

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC**

**OSH STATE UNIVERSITY**

**APPROVED**

By the Academic Council of  
OshSU \_\_\_\_\_

Protocol № 7

2021 04 «23».



**AFFIRMED**

RECTOR/PRESIDENT of OSHSU  
K. G.KOZHOBKOV

2021 \_\_\_\_\_ «\_\_\_\_».

**PROVISION/ GUIDELINE**

**about the order of the organization of the basic doctoral studies (PhD/ by profile)  
and preparation of the Doctor of Philosophy (PhD) doctor by profile at Osh State  
University**

**OSH 2021**



## Content

1. General provisions.....	3
2. Terms and definitions.....	3
3. Goals and objectives of the basic doctoral program (PhD / Osh State University profile...)	4
4. Legal bases of activity of the basic doctoral program (PhD)/ according to.....	5
5. The procedure for admission to the basic doctoral program (PhD / according to the profile of Osh State University .....	6
6. The procedure for organizing training in the basic doctoral program (PhD/according to the profile of Osh State University.....	9
7. Research work of PhD students.....	11
8. Research internship PhD students .....	13
9. Requirements for supervisors of PhD students.....	14
9.1. General requirements .....	14
9.2. Requirements for domestic supervisor of the doctoral student PhD.....	15
9.3. Requirements for foreign supervisor for PhD students.....	15
9.4. Functions of the supervisor PhD students(domestic and foreign.....	16
9.5. Procedure for appointment and replacement of scientific supervisors of a PhD student.....	17
10. Requirements for the PhD thesis and its defense.....	18
11. Procedure for considering an appeal against a jury decision.....	21
12. The procedure for restoring, expelling, transferring doctoral students and granting academic leave .....	22
13. Awarding the qualification of Doctor of Philosophy (PhD / Doctor in the profile and issuing a diploma.....	23
14. Procedure for making changes and additions.....	23



## 1. General provisions

1.1. This Provision for organizing basic doctoral studies (PhD/ by profile) and awarding the qualification of Doctor of Philosophy (PhD) doctor by profile (hereinafter referred to as the Regulation) at Osh State University defines the procedure for preparing a doctor of Philosophy (PhD) doctor by profile at Osh State University and awarding the qualification of Doctor of Philosophy (PhD) doctor by profile.

1.2. The Provision establishes the requirements for the qualification of a Doctor of Philosophy (PhD) doctor in the profile at Osh State University in accordance with the Provision for the Preparation of a Doctor of Philosophy (PhD) doctor in the profile, approved by the Decree of the Government of the Kyrgyz Republic No. 601ot on December 11, 2020, the Provision on examination commissions for conducting entrance tests for Admission to educational programs of basic doctoral studies (PhD)/ in the profile (Order of the Ministry of Education of the Kyrgyz Republic No. 219/1 of 04.03.2021).

1.3. The implementation of programs for the preparation of a doctor of philosophy (PhD) doctor in the profile at Osh State University is carried out by this Provision.

## 2. Terms and definitions

In this Provision, the following basic concepts and definitions are used:

**Basic doctoral studies (PhD/ by profile)** – a postgraduate professional scientific and educational program that ensures the integration of educational activities and scientific research, which trains a highly qualified specialist with the award of a Doctor of Philosophy (PhD) doctor by profile based on the results of a public defense of a dissertation.

**Doctoral student** - a person engaged in research work, studying for a doctoral degree (PhD), a student of the third stage of training, a researcher.

**A doctoral dissertation (PhD)** is a qualifying work that is an independent scientific research, containing new scientific results and testifying to the personal contribution of the author to science.

**Doctor of Philosophy (PhD), doctor by profile** – a qualification of postgraduate professional education, awarded to persons who have completed the relevant curriculum and research work with a public defense of the dissertation, and giving the right to carry out scientific and other professional activities.

