

Admission Rules to the Postgraduate and Doctoral Studies in Higher Education Institution the “KROK” University in 2020

The admission Rules are developed by the Admission Committee of the higher education institution the “KROK” University (hereinafter referred to as the Admission Committee) in accordance with the Conditions for admission to higher education institutions of Ukraine in 2020 (hereinafter referred to as the Admission Conditions), approved by the Order of the Ministry of Education and Science of Ukraine dated October 11, 2019 No1285.

These Admission rules shall be valid from July 01, 2020 to June 30, 2021.

I. General Provisions

1.1. Higher education institution, namely the “KROK” University (hereinafter referred to as the University) announces admission to the postgraduate studies for gaining a research degree of a Doctor of Philosophy (hereinafter referred to as PhD) in the following fields:

- 05 Social and behavioral science disciplines (specialty *Economics 051*)
- 05 Social and behavioral science disciplines (specialty *053 Psychology*)
- 07 Management and administration (specialty *Management 073*)
- 08 Law (specialty *081 Law*)

The specialties to which the admission to the doctoral studies of the University is announced, as well as the special conditions for enrolment/admission to the doctoral studies are reflected in section XI of the Admission Rules.

1.2. Financing of the preparation of PhD of the “KROK” University is carried out at the expense of individuals and / or legal entities.

1.3. Citizens of Ukraine, citizens of other states, as well as stateless persons who permanently live in Ukraine or or persons who have been granted a refugee status in Ukraine, those in need of complementary or temporary protection, and persons who have been granted a status of a foreign Ukrainian and who are staying in Ukraine on legal grounds shall be accepted to the postgraduate studies to the “KROK” University.

1.4. Admission to the postgraduate studies of the “KROK” University for gaining a research degree of PhD shall be carried out on a competitive basis.

1.5. The “KROK” University guarantees accommodation for nonresident full-time postgraduate students. No accommodation is provided for postgraduate students when the admission process is underway. For more information about the conditions of getting accommodations for postgraduate students please visit the University’s website.

1.6. The University provides unhindered access to classrooms, laboratories and other infrastructure for postgraduate students (doctoral students) with special needs/disabilities, taking into account their limitations due to their health, according to the legislation of Ukraine. If the structural features of the University building do not allow for easy access to individual premises, the University provides such graduate students (doctoral students) with all the necessary assistance.

1.7. All the persons studying at the University shall have equal rights and obligations.

II. Organization of admission to the postgraduate studies of the “KROK” University.

2.1. The Selection Committee (hereinafter referred to as the Selection Committee), the composition of which is approved by the order of the Rector, shall organize the admission of applicants to the postgraduate studies at the University. The Selection Committee shall act according to the Regulations on the Selection Committee approved by the order of the Rector.

2.2. All issues related to admission to the postgraduate studies in the University shall be solved by the Admission (Selection) Committee at its meetings. Decisions of the Admission Committee are made public on information stands of the Admission Committee and also on the official website of the University, as a rule, the day of their adoption, but not later than the day following enrolment.

III. Requirements for the level of education for those entering the postgraduate studies

3.1. To the postgraduate studies for gaining a PhD based on results of entrance examinations the persons who have received a Master's degree (educational qualification level of a specialist) shall be accepted.

For studies for gaining A Doctor of Science on the basis of a Master's degree obtained in specialty different from the chosen one in the postgraduate studies, admission shall be subject to successful completion of additional entrance examinations.

IV. Terms of acceptance of applications and documents, entrance examinations, competitive selection and enrolment for studies.

4.1. The working schedule of the Selection Committee (week days and hours):
From March 16 to April 3, 2020 – from 10:00 to 19:00 on working days;
From August 10 to September 11, 2020 – from 10:00 to 19:00 on working days;
From November 2 to November 20, 2020 – from 10:00 to 19:00 on working days. On holidays, Selection Committee for the post graduate studies does not work.

