

Appendix 1 to Order No. 28-5 of 9 June 2020

APPROVED

by Academic Council of KROK University
Minutes No. 5 dated 4 June 2020

PROCEDURE

**for Certifying Applicants for Higher Education Seeking Doctor of Philosophy
Degree at KROK University**

1. GENERAL PROVISIONS

1.1. The procedure for certifying applicants for higher education seeking Doctor of Philosophy degree was developed in accordance with the Procedure for conducting an experiment in awarding the degree of Doctor of Philosophy approved by the *Resolution of the Cabinet of Ministers of Ukraine No. 167* dated 06.03.2019, the *Procedure for training applicants for PhD and Doctor of Sciences degrees in higher education institutions (academic establishments)* approved by the Resolution of the Cabinet of Ministers of Ukraine No. 261 dated 23.03.2016, the Order of the Ministry of Education and Science of Ukraine (MESU) *On approval of the requirements for dissertation execution No. 40* dated 12.01.2017, the Order of the Ministry of Education and Science of Ukraine *On publishing dissertation findings for attaining Doctor and Candidate of Sciences degrees No. 1220* dated 23.09.2019, the Order of the Ministry of Education and Science of Ukraine *On approving forms of documents of the certification case file of the applicant for a Ph.D. degree No. 533* dated 22.04.2019, the Order of the Ministry of Education and Science of Ukraine *On approving standardized formats of documents on higher education (academic degrees) and appendices to them, academic certificate templates No. 525* dated 12.05.2015, the *Code of Academic Integrity*, introduced by the Rector's Order No. 108-3 dated 18.10.2018, the *Regulation on the verification of academic and scientific papers against plagiarism at KROK University* introduced by the Rector's Order No. 28-5 dated 9 June 2020.

1.2. The applicant certification is a number of consecutive expert actions aimed to assess the scientific level of the dissertation and scientific publications of the applicant, establishing their level of theoretical knowledge, skills, abilities and relevant competencies for state recognition of the applicant's academic qualification by awarding him/her a degree.

1.3. The applicant seeking a Ph.D. degree (hereinafter – the applicant) is a person who studies at a higher education institution (academic establishment) at the third (educational and academic) level of higher education to obtain a Ph.D. degree in the field of study and/or subject area.

1.4. The Ph.D. degree is awarded by a non-standing specialized academic council (hereinafter – the council) upon successful completion by the applicant of the relevant study and research program and upon the public defence of scientific achievements in the form of dissertation.

Attaining a Ph.D. degree involves the acquisition of theoretical knowledge, skills, abilities, and other competencies sufficient to produce new ideas, solve complex professional and/or research and innovation tasks, master the methodology of academic and pedagogical activities, as well as to conduct their own scientific research that has scientific novelty, theoretical and practical significance.

A Ph.D. degree is obtained on the basis of a Master's degree (Specialist degree).

1.5. The document certifying awarding of a Ph.D. degree is a Ph.D. diploma in a state-approved format issued by KROK University (hereinafter – the

University) after the approval of the council's decision by the MESU Attestation Board.

2. REQUIREMENTS AS FOR THE LEVEL OF ACADEMIC QUALIFICATION OF THE APPLICANT

2.1. The applicant must prepare a dissertation, publish key scientific findings in scientific periodicals, acquire theoretical knowledge, skills, abilities, and relevant competencies.

2.2. The dissertation is submitted in the form of a specially prepared qualifying academic paper as the manuscript, prepared by the applicant on his/her own. It must contain scientific provisions, new scientifically substantiated theoretical and/or experimental findings of research conducted by the applicant, which are relevant to a particular field of study, with the documents confirming the conduction of such research, as well as testifying personal contribution of the applicant to science and be characterized by the coherence of content.

Requirements for the dissertation are set by the Order of the Ministry of Education and Science of Ukraine *On approval of the requirements for dissertation execution No. 40* dated 12.01.2017. The study and research program of the University may set the maximum and/or minimum volume of the main text of the dissertation in accordance with the specifics of the relevant field of study and/or subject area.

2.3. According to the Order of the Ministry of Education and Science of Ukraine *On publishing findings of the dissertation for attaining Doctor and Candidate of Sciences Degrees No. 1220* dated 23.09.2019, key scientific findings of the dissertation must be covered in at least three scientific publications that reveal the main content of the dissertation. Such scientific publications include:

- at least one article in scientific periodicals of other states that are members of the Organization for Economic Cooperation and Development and/or the European Union, in the field of study related to the applicant's dissertation;
- articles in scientific periodicals included in the list of scientific professional publications of Ukraine (instead of one article a monograph or a section of a monograph published in co-authorship may be accepted).

A scientific paper in the periodical referred to in the first-third quartiles (Q1-Q3) according to SCImago Journal and Country Rank or Journal Citation Reports is regarded as two publications, which are credited in accordance with the first paragraph of this clause.

Scientific publications related to the topic of the dissertation are accepted subject to the following terms:

- substantiating scientific findings obtained in accordance with the purpose of an article (task) and conclusions;
- publishing articles in scientific professional periodicals, which on the date of their publication are included in the list of scientific professional publications of Ukraine, approved in the manner prescribed by law;
- publishing articles in scientific periodicals of other states in the field of study

related to the applicant's dissertation provided that the presentation of the dissertation materials, determined by the council, is complete;

- publishing not more than one article in one issue of a scientific periodical.

Scientific publications related to the topic of the dissertation are not accepted if their scientific findings duplicate those published earlier in other scientific publications that have already been credited based on the topic of the dissertation.

2.4. If the dissertation uses ideas or developments belonging to co-authors, with whom the applicant has joint scientific publications and documents on dissertation research, the applicant must note this fact in the dissertation mentioning the personal contribution to such publications and documents.

The applicant certifies with his/her signature on the title page of the dissertation that scientific achievements submitted for defence are his/her own work and all borrowed ideas, scientific findings, citations are provided with appropriate references to their authors and sources of publication.

According to the *Regulation on the verification of academic and scientific papers against plagiarism at KROK University* introduced by Rector's Order No. 28-5 dated 9 June 2020, the verification of dissertation submissions for a Ph.D. degree for signs of plagiarism is a prerequisite for consideration of the former by the University council.

Should the council reveal any violations of academic integrity (academic plagiarism, self-plagiarism, fabrication, falsification) in the dissertation and/or scientific publications, which highlight key scientific findings of the dissertation, this should be the grounds for denial to award the Doctor of Philosophy degree without the right to re-defend it.

2.5. Upon completion of the relevant study and research program by the applicant, the research supervisor (supervisors) drafts an opinion evaluating the applicant's performance in the process of writing the dissertation and implementation of the Individual Activity Plan of a postgraduate student from the point of its educational and scientific components (hereinafter Supervisor's (-s') opinion. Supervisor (supervisors) ensures proper and timely performance of their duties.

If the supervisor (supervisors) refuses to prepare an opinion, the applicant applies in writing to the academic council of the University to provide an opinion of the department where the applicant was trained. The academic council of the University instructs the relevant department to consider such an appeal. The relevant department shall, within a month from the date of receipt of the appeal, consider the documents submitted by the applicant regarding the completion of training and hold a meeting, which is considered valid if it is attended by at least two-thirds of the relevant department staff. At a meeting of the relevant department, an academic report of the applicant is heard, and through open voting by a simple majority of votes of academic (scientific and academic) staff present at the meeting a decision is made to issue/refuse to issue such an opinion. In case of a positive decision of the department, the opinion is signed by its head. If the supervisor is the head of the department where the applicant was trained, the opinion is signed by the deputy head of such department.

3. CONDUCTING A PRELIMINARY EXPERT EVALUATION OF THE DISSERTATION

3.1. Preliminary expert evaluation of the dissertation of the applicant for attaining a Ph.D. degree, who was trained at the University, is conducted by the University. On behalf of the Ministry of Education and Science, the University may conduct a preliminary expert evaluation of the dissertation of the applicant who was trained in another higher education institution (academic establishment). Upon the preliminary expert evaluation of the dissertation, an opinion is issued elaborating on the scientific novelty, theoretical and practical significance of the findings in the dissertation.

3.2. The applicant is required to submit a written application to the chairperson of the academic council of the University for a preliminary expert evaluation of the dissertation and for the issuance of an opinion on the scientific novelty, the theoretical and practical significance of the dissertation (Appendix 1).

In addition to the application for a preliminary expert evaluation of the dissertation, it is required to submit consent for checking the dissertation submissions for signs of plagiarism (Appendix 2) and the finished dissertation file to the academic council of the University.

3.3. For the issuance of such an opinion on the scientific novelty, theoretical and practical significance of the dissertation, the University academic council appoints two reviewers, whose candidacies are proposed to the council, and determines the department that will conduct the preliminary expert evaluation of the dissertation.

To submit proposals on the candidatures of reviewers at the meeting of the academic council, as well as to select the department that will carry out the preliminary expert evaluation of the dissertation, an ad-hoc commission is set up at the academic council of the University consisting of:

- vice-rector for research (head of the commission);
- guarantor of the study and research program based on which the dissertation was prepared;
- head of the postgraduate studies department.

No later than three working days before the meeting of the academic council, the commission submits to the chairperson of the academic council a memo with proposals for the candidatures of reviewers, as well as the department for preliminary expert evaluation of the dissertation (Appendix 3). The following is attached to the memo:

- written consents of the proposed reviewers to review the paper and for their inclusion to the council (Appendix 4);
- copies of their diplomas and academic certificates;
- a list of their publications in the field of study related to the applicant's dissertation for the past 5 years.

