

R&D-Report

Comparative analysis of Norwegian and Ukrainian doctoral education for collaboration on joint PhD supervision

Veronika Vakulenko
Mariya Knir

Nord University
R&D-Report no. 71
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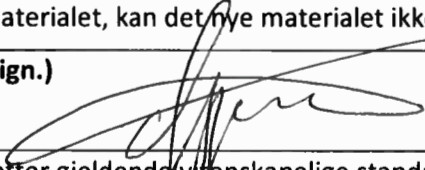
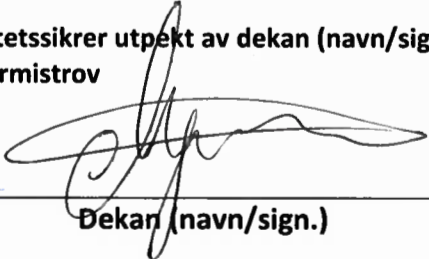
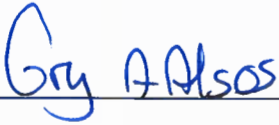
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**Bodø/Kyiv
2020**

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Preface

Prepared during 2019-2020, this document provides information about the joint PhD supervision between Nord University and Taras Shevchenko National University of Kyiv. It aims to facilitate work with and cooperation on doctoral education. The document is relevant for potential and present candidates, supervisors and other stakeholders with an interest in doctoral education in Ukraine and Norway.

The document outlines the most important aspects of the commencement phase, the research phase and the completion phase. It also includes an important section about research ethics and privacy.

The document is developed basing on the Regulations for the Doctor of Philosophy degree (PhD) at Nord University, issued by the Board of the University on 06.01.2016, and on Admission Rules for Postgraduate Studies for a Doctor of Philosophy at Taras Shevchenko National University of Kyiv and other regulative norms regarding doctoral education. All activities related to the PhD programme are subject to these regulations. As being jointly organized by Nord University Business School and the Faculty of Economics of Taras Shevchenko National University of Kyiv, supplementary provisions were also considered. The supplementary provisions may be stricter than the regulations, and they may not relax the provisions of the regulations. The PhD regulations shall prevail should a dispute arise concerning the interpretation of the content of this document and the provisions of the regulations.

Doctoral education is governed by the following documents:

1. Regulations for the Doctor of Philosophy (PhD) degree at Nord University and Taras Shevchenko National University of Kyiv
2. The supplementary provisions of the Business School and the Faculty of Economics
3. Cotutelle agreement on joint academic supervision and collaboration on the education of a PhD candidate
4. Regulations relating to studies and examinations at Nord University and Taras Shevchenko National University of Kyiv
5. Programme plans and course descriptions for PhD in Business program at Nord University Business School and PhD in Economics program at the Faculty of Economics, Taras Shevchenko National University of Kyiv

Contents of the PhD in Business programme:

1. A thesis based on independent research
2. A coursework component consisting of relevant courses as described in the programme plan and in the faculties' supplementary provisions
3. Participation in national and international research communities
4. Relevant professional dissemination
5. A final examination consisting of trial lecture and public defence of the thesis

1. Introductory provisions

1.1 Applicability of these regulations

These regulations apply to the Doctor of Philosophy degree (PhD) in Business. The provisions provided in this document regulate admission to, participation in and completion of doctoral training and education at Nord University Business School and the Faculty of Economics of Taras Shevchenko National University of Kyiv.

1.2 Scope, content and objectives of doctoral education

The objective of doctoral education is to qualify candidates to conduct research of an international standard and to perform other types of work requiring a high level of scientific expertise and analytical thinking in accordance with sound scientific practice and established standards on research ethics.

Doctoral education should provide the candidate with knowledge, skills and expertise in keeping with the national qualifications' framework.

The PhD degree in Business is conferred on the basis of:

- an approved doctoral thesis
- approved completion of the required coursework
- an approved trial lecture on an assigned topic
- an approved public defence of the doctoral thesis

Doctoral education at Nord University normally consists of three years of full-time study and includes required coursework comprising a minimum of 40 ECTS credits, and an independent research project. Doctoral education at Taras Shevchenko National University of Kyiv normally consists of four years of full-time study, and includes required coursework comprising of 40 ECTS credits, and an independent research project.

The most important component of doctoral education is an independent research project carried out under close academic supervision.

1.3 Responsibility for doctoral education

The Dean of the Business School (Nord University) and the Dean of the Faculty of Economics (Taras Shevchenko National University of Kyiv) are both equally responsible for joint academic supervision and collaboration on the education of PhD candidates.

The Dean of the Business School provides mandate to the faculty's Research Committee and the programme coordinator for the PhD programme. The Research Committee's responsibility is described in the committee's mandate. The Dean of the Faculty of Economics of Taras Shevchenko National University of Kyiv provides mandate to "Garant" of the PhD Program.

1.4 Quality assurance

Doctoral education at Nord University is provided within the Norwegian Act relating to universities and university colleges (2005), the Norwegian qualifications framework for lifelong learning (NKR 2011) and included in the institution's system for quality assurance of educational and research activities

Doctoral education at Taras Shevchenko National University of Kyiv is provided within the following qualifications standards: National Framework of Qualifications in Ukraine – 9 level, FQ-EHEA – third cycle, EQF-LLL – 8 level.

2. Admission

2.1 Admission

The candidates should apply at both institutions. The institution, which receives an application should contact the partner institution in order to jointly review the application and make a decision upon admission.

In case a candidate submits his/her application to the Faculty of Economics (Taras Shevchenko National University of Kyiv), they must first provide the required documentation to the Ukrainian institution. After reviewing the application and in case of positive evaluation by the Ukrainian partner institution, the documents, those additionally required by Nord University Business School, should be sent electronically to the Norwegian partner institution.

Only students, who satisfy admission requirements for enrolment at both institutions, can be admitted to the program.

2.1.1 Conditions of admission

To be eligible for admission, applicants must possess a completed tertiary/higher education and must document English language proficiency through an internationally recognized test of English. Table 1 details requirements at both institutions and specifies which requirements are more strict to follow.

Table 1. Requirements for admission under joint PhD supervision

Nord University Business School	The Faculty of Economics, Taras Shevchenko National University of Kyiv	Joint PhD supervision admission requirements
Documentation of the educational qualifications (five year's education at university level in business subjects (Master of Science), or the equivalent education, in which at least 2 years (120 ECTS) taken at master level, and in which at least 90 ECTS in business subjects)	Documentation of the educational qualifications (any specialization can apply, however, those students, who lack specific disciplines from their tertiary/higher education will be required to pass entry exams)	Documentation of the educational qualifications (five year's education at university level in business subjects (Master of Science), or the equivalent education, in which at least 2 years (120 ECTS) taken at master level, and in which at least 90 ECTS in business subjects)
Research proposal (see Appendix 1)	Research project (Appendix 2)	Research projects to both institutions
Applicants from non-European countries where English is not the official language must present an official language test report. One of the following tests can be used as such documentation: TOEFL, IELTS, Cambridge Certificate in Advanced English (CAE), Cambridge Certificate of Proficiency in English (CPE).	Foreign language admission examination, with a minimum score corresponding to level B2 (60 points) or an international certificate of foreign language level B2 – C2: TOEFL cBT: 213 – 300 TOEFL pBT: 426 – 600 TOEFL iBT: 79 – 120	One of the following certificates are accepted with minimum scores: - TOEFL: 600 (paper-based test), 92 (internet-based test) - IELTS: 6.5, with no section lower than 5.5 (only Academic IELTS test accepted) - CAE/CPE: B or A

