraduate students of the evening form of study) per year of his (or departmental) study load to the graduate student for his pedagogical practice. Assistantship and undergraduate practice are 15 ECTS credits for the entire period of study with a possible distribution by year.

3.2. The topic of the dissertation and the individual plan of work on it are considered by the department and approved by the decision of the Academic Council within two months upon the decision of the department or the council of the faculty/institute.

3.3. The educational-scientific program and the curriculum of postgraduate studies consist of educational and scientific components. The educational-scientific program and curriculum of postgraduate studies are the basis for the formation of postgraduate individual curriculum and individual plan of scientific work, which are agreed with the supervisor and approved by the Academic Council within two months of enrollment in graduate school.

3.4. The graduate student works according to an individual plan and reports twice a year (spring and autumn) on its implementation at the meetings of the department,

before the graduate school and the vice-rector for research. According to the joint approval of all departments, the graduate student is transferred to the next academic year.

3.5. The effectiveness of postgraduate studies is assessed by the following indicators:

Postgraduate students of the first year of study must:

1. Attending classes.
2. Submit to the postgraduate department an excerpt from the meeting of the department on the approval of the supervisor.
3. Submit and approve a book of a foreign publication or scientific articles in a foreign language for translation are approved by the supervisor and the lecturer to whom the graduate student is assigned.
4. Submit to the postgraduate department an extract from the meeting of the department and the academic council of the structural unit of the university (faculty or institute) on the approval of the dissertation topic; approved individual work plan of the graduate student, signed by the supervisor; prepared an abstract on the relevant foreign language.
5. Pass the certification at the meeting of the department for the first half of the school year and fill out an individual plan. Conclude an agreement between the graduate student, supervisor and the university on the responsibility for the quality and timely completion of research with the defense and award of a degree.
6. Approve certification at a meeting of academic councils of faculties or institutes for the first half of the academic year. Semester and annual reports on postgraduate studies should be conducted according to a specific scheme.
 - Author
 - Supervisor
 - The purpose of the study (with the definition of scientific and practical components)
 - Relevance of research
 - General hypothesis
 - What scientific problem is he working on and what problem is the graduate student solving
 - Topic
 - Object of study
 - Subject of study

When defending the annual (semi-annual) report to the initial block diagram of scientific research are added the developed scientific results in the form of a table (plan item: research objectives; scientific novelty; conclusions; indicating the pages on which the material in the text) with the main text.

7. Submit the results of certifications to the postgraduate department:
- a) extracts from the meeting of the academic council of the faculty or institute and the meeting of the department;
 - b) completed and signed individual work plan of the graduate student.

To transfer to the second year of study, graduate students must:

1. Successfully pass exams, tests.
2. Take the initiative and perform the tasks of the supervisor on the topic of research.
3. Select the relevant literature and write an analytical section of the dissertation.
4. To formulate the purposes and tasks of research, to choose and master methods of research and the decision of the set tasks.
5. Conduct research and approbation of the results of research at scientific conferences and prepare and publish two articles in professional journals.

Postgraduate students of the second and third year need:

1. To pass pedagogical practice (to prepare and give lectures on a specialty, to carry out laboratory or practical employment with students under the guidance of the scientific adviser) in the terms determined by specialized department. Report on the results of the practice at the meeting of the department and submit to the postgraduate department an excerpt from the meeting.

Approve the attestation at the meeting of the academic councils of faculties or institutes for the second/third year of study. The report should be conducted according to the scheme:

- Author
- Supervisor
- The purpose of the study (with the definition of scientific and practical components)
- Relevance of research
- General hypothesis
- On what scientific problem and what problem the post-graduate student solves
- Topic

- Object of study
 - Subject of study
 - Expected scientific novelty
 - Practical significance
 - The main tasks
 - Organization of the study
 - Research methods
2. Conduct experimental research determined by the individual work plan of the graduate student.
 3. The results of the study should be periodically reported at scientific seminars and meetings of the specialized department and tested in at least two scientific conferences in this field.
 4. Publish or publish at least two articles in professional journals.
 5. Finish collecting material to complete the dissertation research.
 6. Write and submit for review to the supervisor and leading specialists in this specialty, the second and third sections of the dissertation.
 7. Clearly state the stages of completion of the dissertation research.

Graduate students of the fourth year of study must:

1. Publish the main results of dissertation research in professional journals and test them at scientific conferences.
2. Clearly formulate the conclusions of the dissertation and show the personal contribution of the graduate student in the implementation of the scientific task during this research.
3. Completely complete the work on the dissertation.
4. Prepare for the preliminary defense of the candidate's dissertation at the meeting of the department.
5. Pass the certification at a meeting of the department for the entire period of study.