3.4. The reviewer may be a person who is a full-time employee of the University and has a degree and is a competent scientist in the field of study related to the applicant's dissertation.

The reviewer must have at least three scientific publications published in the past five years, in the field of study related to the applicant's dissertation, of which at least one publication must be in periodicals indexed in Scopus and/or Web of Science Core Collection databases. Such publications include monographs, sections of monographs, articles in periodicals included in the list of scientific journals of Ukraine approved by the Ministry of Education and Science, or in periodicals of other countries.

One of the reviewers must be a Doctor of Science.

An academic scientist may be included in the council not earlier than five years after obtaining a Ph.D. degree (Candidate of Sciences).

Relatives of the applicant, his/her supervisor, and co-author of any scientific publication with the applicant cannot be appointed as reviewers.

The reviewer may be a member of no more than eight councils during a calendar year.

If the applicant's training was carried out based on the agreement between the University and a foreign higher education institution (academic establishment), the council may be formed on the basis of one of the specified training institutions. If the council is created on the basis of the University, it is set up in accordance with this Procedure. Staff from a foreign higher education institution that was a party to this agreement may be a reviewer of the applicant's dissertation.

3.5. At the meeting of the academic council, the chairperson of the academic council of the University submits for consideration the applicant's application and the memo of the chairperson of the ad-hoc commission for proposals regarding candidates, as well as the department that will conduct the preliminary expert evaluation of the dissertation. If no objections are raised, the academic council of the University approves the candidatures of reviewers and the department for a preliminary expert evaluation of the dissertation and provides an opinion on the scientific novelty, theoretical and practical significance of the findings in the dissertation. The decision of the academic council of the University is taken through open voting by a simple majority of votes of the members of the academic council present at the meeting.

The decision of the academic council of the University on the appointment of reviewers and the appointment of the department for a qualifying seminar can be printed from the website of the academic council or obtained from the academic secretary of the University.

Preliminary expert evaluation of the dissertation is carried out within two months from the date of receipt by the University of the applicant's written application for such evaluation.

3.6. In case of the University's refusal (in writing) to conduct a preliminary expert evaluation and prepare the said opinion, the applicant has the right to apply to the Ministry of Education and Science to determine a further procedure for the defence of the dissertation.

4. PROCEDURE OF THE QUALIFYING SEMINAR

4.1. The applicant submits a dissertation (manuscript and electronic version), the supervisor's (supervisors') opinion, an academic certificate on the completion of the relevant study and research program, a template of which is approved by the Ministry of Education and Science (Appendix 5), a list and copies of scientific publications of the applicant, copies of acts on implementation of dissertation findings (if any); certificates of participation of the applicant in the research, the decision of the academic council of the University on the approval of candidates for reviewers and the selection of the department for a qualifying seminar. The submissions should be made to the department selected for the qualifying seminar.

4.2. The head of the department, where the preliminary expert evaluation of the dissertation is carried out, provides reviewers with the documents submitted by the applicant, as well as a report on the examination of the dissertation for signs of plagiarism.

Verification of the dissertation for compliance with the requirements of academic integrity in accordance with *the Regulation on the verification of academic and scientific papers against plagiarism at KROK University*, introduced by the Rector's Order No. 28-5 dated 9 June 2020 is performed by the secretary of the academic council of the University and within five days on the determination of the department for the qualifying seminar transmits the electronic version of the dissertation and the results of its verification to the head of the department.

Discussion of the content of the dissertation at the qualifying seminar can be held provided the paper does not contain any borrowed texts, revealing signs of plagiarism, without proper references to the source. Should such borrowed texts be identified, the dissertation shall be denied for consideration. According to *the Regulation on the verification of academic and scientific papers against plagiarism at KROK University*, introduced by the Rector's Order No. 28-5 dated 9 June 2020, the absence of signs of plagiarism is confirmed in writing by reviewers in their opinion on admitting the dissertation for consideration. The template of such an opinion is given in Appendix 6.

4.3. After the reviewers provide an opinion on the absence of signs of plagiarism, the department head and reviewers organize and conduct a qualifying seminar on the basis of the department for the purpose of a practical evaluation of the dissertation. The meeting should be attended by reviewers, the research supervisor of the paper, and the guarantor of the study and research program based on which the dissertation has been developed.

The qualifying seminar must be held within two months from the date of receipt by the University of the applicant's written application for a preliminary expert evaluation of the dissertation.

4.4. The chairperson of the meeting of the qualifying seminar should be a Doctor of Sciences, head of the department or professor of the department. The research supervisor of the applicant, co-author of his/her papers, reviewer or a close person of the applicant may not be the chairperson. In the absence of full-time

employees of the department where the dissertation was prepared, a doctor of sciences in the subject area related to the dissertation, as well as in case of conflict of interest (in particular, if the applicant is a close relative of the head of the department), the chairperson may be a doctor of sciences from the relevant subject area from another department of the University.

4.5. The meeting to discuss the dissertation provides for the following set of actions carried out by the participants:

- the chairperson of the meeting announces the legitimacy of the meeting, the agenda, the topic of the applicant's dissertation and informs when and by whom the topic of the dissertation was approved; he also introduces research supervisor(s) and reviewers. In addition, the chairperson confirms that there is a written opinion of the reviewers on the absence of signs of plagiarism. In the absence of such a written opinion, the consideration will be cancelled;
- the participants of the meeting are given a draft opinion on the dissertation, prepared in advance by the reviewers, and additional materials (printed slides of the presentation). The draft opinion of reviewers is prepared in accordance with the requirements of section 5 of this Procedure;
- During a presentation (up to 15 minutes) the applicant sets out the key provisions of the dissertation;
- the participants of the meeting ask questions to the applicant based on the dissertation materials. During the dissertation discussions, the participants of the meeting should establish the level of theoretical training of the applicant, his/her theoretical knowledge, skills, abilities, and other competencies sufficient to produce new ideas, solve complex tasks in professional and/or research and innovation areas, master the methodology of the scientific and pedagogical activity, as well as to conduct own research, the findings of which have scientific novelty, theoretical and practical significance; they should identify the applicant's awareness with the outcome of the research conducted by other scholars in the scientific realm specified in the dissertation and its comparability with the applicant's research outcome;
- the research supervisor (supervisors) makes a report;
- specialists present at the qualifying seminar and all those who wish to evaluate the applicant's preparation and recommend (or not recommend) a dissertation for the defence at the University council give speeches;
- the draft opinion on the dissertation prepared by reviewers is discussed.

4.6. Depending on the draft opinion of the reviewers (positive or negative) and the course of discussion of the submissions, the qualifying seminar may decide on the compliance or non-compliance of the dissertation with the established requirements and recommend or not recommend the dissertation for defence to attain a Ph.D. degree.

4.7. The voting procedure is determined by the participants of the meeting before the voting procedure.

A positive decision on the dissertation can be made in the absence of comments from reviewers and a positive vote for such a decision by a simple majority of participants.

4.8. The opinion on scientific novelty, theoretical and practical value of the dissertation findings based on the qualifying seminar is prepared and given to the applicant according to requirements of section 5 of this Procedure.

4.9. If it is necessary to finalize the paper, the opinion is not accepted, and the decision includes recommendations to the applicant to finalize the dissertation. The applicant takes into account the comments of reviewers and experts present at the seminar and provides the department with a revised text of the dissertation for re-discussion.

A period to finalize the dissertation is not limited by the decision taken at the qualifying seminar. The date for the re-evaluation of the dissertation by reviewers should not exceed one month. If the applicant needs a term exceeding one month to complete the dissertation, the procedure on approving reviewers and selecting the University's department for holding a qualifying seminar is held from the beginning.

4.10. The head of the department is personally responsible for the proper storage in the minutes of the meeting of the department of all materials related to the preliminary expert evaluation of the dissertation.

5. PREPARATION OF THE OPINION ON SCIENTIFIC NOVELTY, THEORETICAL AND PRACTICAL SIGNIFICANCE OF THE DISSERTATION FINDINGS

5.1. Upon consideration of the dissertation and scientific publications, which highlight the key scientific findings of the dissertation, as well as the results of a qualifying seminar, reviewers prepare an opinion about the scientific novelty, the theoretical and practical significance of the dissertation findings. Reviewers ensure the objectivity of their opinion.

5.2. The opinion should indicate the positions, academic degrees and titles of those present, stating a person who approved the topic of the dissertation and the date for the same, a person who was appointed as a supervisor of the applicant, and the date for the same. The opinion also contains information on the compliance of the dissertation with the requirements provided for in paragraph 2.2 of this Procedure. The opinion must be structurally set up as follows:

1. Relevance of the research topic.

The engagement of a candidate for a degree in scientific papers conducted at the University (if any) is indicated: preparer, principal preparer, supervisor, etc, and the description of this engagement is provided. If scientific research was performed as an integral part of the state or branch scientific program, it is necessary to indicate this and provide the code and name of the program.

Purpose, tasks and research methods. Object and subject of research. In the list of research methods used, it is necessary to specify what exactly was studied with help of each of those methods.

2. Formulation of a scientific task, a new solution to which is achieved in the dissertation.

3. Scientific provisions developed personally by the candidate for a

degree, their novelty.

4. The validity and reliability of scientific statements, conclusions and recommendations that are defended.

5. The level of theoretical training of the applicant, his/her personal contribution to solving a specific scientific task. The level of awareness of the applicant with the results of scientific research of other scientists.