BUSINESS SCHOOL

Minimum scores: TOEFL: 600 (paper-based test), 92 (internet-based test) IELTS: 6.5, with no section lower than 5.5 (only Academic IELTS test accepted) CAE/CPE: B or A.	ESOL: FCE, CAE, CPE IELTS: 6.0 – 9.0	
Application (Appendix 3)	Application (Appendix 4)	Applications to both institutions
-	Passport, ID code, Photo	Passport, ID code, Photo when applying at KNU
Plan for the required coursework in accordance with the qualifications framework	-	Plan for the required coursework in accordance with the qualifications framework
Recommendation for at least one academic supervisor and a statement regarding the applicant's proposed affiliation with an active research group	-	Recommendation from academic supervisors from both institutions and a statement regarding the applicant's proposed affiliation with an active research group
Description of any legal or ethical issues raised by the project and how these can be addressed	-	Description of any legal or ethical issues raised by the project and how these can be addressed
-	List of publications and recommendation from Scientific Council, if any	List of publications and recommendation from Scientific Council if any

There are some differences in admission procedures between Ukrainian and Norwegian university:

1. The Faculty of Economics, Taras Shevchenko National University of Kyiv: The students apply for a PhD position, provide all necessary documentation and then upon the decision of admission commission are recruited by the faculty.
2. Nord University Business School: As a general rule, an application for admission to doctoral training must be submitted within two (2) months of commencement of the research project that will culminate in conferral of the PhD degree. If less than one (1) year of full-time work on the research project remains at the time of submission of the application, the application will be rejected, c.f. section 2.1.3.

Considering these variations in admission routines, admission process will be handled by each faculty independently. Upon meeting all required criteria, the students admitted at Taras Shevchenko National University of Kyiv may apply to Nord University Business School by signing cotutelle agreement.

2.1.2 Infrastructure

The infrastructure needed to implement the research project must be placed at the disposal of the candidate. Both faculties have equal responsibility for providing necessary infrastructure for implementing the project.

The necessary infrastructure, which depends on the specifics of the conducted research by the candidate, will be individually defined when signing a cotutelle agreement.

2.1.3 Admission decision

The admission period at Taras Shevchenko National University of Kyiv usually starts in August and finishes in October 1st. The students, who satisfy requirements for PhD program at Nord University Business School, should apply after being officially enrolled in Ukraine. The candidates will be subsequently evaluated by administration at Nord University Business School.

The formal admission to Nord University Business School will be completed after signing a *cotutelle agreement* (see section 2.2). This agreement will explicitly state the responsibilities, rights and obligations of the parties during the period of joint PhD supervision. The PhD students will receive a supervisor and co-supervisor. One of the supervisors shall have a permanent association with Nord University Business School and the other shall have a permanent association with the Faculty of Economics of Taras Shevchenko National University of Kyiv. If considered relevant, the third co-supervisor from external institution can be included.

Admission may be denied if:

- agreements with external third parties prevent the doctoral thesis from being made available to the public or from being defended in a public forum;
- the agreements on intellectual property rights that have been entered into are so unreasonable that Nord University should not be involved in the project;
- the applicant cannot fulfil the requirement that a minimum of one year of the project must be carried out after the candidate has been granted admission to doctoral training, c.f. section 2.1.1.

A separate rule applies to candidates already being enrolled to a PhD program at the Faculty of Economics of Taras Shevchenko National University of Kyiv. According to Nord University regulations, those admitted to the program must have completed less than 2/3 (67%) of their PhD education, which is a total of 3 years. Since the duration of educational program at the Faculty of Economics of Taras Shevchenko National University of Kyiv is 4 years, those candidates who have already started must have at least 1 year and 4 months left to be admitted to the PhD program at Nord University Business School.

2.1.4 Term of agreement

The agreement term is the same as the funding period, and usually consists of three (3) years of full-time study, or four (4) years with 25 percent work duty.

If the candidate's training is interrupted for legally established reasons, the agreement term will be extended correspondingly. The faculty may, upon application, extend the agreement term. Nord University may stipulate additional terms and conditions if an extension of the agreement term is approved.

When the period of admission expires, the rights and obligations of the parties in connection with the PhD agreement terminate. This means that the PhD candidate may lose his/her right to receive academic supervision, participate in courses and have access to the institution's infrastructure.

At Nord University Business School, the maximum study period is six (6) years from commencement to submission of the thesis for assessment. Legally established periods of leave, extended sick leave, and work duties are not included in the maximum study period¹. Nord University Business School may stipulate stricter requirements for progression during the study period.

The maximum term of the study at Taras Shevchenko National University of Kyiv is four (4) years². PhD students have a right for a break in learning (academic leave) due to circumstances that make it impossible. The fulfilment of the Educational Program (health reasons, conscription for military service, participation in academic mobility programs, family reasons etc). The maximum duration of academic leave is one year. If necessary, the duration of such academic leave may be extended for another year. Provisions on the organization of the educational process at Taras Shevchenko National University of Kyiv (article 9.6): <http://www.univ.kiev.ua/pdfs/official/Organization-of-the-educational-process.pdf>

Given the above stated PhD regulations for Nord University, there is a limit to the situations, which can allow the academic leave. Therefore, applications for leave for PhD in Business must be justified. According to Norwegian national regulations and laws, the situations which automatically allow leave are such as e.g. maternity leave and longer sick leave. For other types of leave, e.g. work outside the university or need for a break in studies, the decision is taken by Nord University Business School to consider whether the leave should be provided. Generally, other types of leaves are not approved by Nord University Business School as those might threaten a candidate's progression on the doctoral program. Thus, considering the different rules regulating the leaves at both institutions, the strictest regulations (those of Nord University Business School) must apply.

The term of the agreement is indicated in the cotutelle agreement (see 2.2). The agreement ceases if the PhD education is made subject to voluntary (2.1.5) or forced termination (2.1.6) before the agreed completion date. In the event of such termination, the parties shall enter into a written agreement regulating issues such as employment, funding, and rights to research results.

Only exceptionally may the duration be prolonged. This may be done only at the request of both the principal supervisors and provided the two institutions are in favour thereof. Such a request should be made 3 months before the expiry of the period of the agreement. The decision is to be formulated in an appendix to the cotutelle agreement.

2.1.5 Voluntary termination prior to expiry of the agreement term

The candidate in consultation with both programme coordinators may agree that the candidate's participation in the doctoral programme will be terminated prior to expiry of the agreement period.

¹ More information about regulations on the sick leaves can be found here:

<https://www.nav.no/no/bedrift/oppfolging/sykmeldt-arbeidstaker/relatert-informasjon/slik-folger-du-opp-sykmeldte/hvem-gjor-hva-i-sykefravaersarbeidet>.