**Scientific supervisors** - a scientific specialist or a group of scientific specialists appointed to carry out scientific management, control the results and certification of educational activities and scientific research of doctoral students.

**The jury** is an expert group created by the university to conduct a preliminary and public defense of a PhD thesis. For members of the jury who have diplomas



of awarding an academic degree issued abroad, passing the nostrification procedure is not required.

**The curriculum of the basic doctoral program (PhD/ by profile)** is a structured set of academic disciplines, mandatory and variable, practices and internships for various purposes, research work, which has a certain logical completeness in relation to the established goals and learning outcomes.

### **3. Goals and objectives of the basic doctoral program (PhD / by profile) Osh State University**

The main objectives of the organization of basic doctoral studies (PhD / profile) at Osh State University are:

- development of research activities at Osh State University;
- creating, on the basis of the integration of science and education, an effective system for training scientific, scientific and pedagogical personnel of a new formation, capable of solving issues of improving society, economy, production, science and the development of new technologies;
- harmonization of domestic technologies for training highly qualified scientific and pedagogical personnel with international standards, as well as advanced solutions to issues of their scientific, methodological, legal, financial, economic, personnel and material support

The tasks of the basic doctoral program (PhD / profile) at Osh State University are:

- introduction into the educational process of modern technologies, methods and means of teaching aimed at the individual development of the individual, his ability to self-development, self-determination and self-education;
- ensuring the continuity of programs of the multi-level structure of higher and professional education.

### **4. Legal basis of the activity of the basic doctoral program (PhD / by profile) Osh State University**

4.1. The basic doctoral program (PhD/ by profile) is a division of the Department of Master's and PhD doctoral studies of Osh State University that carries out organizational and coordination activities for the implementation of programs for the training of scientific and scientific-pedagogical personnel in the doctoral program in accordance with the license and aimed at the training of scientific and scientific-pedagogical personnel of the highest qualification.

4.2. The main functions of the basic doctoral program (PhD / profile) at Osh State University are:



- ✎ organization and control of documentary, educational and methodological support of the educational process of training scientific and pedagogical personnel in the doctoral program; (PhD)
- ✎ development of proposals for the control figures of admission to the doctoral program (PhD) at the expense of budgetary and extra-budgetary funds;
- ✎ acceptance of the necessary documents from applicants to the doctoral program(PhD), their registration in accordance with the established procedure, transfer to the admission committee for consideration;
- ✎ organization of work of members of the admission and examination committees of doctoral students (PhD);
- ✎ preparation of the necessary materials (dissertation topics, research supervisors, the composition of the jury in the directions, the composition of the expert commission, etc.) for the meetings of the Academic Council of the University;
- ✎ coordination with the departments of the process of teaching doctoral students in accordance with the approved working and individual curricula; monitoring the attendance of students and teachers;
- ✎ organization and coordination with the departments of the process of passing PhD-doctoral students exams and tests in the disciplines of the training program (preparation of orders for the terms and composition of the examination commissions);
- ✎ maintenance of documentation related to the conduct of examinations and tests in the disciplines of the PhD program for doctoral students, preparation of minutes of meetings of examination commissions;
- ✎ monitoring the timely implementation of individual curricula by PhD-doctoral students;
- ✎ maintenance of documentation related to the certification of PhD-doctoral students (preparation of orders for certification, control of filling out certification sheets, individual plans by doctoral students, etc.);
- ✎ organization together with departments, managers, the department of international relations, the department of industrial practice, internships of doctoral students in the leading scientific and scientific-educational centers of the Kyrgyz Republic and abroad;
- ✎ accounting and monitoring of teachers' performance of the academic load on the programs of training of scientific and pedagogical personnel in the PhD-doctoral program;
- ✎ organization of the admission procedure and checking for plagiarism of PhD dissertations ;
- ✎ organization and examination of dissertations by the jury members; organization of public discussion of the dissertation by posting the text on the university's website;