4.2. Acceptance of applications and documents, entrance examinations, competitive selection and enrolment for studies is conducted according to the following time frame:

Stages of the admission campaign	Full-time or extramural studies
Acceptance of applications and documents: Stage I: Stage II: Stage III:	March 16 to April 3, 2020 August 10 to September 11, 2020 November 2 to November 20, 2020
Conducting interviews with applicants to the postgraduate studies; reviewing reports (submitting research publications) Stage I: Stage II: Stage III:	April 6 to April 10, 2020 August 14 to September 18, 2020 November 23 to November 27, 2020
Conducting entrance examinations to the postgraduate studies Stage I: Stage II: Stage III:	April 13 to April 24, 2020 September 21 to September 25, 2020 November 30 to December 11, 2020
Terms for making results of entrance examinations public (the latest) Stage I: Stage II: Stage III:	April 27, 2020 September 28, 2020 December 14, 2020
Terms for enrolment of applicants to the postgraduate studies (the latest) Stage I: Stage II: Stage III:	April 30, 2020 October 1, 2020 December 18, 2020

V. The procedure for accepting applications and documents for admission to the postgraduate studies in the “KROK” University

5.1. Applicants to the postgraduate studies shall submit an application to the University for participation in competitive selection (hereinafter referred to as the application) on paper. The application on paper is submitted to the Admission Committee by an applicant personally. The application shall be processed in

accordance with the requirements of the Law of Ukraine "On personal data protection".

5.2. Applicants indicate the branch of knowledge, specialty and form of education in their application.

5.3. When submitting an application on paper, an applicant shall present in person the following:

- a document certifying identity and citizenship (passport of a citizen of Ukraine, passport of a citizen of Ukraine for travelling abroad or other document in accordance with article 5 of the Law of Ukraine On citizenship);
- a document of state standard (the original) of the previously obtained educational degree, on the basis of which the admission is made and an addenda thereto.

Upon a request of an applicant the Admission Committee shall certify a copy of the document of the state standard of the previously obtained educational degree, on the basis of which the admission is made and an addenda thereto.

5.4. Along with an application on paper an applicant also shall submit the following, namely:

- a copy of an identity document and a citizenship certificate;
 - a document of state standard of the previously obtained educational degree, on the basis of which the admission is made and an addenda thereto, on his/her own discretion –these could be originals or copies certified by a notary officer;
 - a personal form of staff accounting;
 - a medical certificate about health status according to the form No286-u;
 - a list of publications (if any);
- postgraduate students who do not have publications, shall submit scientific reports on their chosen specialty ;
- six color photos, size 3 x 4 cm;
 - a research proposal (see Annex A).

A research proposal is a scientific text up to 5 pages (excluding the title page), prepared by an applicant for the postgraduate studies, which sets grounds for the topic of a future dissertation research, its relevance, a state of development of the problem in domestic and foreign research works, a scientific problem, possible solutions to the tasks set and the like.

Other documents or copies thereof shall be submitted by an applicant, if this is due to the special conditions of enrolment in the relevant specialties established by law. Such documents shall be submitted within the time frame specified for the acceptance of documents (but not later than the term set for taking a decision by the Selection Committee on recommending applicants for enrolment).

5.5. All copies of the documents shall be certified by the Selection Committee on the basis of the originals provided or in accordance with the procedure set forth by the legislation. Copies of documents not certified in accordance with the established procedure when no originals are submitted shall not be accepted.

5.6. Applicants who by the time of admission to the postgraduate studies had passed all or several PhD entrance examinations are exempted from the relevant entrance exams to the postgraduate studies. For such applicants grades of their PhD entrance examinations shall be re-credited (subject to the provision of the original PhD certificate).

5.7. The Selection Committee shall consider applications and documents of applicants and take a decision on participation in the competitive selection for admission to the postgraduate studies in the “KROK” University.

5.8. The fact of familiarization of an applicant with the Admission Rules shall be fixed in an applicant’s request and supported by his/her personal signature when submitting the application on paper.

