|  |
| --- |
| Logo  Description automatically generated**SOFIA UNIVERSITY „ST. KLIMENT OHRIDSKI“** |
| **FACULTY OF EDUCATIONAL STUDIES AND THE ARTS** |
| **INDIVIDUAL STUDY PLAN OF THE PHD STUDENT** |
|  | APPROVED:DEAN: ………………………………………… (Prof. Milen Zamfirov, DSc) |
| Form of study:  |  **full-time (F) / part-time (P) / individual form of study (I)** *delete whichever is inapplicable* |
| Department:  | …………………………………………………………………………………………………….………………...  |
| 1.First name, middle name(s), last name of the PhD student | …………………………………………………………………………………………………….………………... |
| 2**.** Date of enrolment in the doctoral programme: | ………………………………………………Order No …………………………… as of……………..20..… |
| 3. Deadline for completion of the doctoral programme: | …………………………………………………………………………………………………….………………... |
| 4. Professional field | …………………………………………………………………………………………………….………………... |
| 5. Doctoral programme | …………………………………………………………………………………………………….………………... |
| 6. Topic of the PhD thesis  Тема на дисертационния труд: | …………………………………………………………………………………………………….……………….../approved by the Academic Council of FESA with record №.................of............20.../………………………………………………………………………………………………….……………….../утвърдена от Факултетния съвет на ФНОИ в заседание от ……………..протокол №……………..от…………20…г./ |
| 7. Supervisor: | …………………………………………………………………………………………………….………………... *(academic position, scientific degree*, *first name, middle name(s), last name*) |
| 8. Individual study plan of the PhD student, approved by the Faculty Council with record №.... as of ............20... |
| 9. Additionally approved change of the topic (Art. 38 (4): " in exceptional cases, but not later than 3 months before the date of the session of the department for preliminary consideration"):Допълнително одобрена промяна в темата (чл. 38 (4): „по изключение, но не по-късно от 3 месеца преди датата на заседанието на първичното звено за предварителното обсъждане“): | ………………………………………………………………………………………………………………………approved by the Academic Council of FESA with record №.................of............20.../ and Order of the Rector №.................of............20...…………………………………………………………………………………………………………………………………………………………………………………………………………………………………утвърдена от Факултетния съвет на ФНОИ в заседание от ………………..протокол №……от ………………… 20…г. и Заповед на Ректора №..………… от ………………20… г. |

**The individual study plan comprises two parts:**

**1) PhD student's study plan, which specifies all the activities scheduled for the entire duration of the doctoral programme by modules**

**2) A study plan for each year of the doctoral programme.**

1. **PART 1.**

**CURRICULUM1**

**Professional Field: ………………………………….……**

**Doctoral Programme: …………………………………………….**

**І. TRAINING ACTIVITY**

***Compulsory minimum ECTS credits - depending on the form of study: 60 ECTS (F; P) and 35 ECTS (I)***

1. **DOCTORAL MINIMUM**

***Compulsory minimum ECTS credits - depending on the form of study: 30 ECTS (F; P) and 20 ECTS (I)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the study discipline** | **Type of PhD course** | **Form of evaluation** | **ECTS****credits** | **Hours** |  **compulsory classes** | **Distribution** **by years** |
| **lectures** | **seminars**  | **extracurricular****workload** |
| **Doctoral exam in the specialty -** „……………………………………… “*The examination shall be conducted according to a syllabus approved by the Dean, based on the proposal of the department to which the PhD student is assigned.* | C | Exam  | 20 |  no  |  no  | 600 | 600 | First |
| **Doctoral exam in a foreign language***The examination is compulsory for PhD students in full-time and part-time studies.* | C | Exam  | 10 | no  | no  | 300 | 300 | First |

## COMPULSORY PHD COURSES

***Required minimum ECTS credits - depending on form of study: 20 ECTS (F, P) and 10 ECTS (I)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Study discipline** | Type of PhD course | **Form of evaluation** | **ECTS****credits** |  **Hours** | **All compulsory classes** | **Distribution** **by years** |
| **lectures** |  **seminars** | **extracurricular workload** |
| **Compulsory PhD course** **- I:**………………………………………………………. | C | exam | 10 | 30 | no | 270 | 300 | first or second |
| - a course, chosen from Appendix 1, Part I - for training in Bulgarian; | - a course chosen from Appendix 2, Part I - for training in English; |
| **Compulsory PhD course - II\*:**………………………………………………………….. | C | exam | 10 | 30 | no | 270 | 300 | first or second |
| - a course, chosen from Appendix 1, Part I - for training in Bulgarian; | - a course, chosen from Appendix 2, Part I - for training in English; |
| *(\*not required for individual form of studies)* |