- ☒ organization of preliminary defense before the jury members at the place of dissertation execution;
- ☒ organization of the procedure for the defense of scientific dissertations for the Doctor of Philosophy (PhD) or doctor in the profile;
- ☒ consultations of PhD-doctoral students on all issues related to their rights and obligations, the current rules and procedure for the preparation of dissertations;
- ☒ preparation of the necessary documents for the issuance of a Doctor of Philosophy (PhD) doctor's degree in the profile of the state sample to persons who have successfully defended their dissertation;
- ☒ maintaining personal records of students;
- ☒ if necessary, organization of the work of the appeal commission;
- ☒ maintenance of documentation related to the movement (transfer from course to course, transfer, deductions, reinstatement, etc.) of PhD-doctoral students;
- ☒ timely creation of a database on the contingent of students in the educational portal AVN;

## **5. The procedure for admission to the basic doctoral program (PhD / by profile) at the Osh State University**

5.1. To the basic doctoral program (PhD / by profile) Osh State University has the right to enroll citizens of the Kyrgyz Republic, foreign citizens and stateless persons who have a higher professional education confirmed by a master's or specialist's degree in accordance with the Regulations for the preparation of a doctor of philosophy (PhD) doctor in the profile approved by the Decree of the Government of the Kyrgyz Republic No. 601ot on December 11, 2020 and international treaties that have entered into force in accordance with the established procedure, to which the Kyrgyz Republic is a party

5.3. Admission to the doctoral program is carried out on educational programs, according to the branches of science. Training in the doctoral program (PhD/ profile) is carried out on a full-time basis on a budget and on a contract basis.

5.4. Documents submitted for admission to the basic doctoral program (PhD / profile) Osh State University :

- application addressed to the President of Osh State University;
- a notarized copy of the diploma of higher education with the qualification "master" or in the specialty or direction "specialist";
- a notarized copy of the relevant diploma, as well as a certificate from the Ministry of Education and Science of the Kyrgyz Republic confirming the level and content of educational documents issued by foreign educational institutions;
- passport and military ID card (for citizens of the Kyrgyz Republic-presented in person when applying);



- a copy of the employment record, certified by the personnel department;
- personal personnel record sheet confirming employment (for persons with work experience);
- four color photos in the size of 3. 5x4. 5cm;
- a list of scientific and methodological works (if any).

5.5. Applications for the PhD program are accepted annually from June 20 to August 30. Entrance tests to the doctoral program are held from September 1 to October 5, enrollment-until October 10.

5.6. For each applicant, a personal file is opened, which stores all the documents and materials submitted for the entrance tests, certification tests (including an extract from the protocol of the decision of the appeal commission), as well as other documents related to the training of a doctoral student.

5.7. For competitive selection, no later than one month before the deadline for submitting documents, an announcement of admission to the PhD doctoral program is published on the official website of Osh State University and through the media, indicating the following information:

annual rules for admission to the PhD doctoral program for training in doctoral research and educational programs of postgraduate professional education;

- a list of areas of training for PhD programs, for which Osh State University announces admission;

- list and forms of entrance tests for each field of study;
- rules for filing and considering appeals based on the results of entrance tests;
- terms of the entrance tests.

5.8. Persons applying for training in doctoral research and educational programs of postgraduate professional education (PhD) have the right to familiarize themselves with the Osh State University Charter, permits for relevant educational activities, certification certificates, admission rules, as well as with entrance test programs and other necessary information related to admission. Upon admission, they must be informed of the terms of the training agreement with legal entities and individuals, which specifies the obligations and rights of the parties, the amount and terms of payment for training.

5.9. For the period of conducting entrance examinations and enrolling in the PhD doctoral program, an examination and appeal commission are established by the order of the rector. The competition for admission to the PhD program is conducted based on the results of entrance tests in the specialty.

5.10. Admission of entrance examinations in specialties is carried out by examination commissions established by the order of the rector, which include specialists with the degree of Doctor of science or the title of professor of the specialty in which the exam is held.

