

Ministry of Education and Science of Ukraine  
Simon Kuznets Kharkiv National University of Economics



## CONCEPTION

**of Internal Quality Assurance of Cycle 3 Programs  
Simon Kuznets Kharkiv National University of Economics**

Kharkiv  
2018

## **1 Quality assurance policy**

1.1 The quality assurance policy is formulated based on the development strategy of the University and complies with the mission, goal and objectives of the university.

1.2 The KhNUE mission is formation of a creative, fully developed personality, a true professional for the scientific and practical work in the field of socio-economic activity in order to increase the level and quality of life of people and progressive development of the society.

1.3 The strategic goal of the University is to improve the quality of training of specialists to the level that will provide them with an opportunity to take a decent place in the society and successfully work in a specialty for the development of a society based on a global knowledge economy.

1.4 The concept of Quality Assurance (hereinafter - QA) of Cycle 3 programs at Kharkiv National University of Economics (hereinafter – KhNUE) is based on the Bologna concept of QA and includes:

national legislation and licensing requirements (the Ukrainian Laws ‘On Education’, ‘On Higher Education’, Guidelines of the Ministry of Education and Science of Ukraine (hereinafter – MESU), Standards and Guidelines for Quality Assurance in the European Higher Education Area (hereinafter – ESG), Government Decree on License Terms of Educational Activity Provision by Educational Institutions, and other statutory regulations);

the KhNUE level of accreditation (the KhNUE is at accreditation level IV that means it has passed the institutional accreditation to provide Cycle 3 programs and research is an integral part of the KhNUE mission );

compliance with ENQA Standards and Guidelines;

provision of the system of internal quality assurance of educational activities and the KhNUE quality of education, 2016;

relation to the Qualifications Frameworks (the KhNUE Cycle 3 programmes graduates' degree corresponds to third (Educational and Scientific) cycle of QF for EHEA; 8th qualification level of the EQF for LLL; 8th qualification level of the National Qualifications Frameworks of Ukraine);

definition of the KhNUE Cycle 3 programs learning outcomes is in line with the National Qualification Framework and is based on the ability to create new knowledge through research, development of research skills as well as professional skills required for career development, attitudes to the development and dissemination of scientific knowledge, social awareness of the relationship between knowledge development and its impact on the society.

involvement of stakeholders (while cooperation between higher education institutions and employers is not formally regulated in Ukraine, the KhNUE organizes internship at private or public companies for students in order to gain experience through doing a consulting project assignment at their internship placement. Transferable skills training is a vital part of the internship program.

## **2 Development and approval of Cycle 3 programmes**

2.1 The doctoral studies are conducted in accordance with the Legislation of Ukraine and Salzburg Principles, which characterize the role of research and doctoral programmes in the framework of the Bologna process.

2.2 The doctoral educational programmes are developed in accordance with the National Qualifications Framework and the European Qualifications Framework.

2.3 For doctoral educational programme development, the working groups are formed, which include leading professors, employers and PhD students.

Educational programmes are discussed at the working groups meetings and approved by the University Academic Council.

2.4 The doctoral studies last four years and a research project is submitted for review and defence before the award of PhD. Students also undertake further

research skills training and in-depth subject training during Years 2-4 of the programme. To enroll in a doctoral program, the student must have completed 60 ECTS, among them 6 courses are aimed at the development of the following transferable competences:

mastery of generic research competences, aimed at forming a system of scientific philosophy, ethics and general cultural overview, etc. (5 ECTS);

acquiring cross-disciplinary research skills, including oral and written presentation of the research findings in the Ukrainian language, the application of advanced information technology in research activity, organizing and conducting training sessions, research projects management, etc. (16 ECTS);

extensive transferable competences of a researcher, including oral and written presentation of the research findings in the Ukrainian language, the application of advanced information technology in research activity, organizing and conducting training sessions, research projects management, etc. (16 ECTS);

gaining foreign language proficiency in presenting and discussing the research findings (English or another language according to the specialty) in the oral and written form, as well as comprehension of foreign scientific resources within the relevant specialty (10 ECTS).

Ph.D. cycle curriculum also includes 25% of electives.

Students' progress is assessed through the examinations carried out according to the requirements of ECTS.

2.5 Doctoral educational programmes describe aims, learning outcomes and assessment methods. Each educational programme is carried out on the basis of a set of e-learning components.

2.6 The curricula of the educational programmes in doctoral specialties are coordinated with employers and approved by the University Rector.

2.7 Approval of the topic of a Ph.D. thesis consists of the following parts:

departmental approval. A Ph.D. student is assigned to a department at which his/her advisor works. The topic of the student's PhD thesis is approved at the department meeting;

the Committee for the PhD theses topics approval;  
the University Academic Council approval by means of open discussion and voting.

2.8 The PhD research findings are required to be published in scientific journals as well as to be reported at scientific conferences.

2.9 The structure and contents of the PhD thesis comply with the relevant regulatory documents.

### **3 Student-centered learning, teaching and assessment**

3.1 PhD students are actively involved in the programme design and quality assurance procedures at KhNUE.

3.2 The possibility of the individual educational trajectory planning is provided for students.

3.3 PhD students are provided with a reference guide, which reflects the University academic policy, rights and duties of PhD students, progress assessment methods and PhD students appraisal.