² As regulated by the resolution of the Cabinet of Ministers № 261 "On approval of the Procedure for training for the degree of Doctor of Philosophy and Doctor of Science in higher educational institutions (scientific institutions)" (article 14): <https://zakon.rada.gov.ua/laws/show/261-2016-%D0%BF#Text>

In the event of voluntary termination, all questions regarding the terms and conditions of employment, funding, rights to the use of the research results, etc. must be settled in a termination agreement.

If voluntary termination is due to the candidate's desire to change projects or transfer to a different doctoral programme, the candidate must reapply for admission on the basis of the new project. A thesis that is written under organized supervision within a doctoral training programme may not be submitted for assessment as a free doctoral thesis/dr.philos.

2.1.6 Involuntary termination in the event of delay or lack of progress

When one or more of the following conditions are present, the faculties may come up with a decision to terminate a candidate's participation in the doctoral programme without the candidate's consent:

- A serious delay in completion of the required coursework.
- Repeated or serious violations of the candidate's obligations to provide information, meet commitments, and report on the project, including a failure to submit a progress report, c.f. section 3.3.
- A delay in the progress of the research project that is of such a nature as to raise doubts about the candidate's ability to complete the project within the stipulated timeframe.

Pursuant to these regulations, involuntary termination may be imposed only if the lack of progress or delay is due to circumstances over which the PhD candidate has control. If the PhD candidate, as an employee of Nord University, holds a Stipendiat position, the agreement may only be terminated if the conditions for dismissal or resignation laid down in the Civil Servants Act are met.

A decision to impose involuntary termination based on this section must be taken by the faculty. Complaints are to be handled by the Appeals Committee at Nord University.

In Taras Shevchenko National University of Kyiv When the Academic Councils of the faculties may come up with a decision to terminate a PhD candidate's study without his or her consent within the following conditions:

- Delay in completion of the required educational component;
- Violations of the obligations to report on the research project, including failure to submit reports;
- A delay in the progress of the research project which makes it impossible to complete the project.

2.1.7 Involuntary termination in the event of scientific misconduct

If it is found that a PhD candidate is guilty of scientific misconduct, cf. Section 4.13, first paragraph, of the Act relating to universities and university colleges, cf. section 5, second paragraph, of the Act on ethics and integrity in research, Nord University may decide to impose involuntary termination. A decision to impose involuntary termination on the basis of scientific misconduct is to be taken by the entity determined by the institution's board. Appeals regarding such decisions will be handled by the ministry or a special appeals committee appointed by the ministry.

Taras Shevchenko National University of Kyiv has a system for detecting and preventing plagiarism in scientific works authored by employees and PhD students and Doctorates. Scientific misconduct is covered in the following documents:

- Analytical note on ensuring academic integrity of the Ministry of Science and Education of Ukraine: http://scc.univ.kiev.ua/documents/%D0%97%D0%B0%D0%B1%D0%B5%D0%B7%D0%BF%D0%B5%D1%87_%D0%B0%D0%BA%D0%B0%D0%B4%D0%B5%D0%BC_%D0%B4%D0%BE%D0%B1%D1%80%D0%BE%D1%87%D0%B5%D1%81%D0%BD%D0%BE%D1%81%D1%82%D1%96.pdf
- Regulations about the system of detection and prevention of academic plagiarism at Taras Shevchenko National University of Kyiv: <http://www.univ.kiev.ua/pdfs/official/Detection-and-prevention-of-academic-plagiarism-in-University.pdf>

An official statement on the absence of academic plagiarism in the thesis is issued by the Science Park of Taras Shevchenko National University of Kyiv.

In case of the termination from one or another side, the parties should inform each other. The process of termination will be handled by each institutional board separately for each particular case.

2.2 PhD Agreement

Admission to doctoral education must be formalised in a written *cotutelle agreement*, which defines the responsibilities, rights and obligations of the parties during the period specified therein. The term ‘cotutelle agreement’ is defined as the joint academic supervision of PhD candidates, and collaboration on the education of PhD candidates. A cotutelle agreement must be signed for each candidate and must be based on stable, academic institutional cooperation.

This agreement regulates the rights and obligations of the parties during the period of admission and is intended to ensure that the candidate participates on a regular basis in an active research group and that he/she is able to complete the training within the stipulated timeframe.

3. Implementation

3.1 Academic supervision

3.1.1 Individual supervision

The work involved in the doctoral thesis must be carried out under individualised academic supervision. The faculty and the supervisors should work together to ensure that the PhD candidate participates in an active research community.

3.1.2 Appointment of academic supervisors

The PhD candidate will have two academic supervisors (one – from Nord University Business School and another – from the Faculty of Economics of Taras Shevchenko National University of Kyiv), of which one will be designated as the main supervisor. Both supervisors should be appointed at the time of admission.

Since this program is organized under cotutelle principles, both supervisors should be experts in the field and carry equal academic-related responsibility for the candidate.

Academic supervisors must hold a doctoral degree or equivalent qualification in the relevant research field and be working actively as researchers. At least one of the appointed supervisors should have previous experience or training in serving as a supervisor for PhD candidates.

The PhD candidate and academic supervisor may ask the institution to appoint a new supervisor for the candidate. The supervisor may not withdraw before a new supervisor has been appointed. The parties may bring any disputes regarding the academic-related rights and obligations of the supervisor and candidate to the institution for review and determination.

3.1.3 Duties of the academic supervisors

The candidate and academic supervisors should have regular contact. The supervisor is responsible for following up the candidate's academic development. The frequency of contact between the parties should be stated in the annual progress report, c.f. section 3.3.

The supervisors are required to stay informed of the progress of the candidate's work and to assess it in relation to the progress plan in the project description, c.f. section 2.1.1.

The supervisors are required to follow up academic-related factors that may cause a delay in the candidate's progress to ensure that the candidate completes the training within the stipulated timeframe.

3.2 Required coursework

3.2.1 Purpose, content and scope

Doctoral education must be organised such that candidates are able to complete their training within the stipulated timeframe. Both faculties are responsible for ensuring that the required coursework and the work involved in the doctoral thesis constitute an education at a high academic level in accordance with international standards.

The coursework component shall comprise courses relevant to the thesis topic corresponding to at least 40 credit points. The coursework component shall comprise training in scientific theory and ethics and scientific methods (see Table 2 for details). In order for coursework to be approved, the chosen courses must include a form of assessment/examination, usually a written paper. The coursework component shall be completed and approved prior to submission of the doctoral thesis.