The program of the entrance exam in the specialty, the form of its conduct and the content of the tasks are developed independently by the departments on the basis of



the curricula of special disciplines of the master's degree or specialty.

5.11. The schedule of entrance tests and the place of the exam is approved by the chairman of the admission committee and is brought to the attention of persons entering for training in doctoral programs (PhD).

5.12. Admission to the entrance tests is carried out in the presence of a passport or other identity document.

5.13. Retaking the entrance exams is not allowed.

5.14. If the person passing the exam (hereinafter referred to as the examinee) violates the procedure for conducting entrance tests, the examination commission has the right to remove him from the place of conducting the entrance test. In this case, an act is drawn up on the removal of the subject from the entrance test, indicating the reason.

5.15. Examination committees are authorized to conduct the entrance test if at least three-quarters of the members of the examination committee, including the chairman and his deputy, participate in the meeting.

5.16. The work of the examination commission is organized by its chairman, and in case of his absence – by the deputy chairman of the examination commission.

5.17. The chairman of the examination committee organizes the work on the preparation and conduct of entrance tests, interacts within the framework of his powers with the admission committee.

5.18. The deputy chairman of the examination commission ensures the coordination of the work of the members of the examination commission, organizes office work and is responsible for the safety of documents, ensures control over the implementation of the work schedule of the examination commission, performs the duties of the chairman of the examination commission in the event of his absence.

5.19. The examination in the specialty is conducted on examination tickets in accordance with the program of entrance tests developed in the corresponding field of training in the basic doctoral program (PhD/profile) and approved by the order of the rector. When conducting an exam in the specialty, the examination commission may ask additional questions to the applicant, within the relevant field of training.

5.20. The results of the entrance examinations are announced to the applicant on the day of the entrance tests.

5.21. The decision of the examination commission is made out by the minutes of the meeting of the examination commission, in which the questions of the members of the admission committee to the applicant are recorded. A separate protocol is issued for each incoming person. The protocol is signed by the chairman, and in case of his absence by the deputy chairman and members of the examination committee who were present at the exam, indicating their academic degree, academic title. The minutes of the meeting of the examination committee are kept in the personal files of applicants.

5.22. In order to comply with the uniform requirements and resolve disputes, an appeal commission is established in Osh State University. The composition of the



appeal commission is approved by the order of the rector. The Appeal Commission is created to consider the applications of persons who do not agree with the results of the entrance tests. Consideration of the appeal is not a retake of the exam. During the consideration

of the appeal, only the correctness of the assessment of the results of the entrance test is checked.

5.23. The appeal is submitted by the person entering the training in person on the next day after the announcement of the assessment on the exam. The Admissions Committee ensures that appeals are accepted throughout the working day. The person entering the training must be present when the appeal is considered. Members of the examination committees may be invited to the meetings of the appeal commissions to give explanations on the conduct of the entrance tests.

5.24. After consideration of the appeal, the decision of the appeal commission on the assessment of the exam is made. In the event of a disagreement, the appeal commission shall vote and the decision shall be approved by a majority vote. The Appeal Commission works with each person individually. If a person does not appear at the meeting of the appeal commission, his application for appeal is not considered.

5.25. Admission to the number of PhD students is carried out by the admission committee on a competitive basis. In the case of the same indicators of the entrance test in the specialty, the scientific achievements corresponding to the profile of the chosen direction are taken into account.

5.26. On the basis of the decision of the Admission Committee, enrollment in the number of doctoral students in the basic doctoral program (PhD / by profile) Osh State University with the indication of the name of the issuing department, to which the doctoral student is assigned, is issued by the order of the rector.

## **6. The procedure for organizing training in the basic doctoral program (PhD / by profile) Osh State University**

6.1. Implementation of Doctor of Philosophy (PhD) training programs/a doctor's degree in the Osh State University profile is carried out only after obtaining a license for educational programs in the branches of science from the Ministry of Education and Science of the Kyrgyz Republic.