5.9. A person applying for admission to the postgraduate studies (military postgraduate studies) who submits a diploma issued by a foreign higher education institution shall have the right to the entrance examinations on an basis equal to other persons. Enrolment of such an applicant shall be carried out in case of his/her successful passing of the entrance examinations and the decision taken by the Academic Council on the recognition of his/her diploma.

VI. Competitive selection, its organization and procedure for it

6.1. The entrance examinations for studies for gaining a PhD shall consist of the following:

- an entrance examination in a specialty (in the scope of the higher education curriculum for a Master's degree in the relevant specialty);
- an entrance examination in a foreign language (upon a discretion of the Academic Council of the University in the scope that corresponds to B2 level of the Common European Framework of Reference for Languages). An applicant who has confirmed his/her level of proficiency, particularly in English, with a valid TOEFL test certificate, or International English Language Testing System, or a Cambridge English Language Assessment Certificate; in German with a valid TestDaF certificate (not lower than B2 level of the Common European Framework of Reference for Languages or of a similar level); in French with a valid DELF or DALF test certificate (not lower than B2 level of the Common European Framework of Reference for Languages or of a similar level), shall be exempted from taking the entrance examination in a foreign language. When defining the results of the competition these certificates shall be treated as equal to results of the entrance examination in a foreign language with the highest score;
- other forms of entrance examinations.

Entrance examinations may be conducted orally, in writing or otherwise. Based on the results of those the Commission shall draw up a Protocol and submit it to the Selection Committee.

Applicants to the postgraduate studies from another field of knowledge (specialty) than that specified in their Master's degree, shall be assigned with

additional entrance examinations, i.e. an interview at the specialty oriented department and presentation of their research proposals.

6.2. For applicants for the educational and scientific degree of PhD, a competitive score is calculated as a sum of the result of the entrance examination in the specialty, the entrance examination in a foreign language (English, German, French or Spanish), and other additional indicators of the competitive selection.

Table 1

The evaluation scale for the results of the entrance examinations

#	Title of works	Score
1.	Entrance examination in a foreign language	0-5
2.	Entrance examination in the specialty	0-5
3.	Additional examination (if necessary)	0-5
4.	Research proposal	0-5
5.	Report	0-5
6.	Thesis at conferences (according to the specialty)	
	- All-Ukraine	1
	- International (in Ukraine)	2
	- International (abroad)	5
7.	Article in a Ukrainian professional journal (category B)	10
8.	Article in a Ukrainian professional journal (category C)	15
9.	Article in a foreign journal	
	- in Ukrainian	10
	- in a foreign language	20
10.	Article in a Ukrainian journal (category A)	20
11.	Article in a foreign journal indexed in Scopus or WOS	25

Based on the results of each examination provided by the Rules, a Protocol shall be drawn up, which shall be submitted to the Selection Committee. The results of the evaluation of research papers are added to the received scores, which is also noted down in the Protocol.

An applicant shall be allowed to participate in the competitive selection for enrolment to the postgraduate studies, if the score of each examination is at least three. The result of the entrance examination in the specialty is a priority against other entrance examinations.

The results of the entrance examinations to the postgraduate studies shall be valid for admission to the postgraduate studies of the University during 12 months.

6.3. In case of getting the same score, applicants recommended for admission to the postgraduate studies by the Academic Council of the higher education institution (faculty) at the place of study, who have successfully completed a Master's degree and passed all or several PhD entrance examinations, have a preferential right for enrolment to the postgraduate studies.

6.4. Persons who have passed all PhD entrance examinations, subject to submitting the original certificates, shall be exempted from the entrance

examinations, but shall be interviewed at the specialty oriented department. The interview results shall be evaluated based on a five-point scale.

6.5. Persons who without good reason failed to show up at the entrance examinations at a scheduled time, persons whose knowledge was assessed at a level below the minimum one established by the Rules as well as persons who withdrew the documents after the term for acceptance of documents shall not be allowed to participate in the further entrance examinations and the competitive selection.

Retaking of the entrance examinations within one stage of the admission round shall not be allowed.