Table 2. Coursework component for joint PhD supervision

	<i>Courses at Nord University Business School</i>	<i>Courses at the Faculty of Economics, Taras Shevchenko National University of Kyiv</i>	<i>Courses for joint PhD supervision</i>
<i>Compulsory (general)</i>	Philosophy of science 7,5 ECTS	Philosophy of science 7 ECTS	Philosophy of science 7,5 ECTS
	Research Design and Scientific Methods in Business Research, 7,5 ECTS	Scientific methods and organization of economic research 4 ECTS	Research Design and Scientific Methods in Business Research, 7,5 ECTS
	Advanced Academic Writing 7,5 ECTS	Academic Writing 3 ECTS	Advanced Academic Writing 7,5 ECTS
<i>Compulsory (field-related)</i>	-	Course specifically related to the field of study 4 ECTS	Course specifically related to the field of study 4 ECTS
	Theoretical foundations and current topics in business administration 2,5 ECTS	-	Theoretical foundations and current topics in business administration 2,5 ECTS
<i>Compulsory (other)</i>	.*	Assistance practice** 10 ECTS	Assistance practice 10 ECTS
Σ_1	25 ECTS	28 ECTS	39 ECTS
<i>Electives</i>	Courses relevant for PhD student's field of study and thesis	Courses relevant for PhD student's work field of study and thesis	Courses relevant for PhD student's work field of study and thesis
Σ_2	15 ECTS	12 ECTS	11 ECTS
Σ_{1+2}	40 ECTS	40 ECTS	50 ECTS

* At Nord University Business School, teaching duties are counted as 25% work as part of a four-year position

** The faculty is responsible for determining the content and time of assistance practice for each PhD student. It is a mandatory component of the PhD program, which aims at learning methodology of pedagogical activities in higher education, practical methods of conducting various types of classes, organization of students' work, mastering practical techniques of educational work, accomplishing teaching activities. More on regulations: http://asp.univ.kiev.ua/doc/OND/Pedagogical_practice_2020.pdf

Thus, the PhD candidates educated under joint PhD supervision will have to complete obligatory courses listed in Table 2 worth 39 ECTS. Additional courses, which PhD student selects based on specifics of his/her research count for 11 ECTS. In this way, the overall coursework component comprises 50 ECTS.

3.3 Reporting and midterm evaluation

3.3.1 Reporting

The system for the quality assurance of doctoral education must include measures to uncover insufficient progress on the doctoral thesis and coursework, inadequacies in supervision, and routines for handling any such deficiencies that might arise. This system will normally include the submission of annual, individual reports by the PhD candidate and academic supervisors from both institutions and be designed to avoid dual reporting. The candidate and supervisors are equally responsible for submitting the required reports. A lack of or inadequate progress reports from the candidate may result in involuntary termination of the candidate's doctoral education prior to expiry of the period of admission, c.f. section 2.1.6.

3.3.2 Midterm evaluation

A midterm evaluation of the research project in most cases is conducted in the third year of study (according to Nord University schedule) for candidates in the four-year programme. The candidate submits the work they have completed on their thesis to date. During the evaluation, one external and two internal opponents will provide comments and ask the candidate questions about the submitted work. The candidate's supervisor may not act as an opponent. The evaluation is usually open for attendance by the academic community. Following the evaluation, the opponents submit a short assessment report to both faculties using the appropriate form. The assessment report will be addressed in the Research Committees at both faculties.

3.4 The doctoral thesis

3.4.1 Thesis requirements

A doctoral thesis is an independent research project or research and development project that meets international standards with regard to ethical requirements, academic level and methodology used in the research field. The thesis must contribute to the development of new knowledge and achieve a level meriting publication or public disclosure in a suitable format as part of research-based knowledge development in the field.

Due to requirements from the Ukrainian side, the thesis should be structured as a monograph. The thesis shall be written in English for Nord University. In case if solely English version is not enough, the Ukrainian version of the thesis should be additionally submitted at Taras Shevchenko National University of Kyiv. However, in case other forms of doctoral thesis (e.g., article-based) is allowed, this new requirement will be accounted.

3.4.2 Manuscripts that may not be submitted

Manuscripts or parts of manuscripts that have been approved as the basis for previous examinations or degrees may not be submitted for evaluation as part of the doctoral thesis unless they comprise a minor part of a thesis consisting of several related manuscripts. However, data, analyses and methodologies from previous degrees may be used as the basis for the doctoral research project.

Scientific works published prior to admission may form part of the thesis, upon application and subject to an academic evaluation.

3.5 Rights to use of research results

3.5.1 Use of thesis for teaching and research activities

Nord University as well as Taras Shevchenko National University of Kyiv may, without limitation, reproduce and use the parts of the doctoral thesis to which the candidate is the sole copyright holder, as well as other scientific literature produced as a result of work on the thesis to which the PhD candidate is the sole copyright-holder, in teaching and research activities at both universities.

3.5.2 Copyright, patent and other immaterial rights (Intellectual property rights)

The PhD candidate has, in cases where the candidate is the sole author of the doctoral thesis, sole copyright to the work. Articles or other contributions written collaboratively, and in which it is not possible to identify individual contributions, are viewed as collaborative work. In such cases, the authors hold the copyright jointly.

No restrictions shall be placed on disclosure and publication of a PhD thesis, with the exception of delay by prior agreement with the purpose of allowing external parties to determine their interests in potential patents.

Nord University and Taras Shevchenko National University of Kyiv will be credited upon publication or disclosure of the thesis, in cases where Nord University and/or Taras Shevchenko National University of Kyiv has/have made a necessary and significant contribution to, or provided the basis for, the candidate's production of the publicly disclosed or published work.

4. Completion (Nord University Business School)

4.1 Evaluation

4.1.1 Basis for the evaluation

The PhD degree is conferred on the basis of:

- an approved doctoral thesis;
- approved completion of the required coursework;
- an approved trial lecture on an assigned topic;
- an approved public defence of the doctoral thesis.

4.1.2 Time from submission to public defence

The time from submission of the thesis to public defence should normally not exceed 3 months. It is the responsibility of the main academic supervisor to notify the responsible unit at Nord University Business School that the doctoral thesis will be submitted soon so that the necessary preparations can begin.

4.2 Submission

4.2.1 Submission of the doctoral thesis as a monograph

The application for evaluation of the doctoral thesis may only be submitted after the required coursework has been approved.

A submitted work may not be retracted until after it has been assessed as worthy/not worthy for defence. The doctoral thesis will be assessed “as is” at the time of submission.

The following documents must be attached to the application:

- the doctoral thesis prepared in the approved format and in accordance with Nord University ‘s rules regarding the form and number of copies as decided by the faculty;
- required written permissions;
- statement regarding whether the doctoral thesis is being submitted for evaluation for the first or second time;
- statement that the doctoral thesis has not been submitted for evaluation at another institution;
- documentation of completed and approved doctoral coursework.

One or both faculties may make a decision to deny an application for evaluation of the doctoral thesis if it is evident that the thesis does not meet sufficiently high standards of scientific quality and would as such be rejected by an evaluation committee.

The doctoral thesis must be made available to the public no later than two weeks prior to the public defence.

4.2.2 Assessment of the application

The faculty assesses the application for evaluation of a doctoral thesis. Applications that do not fulfil the requirements stated in section 4.2.1 will be rejected.

4.3 Appointment of the evaluation committee

When both institutions has approved an application for evaluation of a doctoral thesis, they must jointly appoint an expert committee, comprised of at least three members, who will evaluate the thesis and the public defence. The composition of the committee should normally be decided at the time of submission of the doctoral thesis.

The evaluation committee will normally be comprised so that:

- both genders are represented;
- two members acting as internal are affiliated with Nord University and with Taras Shevchenko National University of Kyiv;
- two members acting as external opponents are affiliated with other institutions;
- all the members hold a doctoral degree or equivalent expertise.

If these criteria are not met, an explanation must be provided.

The faculties are responsible for establishing procedures for the appointment of evaluation committees. The proposal for the composition of the committee must explain the reasoning behind the selection of the members and how the committee as a whole covers the field(s) addressed in the doctoral thesis. The faculties must appoint either one of the committee members or another person to serve as the committee's chairperson.