6.2. The curriculum of the basic doctoral program (PhD/profile) is developed and approved by the Osh State University.

6.3. The period of study in the basic doctoral program (PhD/profile) is at least 3 years. When studying according to an individual curriculum, the training period can be extended, but not more than 2 years. Training in the basic doctoral program (PhD/profile) is carried out on a full-time basis, the use of remote educational technologies is allowed.

6.4. The complexity of the program is from 180 to 240 credits per day. The complexity of the program ranges from 180 to 240 credits, depending on the



specifics of the program, of which at least 60 credits are allocated for the study of academic disciplines. The complexity of the research work is at least 120 credits, including internships and / or internships for various purposes, as well as all types of certifications, including the public defense of a PhD thesis.

6.5. Credits for the discipline are awarded with a positive assessment of the final control in the form of an exam, a comprehensive exam, testing or credit. Credits for the research work of PhD students are awarded to them upon completion of their doctoral dissertation.

6.6. The academic year in the PhD program consists of academic periods, including research, experimental research work, the period of intermediate certification/final control, scientific and pedagogical practice, internship and vacation. The academic period is a semester of 16(18) weeks. The duration of the intermediate certification / final control is at least 2 weeks after each semester. The duration of the holidays during the school year is at least 4 weeks.

6.7. The doctoral student is obliged to publish at least two scientific articles reflecting the results of the dissertation research in scientific publications with a non-zero impact factor, indexed by the international systems WEB of Science or Scopus.

6.8. The doctoral student must complete a foreign research internship or internship for a period of at least one month.

6.9. The educational program of preparation of the doctor of PhD includes the curriculum, educational and methodological complexes of disciplines, the program of scientific and pedagogical practice. The implementation of educational programs is carried out on the basis of the working curriculum for the profile, educational and methodological complexes (EMC/UMK) of disciplines. The form, structure and procedure for the development of the EMC/UMK disciplines are approved by the rector.

6.10. Doctoral studies should be conducted using innovative technologies and interactive teaching methods. Persons who do not have the degree of Doctor of Science, Candidate of Science or Doctor of Philosophy (PhD) are not allowed to give lectures in the doctoral program.

6.11. Doctoral students are allowed to study according to an individual curriculum. The research work (hereinafter referred to as R & D) of a doctoral student is certified once a year by scientific supervisors in accordance with the curriculum. The schedule of research is indicated in the individual plan of the doctoral student.

6.12. Osh State University provides the doctoral student with the scientific guidance of two scientific supervisors with a degree of at least PhD / doctor in the profile, one of whom must be a scientist from a foreign university. Scientific guidance can be carried out with the use of remote educational technologies. The professional competence of the supervisor is confirmed by at least two scientific publications over the past five years in foreign and domestic scientific publications with a non-zero impact factor, indexed in the WEB of Science and Scopus databases, and speeches at authoritative scientific



forums.

For a research supervisor from a foreign university, passing the procedure of nostrification of a diploma on awarding an academic degree is not required.

6.13. In the absence of foreign scientific supervisors in the profile, scientific guidance can be carried out by one scientific supervisor - a specialist of the corresponding profile who has work experience in a foreign university and is actively working in the relevant field of science.

6.14. Scientific supervisors of dissertations of PhD doctoral students provide the Department of Master's and PhD doctoral studies with written consent for the scientific manual and summary (samples in appendices 1-2).

6.15. The appointment of scientific supervisors and the topic of the PhD doctoral dissertation is approved by the order of the rector on the basis of the decision of the Academic Council on the proposal of the Department of Master's and PhD Doctoral Studies, which is entrusted with the control of the preparation of PhD doctoral students, no later than two months after admission to the doctoral program.

6.16. The responsibility for the implementation of the individual work plan and the successful defense of the dissertation work is borne by the doctoral student, the scientific supervisor and the head of the profile.