6.6. Appeals against the results of entrance examinations conducted by the University shall be considered by the Appeal Commission of the University; its composition and procedure for its operation are approved by the order of the Rector. The appeal concerning changing of score shall be submitted in writing to the Selection Committee the day of taking an entrance examination or the day when its results are announced. The appeal shall be considered at the meeting of the Appeal Commission the next working day the latest after its filing, usually in the presence of the applicant. Additional testing of applicants during the consideration of the appeal is not carried out.

6.7. Announcement of results of the entrance examinations usually takes place the day when they are conducted till 19:00, but not later than 12:00 the next day. The results are made public on the website and on the information stand of the Admission (Selection) Commission.

VII. Admission based on an interview

7.1. According to the results of an interview, persons who have passed all PhD entrance examinations shall be enrolled to the postgraduate studies of the University.

7.2. The interview program shall be approved by the Chairman of the Selection Committee.

7.3. Persons who, based on the interview results, are not recommended for admission to the studies, shall have the right to participate in the competition on a general basis.

VIII. Formation and publication of the rating list

8.1. The rating list of applicants to the postgraduate studies is formed by categories in the following sequence:

- applicants recommended for enrolment based on the interview results;
- applicants recommended for enrolment based on competition.

8.2. The rating list shall be arranged following the competitive score from the highest to lowest within each category specified in paragraph 8.1 of this section.

8.3. The rating list of applicants shall contain the following information:

- a surname, first name and patronymic (middle name) of an applicant;

- a competition score of an applicant;
- availability of grounds for enrolment based on the interview results.

8.4. The rating lists are formed by the Selection Committee and published in full on the University's website.

The list of applicants recommended for admission to the postgraduate studies shall contain the same data as the rating list of applicants, in accordance with paragraph 8.3 of the Rules. The lists of applicants recommended for admission are formed by the Selection Committee and made public on the information stand of the Selection Committee and the University's website.

These lists are updated when changes are made during the competitive selection period.

IX. Providing recommendations for enrolment

9.1. The official announcement on giving recommendations for enrolment shall be making the relevant decision public on the stands of the Selection Committee and the University's website.

To those recommended for enrolment to the postgraduate studies a message can be sent by means of electronic and mobile communication.

X. Order on enrolment to the postgraduate studies of the University

10.1. Orders on enrolment to the postgraduate studies of the University are issued by the Rector on the basis of the decision of the Selection Committee and are published on information stand of the Admission (Selection) Committee and the website in the form of a list of the enrolled.

10.2. The decision of the Admissions Committee on enrolment may be cancelled by the Admission Committee in case of violations of law by an applicant in the cases provided for by section VI of the Admission Rules to higher education institution the "KROK" University in 2019.

Applicants may refuse from enrolment to the postgraduate studies, which shall be stated in an application for the Chairman of the Selection Committee. In this case, the documents that were submitted for admission to the postgraduate studies shall be returned to an applicant.

The issue of returning documents is considered the day a written application is submitted by an applicant.

10.3. The agreement with the customer for studies at the expense of individuals and legal entities is concluded after the issuance of the order on enrolment. Tuition fees shall be paid according to the agreement concluded by the parties.

XI. Special conditions of enrolment to the doctoral studies of the University

11.1. The University announces the admission of applicants for the doctoral full-time studies for gaining a degree of a Doctor of Sciences (hereinafter referred to as ScD):

- 05 Social and behavioral science disciplines (*specialty 051 Economics*);
- 07 Management and administration (*specialty Management 073*);
- 08 Law (*specialty 081 Law*).