The academic community is responsible for nominating the evaluation committee. The nomination shall provide grounds and should explain how the committee's composition covers the field of research for the thesis. The appointed supervisor and others who have contributed to the doctoral thesis cannot be appointed as members of the evaluation committee or administer its activities.

The candidate will be notified of the proposal for the composition of the committee, and he/she may submit written comments no later than one week after the proposal has been made known to the candidate.

4.4 Activities of the evaluation committee

4.4.1 Gathering of supplementary information

The evaluation committee may ask to review the PhD candidate's basic data and any additional or clarifying information. The evaluation committee may ask the academic supervisor to provide information about the supervision carried out and the work involved in the doctoral thesis.

4.4.2 Reworking of a submitted doctoral thesis

The evaluation committee may, on the basis of the submitted doctoral thesis and any additional material, recommend that the Nord University Business School permits the candidate to make minor revisions to the thesis before the committee submits its final report. The committee must provide a written list of the specific items that the candidate must rework.

If the faculty allows minor revisions to the thesis, a deadline normally not exceeding three (3) months will be set for completing such revisions. A new deadline for submission of the committee's final report will also be set. The faculty's decision pursuant to this paragraph may not be appealed by the PhD candidate.

If the committee finds that extensive changes related to the theory, hypothesis, material or methods used in the thesis are needed in order deem the thesis worthy of public defence, the committee must reject the thesis will take the final decision in accordance with the committee's report.

If the Nord University Business School finds that there are grounds to doubt whether the committee's unanimous decision should be used as the basis for its final decision, the Nord University Business School must request further clarification from the evaluation committee and/or appoint two new reviewers who will submit individual evaluations of the thesis. Such additional clarification or individual evaluations must be presented to the PhD candidate, who has ten (10) days to comment on the statements.

The Nord University Business School takes the final decision on the matter on the basis of the committee's report and the subsequent reviews.

4.5.2 Non-unanimous committee decision

If the committee's decision is *not unanimous* and the Nord University Business School finds that there are grounds to use the majority's opinion as the basis for its final decision, the Nord University Business School will take the final decision in accordance with the majority's view.

If the committee's decision is not unanimous and the Nord University Business School finds there are grounds to consider using the minority's opinion as the basis for its final decision, the Nord University Business School may request further clarification from the evaluation committee and/or appoint two new reviewers who will submit individual evaluations of the thesis. Such additional clarification or individual evaluations must be presented to the PhD candidate, who will be given the opportunity to make comments.

If both of the new reviewers agree with the majority's opinion in the original report by the committee, the majority's opinion must be followed. The new reviewers shall, in cases of disagreement or where both support the minority opinion, resign their position. In such cases, the Nord University Business School shall establish a new committee that may approve or reject the thesis by simple majority.

The candidate will be informed of the outcome after procedures related to the statements by the new reviewers have been completed.

4.6 Resubmission

A doctoral thesis that is found to be not worthy of a public defence may be resubmitted in revised form no sooner than six (6) months after the initial rejection. The Nord University Business School will appoint a new evaluation committee where at least one member of the original evaluation committee is reappointed. A doctoral thesis may be re-evaluated only once.

In the event of resubmission, the PhD candidate must clearly state that the doctoral thesis was evaluated previously and was found to be not worthy of a public defence.

4.7 Public availability of the doctoral thesis

4.7.1 Requirements related to the printed doctoral thesis

When the doctoral thesis is found worthy of a public defence the faculty shall ensure that the thesis is printed in an approved format in accordance with provisions given by Nord University.

The PhD candidate must submit a brief summary of the doctoral thesis in English, Norwegian and, Ukrainian with the purpose of making the thesis and related research results known to research communities nationally and internationally. Like the thesis itself, the summary must be made available to the public.

4.7.2 Public availability

The doctoral thesis must be made available to the public no later than two (2) weeks prior to the date of the public defence. The thesis should be made available in the form in which it was submitted for evaluation and if applicable the approved list of errors that the candidate wishes to correct (an errata list) must be attached to the doctoral thesis.

In the event of publication of the doctoral thesis, the candidate must follow the applicable guidelines on the crediting of institutions. As a general rule, the institution must be listed as the author's address in the publication if the institution has made a necessary and substantial contribution or laid a foundation so that the author could produce the published manuscript. The same author must also list other institutions if these in each case fulfil the requirement related to the institution's contribution.

4.8 The doctoral examination

4.8.1 Trial lecture

After the doctoral thesis has been submitted for evaluation, the PhD candidate must hold a lecture in English at Nord University. The trial lecture is an independent part of the examination for the PhD degree and is held on an assigned topic. The purpose is to test the candidate's ability to acquire knowledge beyond the topic of the doctoral thesis and to convey this knowledge in a lecture situation.

The evaluation committee determines the title of the trial lecture. The title of the trial lecture shall challenge the candidate to analyse aspects of a topic that extend beyond the scope of the thesis. The title of the trial lecture shall be given to the candidate ten (10) working days prior to the trial lecture event.

If the faculty decides to hold the trial lecture in connection with the public defence, the evaluation committee will assign the topic of the lecture and conduct the evaluation. If the two examinations are evaluated separately, the faculty will appoint a separate committee to evaluate the lecture and assign the topic. In this case, at least one of the members of the evaluation committee must be appointed to the trial lecture committee.

The trial lecture must be held in English.

The evaluation committee is responsible for determining whether the trial lecture is approved or not approved. If the trial lecture is not approved, the reason for this must be explained.

The trial lecture must be approved before the public defence can be held.

4.8.2 Public defence of the doctoral thesis

The public defence of the doctoral thesis must be conducted in English take place after the trial lecture has been held and approved, and no later than two (2) months after the faculty has found the thesis to be worthy of public defence.

The time and location of the public defence must be announced at least ten (10) working days prior to the scheduled date.

The committee that originally evaluated the doctoral thesis must also evaluate the public defence. The public defence must be held in the language used in the thesis, unless the faculty, upon recommendation of the evaluation committee, approves the use of a different language.

There will normally be three opposing speakers, or discussants, at the defence, who will be appointed within the evaluation committee.

The public defence will be chaired by the faculty dean or a representative authorized by the dean. The chair of the defence will give a brief explanation of the procedures relating to the submission and evaluation of the doctoral thesis. Then the PhD candidate will explain the purpose and findings of the doctoral research project. The first opposing speaker begins the questioning of the PhD candidate and the second opposing speaker concludes the questioning. The faculty may, in supplementary provisions, decide to distribute the tasks normally assigned to the opposing speakers and the candidate in a different way. After both opposing speakers have concluded their questioning, members of the audience will have the opportunity to comment (*ex.auditorio*). One of the opposing speakers concludes the questioning, and the chair of the defence concludes the defence proceedings.

The evaluation committee submits its report to the Nord University Business School, in which it explains how it has assessed the public defence of the thesis. The report must conclude whether the defence was approved or not approved. If the defence is not approved, the report must provide an explanation for this.

4.9 Approval of the doctoral examination

The Nord University Business School determines whether to approve the doctoral examination on the basis of the evaluation committee's report.