## ELECTIVE PHD COURSES

***Required minimum ECTS credits - depending on form of study: 10 ECTS (F, P) and 5 ECTS (I)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Study discipline** | **Type of PhD course** | **Form of evaluation** | **ECTS****credits** | **Hours** | **All compulsory classes** | **Distribution** **by years** |
| **lectures** | **seminars** | **extracurricular workload** |
| **PhD Elective Course - I:**………………………………………………………. | Е | exam | 5 | 30 | no | 120 | 150 | Current |
| - a course, chosen from Appendix 1, Part II - for training in Bulgarian; | - a course, chosen from Appendix 2, Part II - for training in English; |
| 15 | 15 |
| **PhD Elective Course - II\*:**……………………………………………………………. | Е | exam | 5 | 30 | no | 120 | 150 | Current |
| - a course, chosen from Appendix 1, Part II - for training in Bulgarian; | - a course, chosen from Appendix 2, Part II - for training in English; |
| 15 | 15 |
| *(\* not required for individual form of studies)* |

# ІІ. RESEARCH ACTIVITY

# *Compulsory minimum ECTS credits - depending on the form of study: 85 ECTS (F); 88 (P) and 113 ECTS for (I*)

1. **PhD THESIS WORK**

***Compulsory minimum ECTS credits - depending on the form of study: 55 ECTS (F), 58 ECTS (P) and 83 ECTS (I)***

|  |  |  |
| --- | --- | --- |
| **Description of the activity** | **ECTS credits** | **Report** |
| **Preparation of the PhD thesis** (development of the structure of the PhD thesis; literature review and review of other information sources; preparatory and auxiliary activities related to the PhD thesis - collection and processing empirical materials, etc.; preparation and presentation of separate parts of the PhD thesis to the supervisor, etc.**)**. | 40 credits for *F*;43 credits for *P;* 23 credits for *I* (for the entire period of study) | Current |
| **Preliminary version of the completed PhD thesis** **submitted to the supervisor and prepared for discussion at the Departmental Council** | 15 | last year |
| **Work on the PhD thesis** **project, submitted upon enrolment in the individual form of study *(only for I)*** | 45 | first year |

## PUBLICATION AND PROJECT ACTIVITY

***Compulsory minimum of 30 ECTS credits from the subsection "Publications on the PhD thesis topic" - for all forms of study (F, P, I)***

|  |  |  |
| --- | --- | --- |
|  **Publications on the PhD thesis topic** | **ECTS credits** | **Report** |
| Studies published in scientific journals, refereed and indexed in world-renowned databases of scientific information | 45/n per publication | current |
| Articles and papers, published in scientific journals, refereed and indexed in world-renowned databases of scientific information | 30/n per publication | current |
| Published chapter of a collective monograph | 20/n per publication | current |
| Studies published in non-refereed peer-reviewed journals or published in edited collective volumes | 15/n per publication | current |
| Articles and papers published in non-refereed peer-reviewed journals or published in edited collective volumes | 10/n per publication | current |
| **Participation with papers in scientific forums** |
| Participation in a scientific forum in the country | 5/n per participation/report | current |
| Participation in a scientific forum abroad | 10/n per participation/report | current |
| **Participation in scientific and applied projects** |
| Participation in a university/faculty research or applied science project | 10 per participation | current |
| Participation in a national scientific or applied project | 15 per participation | current |
| Participation in an international scientific and applied project | 20 per participation | current |