6. Scientific and practical (if any) value of the paper.

7. Application of the findings (if available).

8. Completeness of the dissertation materials in the publications and the applicant's personal contribution to the co-authored publication (in the case of mentioning joint ideas of co-authors in the dissertation). A mandatory requirement for scientific publications of applicants is that an issue of the journal (or other printed periodical) should include not more than one article of the applicant on the topic of the dissertation. There should be indicated the verification results of the dissertation/monograph using one of the anti-plagiarism systems proposed at the University confirming the existence or absence of borrowed ideas without proper references to a source (plagiarism) and the conclusion is made in terms of compliance of the dissertation/monograph with the principles of academic integrity.

9. Practical evaluation of the dissertation materials (if available).

10. Assessment of the language and style of the dissertation (except for philological specialties).

11. Correspondence of the dissertation content to the study and research program in which the dissertation is submitted for defence.

12. Recommending dissertation for defence.

The results of the voting of the participants of the qualifying seminar must be given, indicating the number of attendees and the number of people who voted "for", "against" or abstained.

5.3. The opinion is signed by the chairperson, reviewers, and secretary of the meeting, indicating their positions, degrees, and academic titles. The signatures of the chairperson, reviewers and secretary of the qualifying seminar are certified by the personnel department. One copy of the opinion remains in the documents file of the University's department, where the preliminary expert evaluation of the dissertation was held. The applicant receives two copies of the approved opinion.

The opinion is prepared within ten days from the date of the qualifying seminar.

Responsibility for timely and correct execution of the opinion rests with the chairperson of the department meeting, reviewers, head of the department.

5.4. After the issuance of these opinions, the applicant is prohibited from making changes to the text of the dissertation.

6. APPROVAL OF THE CHAIRPERSON OF THE COUNCIL AND OPPONENTS

6.1. The council is formed from the subject area for which the University has

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

The council is formed of the chairperson and members of the council - two reviewers and two opponents.

6.2. The guarantor of the study and research program, based on which the dissertation was prepared, reviewers and the head of the department, where the applicant's dissertation was prepared and/or its preliminary expert evaluation held, draft proposals on setting up a council on defence of the dissertation, nominate its chairperson and opponents.

6.3. The guarantor of the study and research program appeals to the specialists who have been proposed for inclusion in the council with a request to provide written consents to chair (Appendix 7) and act as opponents (Appendix 8) at the defence, provide information about themselves (position, main job, scientific degree, academic title, publications in the field of study related to the applicant's dissertation for the past five years), copies of diplomas of scientific degrees and certificates of academic titles.

After receiving the necessary documents, the guarantor of the study and research program submits a memorandum (Appendix 9) to the chairperson of the Academic Council of the University on approval of the recommended composition of the council and on the University's application to the Ministry of Education and Science of Ukraine to hold the one-time defence of the dissertation from a relevant field of study. Approval of the composition of the council (Appendix 10) is included in the agenda of the Academic Council of the University.

6.4. The scholar proposed to the council must have at least three scientific publications published in the past five years, in the scientific field related to the applicant's dissertation, of which at least one publication in periodicals indexed in Scopus and/or the Web of Science Core Collection databases. Such publications include monographs, sections of monographs, articles in periodicals included in the list of scientific journals of Ukraine approved by the Ministry of Education and Science, or in periodicals of other countries.

One scholar may be a member of no more than eight councils during a calendar year.

6.5. The chairperson of the University council (hereinafter - the chairperson of the council) is a full-time scientific and pedagogical (academic) employee of the University, who holds a doctorate degree.

The chairperson of the council ensures compliance with law requirements during the functioning of the council.

The following cannot be appointed the chairperson of the council: applicant's research supervisor; Rector (Vice-Rector) of the University; co-author of the applicant's scientific publications; reviewer of the applicant's monograph; relatives of the applicant.

6.6. The reviewer may be a person who is a full-time employee of the University and has a degree and is a competent scholar in the field of study related to the applicant's dissertation. The competence of the scholar is confirmed by the degree awarded to him/her in the relevant field of study (science) and/or subject

area, or by the academic title assigned to him/her from the relevant department (subject area) and/or by scientific publications in the field of study related to the applicant's dissertation.

Opponents cannot be employees of the same higher education institution (academic establishment). Opponents may be foreign scholars from the scientific field related to the applicant's dissertation.

Relatives of the applicant, his/her supervisor and co-author of any scientific publication with the applicant cannot be appointed as opponents.

To defend the dissertation relatives of the Rector of the University apply to another higher education institution (academic establishment) to form a council.

The council must have at least three scholars with a doctorate degree (chairperson of the council, one of the reviewers, one of the opponents). An academic scientist may be included in the council not earlier than five years after obtaining a Ph.D. degree (Candidate of Sciences).

The chairperson and members of the council have equal rights during the defence of the dissertation by the applicant.

6.7. If one of the council members cannot take part in the council meeting, the University sends a request to the Ministry of Education and Science to change the composition of the council. Within a month from the date of receipt of the petition, the Ministry of Education and Science makes a decision to change the composition of the council and issues a relevant order.

6.8. Remuneration of the chairperson and members of the council and reimbursement of travel expenses for opponents are carried out in accordance with the legislation governing the remuneration of the chairperson and members of the evaluation commission of higher education institutions and reimbursement of travel expenses for members of the evaluation commission appointed from other cities.

6.9. The chairperson and members of the council ensure high standards during the consideration of dissertations, their defence, and the adoption of sound decisions by the council.

7. APPLICANT'S APPEAL TO THE ACADEMIC COUNCIL OF THE UNIVERSITY FOR THE PURPOSE OF CREATING THE COUNCIL

7.1. After receiving an opinion on the scientific novelty, theoretical and practical significance of the dissertation findings, the applicant submits an application to the Chairperson of the Academic Council of the University to establish a council for the dissertation defence to obtain a Ph.D. degree (Appendix 11). The applicant submits the application to the academic secretary of the University in due time to include consideration of his/her application in the agenda of the meeting of the University Academic Council.

The applicant shall attach to the application duly certified copies of:

- academic certificate on completion of the relevant study and research program;
- an opinion of the research supervisor (supervisors) or the academic structural division;

- an opinion about the scientific novelty, the theoretical and practical significance of the dissertation findings.

7.2. The meeting of the Academic Council of the University considers the application of the applicant and the recommendation of the guarantor of the study and research program on the composition of the council for dissertation defence.

7.3. The Academic Council of the University takes the decision on approving the composition of the council and sending a request for the establishment of the council to the Ministry of Education and Science through open voting by a simple majority of votes of members of the Academic Council present at the meeting. The decision of the Academic Council of the University on the approval of the composition of the council can be printed by the applicant from the website of the Academic Council of the University or obtained from the academic secretary of the University.

7.4. The University submits to the Ministry of Education and Science a request to form a council with the right to accept for consideration and conduct a one-time defence of the dissertation of the University applicant who has completed the study and research program. The University may also submit such a request for the dissertation of the applicant who has completed a study and research program in another higher education institution (academic establishment).

If the applicant has completed the study and research program, some parts of which are also provided by another academic institution, in addition to the University, the council may be formed in one of these training entities with the possible involvement of a scholar who is a staff member of another training entity as a reviewer, taking into account the requirements of this Procedure for the qualification of such a scholar.

8. UNIVERSITY REQUEST FOR THE ESTABLISHMENT OF THE COUNCIL

8.1. Within a week a person proposed for approval as the chairperson of the council provides the academic secretary of the University with a package of documents required to submit to the Ministry of Education and Science of Ukraine requesting to form a council:

- 1) request for the establishment of a council with appropriate justification and insurance of proper conditions for the council functioning (Appendix 12);
- 2) personal composition of the council indicating full names, main places of employment, and scientific publications (according to paragraph 6.4 of this Procedure) (Appendix 10);
- 3) copies of diplomas on academic degrees, certificates of academic title for a chairperson and members of the council;
- 4) certification documents for a candidate for a Ph.D. degree (Appendix 13, executed as a MS Excel document).

8.2. If all the documents are properly executed, the academic secretary of the University submits the application and the composition of the council endorsed by the Vice-Rector for Scientific Work for signature by the University Rector.

8.3. Documents concerning the establishment of the council, signed by the University Rector are sent to the Ministry of Education and Science of Ukraine.

8.4. In addition to submission to the Ministry of Education and Science of Ukraine of the written application for the establishment of a council entitled to consider and hold a one-time defence of the applicant's dissertation, at the same time the qualification certification data of a candidate for a Ph.D. degree is sent to phd.start.2019@ukr.net.

8.5. Within a month from the date of receipt of the application, the Ministry of Education and Science makes a decision to set up the council and issues a relevant order.

The order on the establishment of the council is posted on the website of the Ministry of Education and Science of Ukraine.

8.6. The Ministry of Education and Science exercises control over the activities of councils.

9. SUBMISSION OF DOCUMENTS TO THE COUNCIL

9.1. After the Ministry of Education and Science of Ukraine publishes its order on the establishment of the council at the University, the applicant provides the department of postgraduate and doctoral studies with the documents according to the following exhaustive list:

- 1) application for his/her certification (Appendix 14);
- 2) two copies of the first page of the passport of a citizen of Ukraine or a passport document of a foreigner;
- 3) two copies of the Master's degree (Specialist). If the document on higher education is issued by a foreign higher education institution, a copy of the document on recognition of the higher education diploma issued by a foreign institution has to be also provided;
- 4) two copies of the certificate on name change (if required);
- 5) a duly certified extract from the order on enrollment in postgraduate school (affiliation with a higher education institution (academic establishment));
- 6) academic certificate on completion of the relevant study and research program (original and duly certified copy);
- 7) an opinion of the research adviser (supervisors) or issued by the relevant academic department in two copies;
- 8) an opinion about the scientific novelty, the theoretical and practical significance of the dissertation findings in two copies;
- 9) the dissertation in printed (three copies) and electronic formats;
- 10) copies of scientific publications approved according to the topic of the dissertation, with the indication of the edition notice information. Copies of these publications are certified in the prescribed manner.