If the evaluation committee does not approve the trial lecture, a new trial lecture must be held on a new topic no later than six (6) weeks following the first lecture. A new trial lecture may only be held once. The lecture must be evaluated by the same committee that evaluated the first lecture to the extent possible, unless the Nord University Business School has stipulated otherwise.

If the Nord University Business School does not approve the public defence, the PhD candidate may defend the doctoral thesis once more only. A new defence can be held after six (6) months and must be evaluated by the same committee that evaluated the first defence to the extent possible.

Rejection of an application for evaluation of a doctoral thesis and a decision of non-approval of a doctoral thesis, trial lecture or public defence may be appealed pursuant to §§28 and following of the Public Administration Act.

4.10 Conferral of degree and diploma

Based on a statement by the the Nord University Business School that the required coursework, doctoral thesis and doctoral examination have been approved, the Doctor of Philosophy degree from both institutions will be conferred on the candidate. The diploma issued by Nord University provides information about the academic training in which the candidate has participated, the date and title of the trial lecture, the title of the doctoral thesis and the date of the thesis defence. Nord University determines what additional information is to appear on the diploma.

4.11 Diploma Supplement

Nord University will issue a Diploma Supplement, i.e. an attachment to the PhD diploma, in keeping with the applicable guidelines.

5. Completion (Taras Shevchenko National University of Kyiv)

5.1 Evaluation

5.1.1 Basis for the evaluation

- 1) The state of readiness of the thesis for defence is determined by the supervisor (supervisors), who prepares a resolution about the applicant's work and fulfilment of educational component. Supervisor (supervisors) is responsible for the resolution.
- 2) The certificate on the fulfilment of the PhD program is issued to the applicant by the postgraduate department of the faculty.
- 3) The applicant applies in writing to the head of the academic council of the faculty where the thesis was performed, to prepare a resolution. Examination of the thesis is carried out within two months.
- 4) To prepare a conclusion on the thesis, the academic council of the faculty appoints two reviewers and determines the department for conducting a meeting.
- 5) Reviewers prepare a conclusion about the thesis results. The conclusion is discussed at meeting.
- 6) The applicant is given the approval for defence which is the basis for submission to Academic Council.

5.1.2 Time from submission to public defence

There is no formal time limits from submission to public defence.

5.2 Submission

The applicant submits an application to the Head of the Academic Council of the faculty to form the evaluation committee for thesis defence.

5.3 Appointment of the evaluation committee

Evaluation committee is formed from the corresponding specialty.

The structure of the evaluation committee - chairman, two reviewers, two opponents - is determined by the Academic Council of the faculty and approved by the Ministry of Education and Science of Ukraine according to formalized documentation from the University.

Scientists nominated to the evaluation committee must have at least three publications published in the last five years in the applicant's field of research, of which at least one is a publication indexed in Scopus or Web of Science.

At least three scientists on the evaluation committee must have a status of Doctor of Science (Head of the evaluation committee, one of the reviewers, one of the opponents).

5.4 Activities of the evaluation committee

The Head of the evaluation committee accepts the documents of the applicant for consideration. List of documents submitted by the applicant:

- a copy of the first page of the passport;
- a copy of the master's degree (specialist);
- extract from the order of enrolment for PhD study;
- documented fulfilment of educational component;
- conclusion of the supervisor; conclusion on scientific novelty, theoretical and practical significance of the thesis results in two copies;
- thesis (three copies) and in electronic form;
- copies of scientific publications on the topic of the thesis.

Within a week after the acceptance of documents:

- on the official website of the University there is information about the acceptance of the thesis for consideration and annotation of the thesis;
- a notification of acceptance of the thesis for consideration is sent to the Ministry of Education and Science of Ukraine (on the website of the Ministry of Education and Science of Ukraine the text of the notice is posted on the third working day of the next month);
- the Head of the evaluation committee passes the thesis and publications of the applicant to opponents for acquaintance and preparation of responses.

Within a month from the date of acceptance of documents to consideration, opponents submit their reviews to the Head of the evaluation committee.

After receiving feedback from opponents, the members of the evaluation committee agree on the date of the thesis defence. The public shall be informed about the date of the defence within three days.

5.5 Procedures related to the evaluation committee's report

ACADEMIC INTEGRITY

Article 42 of the Law of Ukraine "On Education" defines the types of violations of academic integrity for all levels of education (academic plagiarism, self-plagiarism, fabrication, falsification of research results, writing off, deception, bribery, biased evaluation).

Detection of violations of academic integrity in the thesis and / or scientific publications of the applicant by the evaluation committee is a ground for refusal to award the degree of Doctor of Philosophy at any stage of the thesis without the right to re-defend it.

5.6 Resubmission

In case the committee decides to refuse to award the degree of Doctor of Philosophy, the thesis may be resubmitted for defence again after recompletion not earlier than one year from the date of such decision.

5.7 Public availability of the doctoral thesis

No later than ten working days before the date of defence, the thesis, the conclusion on the scientific novelty and the feedback of the opponents are posted on the University's website.

These materials are stored in the public domain for three months from the date of the order of the Rector of the University on the issuance of a diploma of Doctor of Philosophy.

5.8 The doctoral examination

The defence of the thesis should take place in the format of an open scientific discussion, in which the Head and members of the evaluation committee are obliged to take part, as well as - if desired - present people at the meeting.

Audio and video recording of defence is performed. The record is published on the University's website no later than the next working day and is stored in the public domain for three months from the date of the order of the Rector of the University on the issuance of a diploma of Doctor of Philosophy.

The meeting is held by the Head of the evaluation committee in the state language in accordance with the procedure:

- the Head informs the attendees about the legality of the defence and the documents submitted by the applicant;
- the applicant states the main provisions of the thesis and answers questions;
- the applicant responds to the comments contained in the responses of opponents and comments of other people received by the University in writing, including by e-mail.

5.9 Approval of the doctoral examination

- 1) The draft decision of the evaluation committee on awarding the degree of Doctor of Philosophy is discussed;
- 2) a secret ballot is held;
- 3) the Head announces the results of the voting and the decision of the evaluation committee on awarding the degree of Doctor of Philosophy.

5.10 Conferral of degree and diploma

Documents of the applicant concerning consideration of the thesis and its defence in the evaluation committee are formed in the attestation file of the applicant and sent to the Ministry of Education and Science of Ukraine within one month from the date of defence.

The order of the Ministry of Education and Science of Ukraine on approval of the decision of the evaluation committee on the basis of the decision of the Certification Board of the Ministry of Education and Science of Ukraine is posted on the official website of the Ministry of Education and Science of Ukraine.

The Academic Council of the University decides on the issuance of a diploma of Doctor of Philosophy, which is approved by order of the Rector of the University and published on the official website of the University.

Until the end of 2020, according to Ukrainian legislature³, Taras Shevchenko National University of Kyiv awards the academic qualification Doctor of Economics in an initially enrolled specialization and issues the diploma of Doctor of Philosophy on the basis of the approval of Ministry of Education and Science of Ukraine.

³ Articles 27-30 of the Law "On the experiment on awarding PhD degree": <https://zakon.rada.gov.ua/laws/show/167-2019-%D0%BF>

5.11 Diploma Supplement

The diploma of the Doctor of Philosophy is issued according to the assigned sample by the University (see template in Appendix 5).

