

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

**National University**

**"Yuri Kondratyuk Poltava Polytechnic"**

# **REGULATIONS**

**of the Postgraduate Studies Department of the National University**

**"Yuri Kondratyuk Poltava Polytechnic"**

APPROVED:

Academic Council of the National  
University "Yuri Kondratyuk  
Poltava Polytechnic",  
minutes of meeting No. 12,  
dated April 30, 2020

Poltava, 2020

## **1. General provisions**

1.1. The Postgraduate Studies Department of the National University "Yuri Kondratyuk Poltava Polytechnic" (hereinafter the University) is a structural division of the University that carries out its activities, in order to organise and control the training of scientific-pedagogical and scientific personnel of higher qualification in postgraduate studies (as well as outside postgraduate studies) and doctoral studies of the University.

1.2. The purpose of developing and introducing the Regulations of the Postgraduate Studies Department of the University (hereinafter Regulations) is a definition of the main tasks and functions, the order of work organisation, rights and responsibilities of the Postgraduate Studies Department, definition of structure and order of interaction with other divisions of the University.

1.3. The Postgraduate Studies Department is located and operated on the University's material and technical base.

1.4 The Regulations is posted electronically on the official website of the University.

1.5 These Regulations are developed in accordance with the existing legislation of Ukraine and internal regulations which regulate the activity of the University, namely:

1.5.1. Law No. 1556-VII of 1 July 2014 "On Higher Education";

1.5.2 Labour Code of Ukraine No. 322-VIII of December 10, 1971;

1.5.3. The procedure for training higher education applicants to the degree of Doctor of Philosophy and Doctor of Science in higher education institutions (scientific institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine No. 261 of 23 March 2016.

1.5.4. Resolution of the Cabinet of Ministers of Ukraine No 309 of March 1, 1999, "On Approval of the Regulations on Training of Scientific, Pedagogical and Scientific Personnel"

1.5.5. The Statute of the National University "Yuri Kondratyuk Poltava Polytechnic";

1.5.6. Rules of internal work regulations for personnel and students of the National University "Yuri Kondratyuk Poltava Polytechnic";

1.5.7. Other documents regulating the process of training of PhD applicants (Candidate of Sciences) and Doctor of Sciences degree training at the third (educational-scientific) and scientific levels of higher education in Ukraine and the University.

## **2. Assignments and functions of the Department**

2.1 The main tasks of the Postgraduate Studies Department are:

2.1.1. organization of training of PhD applicants corresponding to the ninth qualification level of the National Qualifications Framework of Ukraine at the third (educational and scientific) level of higher education at the University (in and out of postgraduate studies);

2.1.2. organization of training of doctoral candidates corresponding to the tenth qualification level of the National Qualification Framework of Ukraine at the scientific level of higher education at the University;

2.1.3. development curriculums (on the basis of educational and scientific programmes and curricula compiled by the guarantors (heads) of the project groups);

2.1.4. drawing up the timetable of educational process of postgraduate students for the academic year;

2.1.5. drawing up the schedule of postgraduate students' education sessions for each semester;

2.1.6. coordinate, control and summarize information on attestation (report on the status of implementation of individual plans) of postgraduate students at the third (educational and scientific) and scientific levels of higher education at the University;

2.1.7 organization of postgraduate competitive entrance examinations on places granted by the Ministry of Education and Science of Ukraine to the

University from the public funding and funds of natural and legal persons within licensed volume;

2.1.8. coordination, accounting and control of training process of applicants at the third (educational and scientific) (in and out of postgraduate studies) and scientific levels of higher education at the University;

2.1.9. provision of information on training of applicants who are preparing at third (educational and scientific) or scientific levels of higher education at the University for entering into Unified State Electronic Database on Education (EDEBO);

2.1.10. organization and documentary support (drawing up protocols, issuing identification cards) of candidate examinations;

2.1.11. ensuring the training process of applicants at the third (educational and scientific) level of higher education at the University with forms of relevant documentation (statements, protocols, logbooks, etc.) and keeping accounting and control of their filling by responsible persons;

2.1.12. development of form and ensuring applicants with printed copies of individual work plans of postgraduate (doctoral) students; control over maintenance of individual work plans of applicants;

2.1.13. maintenance of documentation on division's activities (memos, orders, official correspondence, personnel files, etc.);

2.1.14. summarize plans for training of scientific and pedagogical personnel of the University by postgraduate and doctoral departments, timely submission of relevant information to the Ministry of Education and Science of Ukraine;

2.1.15. information processing on postgraduate and doctoral activities of the University, preparation of relevant reports at the requirement of the administration;

2.1.16. making suggestions for approval of the Academic Council of the University on the training of applicants at the third (educational and scientific) (in and out of postgraduate studies) and scientific levels of higher education at the

University: granting or depriving scientific, scientific and pedagogical personnel of the University the right to scientific leadership (consultation) to write a dissertation, to approve topics of applicants dissertations, to extend the period of study at postgraduate or doctoral studies at the University, to exclude from postgraduate or doctoral studies early.