A staff of the postgraduate and doctoral department checks the availability of documents and their execution. After that, the documents are submitted to the council.

9.2. The chairperson of the council accepts the documents for consideration,

endorses the applicant's application in a corresponding manner, puts the date of its acceptance and his/her signature. The council chairperson submits the endorsed, signed and dated copy of the application (paper version or scan copy) to the postgraduate and doctoral studies department.

The original documents submitted in accordance with sub-clauses 2-4 of this clause are provided to the council and returned to the applicant after acceptance of the application. Copies of these documents are certified by the chairperson of the council in the prescribed manner.

When registering documents of a foreigner or a stateless person, his/her full name is given in the order in which it appears in the identification document of its holder.

9.3. Within a week after the acceptance of documents for consideration:

- the chairperson of the council provides the department of postgraduate and doctoral studies with a notice of accepting the dissertation for consideration (Appendix 15) in paper, text and graphic formats, information on acceptance of the dissertation for consideration, as well as an abstract of the applicant's dissertation;
- a head of the postgraduate and doctoral studies department publishes information about accepting the dissertation for consideration and annotation of the applicant's dissertation on the official website of the University in the section about the activities of specialized academic councils and sends a notice of dissertation acceptance to the Ministry of Education and Science;
- the chairperson of the council submits the dissertation and scientific publications approved on its topic to the opponents.

The notice of acceptance of the dissertation for consideration, along with other such notices received by the MESU during the month, is posted on the MESU official website on the third business day of the following month.

10. SUBMISSION OF DISSERTATION AND SCIENTIFIC PUBLICATIONS ON ITS TOPIC TO OPPONENTS

10.1. Within a month after the acceptance of documents for consideration, opponents submit to the chairperson of the council two copies of reviews signed by them. Opponents' signatures are certified and sealed by the institutions where they are employed.

10.2. The opponent's response defines:

- relevance of the selected topic;
- the validity of scientific provisions, conclusions and recommendations formulated in the dissertation;
- their novelty;
- completeness of presentation in scientific publications approved on the topic of the dissertation;
- absence (presence) of violation of academic integrity;
- recommendation (statement against recommendation) on awarding a Ph.D. degree in the relevant specialty.

10.3. In case the review is not submitted in time or it does not meet the requirements of paragraph 10.2, the chairperson of the council may return it to the opponent for revision or replace the opponent. In case of replacement of the opponent, the Ministry of Education and Science is sent a reasoned request for changes in the composition of the council (the request is prepared by the chairperson of the council).

11. PREPARATION OF THE DISSERTATION FOR THE DEFENCE

11.1. After receiving the opponents' reviews by the council, the council members agree on a date of the dissertation defence, which is appointed no later than three weeks from the date of receipt of the opponent's second review by the chairperson of the council.

11.2. Within three working days after confirming the date of the dissertation defence, the chairperson of the council provides this information to the postgraduate studies department. The postgraduate studies department informs the academic community about the date of the dissertation defence via a post on the official website of the University in a section about the activities of specialized academic councils.

11.3. No later than ten working days before the dissertation defence, the chairperson of the council submits electronically to the postgraduate and doctoral studies department, and the department posts on the official website of the University in section about the councils' activities the following:

- a copy of the dissertation (with the provision of open text data formats);
- an opinion about the scientific novelty, the theoretical and practical significance of the dissertation findings;
- opponents' reviews;
- addresses to which comments on the dissertation and people's inquiries can be submitted.

These materials will be available on the official website of the University for three months from the date of entry into force of the University order on the issuance of a Ph.D. diploma.

These requirements do not apply to dissertations that contain information classified as a state secret or information for official use.

11.4. No later than ten working days before defence of the dissertation, the chairperson of the council submits 2 printed copies of the dissertation to the department of postgraduate and doctoral studies. The postgraduate studies department submits one printed copy of the dissertation to the Vernadsky National Library of Ukraine of the National Academy of Sciences (Appendix 16), and the second copy – to the University Library. In addition, the postgraduate studies department sends an electronic copy of the dissertation to the National Repository of Academic Texts and/or the State Scientific Institution "Ukrainian Institute of Scientific and Technical Expertise and Information".

11.5. At the applicant's request, the council is obliged to hold a defence of the dissertation when there is a negative review from one of the opponents.

If negative reviews are received from two opponents, the dissertation is withdrawn from consideration, and the applicant is returned all the materials submitted by him/her, except for the application and one copy of the dissertation.

The council informs the postgraduate and doctoral studies department, as well as the Ministry of Education and Science about the withdrawal of the dissertation from consideration within three working days.

11.6. One week before the meeting of the council, the chairperson of the council ensures the preparation of: registration card (Appendix 17) and ballots for secret voting (Appendix 18).

In addition, the chairperson of the council submits in advance a memo on the day, time and place of defence of the dissertation to the education and methodology department of the University.

For council members, the applicant prepares paper-based copies of presentation slides.

Ten days before the defence, the chairperson arranges the placing of announcements in University premises about the meeting of the university council on the defence of the dissertation for attaining a Ph.D. degree.

12. PUBLIC DEFENCE OF THE DISSERTATION

12.1. Public defence of the dissertation is held during a council meeting.

The defence of the dissertation should take place in the form of an open scientific discussion with the chairperson and council members involved, as well as other people present at the meeting, if so desired.

12.2. During the defence, the council arranges audio (phonogram recording) and video recording, as required by law. The recording (sound, video recording) of such meeting is submitted by the council chairperson to the postgraduate and doctoral studies department, which publishes it on the official website of the University no later than the next working day from the date of the meeting. The record of the meeting is stored on the relevant website for at least three months from the date of entry into force of the University order on the issuance of a Ph.D. diploma.

During the meeting, the council establishes the level of theoretical knowledge, skills, abilities and other competencies acquired by the applicant, ascertains ways in which new scientifically sound theoretical or experimental findings of his/her research were achieved, and a specific scientific problem was solved in the relevant field of study, as well as determines applicant's knowledge of methodology applied in the scientific and pedagogical activity.

12.3. A meeting of the council is considered valid if all members of the council participated and voted.

If necessary, one of the opponents who issued a positive review may participate in the meeting of the council by means of video conference.

12.4. The meeting of the council is held by its chairperson in the state language according to the following procedure:

- the chairperson informs its members in accordance with the registration

card on members attendance about the legality of the meeting;

- the chairman of the council informs its members about the language agreed with the applicant to be used during the presentation of key provisions of the dissertation and answering questions, and he/she also reports on the documents submitted by the applicant, their compliance with the established requirements;

- the applicant lays out key provisions of the dissertation and answers questions submitted orally or in writing;

- the applicant responds to the comments included in the opponents' reviews and inquiries from other people received by the University in writing or by e-mail;

- discussion of the applicant's dissertation (scientific discussion) by the chairperson and members of the council (mandatory) and those present at the council meeting (optional);

- a draft decision of the council on awarding the candidate a Ph.D. degree is discussed;

- a secret voting is held to award the candidate a Ph.D. degree (if one of the opponents participates in the meeting through video conferencing, his/her vote is counted based on the results of the open voting). Pre-prepared ballots (Appendix 18) are distributed to the members of the council by the chairperson against their signatures. A counting commission consisting of two members of the council shall be formed to conduct the voting procedure and count the votes. Record sheet template of the counting commission is given in Appendix 19;

- the chairperson of the council announces the voting results (the decision is considered positive if at least four members of the council voted in its favor).

- the chairperson of the council announces the decision of the council to award a Ph.D. degree in the relevant field of study and/or subject area.

12.5. The applicant has the right to withdraw the dissertation from the defence based on a written application submitted at a meeting of the council before the secret voting. In this case, the applicant receives back the documents he/she submitted to the council, except for the application and one copy of the dissertation.

12.6. If the council has found a violation of academic integrity in the dissertation and/or scientific publications, which highlight key scientific findings of the dissertation, the application for withdrawal of the dissertation from defence is not accepted. In this case, the council decides to refuse to award the degree of Doctor of Philosophy.

12.7. In case the council decides not to award a Ph.D. degree, all the shortcomings, violations and remarks identified by the council during the dissertation consideration and expressed during its defence, which became the basis for such a decision, are noted in the council decision.

The applicant is provided with a duly certified copy of the decision and returned the documents submitted by him/her, except for the application, the opinion of the research supervisor(s) or the relevant department, the conclusion on scientific novelty, theoretical and practical significance of the dissertation and one copy of the dissertation.

In this case, a cover note with duly certified copies of the decision on refusal

to award a Ph.D. degree, as well as a transcript (deciphered phonogram) of the council meeting are sent to the Ministry of Education and Science of Ukraine.

If the council decides against awarding a Ph.D. degree based on the result of the defence, the dissertation may be submitted for defence again after finalization not earlier than one year from the date of such decision (except for cases of violation of academic integrity).

12.8. Dissertations containing information classified as a state secret or information for official use are considered taking into account the requirements of the legislation on state secrets and official information.

The chairperson of the council is responsible for compliance with the regulatory requirements for the defence of the dissertation.

12.9. The council draws up a decision on awarding a Ph.D. degree (in two copies) within 15 working days.

13. PREPARATION AND SENDING OF CERTIFICATION CASE AND DISSERTATION TO THE MESU

13.1. Decisions are signed by the chairperson of the council, reviewers and opponents. The signatures of the council's chairperson and reviewers are certified by the personnel department of the University.