Appendix 1

Guidelines for writing “research proposal” for the degree Philosophiae Doctor at Nord University Business School

(Passed April 4, 2000. Revised March 13, 2018.)

Requirements of content:

1. The first page with the title, name and affiliation/department.
2. The abstract on its own page.
3. The introduction (approx. 700 words).
Present the problem complex including definition of central concepts. Argue for choice of research question(s) and specify gaps in existing knowledge and the scientific contribution of the dissertation.
4. The main overview of relevant literature on which your proposed research will be based. A tentative lining-up of research issues and/or hypotheses (approx. 1500 words).
5. Methodological reflections.
Discuss scientific approaches and consider methodological anchoring including data collection and analysis. If possible/desirable, specify research model with independent and dependent variables, etc. (approx. 1500 words).
6. A discussion of research ethics relevant for the work.
Include a specification of the type of dissertation, monograph or article-based, with a rationale (cross reference section 10-1 in the regulations, approx. 300 words).
7. The progress plan, budget and financing.
Specify the doctoral courses completed and planned (cross reference section 8-1 in the regulations). Propose main- and assistant supervisors. (approx. 400 words).

Formal requirements:

1. The proposal is to be written in English.
2. The proposal should be approximately 4000-5000 words (double line space, pitch 12). The first page, abstract, reference list and possible attachments/appendices are additional. Footnotes and/or closing notes are permitted. Paragraphs are to be indicated by an indented line (not a page shift).
3. Titles: 1st level: Centred (not bold). 2nd level: Left-adjusted (bold). 3rd level: Left-adjusted (italic, not bold).
4. Choose a reference system (e.g., APA or Harvard) and be consistent when writing the proposal. Consider using Endnote or other reference manager. <https://www.nord.no/en/library/Pages/default.aspx>
5. Figures and tables are, as far as possible, to be presented in the text. The figure number and name are to be placed above the figures concerned, whereas table numbers and names are to be placed below the tables concerned.

Appendix 2

Guidelines for writing “research proposal” for the PhD degree at Taras Shevchenko National University of Kyiv

The research proposal is a scientific text of up to 5 pages, prepared by a graduate student, which substantiates the topic of future dissertation research, its relevance, the state of development in domestic and foreign science, possible ways to solve problems and more.

The research proposal should contain the following structural parts:

- formulation of a scientific problem;
- relevance of the topic;
- state of development in domestic and foreign science, selection unresolved aspects of the selected issues;
- purpose and objectives of the study;
- object and subject of research;
- formulation and argumentation of a scientific hypothesis;
- methodology and scientific tools of research;
- source base of research, potential primary sources information;
- the expected novelty of the study;
- possible areas of practical application of the proposed research results.

The student prepares a written research proposal and makes a presentation.

The evaluation of the research proposal takes place at the entrance exam in the specialty as its component.

The maximum number of points for a research proposal is 40 points.

Evaluation criteria:

- scientific novelty;
- validity;
- originality of research ideas;
- realism of research ideas;
- completeness of the calculation of all structural parts;
- convincing presentation of the research proposal.

Template for writing research proposal at Nord University Business School.

A relatively detailed project description has to be submitted in order to be admitted to the PhD programme at the Nord University Business School. The proposal serves multiple purposes.

- It is an agreement between the student and the supervisors/Business School about the PhD study.
- It shows that the research project is well planned and that it can be accomplished within the project period.
- It serves as a way of preparing for the scientific journey and for getting started with the project.
- It is an ‘application in miniature’. Most researchers write several research applications (e.g., to the Research Council) and the proposal is an introduction to this activity.

The project description should be written in cooperation with professors at the Business School and be connected to existing or upcoming research and/or projects. The presentation of the research project shall be about 4000-5000 words, and it must be approved by the intended supervisors. Below is an example of how to organize the project proposal.

(Cover page)

PROJECT TITLE

Name

E-mail address

Mobile number

Date

Nord University Business School,

Department

PhD-programme in business

(Second page)

ABSTRACT

Describe the purpose of the work, its theoretical framework, methodological approach, the expected contributions.

(Third page)

CONTENT

1. Introduction	1
2. Theoretical framework	3
etc.	

(Fourth page)

1. INTRODUCTION

Briefly, describe the background for the project. Place the proposed study or research project in scientific context and how it is related to international research of your field. Explain why the current study is of scientific interest. Refer to important theories that can/will be applied and the knowledge gaps you intend to contribute to. End up with the overall research question of your study. You might reflect on the following questions: What do we know about the topic before starting the research? Why is it an important topic? How will this study advance our knowledge within the field?

2. THEORETICAL FRAMEWORK

Briefly present existing theory relevant to address the overall question of your thesis. Define the central concepts and/or variables, and if relevant, a tentative lining-up of research issues and/or hypotheses. You might call attention (briefly) to each article you intend to write specifying the theoretical framework, research gap and research question of each article.

3. METHODOLOGY

Argue for the scientific orientation of the project, e.g. econometrics, case study, grounded theory, hermeneutics, hypothetic-deductive approach, experiments, type of research design, etc. Provide, if relevant, a description of how the project will be broken down into smaller tasks (e.g., based on the articles).

In brief, describe the data collection methods and sample that will be used. Include a description of other sources too if relevant. Explain how collected data will be analysed.

If the project requires special scientific resources and/or equipment/infrastructure, describe how access to the necessary resources will be obtained.

4. ETHICAL CONSIDERATIONS

Discuss briefly the ethical dilemmas that can arise when trying to get access to and collect data. For example, the National Committee for Research Ethics in Social Science and the Humanities (NESH) provides guidelines for research ethics that you might consider. Be aware that ethical issues can be relevant for several stages of the research process. Notice also the role of Norwegian Centre for Research Data (NSD) for approving empirical studies. Examples of issues can be respect for the informants or respondents through ensuring confidentiality and anonymity.

5. THE RESEARCH PROCESS

Describe the research milieu you belong to (e.g., department, research group), the intended supervisor(s), dissertation format, plan for attending courses and the articles you intend to write. Finally, you must outline the progress plan of your project. (see example of tables below).

Course code	Course title, Institution	ECTS/credits	Semester
xx	Philosophy of science and ethics, Nord Uni.	7,5	Fall <year>
xx	Method course xx, NHH	7,5	Spring <year>
xx	Theoretical course xx, NTNU	5	Spring <year>
xx	Theoretical course yy, CBS	7,5	Fall <year>
xx	Theoretical course zz, Nord Uni.	7,5	Fall <year>
xx	Data analyses, Nord Uni.	5	Spring <year>
TOTAL		40	

Table: Overview of PhD courses.

Although it might be difficult to emphasise the upcoming publications, we urge you to reflect about this at an early stage. You might indicate the working titles although we expect them to change as your PhD study progresses. The table below illustrates an overview:

	Authors	Year	Title	Journal
Paper I	Author 1, Author 2, Author 3	xxxx		
Paper II	Author 1, Author 2	xxxx		
Paper III	Author 1	xxxx		
Paper IV	Author 1, Author 2	xxxx		

Table: Overview of expected articles published.