# ІІІ. TEACHING ACTIVITY

***Compulsory minimum 3 ECTS credits (F only)*** */ optional for (****P****) and (****I****)*

|  |  |  |
| --- | --- | --- |
| Description of the activity | **ECTS credits** | **Distribution by years** |
| **Assignment of university teaching activities to full-time PhD students (up to 45 hours per academic year without payment)** | 1 credit for 30 hours | after passing the doctoral exam |
| **Supporting work with graduates** | 1 credit per year | after passing the doctoral exam |
| **Assisting the supervisor/tutor in the preparation of methodological materials related to the university teaching process** | 1 credit per activity per year  | after passing the doctoral exam |
| **Assisting the supervisor in conducting semester examinations** | 1 credit per year | after passing the doctoral exam |
| **PhD student's extra-university academic activity (participation as a lecturer in trainings, courses, seminars, workshops, etc.; methodological activity in educational and social institutions, etc.)**  | 1 credit for 30 hours | current |

# IV. ADDITIONAL ACTIVITIES

***Compulsory minimum 2 ECTS credits for all forms of study (F, P, I)***

|  |  |  |
| --- | --- | --- |
| **Description of the activity** | **ECTS credits** | **Distribution by years** |
| **Participation in the sessions of the departmental council, where issues related to the doctoral studies are discussed** | 1 credit per year | current |
| **Participation in university and faculty committees** | 1 credit for participation in a committee | current |
| **Assignment of administrative work (**participation as an invigilator **in semester examinations in disciplines conducted by their supervisor; in state written examinations in the faculty, doctoral candidate examinations, etc.)** | 1 credit per year | current |
| **Participation in organizing and conducting seminars, meetings, conferences and other initiatives of the faculty or department** | 2 credits per activity | current |
| **Participation in an artistic performance** | 1 credit per activity | current |

# V. PHD THESIS DEFENSE

***Compulsory 30 ECTS credits for all forms of study (F, P, I)***

|  |  |  |
| --- | --- | --- |
| **Description of the activity** | **ECTS credits** | **Report** |
| **Conducting a preliminary discussion of the PhD thesis in the department, followed by a decision of the Faculty Council public defense procedure to be initiated** | 15  | following the opening of a public defence procedure |
| **Public defense** | 15  | after a successful public defence |

**PART 2**

**INDIVIDUAL PLAN FOR THE FIRST YEAR OF THE DOCTORAL PROGRAMME**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and content of the activities** *(delete the lines of the individual plan where no activities are scheduled)* | Forms of implementation | **ECTS credits**ECTS (averagely 60 ECTS per year for F, averagely 45 ECTS per year for P and averagely 30 ECTS per uear for I) | Deadline for completionand forms of reporting |
| **І. Training activity** |
| А. Preparation and passing the doctoral exam in the specialty | Individual work of the PhD student | *Total:***30** | Indicate a period or deadline date that is consistent with the completion of the first year of the doctoral programme.The examination marks shall be recorded in a report in the PhD student's file, kept by the PhD students inspector at FESA.To be reported also in:- The quarterly report of the full-time PhD student3;- The PhD student's report on the activities performed during the relevant year for all forms of study4 |
| 1. Passing the doctoral exam in the specialty: …………………
 | The examination is organized and conducted by the department to which the doctoral student is assigned. | 20 |  |
| 1. Passing the doctoral exam in foreign language: …………………
 | The examination is organized and conducted by the Faculty of Classical and Modern Philology. | 10 |  |
| В. Preparation and passing examinations in disciplines, building academic knowledge and competences; disciplines in the scientific field of the PhD and/or disciplines, forming specific research knowledge and competences | The PhD school of FESA | *Total:***15***(not limited)* | Against each discipline, a period or deadline date for taking the examination shall be indicated, which shall be consistent with the completion of the first year of the doctoral programme.Examination marks will be recorded by the lecturers in a report which will be issued and kept in the doctoral student's file with the PhD Students inspector of FESA.To be reported also in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1.Compulsory PhD course - I:………………………………………………………- a course, chosen from Appendix 1, Part I - for training in Bulgarian;- a course chosen from Appendix 2, Part I - for training in English; | Lectures | 10 |  |
| 2. PhD Elective Course - I:………………………………………………………- a course, chosen from Appendix 1, Part II - for training in Bulgarian;- a course chosen from Appendix 2, Part II - for training in English; | Lectures and seminars | 5 |  |
| **II. Research activity** |
| А. PhD thesis workPreparation of the PhD thesis (development of the structure of the PhD thesis; literature review and review of other information sources; preparatory and auxiliary activities related to the PhD thesis - collection and processing empirical materials, etc.; preparation and presentation of separate parts of the PhD thesis to the supervisor, etc.**)**. | Individually and in consultation with the supervisor | *15 ECTS per year for F, 13 ECTS for P, 5 ECTS for I* | *Indicate a period or deadline date that is consistent with the first year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1)……………………….. |  |  |  |
| 2)………………………… |  |  |
| 3)………………………… |  |  |
| Work on the PhD thesis project, submitted upon enrolment in the **individual form of study** (only for the individual form of study) | Session of the Department | **45** | *Date and number of the minutes of the departmental council for enrolment of the PhD student*To be recorded in the PhD Student's Report for the activities carried out in the first year. |
| B. Publication and project activity | Depending on the nature of the specific activity | *For the whole period of the programme – compulsory minimum of 30 ECTS for section Publications on the PhD thesis topic – for all forms of study (F, P, I)* | *Indicate a period or deadline date that is consistent with the first year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Publications on the PhD thesis topic1.1. Studies published in scientific journals, refereed and indexed in world-renowned databases of scientific information 1.2. Articles and papers, published in scientific journals, refereed and indexed in world-renowned databases of scientific information1.3. Published chapter of a collective monograph1.4. Studies published in non-refereed peer-reviewed journals or published in edited collective volumes 1.5. Articles and papers published in non-refereed peer-reviewed journals or published in edited collective volumes |  | 45/n per publication (for p. 1.1)30/n per publication (for p. 1.2)20/n per publication (for p. 1.3)15/n per publication (for p. 1.4)10/n per publication (for p. 1.5) |  |
| * 1. 2. **Participation with papers in scientific forums**