13.2. The applicant prepares the text of the transcript (identical in content to the phonogram). The transcript must record the applicant's report, as well as all critical remarks contained in the responses to the dissertation and were expressed during the discussions of the dissertation, the applicant's answers to them, the council's opinion concerning the dissertation.

13.3. The first copy of the applicant's certification file containing all the documents related to the dissertation and its defence at the council is stored in the University archives for ten years from the date of entry into force of the University order on the issuance of a Ph.D. diploma, and another copy of the dissertation shall be permanently stored.

The first copy of the certification file comprises of the following documents:

- 1) copies of a cover letter using the university's template (Appendix 20);
- 2) two copies of the first page of the passport of a citizen of Ukraine or a passport document of a foreigner;
- 3) an opinion about the scientific novelty, theoretical and practical significance of the dissertation findings;
- 4) opponents' reviews;
- 5) an application for holding certification (Appendix 14);
- 6) council's decision on awarding a Ph.D. degree (Appendix 21);
- 7) a duly certified extract from the order on enrollment in the postgraduate school (affiliation with a higher education institution (academic establishment));
- 8) an opinion of the research supervisor (supervisors) or the academic structural division;
- 9) dissertations in printed form;
- 10) a copy of the Master's degree (Specialist), certified in the prescribed

manner. If the higher education document is issued by a foreign higher education institution, a duly certified copy of the document on recognition of the higher education diploma issued by a foreign institution has to be also provided;

11) copies of the certificate of name change (if necessary), certified in the prescribed manner;

12) academic certificate on completion of the relevant study and research program by the applicant;

13) copies of the document on the transfer of a printed copy of the dissertation to the Vernadsky National Library of Ukraine of the National Academy of Sciences (Appendix 16) and an electronic copy to the National Repository of Academic Texts or the State Scientific Institution "Ukrainian Institute of Scientific and Technical Expertise and Information";

14) annotations of the dissertation in the state language with the indication of scientific publications approved on the topic of the dissertation;

15) registration card to register attendance of the council members (Appendix 16);

16) transcripts (deciphered phonograms) of the council meeting, signed by the chairperson of the council and sealed by the University;

17) the protocol of the counting commission and the envelope with ballots for secret voting;

18) other documents related to the consideration of the dissertation and its defence at the council;

19) description of the documents related to the applicant's certification file (Appendix 22).

13.4. The second copy of the applicant's certification case file is sent to the Ministry of Education and Science within one month from the date of defence of the dissertation. The chairperson of the council is responsible for the timely submission of the first and second copies of the certification case file. The second copy of the certification case file is created from the following documents (exhaustive list):

1) a cover letter using the University's letterhead (Appendix 20);

2) two copies of the first page of the passport of a citizen of Ukraine or a passport document of a foreigner;

3) council's decision on awarding a Ph.D. degree (Appendix 21);

4) an opinion about the scientific novelty, theoretical and practical significance of the dissertation findings;

5) opponents' reviews;

6) a copy of the Master's degree (Specialist), certified in the prescribed manner. If the higher education document is issued by a foreign higher education institution, a duly certified copy of the document on recognition of the higher education diploma issued by a foreign institution has to be also provided;

7) copies of the certificate of name change (if necessary), certified in the prescribed manner;

8) a duly certified copy of the academic certificate on completion by the applicant of the study and research program;

9) copies of the document on the transfer of a printed copy of the dissertation to the Vernadsky National Library of Ukraine of the National Academy of Sciences (Appendix 16) and an electronic copy to the National Repository of Academic Texts or the State Scientific Institution "Ukrainian Institute of Scientific and Technical Expertise and Information";

10) annotations of the dissertation in the state language with the indication of scientific publications approved on the topic of the dissertation;

11) duly certified copies of the registration card on council members attendance (Appendix 17);

12) transcripts (deciphered phonograms) of the council meeting, signed by the chairperson of the council and sealed by the University;

13) description of the documents related to the applicant's certification file (Appendix 22).

Page numbering of the certification case file must be continuous (the number is affixed with a pencil in the upper right corner of each completed page).

The design of the cover page of the applicant's certification case file is approved by the Ministry of Education and Science and is given in Appendix 23.

The head of postgraduate and doctoral studies department provides methodological advice for the design and creation of the applicant's certification case file.

13.5. The second copy of the applicant's certification case file, drawn up in violation of the established requirements, is not accepted for consideration by the Ministry of Education and Science of Ukraine.

The applicant's certification case file, accepted by the Ministry of Education and Science for consideration, cannot be withdrawn from consideration by the applicant or revoked by the council which held the defence of the dissertation.

14. EXPERT EVALUATION OF THE CERTIFICATION CASE FILE BY THE MESU

14.1. To monitor compliance by the council with the requirements of regulations on applicant certification, the Ministry of Education and Science:

- considers documents in the applicant's certification case file to confirm compliance by the council with the dissertation review procedure;
- conducts an expert evaluation of the dissertation on the relevance of the topic selected, the validity of scientific provisions, conclusions and recommendations formulated in the dissertation, their novelty, completeness of presentation in scientific publications approved according to the topic of the dissertation, the absence (presence) of violations of academic integrity.

14.2. The MESU may involve the following persons to the expert evaluation of the dissertation:

- members of expert councils of the Ministry of Education and Science on expert evaluation of dissertations in the relevant scientific field;
- employees of higher education institutions (academic establishments) by setting up a group of experts;

- individual scholars by appointing them as experts.

The evaluation entity conducts an expert evaluation of the dissertation posted electronically on the official website of the University, drafts an opinion, submits it to the Ministry of Education and Science. This opinion is attached to the materials of the certification case file of the applicant.

The MESU prepares a summarized opinion, which is submitted to the attestation board of the MESU.

14.3. The attestation board of the Ministry of Education and Science considers the summarized opinion and approves the council's decision on awarding a Ph.D. degree.

The order of the Ministry of Education and Science on approving the council's decision following the opinion of the attestation board of the Ministry of Education and Science is posted on its official website.

The term for reviewing the dissertation and certification case file of the applicant by the MESU should not exceed four months.

Proposals and applications of individuals and legal entities for additional evaluation of the dissertation and the applicant's certification are considered by the Ministry of Education and Science before making a decision.

In special circumstances that require a longer period to evaluate the dissertation, the Ministry of Education and Science informs the University about the extension of such a period.

15. APPROVAL OF THE COUNCIL DECISION ON AWARDING DOCTOR OF PHILOSOPHY DEGREE AND ADOPTION OF THE DECISION ON GRANTING A PH.D. DIPLOMA

15.1. After the entry into force of the order of the Ministry of Education and Science approving the decision of the council to award a Ph.D. degree, the chairperson of the council submits a memo to the chairperson of the Academic Council of the University to issue a Ph.D. diploma (Appendix 24). The Academic Council of the University makes a decision, which is approved by an order of the University and published on its official website.

The decision of the council adopted following the dissertation defence at a foreign higher education institution (academic establishment) is approved in accordance with the laws of that foreign state.

15.2 The decision of the council to award a Ph.D. degree shall take effect from the date of entry into force of the University order on the issuance of a Ph.D. diploma.

15.3. The Ph.D. diploma is awarded to the applicant according to the procedure established by the University.

A format of the Ph.D. diploma is given in Appendix 25.

The applicant, whose training was completed based on the agreement between the University and a foreign higher education institution (academic establishment) and who was awarded with a Ph.D. degree, is awarded with two diplomas of Doctor of Philosophy in accordance with the legislation of the

countries that the parties belong to.

Reimbursement of expenses for producing forms of a Ph.D. diploma is carried out in accordance with the Resolution of the Cabinet of Ministers of Ukraine *On approval of the list of fee-based services that may be provided by educational institutions, other establishments and educational institutions in state and municipal ownership (as amended) No. 796* dated 27.08.2010.

15.4. In case of loss, destruction or damage of a Ph.D. diploma, the University issues its duplicate with a new serial number and information pursuant to the previously issued diploma at the expense of a person receiving the duplicate.

To have a duplicate diploma issued, the following is submitted to the University:

- an application for issuance of a Ph.D. duplicate diploma;
- a certificate issued by internal affairs office about the loss of a Ph.D. diploma (if available);
- a copy of the first page of the passport for a citizen of Ukraine or an identification document for a foreigner;
- a copy of the lost, destroyed or damaged diploma of Doctor of Philosophy (if available).

In case of a person's name change, the diploma is not exchanged for a new one.

15.5. Recognition of the Ph.D. degree obtained from a foreign higher education institution and the procedure of its recognition is carried out in accordance with the law.

16. CANCELLATION OF THE COUNCIL DECISION

16.1. If the council finds any violations of Resolution of the Cabinet of Ministers of Ukraine No. 167 *On conducting an experiment in awarding a degree of Doctor of Philosophy* dated March 6, 2019, the MESU cancels the council's decision to award the Ph.D. degree.

The MESU order on the cancellation of the said decision of the council on the basis of the decision of the attestation board of the Ministry of Education and Science is posted on its official website.

16.2. Detection of academic plagiarism in a defended dissertation by the MESU is a ground for depriving a supervisor of the right to participate in the training of applicants for two years, depriving the chairperson and council members of the right to participate in the certification of applicants for two years.

16.3. The applicant has the right to get acquainted with the summarized opinion of the Ministry of Education and Science after the latter has decided to cancel the decision of the council to award a Ph.D. degree. A copy of such an opinion shall be provided to the applicant within one month at his/her request.