6.17. In the case of the transfer of the supervisor to another place of work, in connection with the move to another country, the issue of further scientific management of the PhD student is decided by the Academic Council.

## **7. Research work of PhD students**

7.1. The organization of research work of PhD doctoral students is carried out at the

graduating departments, provided with scientific and pedagogical personnel of the highest qualification, the necessary laboratory research and scientific and methodological bases.

7.2. The topics of dissertation research (doctoral dissertations) are approved for PhD students.) by specialties within the framework of research programs carried out by scientific schools of faculties and graduate departments. The topics of the doctoral dissertation (PhD) should be linked to the priority scientific directions of the development of science, or with national priorities, or state programs, or programs of fundamental or applied research of the supervisor.

7.3. The program managers are responsible for late submission of candidates of scientific supervisors of PhD students who meet the approved qualification requirements for consideration by the Academic Council of the University.

7.4. The program manager is responsible for non-compliance of the topic of the doctoral dissertation and the qualification of the supervisor with the established requirements, which resulted in the replacement of the approved scientific supervisor



and/or re-approval of the topic of the doctoral dissertation.

7.5. Scientific supervisors participate in the development and approval of individual work plans of the PhD doctoral student, direct their educational and research work and are responsible for the timely, high-quality performance by PhD doctoral students of all types of work provided for in the individual plan.

7.7. Scientific supervisors of the PhD student at least twice a year evaluate the preparation of the doctoral student, if necessary, make adjustments to his individual work plan and bring the relevant information to the attention of the Department of Master's and PhD doctoral studies.

7.8. PhD students develop and approve individual work plans, which include the following sections, during the first 2 months of training under the supervision of scientific supervisors:

- individual plan for the study of academic disciplines;
- individual plan of research or experimental research work;
- internship and internship plan;
- dissertation topic with justification and structure;
- dissertation completion plan;
- plan of scientific publications.

7.9. An individual plan of research work is drawn up for the entire period of mastering the educational program of the doctoral program, broken down by semesters and years. The research work plan specifies the topic of the dissertation research, the direction of research, the terms and the form of reporting. The plan of the research work is approved by both scientific supervisors of the PhD student. If necessary, the individual research plan can be updated annually.

7.10. The plan of scientific publications of a PhD student should contain an approximate topic of publications, the names of scientific publications in which it is planned to publish the work, the terms of work on the publications.

7.11. The individual work plan of the PhD student is approved by the decision of the Academic Council of the University. In order to organize the monitoring of the academic activities of the PhD student, the individual work plan is transmitted to his supervisor, and is also stored in the personal file of the doctoral student in the Department of Master's Degree of the PhD doctoral program of Osh State University.

7.12. The supervisor must create all the necessary conditions for conducting research work of students (provide access to the necessary sources and resources; assist and provide advice in the process of completing the dissertation research; provide feedback on the materials submitted by students; provide, if necessary, the research work of students in third-party educational and scientific organizations; facilitate the preparation for publication of the results of the research; solve other issues that arise in the course of performing research work).

7.13. Planning of studies and research work of a PhD student is carried out by



semesters in accordance with an individual plan. At the end of each semester, the PhD student presents the results of the research work at the meeting of the graduating department in the presence of scientific supervisors during the intermediate certification of research.

7.14. The results of research, experimental research work at the end of each period of their passage are drawn up by the PhD student in the form of a brief report and handed over to the program manager.

## **8. Research internship for PhD students**

8.1. Research and research internship of doctoral students is an important part of the educational process. In the course of the research internship, the knowledge of doctoral students acquired during theoretical training is concretized, consolidated and deepened.

8.2. A PhD student who has fully completed the theoretical training curriculum is allowed to participate in the scientific internship.

8.3. In order to complete a research internship, a doctoral student must obtain a PhD from the Department of Master's Studies of the Osh State University:

- individual work plan;
- referral for a research internship;
- the report form for the research internship.