2.1. Participation in a scientific forum in the country2.2. Participation in a scientific forum abroad |  | 5/n per participation/report (for p. 2.1.)10 /n per participation/report (for p. 2.2.) |  |
| 3. Participation in scientific and applied projects* 1. 3.1. Participation in a university/faculty research or applied science project
	2. 3.2. Participation in a national scientific or applied project
	3. 3.3. Participation in an international scientific and applied project
 |  | 10 per participation (for 3.1.)15 per participation (for 3.2.)20 per participation (for 3.3.) |  |
| **III. Teaching activities** | Depending on the nature of the specific activity | *Compulsory 3 ECTS for (F), optional for (P) and (I) for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the first year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| * + - 1. Assignment of university teaching activities to full-time PhD students (up to 45 hours per academic year without payment)
			2. Supporting work with graduates
			3. Assisting the supervisor/tutor in the preparation of methodological materials related to the university teaching process
			4. Assisting the supervisor in conducting semester examinations
			5. PhD student's extra-university academic activity (participation as a lecturer in trainings, courses, seminars, workshops, etc.; methodological activity in educational and social institutions, etc.)
 |  | 1 credit for 30 hours for p. 1 and 5;1 credit per year for p. 2 and 4;1 credit per activity per year for p. 3 |  |
| **IV. Additional activities** | Depending on the nature of the specific activity | *Compulsory 2 ECTS for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the first year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Participation in the sessions of the departmental council, where issues related to the doctoral studies are discussed2. Participation in university and faculty committees3. Assignment of administrative work (participation as an invigilator in semester examinations in disciplines conducted by their supervisor; in state written examinations in the faculty, doctoral candidate examinations, etc.)4. Participation in organizing and conducting seminars, meetings, conferences and other initiatives of the faculty or department5. Participation in an artistic performance |  | 1 credit per year for p. 1 and 3; 1 credit for participation in a committee – p. 2;2 credits per activity for p. 4;1 credit per activity for p. 5 |  |