11.2. Admission to the doctoral studies shall be carried out on a competitive basis in accordance with the Rules.

11.3. Acceptance of applications and documents, entrance examinations, competitive selection and enrolment to the doctoral studies is conducted according to the following time frame enrolment:

Stages of the admission campaign	Full-time studies
Acceptance of applications and documents: Stage I: Stage II: Stage III:	March 16 to April 3, 2020 August 10 to September 11, 2020 November 2 to November 20, 2020
Consideration of the submitted documents: Stage I: Stage II: Stage III:	April 6 to April 10, 2020 August 14 to September 18, 2020 November 23 to November 27, 2020
Approval of departments' recommendations regarding enrolment to the doctoral studies by the University's Academic Council enrolment (within): Stage I: Stage II: Stage III:	April 13 to April 24, 2020 September 21 to September 25, 2020 November 30 to December 11, 2020
Terms for enrolment of applicants to the doctoral studies enrolment (the latest) Stage I: Stage II: Stage III:	April 30, 2020 October 1, 2020 December 18, 2020

11.4. A list of documents required for admission to the University's doctoral studies include the following:

- a document certifying identity and citizenship (passport of a citizen of Ukraine, passport of a citizen of Ukraine for travelling abroad or other document in accordance with article 5 of the Law of Ukraine “On citizenship”);
- a document of state standard (the original) of the previously obtained educational degree and an addenda thereto.
- a reference letter from the employment place (if available);
- a personal form of staff accounting;
- a list of publications;
- a written description of the research activity of an applicant, produced by the person with ScD, who is a full-time scientific and pedagogical employee of the University, along with his/her consent to be a scientific consultant in case of an applicant’s enrolment to the doctoral studies;
- a copy of a diploma of PhD or Candidate of Science;
- an extended proposal;
- six color photos, size 3 x 4 cm .

11.5. A person applying for admission to the doctoral studies who submits a diploma issued by a foreign higher education institution shall be allowed to enter the University on an equal basis with other applicants. In case of a positive decision of the Academic Council of the University on admission of such an applicant to the doctoral studies, the Academic Council of the University at the same time shall make a decision on the recognition of an applicant’s diploma. In case of refusal, the Academic Council shall provide an applicant with a justified explanation of the reasons for such refusal.

11.6. Persons who have a PhD, scientific works and publications on the selected specialties (in particular, publications in international peer-reviewed journals indexed in scientometric databases, according to the requirements for the level of scientific qualification of persons receiving scientific degrees) and those who have research results that require completion or formalization in a form of a research thesis, monograph or scientific report based on a set of publications shall be accepted to the doctoral studies.

11.7. According to the admission procedure for the doctoral studies, at least two months prior to the admission an applicant shall submit to the University Postgraduate and doctoral studies department the documents specified in paragraph 11.4 of the Rules, in particular a detailed proposal, which contains a research plan and information on the volume of research work which is necessary for the preparation of the research results before the defense. Within a month from the date of receipt of documents from all applicants, the relevant department shall hear their research reports and make a decision about enrolling of each applicant for the doctoral studies by voting and shall submit their opinions to the Academic Council of the University.

11.8. For one month the Academic Council of the University shall consider the opinions of the department for each applicant and make a decision on his/her enrolment to the doctoral studies and according to the letter-description of an

applicant's research activity shall assign a scientific consultant to a doctoral student from full-time scientific and teaching or scientific staff of the University who has a ScD in the relevant specialty. The decision of the Academic Council shall be approved and executed by the order of the Rector of the University.

XII. Special conditions of admission and the postgraduate/doctoral studies for citizens of other states and stateless persons

12.1. Admission of citizens of other states and stateless persons to higher education institutions is carried out in accordance with the Laws of Ukraine "On Higher Education", "On the legal status of foreigners and stateless persons", "On foreign Ukrainians", "On refugees and persons in need of complementary or temporary protection", order of the President of Ukraine dated June 3, 1994 No271 "On Measures of Development of Economic Cooperation of Regions of Ukraine with adjacent regions of the Republic of Belarus and Administrative and Territorial Units of the Republic of Moldova", to decrees of the Cabinet of Ministers of Ukraine dated February 26, 1993 No. 136 "On Training of Foreign Citizens in Ukraine", dated September 11, 2013 No. 684 "Some Issues of Selection of International Students and Stateless Persons for Training, order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541 "Some Issues of Arrangement of Selection and Training (Internship) of International Students and Stateless Persons", registered in the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536 (as amended by the decree of the Ministry of Education and Science of Ukraine dated December 11, 2015 No1272).