8.4. The duration of the research internship is at least one month.

8.5. The training of a PhD student is carried out in order to study the latest theoretical, methodological and technological achievements of domestic and foreign science, as well as to consolidate practical skills of scientific and professional activity, the use of modern methods of scientific research, processing and interpretation of experimental data in the dissertation research. The content of the research internship is determined by the topic of the doctoral dissertation (PhD).

8.6. At the end of the research internship, the doctoral student submits to the Department of Master's Degree of the PhD doctoral program of Osh State University a report in the approved form, a certificate of an arbitrary sample and a transcript with the number of ECTS credits assigned and the assessment for the research internship. The report is the main document that characterizes the level of preparation and professional orientation of a PhD student.

8.7. Receiving an unsatisfactory assessment or failure to submit documentation entails repeated completion of a research internship, leaving for a second course or expulsion. The terms and conditions for re-passing the research internship are set in each individual case by the PhD doctoral program.

## **9. Requirements for scientific supervisors of PhD students**



## **9.1. General requirements**

9.1.1. Scientific management of doctoral candidates for the degree of Doctor of Philosophy (PhD) is carried out by managers in the number of at least 2 people appointed from among doctors or candidates of science, or doctors of philosophy (PhD), one of whom must be a scientist from a foreign university. The professional competence of the supervisor is confirmed by at least two scientific publications over the past five years in foreign and domestic scientific publications with a non-zero impact factor, indexed in the WEB of Science and Scopus databases, and speeches at authoritative scientific forums.

9.1.2. If necessary, doctoral students who perform scientific research at the junction of related specialties are allowed to appoint two domestic scientific supervisors.

9.1.3. Scientific supervisors must meet the qualification requirements for educational activities and the qualification requirements for the implementation of scientific guidance on doctoral dissertations.

9.1.4. The domestic supervisor must be a full-time employee of Osh State University. In some cases, the scientific management of domestic leading specialists of other organizations is allowed if the candidates of scientific supervisors meet the requirements of this regulation.

9.1.5. One supervisor in the doctoral program is allowed to provide scientific guidance to no more than 5 PhD students.

9.1.6. The work of a domestic scientific supervisor is included in the teaching load, and the work of foreign scientific consultants is paid in accordance with the standards established in OSH State University.

9.1.7. In the absence of foreign scientific supervisors in the profile, scientific guidance can be carried out by one scientific supervisor - a specialist of the corresponding profile who has work experience in a foreign university and is actively working in the relevant field of science.

9.1.8. Scientific management can be carried out with the use of remote educational technologies.

## **9.2. Requirements for a domestic scientific supervisor of a PhD student**

9.2.1. The management of the dissertation work of a PhD doctoral student is assigned to persons who have:

- an academic degree "Doctor of Science" or "Candidate of Science" or an academic degree " Doctor of Philosophy (PhD)" or " doctor in profile»;
- experience of scientific and pedagogical work of at least 5 years, and actively engaged in scientific research in the field of sciences corresponding to the profile of doctoral student training;



- at least two scientific publications in the last five years, in foreign and domestic scientific publications with a non-zero impact factor, indexed in the WEB of Science and Scopus databases;

- a partner from far or near abroad for the joint training of a doctoral student in their own PhD training profile.

9.2.2 The domestic scientific supervisor of the doctoral student PhD should know:

- Law of the Kyrgyz Republic "On Education", "On Science and on the basics of state scientific and technical policy".

- Normative legal acts in the field of higher and postgraduate education of the Kyrgyz Republic.

- Priority directions of the country's science development.

- Modern innovative methods of scientific research, the latest world achievements of science in the field of their scientific specialization.

- Have the skills to conduct theoretical and experimental scientific research.

- Be fluent in the language of instruction of the PhD student in which the dissertation is written.