Approve certification at a meeting of academic councils of faculties or institutes for the fourth year of study. The report on four years of postgraduate study should be conducted according to the scheme

- Author
- Supervisor
- The purpose of the study (with the definition of scientific and practical components)

- Relevance of research
- Research concept
- General hypothesis
- On what scientific problem and what problem the post-graduate student solves
- Topic
- Object of study
- Subject of study
- Scientific novelty
- The practical significance of the research results
- The main tasks
- Organization of the study
- Personal contribution
- Probability and argumentation of research results
- Experimental base of research
- Theoretical significance of the research results
- Implementation of research results
- Publications
- Approbation
- Connection of work with scientific programs, plans, themes
- Keywords
- The structure of the dissertation
- Research methods
- Methodological basis of the study
- Theoretical basis of the study
- Conclusions

3.6. Submit dissertation materials to a specialized academic council.

3.7. To conduct research on the selected topic, graduate students can be sent to research centers and leading universities in Ukraine and abroad. Expenses related to their business trip are carried out in accordance with the legislation of Ukraine.

3.8. Graduate students annually use a vacation lasting two months (July, August), which is included in the total period of study.

3.9. A graduate student who does not fulfill the approved individual plan in due time, at the request of the department, the faculty/institute council is expelled from the graduate school by the decision of the Academic Council and the order of the rector. The graduate student may be expelled from graduate school for violating

the Charter of Petro Mohyla Black Sea National University, Regulations on studying at Petro Mohyla Black Sea National University, Resolution of the Cabinet of Ministers of Ukraine dated 23.03.2016 № 261 "Procedure for training applicants for higher education of the degree of Doctor of Philosophy and Doctor of Science in higher educational institutions (scientific institutions)", this provision, the rules of procedure of Petro Mohyla Black Sea National University, as well as for illegal actions.

- 3.10. If there are vacancies and appropriate funding, a graduate student who took a break from study for valid reasons may be reinstated for the remaining period, except in cases of deductions for illegal actions.
- 3.11. Passing exams by graduate students for the period of postgraduate study is a mandatory component of the learning process and subsequent award of the degree of Doctor of Philosophy.
- 3.12. Postgraduate students study according to a separate curriculum approved by the Academic Council of the University.

4. Rights and responsibilities of the graduate student

- 4.1. The graduate student has the right to:
 - to use the educational-production, scientific, cultural-sports, health-improving base of Petro Mohyla Black Sea National University;
 - receive all kinds of scientific information and scientific advice;
 - to take part in scientific activity of the department;
 - to interrupt postgraduate studies for valid reasons with subsequent renewal;
 - receive a state scholarship of the prescribed amount;
 - to elect and be elected to the self-governing bodies of Petro Mohyla Black Sea National University;
 - on safe and harmless working conditions;
- 4.2. The graduate student during his postgraduate studies is obliged to:
 - perform an individual plan of work on the dissertation. The individual work plan of the graduate student provides for passing the candidate exams in the specialty, foreign language, and if necessary – an additional exam, determined by the decision of the specialized academic council of the institution, the institution where the dissertation is to be defended.
 - to pass annual ⁷unpaid pedagogical practice in the amount of 50 hours (25 – for postgraduate students of evening form of study) of educational load per year;

- to report on the progress of dissertation research at the meetings of the department and at the meetings of the scientific-methodical seminar;
- complete the work on the dissertation and submit it for defense to a specialized council;
- adhere to the Charter of Petro Mohyla Black Sea National University, Regulations on studying at Petro Mohyla Black Sea National University, Resolution of the Cabinet of Ministers of Ukraine dated 23.03.2016 № 261 "Procedure for training applicants for higher education of the degree of Doctor of Philosophy and Doctor of Science in higher educational institutions (scientific institutions)", this Regulation and the Rules of Procedure of Petro Mohyla Black Sea National University.

4.3. Disputes that may arise between graduate students and Petro Mohyla Black Sea National University, are decided in accordance with the Charter of Petro Mohyla Black Sea National University and current legislation.

5. The procedure for interruption of postgraduate studies

5.1. Postgraduate students of Petro Mohyla Black Sea National University may interrupt postgraduate studies with its further continuation for the following reasons:

- professional internship in foreign research centers and universities;
- the need to conduct a dissertation research outside the university;
- illness (lasting more than one month);
- stay on leave in connection with pregnancy and childbirth, care for a child until he or she reaches the age of three.

5.2. In other cases, which precluded the possibility of working on a dissertation, the Academic Council of the University at the request of the relevant department assesses the circumstances and determines the period for which postgraduate studies continue (up to one year).

5.3. The total period of study breaks due to illness may not exceed one year. If a graduate student needs treatment for more than one year, he is expelled due to health problems.

5.4. Fifteen days before the start of the desired interruption period, the postgraduate student submits an application to the Rector, Vice-Rector for Research, agreed with the supervisor and the head of the department, to interrupt postgraduate studies with further continuation. The application must be accompanied by documents that cover and confirm the reasons for the interruption (official

invitation to the internship, confirmation of the grant, sick leaves, certificate of LCC, birth certificate, etc.). If the interruption of postgraduate studies is associated with the implementation of a dissertation research, a detailed plan of work or research for the internship period is attached.

5.5. The interruption and continuation of postgraduate studies is recorded in the employment record book in accordance with the order prepared by the department. The interruption period is not included in the period of postgraduate studies. The scholarship is not paid at this time.

5.6. If the graduate student does not renew his/her status after the interruption of postgraduate studies, ie he/she has not registered with the postgraduate department within ten days, he/she is subject to deduction from the last day of interruption of postgraduate studies specified in the order.