3.4 PhD students' individual learning and research programmes are discussed at the Department meeting, agreed with the Department of Postgraduate Education and approved by the Vice-Rector in Research.

3.5 PhD students' feedback is obtained through anonymous questionnaires, information is analyzed at various levels of the University (supervisor - department - Vice-rector - Rector), after which appropriate decisions are made.

### **4 Student admission, performance, recognition and certification**

4.1 Enrollment of doctoral students is carried out by the University Admission Committee.

4.2 Masters and Specialists are admitted for doctoral studies.

4.3 The KhNUE PhD Programme Admission Regulations, established annually, determine the required documents and entrance examination dates.

4.4 The entrance examinations include:

examination in the specialty. The examination committee in the specialty is formed from the university staff with a scientific degree in the relevant specialty. The entrance examination in the specialty is conducted in the form of a written exam.

entrance examination in a foreign language (English, German, French at B2 Level of Common European Framework of Reference for Languages). Enrollees with TOEFL, International English Language Testing System or Cambridge English Language certificates are exempt from the entrance examination.

4.5 The enrollee's rating and previous research findings are taken into account by the University Admission Committee.

4.6 Unsuccessful enrollees are able to retake exams the next academic year.

4.7 Doctoral students are obliged to timely and efficiently perform all activities within the individual learning and research programme.

4.8 Training in doctoral educational programmes is conducted full-time or part-time.

4.9 The learning and research programme of a postgraduate student covers 8 semesters (2 semesters in one academic year), each consisting of two parts: individual research programme and individual learning programme, developed on the basis of the doctoral studies curriculum and Cycle 3 PhD training programme relevant to the selected specialty.

4.10 Cycle 3 PhD training programme consists of 60 ECTS and distinguishes the sequence of their mastery, educational activity types and forms, number of academic hours as well as assessment forms and terms.

4.11 The University Academic Council approves the Cycle 3 PhD training programme and the number of academic hours, which are put into effect by the Decree of the University Rector on the annual basis.

4.12. Cycle 3 PhD training programme in every specialty comprises 3-cycle disciplines: generic disciplines cycle (compulsory for PhD students in all specialties), professional disciplines cycle (compulsory for PhD students in a selected specialty) and elective professional disciplines cycle (minimum 25% of the ECTS amount).

4.13 In 1-3 study years, PhD students are able to study optional (extracurricular) disciplines approved by the supervisor (maximum 10 ECTS a semester).

4.14 ECTS are recognised under the right for academic mobility.

4.15 Full-time PhD student's individual learning and research programme includes minimum compulsory 50-hour teaching practice in 1-4 study years.

4.16 PhD student's research programme presupposes individual research project under the supervision of one or more scientific advisors and the research findings are presented in the thesis.

4.17 Intermediate PhD students' appraisal is a procedure conducted to assess the quality of students' mastery of the academic disciplines upon completion in the form of an exam.

4.18 PhD students' appraisal is conducted in the form of research findings presentation and their discussion at the department meeting.

4.19 PhD students' final / state appraisal is conducted by the specialised Academic Council for thesis defence.

## **5 Teaching staff**

5.1 The scientific supervisor is appointed by the University Academic Council from the leading scientific and scientific-pedagogical staff. The number of PhD students is also approved and should not exceed: 3 PhD students per one Candidate of Sciences, 5 PhD students per one Doctor of Sciences.

5.2 After the PhD student selects a multidisciplinary research topic, two scientific supervisors from the relevant branches of science (academic hours and

responsibilities are shared between them) may be appointed by the University Academic Council.

5.3 The University Academic Council must conduct annual review of the effectiveness of the scientific supervisors' work and decide whether to reappoint them or deprive them of the right for PhD students' scientific counseling for the next academic year.

5.4 The PhD student is able to be assigned to another supervisor in case of changing the thesis field of research, dismissal of the appointed scientific supervisor and for other valid reasons.

## **6. Monitoring and improvement of Cycle 3 programmes**

6.1 The Academic Council annually approves the plan for the monitoring and self-assessment of PhD Programmes in order to check the effectiveness of Programme management by comparing the established objectives with the obtained results as well as to identify the reasons for any unsatisfactory results and plan the relevant improvements.

6.2 The planning of the monitoring activities includes:

the number of academic hours;

proposed methodologies, explanatory notes and guidelines for using the support tools provided by the University.

6.3 The University also makes documentary support available, which can be used to monitor and analyse the components of the PhD programmes (e.g. the opinions of students and graduates, the number of students enrolled/registered, the number of credits obtained by students in a given period, the number of students who graduate on time, the employment status of graduates).

6.4 The improvement of Cycle 3 programmes may concern:

the content of a PhD programme and its relevance to modern demand and current scientific achievements in the relevant study field;

changes of social needs;

PhD students expectations, needs and satisfaction.

6.5. Updated Cycle 3 programmes must be approved by the University Academic Council and put into effect by the Rector's order.

6.6. Updated Cycle 3 programmes are annually published on the official University website.