12.2. Citizens of other states and stateless persons (hereinafter referred to as foreigners) may receive higher education at the expense of individuals (legal entities), unless otherwise is set forth by international treaties of Ukraine, consent for them to be bound issued by the Verkhovna Rada of Ukraine, legislation or agreements between higher education institutions about international academic mobility.

12.3. For admission to the University, a foreigner shall personally submit an application on paper to the relevant structural unit.

Along with an application a foreigner shall submit:

- 1) a document (the original and its copy) of previously acquired education (educational qualification) level on the basis of which the entry is realized;
- 2) an addenda (the original and copy) of previously acquired education (educational qualification) level on the basis of which the entry is realized (if any);
- 3) the original and a copy of the document, which contains information about the content of the curriculum for the previous degree (level) of higher education, credits received, duration of the training and academic performance in academic disciplines (in case of unavailability of this information in an addenda to the document on education) when carrying out admission to a Master's degree or

the postgraduate education, if the absence of such information makes it impossible to recognize the qualification on the basis of the document;

- 4) a copy of international passport or identity document of a stateless person;
- 5) medical insurance policy, unless otherwise is provided by international treaties of Ukraine;
- 6) 10 photos, size 30 x 40 mm;

The documents referred to in subparagraphs 1-4 of this paragraph shall be translated into Ukrainian with a notarized translation.

The documents referred to in subparagraphs 1-3 of this paragraph shall be certified in the country of their issue in a manner that is officially used in this country for such certificates, and legalized by the relevant foreign institution of Ukraine, unless otherwise provided by international treaties of Ukraine.

The application and documents specified in this paragraph shall be stored in the personal files of applicants / students.

The procedure of recognition and establishment of equivalence of such Documents, which must be initiated by the owner of the documents within the first month of studies at the University (establishment of equivalence), is mandatory for the documents supporting the receipt of educational degrees in foreign educational institutions and/or covering periods of studies. Recognition (establishment of equivalence) of documents for the purpose of continuing education is carried out by the University at the beginning of the second semester of the first year of study.

12.4. Foreigners and stateless persons shall be enrolled to the postgraduate studies of the University on the basis of the results of entrance examinations in the prescribed manner and on the basis of the contract.

12.5. Foreigners may be enrolled to the postgraduate (doctoral) studies of the University during the year based on the results of evaluation / review of the documents submitted in accordance with the Procedure for selection and training of foreigners and stateless persons, approved by the order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541 “Some Issues of Arrangement of Selection and Training (Internship) of International Students and Stateless Persons”, registered in the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536, and interviews related to selected subjects and the language of studies.

XIII. Ensuring openness and transparency during admission to the postgraduate and doctoral studies

13.1. Ensuring openness and transparency when conducting admission to the postgraduate and doctoral studies of the University is carried out in accordance with section XIV of the Admission Rules to the “KROK” University in 2019.

Guidelines for research proposals for applicants to the postgraduate and doctoral studies of the “KROK” University

1. General Provisions

In accordance with the Procedure of the preparation of applicants for PhD and ScD degrees in higher education (scientific) institutions, adopted by the Resolution of the Cabinet of Ministers of Ukraine dated March 23, 2016 No261, the Regulation on the preparation of applicants for PhD and ScD degrees in in the “KROK” University, approved by the Academic Council of the University (Protocol No1 dated October 18, 2018), when entering the University’s postgraduate and doctoral studies applicants shall submit a research proposal which should reflect a main idea, a tentative research plan and/or and information on the volume of research work which is necessary for the preparation of the research results before the defense.

A research proposal is the author's text of up to 5 pages (not including the title page), which is not a report, but a summary of research ideas on understanding and prospects of the selected research problems. A research proposal cannot be an extended abstract of the defended Master's thesis (PhD thesis).

The presented research proposal shall not necessarily become the subject of dissertation research in this wording if an applicant is admitted to the postgraduate (doctoral) studies. With this document an applicant must demonstrate his/her ability to think heuristically, rationally and creatively. A research proposal must prove an applicant's scientific knowledge, understanding of the content of the chosen research problem, knowledge of the methodology of the research work.