16.4. If the council's decision to award a Ph.D. degree is revoked by the Ministry of Education and Science in connection with the council's violation of the dissertation review procedure, such dissertation may be resubmitted for defence by the applicant.

If the council's decision to award a Ph.D. degree is revoked by the Ministry of Education and Science due to violation of the requirements for the dissertation and scientific publications covering key scientific findings of the dissertation, such dissertation may be resubmitted for defence after not earlier than a year from the date of the decision that canceled the council's decision.

If the council's decision to award a Ph.D. degree is revoked by the Ministry of Education and Science in connection with violation of academic integrity in the dissertation and/or scientific publications covering key scientific findings of the dissertation, such dissertation cannot be re-submitted for defence.

17. CONSIDERATION OF THE APPEAL

17.1. The applicant may file an appeal to the University or the Ministry of Education and Science within two months from the date of defending the dissertation against the decision of the council to refuse to award a Ph.D. degree. The appeal is considered at the University in the following manner.

At rector's order, the University sets up an appeal commission involving specialists in the scientific field in which the applicant's dissertation has been written. The chairperson of the appeal commission is normally the guarantor of the study and research program at the third (educational and academic) level of higher education of the Ph.D. level from a relevant field of study. The appeal commission drafts an opinion, which is signed by all members of the commission, for consideration by the Academic Council of the University.

If the appeal does not contain arguments on the merits of the identified shortcomings, the appeal commission is not created.

17.2. The applicant may appeal against the decision of the Ministry of Education and Science to cancel the council's decision on awarding a Ph.D. degree no later than two months from the date of its adoption.

17.3. In the case of an appeal, the Ministry of Education and Science sets up an appeal commission involving specialists from the field of study related to the applicant's dissertation. As a rule, a member of the attestation board of the Ministry of Education and Science is appointed the chairperson of the appeal commission.

The appeal commission drafts an opinion, signed by all members of the commission, for consideration by the attestation board of the Ministry of Education and Science.

If the appeal does not contain arguments on the merits of the identified shortcomings, the appeal commission is not created.

17.4. The decision of the Ministry of Education and Science based on the results of the appeal may be appealed in court.

17.5. In case of a court decision on re-review of the dissertation and applicant's certification case file, such review is carried out by the Ministry of Education and Science involving specialists who did not participate in the preliminary expert evaluation of the dissertation.

(Statement is written by hand)

For Chairperson of the Academic
Council of KROK University

(full name of the chairperson of the Academic Council)
of a Ph.D. student

Subject area _____

Study and Research Program

(applicant's full name)

Statement

Herewith I request to conduct a preliminary expert evaluation of my dissertation on the topic «_____» for obtaining a Ph.D. degree to provide an opinion on the scientific novelty, theoretical and practical significance of the dissertation findings.

The paper has been written at _____
(department, organization, establishment)

Research supervisor: _____
(academic degree, academic title, position)

(full name)

The paper is submitted for defence for the first time.

date

signature

For Chairperson of the Academic
Council of KROK University

(full name of the chairperson of the Academic Council)
of a Ph.D. student

Subject area _____
Study and Research Program

(applicant's full name)

Statement

I have read and understood current provisions of the Code of Academic Integrity of KROK University introduced by Rector's order No. 108-3 dated 18.10.2018, according to which the detection of plagiarism is grounds for denial to accept the dissertation to defence and imposition of disciplinary and academic liability.

I have been notified about the use of the text matching/textual identity/similarity detection system to check university students' papers. I consent to the processing and storage of my papers at KROK University. I also authorize KROK University to transfer my research paper for processing and storage in the text matching/textual identity/similarity detection system to check other papers for signs of plagiarism that have been uploaded/are uploaded for verification by the text matching/textual identity/similarity detection system and for use by users who have access to this system solely for the purposes of detecting plagiarism in scientific papers.

The electronic copy of the paper is submitted for verification by KROK University.

The electronic version of my paper is identical to the printed version.

date

signature

For Chairperson of the Academic Council

 (full name of the chairperson of the Academic Council)
 of the chairperson of the commission on
 submitting proposed candidates as
 reviewers of a dissertation

 (dissertation topic)

 (applicant's full name)

Subject area _____
 Study and Research Program

 (the commission chairperson's full name)

OFFICIAL NOTE

Upon review of the dissertation, of the *applicant's full name* "*Dissertation topic*" for obtaining a Ph.D. degree in the domain of _____ in the subject area _____, it is hereby requested to include the following issues in the meeting agenda of the Academic Council of KROK University:

1. To approve as reviewers of the dissertation of *the applicant's full name* "*Dissertation topic*" the full-time employees of KROK University:

- 1) *Full name of reviewer (1), academic degree (subject area), academic title, position.*

Information about the reviewer:

- a) In 20__ he/she was a member of a non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

- b) Publications *of reviewer (1)* in the field of study related to the applicant's dissertation (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

- 2) *Full name of reviewer (2), academic degree (subject area), academic title, position.*

title, position.

Information about the reviewer:

a) In 20__ he /she was a member of a non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

b) Candidate's dissertation (Ph.D. dissertation) was defended in XXXX (*for Candidates of Sciences and Doctors of Philosophy*);

c) Publications of reviewer (2) in the field of study related to the applicant's dissertation (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

2. To _____ select _____ the _____ department for preliminary expert evaluation of a dissertation: the dissertation of the applicant's full name "Dissertation topic".

Additions:

1) written consent of reviewers to review the dissertation and include them as members of a non-standing specialized academic council;

2) copies of diplomas confirming academic degrees;

3) copies of certificates confirming academic titles.

date

signature

For Chairperson of the Academic
Council of KROK University

(full name of the chairperson of the Academic Council)

(position)

(place of employment)

(full name of a specialist)

Statement

I, full name, academic degree (subject area), academic title, position, place of work, agree to be appointed as a dissertation reviewer of full name of the applicant "Dissertation topic" for a Ph.D. degree in the field of study _____ in subject area _____ and include me as a member of a non-standing specialized academic council.

Information about the reviewer:

a) In 20__ he/she was a member of non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

b) Candidate's dissertation (Ph.D. dissertation) was defended in XXXX (*for Candidates of Sciences and Doctors of Philosophy*);

c) Publications in the field of study related to the applicant's dissertation (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

Additions:

1) a copy of the diploma of the academic degree;

2) a copy of the certificate of academic title.

date

signature

АКАДЕМІЧНА ДОВІДКА № ____
про виконання освітньо-наукової програми
Academical certificate about the completion of the Study and Research Program

I. ЗАГАЛЬНА ІНФОРМАЦІЯ ПРО АСПІРАНТА
GENERAL INFORMATION ABOUT A POSTGRADUATE STUDENT

Прізвище _____

Family name (s) _____

Ім'я та по батькові _____

Given name (s) _____

Дата народження/Date of birth _____

Громадянство /Nationality Українка / Ukrainian

Зарахований (а) до аспірантури (прикріплений (а) до закладу вищої освіти)

Вищого навчального закладу «Університет економіки та права «КРОК»
повне найменування закладу вищої освіти (наукової установи)

Admitted to postgraduate study (affiliated to a higher education institution) at

KROK University

full name of institution of higher education (scientific institution)

за галуззю знань _____

шифр та назва

in the field of study _____

code and name

за спеціальністю _____

код та назва

in subject area _____

code and name

наказ/order № _____ від/dated _____

Форма навчання _____

денна/вечірня, заочна, прикріплення

Mode of study _____

full-time/evening, part-time education, affiliation

Термін навчання з/Period of education from _____ по/to _____

Кафедра _____

name

Academic department _____

name

Освітньо-наукова програма _____

name

Study and Research Program _____

name

Індивідуальний номер аспіранта/здобувача в ЄДЕБО/

Postgraduate's ID in USEDE _____

II. ОСВІТНЯ СКЛАДОВА/EDUCATIONAL COMPONENT

Освітня складова є частиною Індивідуального плану роботи аспіранта, який затверджений Вченою радою Вищого навчального закладу «Університет економіки та права «КРОК»
назва факультету/інституту та (або) повне найменування закладу вищої освіти

The educational component is part of the Individual Activity Plan of a graduate student, which is approved by the Academic Council the Academic Council of KROK University
name of institute/faculty and (or) full name of institution of higher education

Протокол/Protokol № ____ від/dated _____

Назва дисципліни (курсу)/ Course title	Кількість кредитів ЄКТС/ Quantity of ECTS credits	Форма контролю/ Form of control	Рік навчання/ Year of study	Оцінка за шкалою ЗВО/ Score on the IHE
1. Обов'язкові навчальні дисципліни/Obligatory educational courses				
1.1. Дисципліни загальної підготовки/Courses of general preparation				
1.				
2.				
3.				
Σ кредитів ЄКТС/of ECTS credits				
1.2. Дисципліни професійної підготовки/Courses of professional preparation				
1.				
2.				
Σ кредитів ЄКТС/of ECTS credits				
2. Дисципліни за вибором аспіранта /здобувача/Courses selected by postgraduate student				
1.				
2.				
3.				
Σ кредитів ЄКТС/of ECTS credits				
Загальна Σ кредитів ЄКТС/ Total Σ of ECTS credits				

Вид роботи/ Type of paper	Кількість годин/ Quantity of hours	Форма контролю/ Form of control	Рік навчання/ Year of study	Оцінка за шкалою ЗВО/ Score on the IHE
Педагогічна практика/Pedagogical practice				
1.				
2.				
3.				
Σ КРЕДИТІВ ЄКТС/OF ECTS CREDITS:				
ОЦІНКА ЗА ШКАЛОЮ ЗВО/ SCORE ON THE HEI:				

III. НАУКОВА СКЛАДОВА/SCIENTIFIC COMPONENT

Наукова складова є частиною Індивідуального плану роботи аспіранта, який затверджений Вченою радою Вищого навчального закладу «Університет економіки та права «КРОК»
назва факультету/інституту та (або) повне найменування закладу вищої освіти (наукової установи)

The scientific component is part of the Individual Activity Plan of a postgraduate student, which is approved by the Academic Council of KROK University
name of institute/faculty and (or) full name of KROK institution of higher education (scientific institution)

Протокол/Protokol № ____ від/dated _____

Dissertation topic:

« _____ »
name

підпис/signature

For Head of the Department

 (surname, name and patronymic of the head of the
department)

of dissertation reviewers

 (dissertation topic)

 (applicant's full name)

Subject area _____

Study and Research Program

 (reviewer's full name)

 (reviewer's full name)

Opinion
on admitting the dissertation to defence

Upon verification of the dissertation on the topic "*Dissertation topic*" by the text matching/textual identity/similarity detection system for signs of plagiarism, it was found that the paper has _____ uniqueness.