2.2 In the implementation of its tasks the Postgraduate Studies Department performs the following functions:

2.2.1. participates in the work of postgraduate selection committee;

2.2.2. accepts and verifies the correctness of documents that are provided to the Department as a basis for the beginning and changes in the preparation of applicants for the third (educational and scientific) and scientific levels of higher education at the University (applications, certificates, extracts from the orders or protocols, etc.);

2.2.3. provide documentary support of the movement of the actual contingent of postgraduate and doctoral students (orders of enrolment, transfer, sabbatical leave, expulsion, etc.);

2.2.4. organizes and controls the training process of full-time and part-time postgraduate students at the third (educational and scientific) level of higher education at the University;

2.2.5. develops organizational and administrative documents on organization, planning, coordination of educational process of applicants at the third (educational and scientific) level of higher education at the University;

2.2.6. coordinates activities of academic departments to ensure training of applicants at third (educational and scientific) and scientific levels of higher education at the University;

2.2.7. in accordance with the policy documents, brings the operational and planning information to the academic departments and other structural subdivisions of the University;

2.2.8. forms curriculums of postgraduate students for the academic year and provides them to the education office;

2.2.9. controls and summarizes the results of postgraduate students' attestation in the academic department;

2.2.10. provides postgraduate students with forms of individual plans and controls the correctness of their filling;

2.2.11. provides training process of applicants on third (educational and scientific) level of higher education at the University with forms of necessary documentation, controls completeness and correctness of their filling by responsible persons, keeps record of such documentation;

2.2.12. monitors compliance of the licensing conditions of the participants of training process of applicants at the third (educational-scientific) level of higher education at the University;

2.2.13. monitors and accounts the work plans of academic disciplines taught to applicants at the third (educational and scientific) level of higher education at the University;

2.2.14. maintains information content and keeps relevant sections of the University official website up to date;

2.2.15. keep record of actually available contingent of candidates studying at third (educational and scientific) and scientific levels of higher education at the University (including foreign nationals);

2.2.16. summarizes information received from guarantors (heads) of educational and scientific programs on planned indicators of enrolment in postgraduate and doctoral studies and submits it to the Ministry of Education and Science of Ukraine;

2.2.17. prepares reports on postgraduate and doctoral activities upon request of the administration or other structural subdivisions;

2.2.18. submits the requested statistical data to the Ministry of Education and Science of Ukraine, State Statistical Committee of Poltava region and other state institutions upon request on time;

2.2.19. conducts promotional and campaigning work in order to attract applicants to the postgraduate and doctoral studies of the University.

### **3. Department structure**

3.1 The structure, number of staff members of the Postgraduate Studies Department and their official salaries shall be determined by the University staffing table.

3.2 The Postgraduate Studies Department is managed by the Head of the Postgraduate Studies Department, who is appointed by the Rector of the University and directly reports to the Deputy Head (Vice Rector for Research and International Work).

3.3 Distribution of duties between the personnel of the Postgraduate Studies Department is carried out by the Head of Postgraduate Studies according to the job descriptions.

3.4 Job descriptions of the personnel of the Department shall be concluded by the Head of the Postgraduate Studies Department and approved by the Rector in due course.

### **4. Rights and duties of department personnel**

4.1 Personnel of the Postgraduate Department are required to:

4.1.2. comply with the requirements of current legislation, national and intra-university regulatory framework, in particular the Law of Ukraine "On Corruption Prevention", orders and instructions of senior officials;

4.1.3. carry out the activities to implement the plan of training specialists of higher qualification levels under the National Qualification Framework of the University and effective work of postgraduate and doctoral studies at the proper level;

4.1.4. implement delivery of relevant information on training of candidates for higher education at PhD and doctorate levels to the University departments;

4.1.5. abide by the rules of internal labour schedule, occupational safety and fire protection standards;

4.1.6. receive information from the University departments about training of specialists of higher qualification.

4.2 The personnel of the postgraduate department is entitled to:

4.2.1. receive information, certificates and other documents related to performance of duties from personnel of the University;

4.2.2. submit proposals for promotion of scientific directors (advisors) of dissertation works of postgraduate students and doctoral students;

4.2.3. provide management with proposals for steps to improve the work and performance indicators of the Department.

## **5. Responsibility**

5.1 The Postgraduate Studies Department as a structural subdivision is responsible for:

- untimely and improper performance of tasks and functions assigned to it according to the present Regulations;

- non-compliance with the requirements of current legislation of Ukraine and internal regulations of the University in carrying out the functions entrusted to the Department's personnel.

5.2 Personnel of the Postgraduate Studies Department are responsible for carrying out their tasks and functions in accordance with their job descriptions.

## **6. Interaction and liaison with other structural subdivisions**

6.1 The Postgraduate Studies Department receives the following materials from the academic departments:

- draft plans of enrolment for postgraduate and doctoral studies (by 1st December annually);

- individual work plans of postgraduate students and doctoral students and extracts from the minutes of academic department meetings on the approval of the dissertation topics of postgraduate students and doctoral students (one month after enrolment annually);

- information about the postgraduate students' examinations;



- projects of plans for scientific-pedagogical personnel training for the next year;
- information on the defence of dissertations by postgraduate students, doctoral candidates and graduates (monthly);
- information on the academic disciplines, academic load of the lecturers for making up the schedule of classes for postgraduate students;
- other necessary materials for reporting to the Ministry of Education and Science of Ukraine.

6.2 The Postgraduate Studies Department provides other departments and structural subdivisions of the University with the following materials:

- statistical reports on the number of postgraduate and doctoral students (to the Department of Accounting, Reporting and Financial and Economic Activities annually);
- reports on the work of postgraduate and doctoral studies at the University (to the education office, Research part of the University, at the end of the year, as well as by individual orders of the university administration);
- approved plans for the enrolment and graduation of postgraduate and doctoral students (to the academic departments, by 15 August annually);
- lists of enrolment and graduates of postgraduate and doctoral studies (to the HR Department by October 1 annually).

AGREED by:

Vice-Rector for Scientific and International Work

Svitlana SIVITSKA

HR Department Head

Alla MYRONOVA

Legal Service Department Head

Oleksandr LUKIANENKO