A research proposal shall reveal the content of the chosen topic, set grounds for the relevance of the scientific problem and the methodology of its research, outline the main tasks and possible ways to solve them, define the object and subject of the study, reflect the expected scientific novelty, propose its structure, provide information about the research achievements of an applicant, in particular, his/her publications.

The research proposal will be evaluated according to the criteria of scientific novelty, validity and relevance of the chosen research topic, the extent to which the research has been developed.

2. Requirements for the execution of a research proposal

The volume of a research proposal is 1,200 words in Ukrainian or English (5 A4 pages of printed text). A research proposal shall be made as an electronic document in rtf format (file name: RP_*Lats name*), line spacing – 1.5, paragraph indent – 1.25 cm, paper 2 cm, page numbering – margins around the perimeter of the page, page numbering – at the top right, Times New Roman font, size 14.

A research proposal should have a title page (see Annexes 1 and 2); it shall be submitted to the Selection Committee of the University according to the procedure prescribed by the Admission Rules to the “KROK” University.

3. Indicative structure of the research proposal

The recommended structure of a research proposal should be as follows:

1. Information about a researcher. This paragraph should specify a full name of the person who enters the postgraduate / doctoral studies, information about publications, experience in participation in research publications, contacts (phone, e-mail), etc.

2. Research topic. A research topic of an applicant to the postgraduate studies should correspond to the areas of a PhD thesis defined by an educational and scientific curriculum of the University’s postgraduate studies.

A research topic of an applicant to the doctoral studies shall be initiated by an applicant, considering its relevance, correspondence to the specialty, consistency with the research publications performed by the University’s departments.

3. Entry. An introduction should contain the wording of the object and subject of the research, the assessment of the extent to which the problem has been developed/studied, a brief justification of the relevance of the study. An introduction should convincingly demonstrate that research indeed will lead to gaining fundamentally new scientific results and its clauses will have practical significance.

4. Purpose and objectives of the research. This section clearly should set out the goals and objectives of the proposed research. The topic, objective, object, subject and tasks of the research should be logically interrelated.

5. Research methodology. In addition to general research and special methods, as well as tools that are planned to be used when implementing the research this paragraph, if necessary, can set out justified approaches to the formation of a sample of the research, ethical principles of the research and so on.

6. *Expected scientific results and their practical significance.* This section should describe the expected scientific results of the proposed research, their possible practical application, and the steps necessary to ensure that the results of the research have become noticed and applied by those entities (institutions, economic entities) where they can be potentially useful.

7. *List of references.* A list of sources of information and data used in the preparation of the author's research proposal of an applicant to the postgraduate/doctoral studies.

4. Presentation of a research proposal

A presentation of a research proposal consists of the following:

- a report of an applicant to the postgraduate/doctoral studies;
- answers to questions raised.

A report should consist of three meaningful parts, which in terms of their content should correspond to an introduction, main part and expected conclusions of the research. An introduction of the report justifies the relevance of the topic, formulates the object, subject, objectives and tasks of the research. The main part, first of all, reveals the subject matter, methodology and specifics of the organization and conduct of scientific research. The conclusions provide the main results of the research, as well as prospects for their practical use.

A report on the presented research proposal can be accompanied by a demonstration of slides made using the Microsoft PowerPoint software product. Each slide should be formed clearly, concisely and should not contain ambiguous wording.

“KROK” UNIVERSITY

Department _____
(Department name)

Research proposal
under the PhD program in the specialty

(code and specialty name)

(topic of a research proposal)

Applicant to the postgraduate studies:

(full name)

(signature)

*Submitted to the Department of the postgraduate and
doctoral studies:*

(date and signature of responsible person)

“KROK”| UNIVERSITY

Department _____
(Department name)

Research proposal
under the training program in the doctoral studies

(code and specialty name)

(topic of a research proposal)

Applicant to the doctoral studies:

(full name)

(signature)

*Submitted to the Department of the postgraduate and
doctoral studies:*

(date and signature of responsible person)