**INDIVIDUAL PLAN FOR THE SECOND YEAR OF THE DOCTORAL PROGRAMME**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and content of the activities** *(delete the lines of the individual plan where no activities are scheduled)* | Forms of implementation | ECTS (averagely 60 ECTS per year for F, averagely 45 ECTS per year for P and averagely 30 ECTS per uear for I) | Deadline for completionand forms of reporting |
| 1. **Training activity**
 |
| A. Preparation and passing examinations in disciplines, forming academic knowledge and competences; disciplines in the scientific field of the PhD and/or disciplines, forming specific research knowledge and competences  | The PhD school of FESA |  *Total:***15 (F), (P)****0 (I)***(not limited)* | *Against each discipline, an examination period or deadline date shall be indicated, corresponding to the end date of the second year of the doctoral programme*.Examination marks will be recorded by the lecturers in a report which will be issued and kept in the doctoral student's file with the PhD Students Inspector at the FESA.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Compulsory PhD course - II:………………………………………………………(**only for full-time and part-time form of study)**- a course, chosen from Appendix 1, Part I - for training in Bulgarian;- a course chosen from Appendix 2, Part I - for training in English; | Lectures  | 10 |  |
| 2. PhD Elective Course - II:……………………………………………………….(**only for full-time and part-time form of study)**- a course, chosen from Appendix 1, Part II - for training in Bulgarian;- a course chosen from Appendix 2, Part II - for training in English; | Lectures or lectures and seminars | 5 |  |
| 1. **Research activity**
 |
| 1. PhD thesis work

Preparation of the PhD thesis (development of the structure of the PhD thesis; literature review and review of other information sources; preparatory and auxiliary activities related to the PhD thesis - collection and processing empirical materials, etc.; preparation and presentation of separate parts of the PhD thesis to the supervisor, etc.**)**. | Individually and in consultation with the supervisor | *15 ECTS per year for F, 10 ECTS for P, 5 ECTS for I* | *Indicate a period or deadline date that is consistent with the second year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1)……………………….. |  |  |  |
| 2)………………………… |  |  |
| 3)………………………… |  |  |
| B. Publication and project activity | Depending on the nature of the specific activity | *For the whole period of the programme – compulsory minimum of 30 ECTS for section Publications on the PhD thesis topic – for all forms of study (F, P, I)* | *Indicate a period or deadline date that is consistent with the second year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Publications on the PhD thesis topic* 1. Studies published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	2. Articles and papers, published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	3. Published chapter of a collective monograph
	4. Studies published in non-refereed peer-reviewed journals or published in edited collective volumes

Articles and papers published in non-refereed peer-reviewed journals or published in edited collective volumes |  | 45/n per publication (for p. 1.1)30/n per publication (for p. 1.2)20/n per publication (for p. 1.3)15/n per publication (for p. 1.4)10/n per publication (for p. 1.5) |  |
| 2. Participation with papers in scientific forums2.1. Participation in a scientific forum in the country2.2. Participation in a scientific forum abroad  |  | 5/n per participation/report (for p. 2.1.)10 /n per participation/report (for p. 2.2.) |  |
| * 1. 3. Participation in scientific and applied projects
	2. 3.1. Participation in a university/faculty research or applied science project
	3. 3.2. Participation in a national scientific or applied project
	4. 3.3. Participation in an international scientific and applied project
 |  | 10 per participation (for 3.1.)15 per participation (for 3.2.)20 per participation (for 3.3.) |  |
| **III. Teaching activities** | Depending on the nature of the specific activity | *Compulsory 3 ECTS for (F), optional for (P) and (I) for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the second year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| * + - 1. Assignment of university teaching activities to full-time PhD students (up to 45 hours per academic year without payment)
			2. Supporting work with graduates
			3. Assisting the supervisor/tutor in the preparation of methodological materials related to the university teaching process
			4. Assisting the supervisor in conducting semester examinations
			5. PhD student's extra-university academic activity (participation as a lecturer in trainings, courses, seminars, workshops, etc.; methodological activity in educational and social institutions, etc.)
 |  | 1 credit for 30 hours for p. 1 and 5;1 credit per year for p. 2 and 4;1 credit per activity per year for p. 3 |  |
| **IV. Additional acitivites** | Depending on the nature of the specific activity | *Compulsory 2 ECTS for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the second year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Participation in the sessions of the departmental council, where issues related to the doctoral studies are discussed2. Participation in university and faculty committees3. Assignment of administrative work (participation as a invigilator in semester examinations in disciplines conducted by their supervisor; in state written examinations in the Faculty, doctoral candidate examinations, etc.)4. Participation in organizing and conducting seminars, meetings, conferences and other initiatives of the faculty or department5. Participation in an artistic performance |  | 1 credit per year for p. 1 and 3; 1 credit for participation in a committee – p. 2;2 credits per activity for p. 4;1 credit per activity for p. 5 |  |