General characteristics and opinion upon test on plagiarism.

The dissertation is accepted for consideration at the qualifying seminar of the department *Name of the department*.

 date

 signature

 Full name

 signature

 Full name

For Chairperson of the Academic
Council of KROK University

(full name of the chairperson of the Academic Council)

(position)

(place of employment)

(full name of a specialist)

Statement

I, full name , academic degree (subject area), academic title, position, place of employment, agree to be appointed a chairperson of a non-standing specialized academic council for the defence of the dissertation of applicant's full name "Dissertation topic" for a Ph.D. degree in the field of study _____ subject area _____.

Information about the chairperson of the council:

a) In 20__ he/she was a member of non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

b) Publications in the field of study related to the applicant's dissertation (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

Additions:

1) a copy of the diploma of the academic degree;

2) a copy of the certificate of academic title.

date

signature

For Chairperson of the Academic
Council of KROK University

(full name of the chairperson of the Academic Council)

(position)

(place of employment)

(full name of a specialist)

Statement

I, full name, academic degree (subject area), academic title, position, place of work, agree to be appointed as an opponent for a dissertation of applicant's full name "Dissertation topic" for a Ph.D. degree in the field of study _____ subject area _____ and include me as a member of the non-standing specialized academic council.

Information about the opponent:

a) In 20__ he/she was a member of non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

b) Candidate's dissertation (Ph.D. dissertation) was defended in XXXX (*for Candidates of Sciences and Doctors of Philosophy*);

c) Publications in the field of study related to the applicant's dissertation (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

Additions:

1) a copy of the diploma of the academic degree;

2) a copy of the certificate of academic title.

date

signature

Appendix 9

For Chairperson of the Academic
Council of KROK University

(full name of the chairperson of the Academic Council)

Guarantor of the Study and Research
Program

Subject area

(Guarantor's full name)

OFFICIAL NOTE

Herewith I request to include the following issues in the meeting agenda of the Academic Council of KROK University:

1. To approve as the chairperson of the non-standing specialized academic council for defence of the dissertation of the applicant's full name "Dissertation topic" the full name of the chairperson of the council, academic degree (subject area), academic title, position.

Information about the chairperson of the council:

- a) In 20__ he/she was a member of the non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

- b) Publications of the chairperson of the council in the domain of study in which the applicant's dissertation was developed (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

2. To approve the opponent for a dissertation of the applicant's full name "Dissertation topic":

- 1) Full name of the opponent (1), academic degree (subject area), academic title, position.

Information about the opponent:

a) In 20__ he/she was a member of non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

b) Publications of *the opponent* (1) in the field of study in which the applicant's dissertation was developed (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

2) Full name of the opponent (2), academic degree (subject area), academic title, position.

Information about the opponent:

a) In 20__ he/she was a member of non-standing specialized academic councils:

[1]. ...;

[2]. ...;

[3]. ...;

...

b) Candidate's dissertation (Ph.D. dissertation) was defended in XXXX (*for Candidates of Sciences and Doctors of Philosophy*);

c) Publications of the *reviewer* (2) in the field of study related to the applicant's dissertation (3 publications for the past 5 years):

[1]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??. (Scopus / Web of Science).

[2]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

[3]. Authors. Title of the article // Title of the journal. Year. Vol?, № ?. P. ??-??.

Additions:

1) written consents from the council chairperson and opponents to include them into the non-standing specialized academic council;

2) copies of diplomas confirming academic degrees;

3) copies of certificates of academic titles.

date

signature

Composition of the non-standing specialized academic council
 KROK University of Economics and Law
 for defence of the dissertation of the applicant's full name "Dissertation topic" for obtaining a Ph.D. degree in the field of study
 _____ in subject area
 03113, Kyiv, 30-32, Tabirna street,
 KROK University
 Tel. (044) 422-56-77

No. --	Chairperson and members of the council	Full name	Main place of employment	Academic degree, subject area, year of awarding, No. of diploma, date of issue	Academic title (subject area, department), year of awarding, No. of certificate, date of issue	Three publications of the council member in the domain of study in which the applicant's dissertation was developed (for the past 5 years): To indicate the publication in the periodical that is part of global Web of Science or Scopus Scientometric Databases.
1	Chairperson					
2	Reviewer					
3	Reviewer					
4	Opponent					
5	Opponent					

Rector

Full name

Vice-Rector for Scientific Work

Full name

(Statement is written by hand)

For Chairperson of the Academic
Council KROK University

(full name of the chairperson of the Academic Council)
of a Ph.D. student

Subject area _____
Study and Research Program

(applicant's full name)

Statement

I hereby submit a request that a non-standing specialized academic council permits the defence of my dissertation on the topic "Dissertation topic" for obtaining a Ph.D. degree in the field of study _____ subject area _____.

The paper has been written at _____
(department, organization, establishment).

Research supervisor:
(academic degree, academic title, position)

(full name)

Additions:

- a copy of the academic certificate on completion of the relevant study and research program;
- a copy of the opinion of the research supervisor (supervisors) or the academic department;
- a copy of the opinion about the scientific novelty, theoretical and practical significance of the dissertation findings.

date

signature

Endorsement of the guarantor of the study and research program of the subject area in which the dissertation was developed.

(*On the official letterhead of KROK University*)

About formation of a specialized academic
council

Ministry of Education and Science of
Ukraine
Department of certification of upper-level
personnel

Dear *Full name of the head of the department* !

The Academic Council of KROK University is requesting the Ministry of Education and Science of Ukraine to establish a specialized academic council for defence of the dissertation of the *applicant's full name "Dissertation Topic"* for obtaining a Ph.D. degree in the field of study _____ subject area

_____.
The applicant's name is employed/studies in _____.

The composition of the council is formed in accordance with paragraph 10 of section 6 of the Procedure for conducting an experiment in awarding the degree of Doctor of Philosophy approved by *the Resolution of the Cabinet of Ministers of Ukraine No. 167* dated 06.03.2019.

KROK University undertakes to create all appropriate conditions for the functioning of a specialized academic council.

Additions (for recipient only):

- composition of the council indicating full names, main place of employment and scientific publications (according to clause 6.4 of the Procedure for conducting an experiment on the awarding of the degree of Philosophy Doctor) - 1 copy;
- copies of diplomas on academic degrees, certificates of academic title for a chairperson and members of the council - 1 copy.

Sincerely,
Rector

Full name

Information on the certification of a candidate for a Ph.D. degree

Information about the higher education institution (scientific establishment) where a specialized academic council is established		Information about the subject area in which a specialized academic council is established			Number and date of the order of the Ministry of Education and Science on obtaining a license to conduct educational activities at the third (educational and scientific) level in the subject area in which the council is established	Information about the candidate for a Ph.D. degree				Information about the higher education institution (scientific establishment) where the applicant has completed the study and research program		Information about specialists in the specialized academic council												
USRE OU code	Name	Code of the subject area (selected from a drop-down list)	Name of the subject area (filled in automatically after choosing a subject area code)	Field of study (filled in automatically after choosing the subject area code)		Full name	Year of birth	Preparation mode (selected from a drop-down list)	Main place of employment, position	USRE OU code	Name	Specialist status (selected from the drop-down list)	Full name	Year of birth	Main place of employment	Position	Candidate of Science academic degree (selected from the drop-down list)	Code and name of the subject area according to the diploma of the candidate of sciences	Date of obtaining a Candidate of Sciences degree	Academic degree of the Candidate of Sciences (selected from the drop-down list)	Code and name of the subject area according to the diploma of the candidate of sciences	Date of obtaining a Candidate of Sciences degree	Academic title (name of the department or code of the subject area, year of obtaining)	Bibliographic record (description) of 3 scientific publications for the past 5 years in the subject area of the applicant's dissertation with a web-link to the publication
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
												Chairperson of the Council												
												Reviewer												
												Reviewer												
												Opponent												
												Opponent												

* Information in columns 1-12 is repeated in five lines (opposite each specialist of the specialized academic council), which is necessary for the DBMS.

Full name, position, telephone number of the person responsible for filling in the data:

Appendix 14

To Chairperson of the Specialized
Academic Council of KROK University

(full name of the chairperson of the Academic Council)

of a Ph.D. student

Subject area _____

Study and Research Program

(applicant's full name)

Statement

I hereby submit a request that a non-standing specialized academic council of KROK University holds the defence of my dissertation on the topic "*Dissertation topic*" for obtaining a Ph.D. degree in the field of study _____ in subject area _____.

The paper has been written at _____
(department, organization, establishment).