Example of a progress plan is presented below:

Semester	Activity
1	<ul style="list-style-type: none"> • Working on research proposal • Research proposal approved • Methodology course xx • Philosophy of Science and Research Ethics (part 1)
2	<ul style="list-style-type: none"> • Theoretical course xx • Philosophy of Science and Research Ethics (part 2) • Attending research conference in xx • Theoretical review • Methodological issues • Philosophy of science and research ethics issues • Preparing data collection 1
3	<ul style="list-style-type: none"> • Data collection 1 • Analysing data • Writing paper 1 • Preparing data collection 2
4	<ul style="list-style-type: none"> • Data collection 2 • Analysing data • Writing paper 2 • Attending research conference
5	<ul style="list-style-type: none"> • Theoretical course yy • Writing paper 3
6	<ul style="list-style-type: none"> • Attending research conference • Writing paper 4
7	<ul style="list-style-type: none"> • Finishing paper 4 • Writing up the dissertation
8	<ul style="list-style-type: none"> • Writing up the dissertation • Submission of the PhD dissertation • Defence

Table: The progress plan of the study.

6. BUDGET AND FINANCING

Describe a preliminary budget and a funding plan for the PhD study, for example in a table (see below). It should not be very detailed, but rather an indication of operating costs in broad categories. If additional funding is required to carry out the planned research, describe how funding for these activities will be obtained.

Costs	Year 1	Year 2	Year 3	Year 4
Data collection	20.000		30.000	
Travel expenses	20.000	10.000	10.000	10.000
Other costs	20.000		10.000	
Total costs	60.000	10.000	50.000	10.000
Funding				
Funding	Year 1	Year 2	Year 3	Year 4
Research Council	40.000		20.000	
Business School	20.000	10.000	20.000	10.000
Project x			10.000	
Total	60.000	10.000	50.000	10.000

Table: Budget and financing plan.

(new page)

REFERENCES

List all the references of the proposal only. We suggest you use Endnote or other reference manager. Then the reference list will appear automatically. If you do this manually, be consistent (e.g., following APA or Harvard).

Application for admission to organised research programme (PhD degree) at Nord University

Application pertains to admission to the PhD programme: (tick off)

PhD in Aquatic Biosciences	<input type="checkbox"/>	PhD in Business	<input type="checkbox"/>
PhD in Sociology	<input type="checkbox"/>	PhD in Professional Praxis	<input type="checkbox"/>

Send the application with enclosure to: Nord University, Post box 1490, N-8049 Bodo, NORWAY

Please read the attached guidelines for explanations and supplementary information

1. Biographical				
Last name	All first and middle names		Date of Birth (dd.mm.yyyy)	Norwegian personal identification number
Residential address	Postal code	Place	Municipality/Country	
Workplace address (during research programme)	Postal code	Place	Phone number	
Citizenship	Gender		E-mail	
	Female	Male		

2. The thesis:
Preliminary title of PhD thesis. Enclose description of the project.
Language in which the thesis will be written. (cf. section 10-1 in the PhD regulation, and supplementary rules for each PhD programme.)

3. Education post upper secondary school (cf. section 5-1 in the PhD regulation)				
Institution	Degree	Name of major	Year	Semester

4. Schedule for and financing of the PhD project

(cf. section 5-4 in the PhD regulation)

Start	Semester	Year	Defence of thesis	Semester	Year

Employment and financing See guidelines

Employer	Type of employment		From (dd.mm.yyyy)	To (dd.mm.yyyy)
Source of funding	Main (M)	Type	From (dd.mm.yyyy)	To (dd.mm.yyyy)
Duties in addition to research (only for PhD candidates funded by the Research Council of Norway, or by Nord University)	% (normally 25% of the total time)	Type	From (dd.mm.yyyy)	To (dd.mm.yyyy)

5. Plan for the academic training component (cf. Supplementary rules for each PhD programme.)

Course title/description	Credits	Planned year/semester

6. Required infrastructure (cf. section 5-2 in the PhD regulation)

7. Supervision and academic advisor(s)

Proposed academic advisor(s)	Name	Position	Institution/Department/Work place
Main academic advisor			
Other academic advisor(s)			
Comments:			

8. Plan for association to research society, including international exchanges See guidelines

Name of the research society/group/institutions you want to collaborate with and if possible when (period)

9. List of enclosed documents (cf. section 5-1 in the PhD regulation)

10. Signature (applicant's)

Place	Date	Signature

Guidelines for completion of the application form for PhD studies at Nord University

	Comments to some of the tables:
2. The thesis	Enclose the project proposal and schedule for accomplishment of the PhD degree. Please notice that the PhD programs have different regulation for the proposal's design, cf. each programs supplementary rules.
3. Education post upper secondary school	Candidates employed as PhD candidates at Nord University do not have to document again.
4. Employment/ plan for financing	Table 5 is to be completed if the information is available at the time of application. <u>Type of employment</u> may be: research fellow, short-term contract, permanent employment, temporary employment, specific assignment. <u>Source of funding</u> : If there are several sources, only one should be marked (M) <u>Duties in addition to research</u> . Relevant only for PhD candidates and research fellows employed at the Nord University.
5. Plan for the academic training component	The training component is defined in the Supplementary rules for each PhD programme. If you plans for the training component are already made, you can specify them in the application form. If not, the composition of this component can instead be specified in the contract upon admission.
6. Infrastructure	Table 7 must be completed if you need equipment/material beyond ordinary office standards in order to do your research, cf. section 5-2 in the PhD regulations. You may include this in your project description, or enclose a separate description.
7. Supervision and academic advisors	Fill in the names if you have suggestions about supervisor(s).
8. Association to research society	State which research society/group you wish to be connected to while writing your theses, and your plans for visits to other research societies – also abroad – during your study.
9. Enclosed documents	<u>The following documents are mandatory</u> : Diploma(s) documenting your formal competence (master's degree or equivalent) and a project description. See the relevant PhD programme for requirements regarding description, size etc. Other enclosures may be CV, confirmations of completed examinations of courses you plan to apply to be approved as part of the training component for the PhD programme, and documentation of any other relevant education or work experience. Copies of international diplomas/confirmations must be stamped and signed by a licensed copying agency or a public notary.

Appendix 4

To Rector of the Kyiv National
Taras Shevchenko University

From

(surname, name of the applicant)
contact phone _____
e-mail _____

APPLICATION

I would like to apply for the admission exams for postgraduate studies

(name of faculty / institute)
according to the educational and scientific program

(name of program)

1) in the specialty _____
(code and name of the specialty)

2) foreign language _____
(specify which)

on _____ form of study,
(full-time, part-time)

at the expense of _____
(budget financing, funds of legal entities or individuals)

Received higher education:

Master's degree / specialist qualification level

in the specialty _____ in _____ year
(code and name of the specialty)

(name of higher education institution)

Certificate of international standard in _____
(specify which language)

except instead of the entrance exam in foreign language.

At the time of entrance exams, a dormitory is required (not required).

I inform:

Doctor of Philosophy degree for budget funds:

never obtained / already obtained / already obtained before (training not completed)

Familiar with the rules of admission for postgraduate studies, the description of program, the curriculum

“ _____ ” _____ 20_____
(signature of the entrant)

Dean of the Faculty (Director of the Institute) _____

Head of Department _____

The prospective supervisor _____

Appendix 5

The template of diploma of Doctor of Philosophy issued by Taras Shevchenko National University of Kyiv