**INDIVIDUAL PLAN FOR THE THIRD YEAR OF THE DOCTORAL PROGRAMME**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and content of the activities** *(delete the lines of the individual plan where no activities are scheduled)* | Forms of implementation | ECTS (averagely 60 ECTS per year for F, averagely 45 ECTS per year for P and averagely 30 ECTS per uear for I) | Deadline for completionand forms of reporting |
| **II. Research activity** |
| 1. PhD thesis work

Preparation of the PhD thesis (development of the structure of the PhD thesis; literature review and review of other information sources; preparatory and auxiliary activities related to the PhD thesis - collection and processing empirical materials, etc.; preparation and presentation of separate parts of the PhD thesis to the supervisor, etc.**)**. | Individually and in consultation with the supervisor | *10 ECTS per year for F and P, 5 ECTS for I* | *Indicate a period or deadline date that is consistent with the third year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1) ……………………….. |  |  |
| 2) ………………………… |  |  |
| 1. …………………………
 |  |  |
| Preliminary version of the completed PhD thesis submitted to the supervisor and prepared for discussion at the Departmental Council for **full-time PhD students5** |  | 15 |  |
| B. Publication and project activity | Depending on the nature of the specific activity | *For the whole PhD enrollment period – compulsory minimum 30 ECTS credits from the section “Publications on the PhD Dissertation topic” - for all education forms (F, P, I)* | *Indicate a period or deadline date that is consistent with the third year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Publications on the PhD thesis topic* 1. Studies published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	2. Articles and papers, published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	3. Published chapter of a collective monograph
	4. Studies published in non-refereed peer-reviewed journals or published in edited collective volumes
	5. Articles and papers published in non-refereed peer-reviewed journals or published in edited collective volumes
 |  | 45/n per publication (for p. 1.1)30/n per publication (for p. 1.2)20/n per publication (for p. 1.3)15/n per publication (for p. 1.4)10/n per publication (for p. 1.5) |  |
| * 1. 2. Participation with papers in scientific forums
	2. 2.1. Participation in a scientific forum in the country

2.2. Participation in a scientific forum abroad |  | 5/n per participation/report (for p. 2.1.)10 /n per participation/report (for p. 2.2.) |  |
| * 1. 3. Participation in scientific and applied projects
	2. 3.1. Participation in a university/faculty research or applied science project
	3. 3.2. Participation in a national scientific or applied project
	4. 3.3. Participation in an international scientific and applied project
 |  | 10 per participation (for 3.1.)15 per participation (for 3.2.)20 per participation (for 3.3.) |  |
| **III. Teaching activities** | Depending on the nature of the specific activity | *Compulsory 3 ECTS for (F), optional for (P) and (I) for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the third year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study  |
| * + - 1. Assignment of university teaching activities to full-time PhD students (up to 45 hours per academic year without payment)
			2. Supporting work with graduates
			3. Assisting the supervisor/tutor in the preparation of methodological materials related to the university teaching process
			4. Assisting the supervisor in conducting semester examinations
			5. PhD student's extra-university academic activity (participation as a lecturer in trainings, courses, seminars, workshops, etc.; methodological activity in educational and social institutions, etc.)
 |  | 1 credit for 30 hours for p. 1 and 5;1 credit per year for p. 2 and 4;1 credit per activity per year for p. 3 |  |
| **IV. Additional activates** | Depending on the nature of the specific activity | *Compulsory 2 ECTS for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the end of the third year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Participation in the sessions of the departmental council, where issues related to the doctoral studies are discussed2. Participation in university and faculty committees3. Assignment of administrative work (participation as a invigilator in semester examinations in disciplines conducted by their supervisor; in state written examinations in the Faculty, doctoral candidate examinations, etc.)4. Participation in organizing and conducting seminars, meetings, conferences and other initiatives of the faculty or department5. Participation in an artistic performance |  | 1 credit per year for p. 1 and 3; 1 credit for participation in a committee – p. 2;2 credits per activity for p. 4;1 credit per activity for p. 5 |  |
| **V. PhD thesis defense** | **30** |  |
| 1. Conducting a preliminary discussion of the PhD thesis in the department, followed by a decision of the Faculty Council public defense procedure to be initiated
 |  | 15 |  |
| 1. Public defense
 |  | 15 |  |