Research supervisor: _____
(academic degree, academic title, position)

(full name)

The paper is submitted for defence for the first time.

date

signature

(On the official letterhead of KROK University)

Ministry of Education and Science of Ukraine
Department of certification of upper-level personnel

Notice

on accepting the dissertation for consideration

Full name of the candidate for a Ph.D. degree -

The position of the applicant and the full name of the institution where he/she is employed -

The topic of the dissertation and the date of its approval -

Code and name of the subject area -

Code and name of the field of study -

Code of the specialized council -

Name of the higher education institution (scientific establishment), subordination, address, telephone number of the contact person -

Research supervisor (s) -

full name, academic degree, academic title, position and main place of employment

Completion of the study and research program: _____
date

The opinion of the research supervisor(s) is prepared: _____
date

Qualifying seminar held: _____
date, name of the department (unit, laboratory)

The opinion about the scientific novelty, the theoretical and practical significance of the dissertation findings is prepared by _____
date

Documents submitted by the applicant to the council: _____
date

Information on accepting the dissertation for consideration and the abstract of the dissertation is posted on the official website of the higher education institution (academic establishment): _____
date

The requirements of paragraphs 9-18 of the Procedure for conducting an experiment for awarding the degree of Doctor of Philosophy are **met**.

Dissertation defence is planned: _____
date, time, address, place

**Chairperson of
a specialized academic council**

signature

Name and surname

Appendix 16

(*On the official letterhead of KROK University*)

Vernadsky National Library Of Ukraine
of the National Academy of Sciences of
Ukraine

Herewith we request to accept a printed copy of the dissertation of the
candidate for a Ph.D. degree *full name* to the Vernadsky National Library of
Ukraine of the National Academy of Sciences of Ukraine.

Dissertation topic:

Subject area code

Place and date of defence

Rector

Full name

ACCEPTED:

(position of an employee of the Vernadsky
National Library of Ukraine)

(signature)

(name, surname)

APPROVED

Order of the Ministry of Education and Science of Ukraine
No. 533 dated 22 April 2019

FORM
of the registration card to register attendance
of members of the specialized academic council _____

_____ year 20__

Minutes No. _____

The dissertation is considered of _____

(surname, name, patronymic (if any) of the applicant)

for obtaining a degree of Doctor of Philosophy in the field of study _____

(field of study)

in subject area

(code and name of the subject area according to the List of fields of studies and subject areas
in which university students are trained)

Surnames, names, patronymics (if any) of the chairperson and members of the council	Academic degree, subject area (according to diploma) with indication of the subject area to which it corresponds, year of awarding	Confirmation of attendance at the meeting (signature)	Acknowledgment of receipt of the ballot (signature)

Chairperson of the specialized
academic council_____
(signature)_____
(surname, name)

FORM
of a ballot paper for secret voting

A non-standing specialized academic council for the defence of the dissertation for the degree of

Doctor of Philosophy " _ " 20 __

Full name	qualifies for a Ph.D. degree in the field of study	Voting results
		AGREE DISAGREE

Notes:

1. In the column "Qualifies for a degree" indicate the degree for which the applicant applies, and the field of study.
2. Ballots are not signed. In the column "Voting results" delete as appropriate.

**MINUTES OF THE MEETING OF THE COUNTING COMMISSION
OF THE SPECIALIZED ACADEMIC COUNCIL _____
OF KROK UNIVERSITY**

« ____ » _____ 20 ____

Composition of the commission: _____
(full name)

(full name)
The commission was elected to count the votes in a secret ballot for awarding
_____ a Ph.D. degree.

Number of ballots distributed _____.

Ballots left _____.

Ballots found in ballot boxes _____.

Voting results for awarding of the degree of Doctor of Philosophy to
_____ :

votes cast:

"For" - _____,

"Against" - _____,

invalid ballots - _____.

Members of the counting commission:

(signature)

(name, surname)

(signature)

(name, surname)

Chairperson of the Council:

(signature)

(name, surname)

APPROVED

Order of the Ministry of Education and
Science of Ukraine

No. 533 dated 22 April, 2019

FORM
of a cover letter

(On the official letterhead of KROK University)

Ministry of Education and Science of Ukraine
Department of certification of upper-level
personnel

About the certification case file

We send the certification case file of a candidate for a Ph.D. degree in the field of study
_____ in subject area

(field of study)

(code and name of the subject area in accordance with the List of fields of study and subject areas,
in which university students are trained)

(surname, name, patronymic (if any))

Dissertation defence

(dissertation title)

was conducted by a specialized academic council formed in accordance with the order of the Ministry of
Education and Science of Ukraine dated "___" _____ 20__ No. _____. The notice of the
dissertation defence is posted on the official website of the Ministry of Education and Science ____
_____ 20__.

Appendix: certification case file according to the established list.

Chairperson of the specialized
academic council

(signature)

(surname, name)

APPROVED
 Order of the Ministry of Education and
 Science of Ukraine
 No. 533 dated 22 April, 2019

FORM
of a decision of the specialized academic council
on awarding the degree of Doctor of Philosophy

The Specialized Academic Council of the University of Economics and Law KROK, Kyiv, has decided to award a Ph.D. degree in the field of study _____

(field of study)

upon results of public defence of the dissertation " _____ "

(dissertation title)

subject area _____

(code and name of the subject area according to the List of fields of study and
 subject areas in which university students are trained)

" ____ " _____ 20__.

_____ born in 19_____,
 (surname, name, patronymic (if any) of the applicant)

citizen _____,
 (name of the state of which the applicant is a citizen)

higher education: graduated in _____ year

_____ (name of higher education institution)

subject area _____
 (according to diploma)

Employment _____ in _____
 (position) (main place of employment, departmental subordination, city)
 from _____ until now.

The dissertation was completed in

_____ (name of the institution of higher education (academic establishment), subordination, city)

Research supervisor(s) _____
 (surname, name, patronymic) (if any),

_____ (academic degree, academic title, place of employment, position)

The applicant has _____ scientific publications on the topic of the dissertation, of which _____ articles in scientific periodicals of other countries, _____ articles in scientific professional periodicals of Ukraine, _____ monographs (specify three scientific publications):

1. _____
2. _____
3. _____

The discussion was attended by the chairperson and members of the specialized academic council and experts present at the defence

(surnames and names, academic degrees, places of employment, positions, remarks)

Results of the secret ballot:

"For" _____ of council members,

"Against" _____ of council members,

invalid ballots _____

Based on the results of the secret voting, the specialized academic council awards/refuses to award

(surname, name, patronymic (if any) of the applicant)

a Ph.D. degree in the field of study _____

(field of study)

in subject area _____

(code and name of the subject area according to the List of fields of study and subject areas in which university students are trained)

Chairperson of the specialized
academic council

(signature)

(surname, name)

Reviewer

(signature)

(surname, name)

Reviewer

(signature)

(surname, name)

Opponent

(signature)

(surname, name)

Opponent

(signature)

(surname, name)

**DESCRIPTION OF
documents of the certification case file**

(applicant's full name)

No. --	Document name	Number of sheets	Sequence numbers of sheets of documents of the certification case file (from to)

_____ Documents were added to the description on _____ sheets.

Chairperson of the specialized academic council _____
(signature)
(name, surname)

Seal

(date, month, year)

Notes:

1. Blank case sheets are not numbered and are not included in the description.
2. All corrections in the description must be indicated, certified by the chairperson of the specialized academic council, and sealed by the institution.
3. The numbering of the sheets of the certification case file must be continuous.

APPROVED

Order of the Ministry of Education and
Science of Ukraine

No. 533 dated 22 April, 2019

FORM
of a cover of the certification case file of the candidate for the degree of Doctor of
Philosophy

Ministry of Education and Science of Ukraine
KROK University of Economics and Law

CERTIFICATION CASE FILE

of a candidate for the degree of Doctor of Philosophy in the field of study

(field of study)

subject area _____

(code and name of the subject area according to the List of fields of study and
subject areas in which university students are trained)

(full name)

citizen _____

(name of the state of which the applicant is a citizen)

The title of the dissertation

Year.

To Chairperson of the Specialized
Academic Council of KROK University

(full name of the chairperson of the Academic Council)

Chairperson of the specialized
academic council

(council's code)

(the council chairperson's full name)

OFFICIAL NOTE

Herewith it is requested to include in the agenda of the meeting of the Academic Council of KROK University an issue on awarding a Ph.D. diploma to *full name* in the field of study _____ in subject area _____. Awarding of the degree of Doctor of Philosophy was approved by Order of the Ministry of Education and Science No. ____ dated "___" _____ 20__.

date

signature

Form of Ph.D. diploma



УКРАЇНА
ДИПЛОМ ДОКТОРА ФІЛОСОФІЇ
ДР № 000000SR № 000000

(прізвище, ім'я, по батькові)

У ВНЗ «Університет економіки та права «КРОК»

Виконав(ла) дисертацію

У спеціалізованій вченій раді _____

ВНЗ Університет економіки та права «КРОК»

здобув(ла) науковий ступінь **Доктора філософії**

галузь знань _____

спеціальність _____

та отримав(ла) диплом на підставі рішення ради від

“ ____ ” _____ 20__ р.

Ректор

Підпис

Ініціали, прізвище

М.П.



UKRAINE
PHILOSOPHY DOCTOR DIPLOMA
DR № 000000

(Family name, Given name(s))

at KROK University

Prepared a dissertation

The Specialized Academic Council at _____

KROK University

conferred the Degree of **Philosophy Doctor**

Field of study _____

Program subject area _____

by resolution of the Council on

“ ____ ” _____ 20__

Rector

Signature

Name, Surname

Seal