

 APPROVED:
 /Vice-Rector for Research and International Affairs/

Individual Academic Plan of Doctoral Student

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/first name, middle name, family name/

* Department Name
* Faculty Name
* Form of Doctoral Studies /full-time, part-time, individual/
* Doctorate Type /state-subsidized / individual payment/
* Scientific Speciality
* Registered as a Doctoral student on the grounds of Ordinance No. ….... / …………….
* Term of Doctoral Studies – from …….. to ………..
* Doctoral Dissertation Advisor
* Doctoral Dissertation Title
* TOTAL NUMBER OF CREDITS IN THE INDIVIDUAL ACADEMIC PLAN ………

 /minimum 190 credits/

WORK PLAN FOR THE FIRST YEAR OF DOCTORAL STUDIES

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| Section I. ACADEMIC DISCIPLINES FOR DOCTORAL STUDIES  |
|  No. | Academic discipline name | Form of studies | Form of finalization | Term of implementation | Credits (number) |
| Block A. Compulsory Doctoral Exams for Professional Field 3.7. ADMINISTRATION AND MANAGEMENT |
| 1 | Management Theory |  | Exam | Till the end of the first year | 10 |
| 2 | Methodology and Methods of Scientific Research | Lecture course from April to May | Exam | Till the end of the first year | 10 |
| 3 | Research Methods in Management |  | Exam | Till the end of the first year | 10 |
| Total Number of Credits in Block A  | 30 |

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| Section II. DISSERTATION WRITING AND PUBLICATIONS |
| No. | Activity type | Form of conduction | Fixed-term of reporting  | Term of implementation | Credits (number) |
| II.1. Research Work |
| 1 | Inquiry research work | Individual preparation | Quarterly / Annually | Till the end of the first year | - |
| 2 | Preparation of extended plan for the dissertation | Individual preparation | Quarterly / Annualy | Till the end of the first year | - |

WORK PLAN FOR THE SECOND YEAR OF DOCTORAL STUDIES

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| Section I. ACADEMIC DISCIPLINES FOR DOCTORAL STUDIES  |
| No. | Academic discipline name | Form of studies | Form of finalization  | Term of implementation | Credits (number) |
| Block B. Doctoral Exams for the Specific Scientific Speciality(in compliance with the academic plan of the relevant Department) |
| 1 | Academic discipline name | Individual preparation | Exam | Till the end of the second year | 10 |
| 2 | Academic discipline name | Individual preparation  | Exam | Till the end of the second year | 10 |
| 3 | Academic discipline name | Individual preparation | Exam | Till the end of the second year  | 10 |
| 4 | Academic discipline name | Individual preparation | Exam | Till the end of the second year | 10 |
| Total Number of Credits in Block B  | 30/40 |

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| Section II. DISSERTATION WRITING AND PUBLICATIONS |
| No. | Activity type | Form of conduction | Fixed-term of reporting | Term of implementation | Credits (number) |
| II.1. Research Work |
| 1 | Inquiry research work | Individual preparation | Quarterly / Annually  | Till the end of the second year | - |
| 2 | Experimental, laboratory or other kind of empirical research work | Individual preparation | Quarterly / Annually | Till the end of the second year | - |
| 3 | Preparation of particular parts of dissertation | Individual preparation | Quarterly / Annually | Till the end of the second year | - |
| II.2. Publications |
| 1 | Scientific reports, articles, features | Individual preparation | Quarterly / Annually | Till the end of the second year | 10 |

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| Section III. ACADEMIC-METHODICAL AND PEDAGOGICAL PREPARATION |
| No. | Activity type | Number of lessons | Fixed-term of reporting | Term of implementation  | Credits (number) |
| 1 | Implementation of seminar lessons |  | Quarterly / Annually | Till the end of the academic year | - |

WORK PLAN FOR THE THIRD YEAR OF DOCTORAL STUDIES

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| Section II. DISSERTATION WRITING AND PUBLICATIONS |
| No. | Activity type | Form of conduction | Fixed-term of reporting | Term of implementation | Credits (number) |
| II.1. Research Work  |
| 1 | Experimental, laboratory or other kind of empirical research work | Individual preparation | Quarterly / Annually | Till the end of the third year | - |
| 2 | Preparation of particular parts of dissertation | Individual preparation | Quarterly / Annually | Till the end of the third year | - |
| 3 | Finalization of the project for dissertation | Individual preparation |  | Till the end of the third year | - |
| II.2. Publications |
| 1 | Scientific reports, articles, features | Individual preparation | Quarterly / Annually | Till the end of the third year | 20 |

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| Section III. ACADEMIC-METHODICAL AND PEDAGOGICAL PREPARATION |
| No. | Activity type | Number of lessons | Fixed-term of reporting | Term of implementation  | Credits (number) |
| 1 | Implementation of seminar lessons |  | Quarterly / Annually | Till the end of the academic year | - |

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| Section IV. DOCTORAL DISSERTATION DEFENCE |
| No. | Activity type | Opening a procedure for the dissertation defence | Term of opening the procedure | Credits (number) |
| 1 | Dissertation defence in the presence of scientific jury | Department Council Decision  | Till the end of the third year | 100 |

 DISSERTATION ADVISOR:
 /signature/

DOCTORAL STUDENT: HEAD OF DEPARTMENT:
 /signature/ /signature/

* Doctoral students should prepare their Individual Academic Plan jointly with their Dissertation Advisor immediately after their registration for Doctoral studies and should present it for discussion by the relevant Department Council
* The Individual Academic Plan should be prepared in three copies
* Duration of studies for Doctoral students in full-time and independent form of education is three years. Duration of studies for part-time Doctoral students is four years so the Individual Academic Plan should be prepared for four years and the procedures on Doctoral dissertation finalization and defence should be included in the final year
* The academic disciplines in Block B must be not less than 3 and not more than 4
* At the discretion of the Dissertation Advisor the disciplines in Block A and Block B should be arranged in groups in various ways and allocated till the end of the first, second, third or fourth year. One or more disciplines in Block A and one or more disciplines in Block B should be included in the frameworks of the first year and the rest of the disciplines should be allocated in the frameworks of the second, third or fourth year

* Published scientific reports, articles, studies, chapters of books and features provide minimum 30 credit points. Only the publications in the scientific issues having Editorial Board are valid. In cases of co - authorship the credit points are determined in proportion to the participation. The number of credit points for each publication is determined at the discretion of the Dissertation Advisor and decision of the relevant Department in compliance with the relevant minimum according to the national requirements
* The number of seminar lessons with undergraduates carried out by the Doctoral students must be not more than 60 for the whole period of Doctoral studies
* Doctoral students are attested by the Faculty Council at the end of each academic year. Full-time Doctoral students should submit a report for their work at the end of each quarter /March, June, September and December/. In relation to the quarterly reporting and annual attestations the Doctoral students should prepare a Report (model) unified for the UNWE and should present it for approval by the Head of Department. A Report (model) can be found in the UNWE website, section Education, Doctoral Degree Students