**Total for the three years of the full-time doctoral programme: .... ECTS** *(minimum 180)*

**INDIVIDUAL PLAN FOR THE FOURTH YEAR OF THE DOCTORAL PROGRAMME**

**(only for part-time PhD students and individual form of study, as well as for full-time PhD students with extended period of study6)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and content of the activities***(delete the lines of the individual plan where no activities are scheduled)* | Forms of implementation | ECTS (averagely 45 ECTS for P, averagely 30 ECTS per I) | Deadline for completionand forms of reporting |
| **II. Research activity** |
| 1. PhD thesis work

Preparation of the PhD thesis (development of the structure of the PhD thesis; literature review and review of other information sources; preparatory and auxiliary activities related to the PhD thesis - collection and processing empirical materials, etc.; preparation and presentation of separate parts of the PhD thesis to the supervisor, etc.**)**. | Individually and in consultation with the supervisor | *10 ECTS for P,* *5 ECTS for I* | *Indicate a period or deadline date that is consistent with the forth year of the doctoral programme*.It shall be reported inthe PhD student's report on the activities performed during the relevant year  |
| 1. ………………………..
 |  |  |  |
| 1. …………………………
 |  |  |
| 1. …………………………
 |  |  |
| 2) Project of the completed PhD thesis is submitted to the supervisor and prepared for discussion at the Departmental Council. |  | 15 |  |
| B. Publication and project activity | Depending on the nature of the specific activity | *Compulsory 30 ECTS for (F), optional for (P) and (I) for the whole period of the doctoral programme*  | *Indicate a period or deadline date that is consistent with the end of the fourth year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Publications on the PhD thesis topic* 1. Studies published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	2. Articles and papers, published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	3. Published chapter of a collective monograph
	4. Studies published in non-refereed peer-reviewed journals or published in edited collective volumes
	5. Articles and papers published in non-refereed peer-reviewed journals or published in edited collective volumes
 |  | 45/n per publication (for p. 1.1)30/n per publication (for p. 1.2)20/n per publication (for p. 1.3)15/n per publication (for p. 1.4)10/n per publication (for p. 1.5) |  |
| 2. Participation with papers in scientific forums2.1. Participation in a scientific forum in the country2.2. Participation in a scientific forum abroad |  | 5/n per participation/report (for p. 2.1.)10 /n per participation/report (for p. 2.2.) |  |
| 3. Participation in scientific and applied projects3.1. Participation in a university/faculty research or applied science project3.2. Participation in a national scientific or applied project3.3. Participation in an international scientific and applied project |  | 10 per participation (for 3.1.)15 per participation (for 3.2.)20 per participation (for 3.3.) |  |
| **III.Teaching activities** | Depending on the nature of the specific activity | *Compulsory 3 ECTS for (F), optional for (P) and (I) for the whole period of the doctoral programme*  | *Indicate a period or deadline date that is consistent with the end of the fourth year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| * + - 1. Assignment of university teaching activities to full-time PhD students (up to 45 hours per academic year without payment)
			2. Supporting work with graduates
			3. Assisting the supervisor/tutor in the preparation of methodological materials related to the university teaching process
			4. Assisting the supervisor in conducting semester examinations
			5. PhD student's extra-university academic activity (participation as a lecturer in trainings, courses, seminars, workshops, etc.; methodological activity in educational and social institutions, etc.)
 |  | 1 credit for 30 hours for p. 1 and 5;1 credit per year for p. 2 and 4;1 credit per activity per year for p. 3 |  |
| **IV. Additional acitivites** | Depending on the nature of the specific activity | *Compulsory 2 ECTS for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the end of the fourth year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Participation in the sessions of the departmental council, where issues related to the doctoral studies are discussed2. Participation in university and faculty committees3. Assignment of administrative work (participation as a invigilator in semester examinations in disciplines conducted by their supervisor; in state written examinations in the Faculty, doctoral candidate examinations, etc.)4. Participation in organizing and conducting seminars, meetings, conferences and other initiatives of the faculty or department5. Participation in an artistic performance |  | 1 credit per year for p. 1 and 3; 1 credit for participation in a committee – p. 2;2 credits per activity for p. 4;1 credit per activity for p. 5 |  |
| **V. PhD thesis defense** | **30** |  |
| 1. Conducting a preliminary discussion of the PhD thesis in the department, followed by a decision of the Faculty Council public defense procedure to be initiated
 |  | 15 |  |
| 1. Public defense
 |  | 15 |  |

**Total for the four years of the doctoral programme: .... ECTS** *(minimum 180)*

**INDIVIDUAL PLAN FOR THE FIFTH YEAR OF THE DOCTORAL PROGRAMME**

**(only for individual form of study, as well as for part-time PhD students with extended period of study)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and content of the activities** *(delete the lines of the individual plan where no activities are scheduled)* | Forms of implementation | ECTS (averagely 30 ECTS per year) | Deadline for completionand forms of reporting |
| 1. **Research activity**
 |
| А. PhD thesis workPreparation of the PhD thesis (development of the structure of the PhD thesis; literature review and review of other information sources; preparatory and auxiliary activities related to the PhD thesis - collection and processing empirical materials, etc.; preparation and presentation of separate parts of the PhD thesis to the supervisor, etc.**)**. | Individually and in consultation with the supervisor | *3 ECTS for the fifth year for I* | *Indicate a period or deadline date that is consistent with the fifth year of the doctoral programme*.It shall be reported in the PhD student's report on the activities performed during the relevant year. |
| 1. ………………………..
 |  |  |  |
| 1. …………………………
 |  |  |
| 1. …………………………
 |  |  |
| Project of the completed PhD thesis is submitted to the supervisor and prepared for discussion at the Departmental Council |  | 15 |  |
| B. Publication and project activity | Depending on the nature of the specific activity | *For the whole period of the programme – compulsory minimum of 30 ECTS for section Publications on the PhD thesis topic – for all forms of study (F, P, I)* | *Indicate a period or deadline date that is consistent with the end of the fifth year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Publications on the PhD thesis topic* 1. Studies published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	2. Articles and papers, published in scientific journals, refereed and indexed in world-renowned databases of scientific information
	3. Published chapter of a collective monograph
	4. Studies published in non-refereed peer-reviewed journals or published in edited collective volumes
	5. Articles and papers published in non-refereed peer-reviewed journals or published in edited collective volumes
 |  | 45/n per publication (for p. 1.1)30/n per publication (for p. 1.2)20/n per publication (for p. 1.3)15/n per publication (for p. 1.4)10/n per publication (for p. 1.5) |  |
| 2. Participation with papers in scientific forums2.1. Participation in a scientific forum in the country2.2. Participation in a scientific forum abroad |  | 5/n per participation/report (for p. 2.1.)10 /n per participation/report (for p. 2.2.) |  |
| 3. Participation in scientific and applied projects3.1. Participation in a university/faculty research or applied science project3.2. Participation in a national scientific or applied project3.3. Participation in an international scientific and applied project |  | 10 per participation (for 3.1.)15 per participation (for 3.2.)20 per participation (for 3.3.) |  |
| **IV. Additional activities** | Depending on the nature of the specific activity | *Compulsory 2 ECTS for the whole period of the doctoral programme* | *Indicate a period or deadline date that is consistent with the end of the fifth year of the doctoral programme*.It shall be reported in:- The quarterly report of the full-time PhD student;- The PhD student's report on the activities performed during the relevant year for all forms of study |
| 1. Participation in the sessions of the departmental council, where issues related to the doctoral studies are discussed
2. Participation in university and faculty committees
3. Assignment of administrative work (participation as an invigilator in semester examinations in disciplines conducted by their supervisor; in state written examinations in the Faculty, doctoral candidate examinations, etc.)
4. Participation in organizing and conducting seminars, meetings, conferences and other initiatives of the faculty or department
5. Participation in an artistic performance
 |  | 1 credit per year for p. 1 and 31 credit for participation in a committee for p. 22 credits per activity for p. 41 credit per activity for p. 5 |  |
| **V. PhD thesis defense** | **30** |  |
| Conducting a preliminary discussion of the PhD thesis in the department, followed by a decision of the Faculty Council public defense procedure to be initiated |  | 15 |  |
| 1. Public defense
 |  | 15 |  |

**Total for the five years of the doctoral programme: .... ECTS** *(minimum 180)*

**PhD student:** ………………….…………………..

 (…………………………)

**Supervisor:** …………………………..

 (…………………………)

**Head of department:** ……………………….…

(…………………………)