### **9.3. Requirements for a foreign scientific supervisor of a PhD student**

9.3.1. Leading scientists from higher educational institutions and research organizations of the far and near abroad are appointed as foreign scientific supervisors of PhD students.

9.3.2. The person appointed by the foreign scientific supervisor of the PhD student must have:

- an academic degree "Doctor of Science" or "Candidate of Science" or an academic degree "Doctor of Philosophy (PhD)" or "doctor in profile" corresponding to the profile of the doctoral student's dissertation research, and experience in scientific leadership;

- permanent position in a university or scientific organization that is actively engaged in scientific research in the field of specialization of a doctoral student PhD;

- at least two scientific publications in the last five years, in foreign and domestic scientific publications with a non-zero impact factor, indexed in the WEB of Science and Scopus databases;

9.3.3. A foreign research supervisor must:

- assist in the completion of PhD research internships at the university or scientific organization in which he / she works;

- be jointly and severally responsible for the implementation of the individual work plan by PhD students and the successful defense of the dissertation work;

- provide feedback on scientific articles and dissertations, if necessary;

- in case of transfer to another place of work, refusal of management or other force majeure circumstances, notify the doctoral student and the domestic scientific consultant



in advance.

#### **9.4. Functions of the scientific supervisor of the PhD student (domestic and foreign)**

9.4.1. The domestic scientific supervisor performs the following functions:

- assists the PhD student in determining the topic, purpose, objectives and plan of the dissertation research;
- together with the doctoral student, develops an individual work plan for the doctoral student, systematically conducts consultations on research work and monitors the implementation of the individual work plan;
- together with the doctoral student, develops a research practice program, recommends a base for practical training;
- assists in the preparation and publication of research results in scientific journals;
- advises the doctoral student on theoretical, methodological, stylistic and other issues of writing a dissertation;
- evaluates the work done and gives an opinion on its compliance with the established requirements;
- provides written feedback on the doctoral student's dissertation work;
- present at the public defense of the doctoral dissertation of a PhD student;
- in case of poor quality or untimely performance of all types of work provided for by the individual work plan, the doctoral student has the right not to allow the intermediate certification.

9.4.2. A foreign scientific consultant performs the following functions:

- together with the domestic supervisor determines the topic of the dissertation research;
- provides scientific guidance on the approved topic of the doctoral dissertation through e-mail, face-to-face meetings and online consultations (Skype meetings);
- coordinates and makes recommendations on the plan of the dissertation work and methods of conducting scientific research; if necessary, makes amendments and adjustments to the plan and content of the doctoral student's dissertation and informs about the comments in a timely manner;
- assists in the preparation and publication of articles in scientific journals with a non-zero impact factor, indexed in the WEB of Science and Scopus databases;
- provides assistance in the foreign research internship of a PhD student and his participation in international conferences and other scientific forums;
- together with a domestic scientific consultant, monitors the progress of the doctoral student's research work within the established time frame;
- provides a written review of the completed dissertation work of a PhD student;
- if possible, present at the public defense of the doctoral dissertation of a PhD student.

4.3 The scientific supervisors of the PhD student are responsible for the compliance of the doctoral students with the academic discipline, the implementation of the doctoral student's IPR and the timely submission of the dissertation work.



### **9.5. The procedure for appointing and replacing scientific supervisors of a PhD student.**

9.5.1. Doctoral students, with the assistance of the Department, during the first two months after admission to the doctoral educational program is determined candidates supervisors (domestic and foreign) for subsequent approval.

9.5.2. With the University (a research organization), which is assigned to a foreign leader, there must be an agreement was signed on cooperation in the training of the teaching staff.

9.5.3. Candidates alleged supervisors must pass a preliminary discussion at meetings of departments.

9.5.4. Candidates for scientific supervisors are approved within the first two months after admission to the doctoral program by the order of the rector on the basis of the decision of the Academic Council of Osh State University.

9.5.5. For the approval of domestic and foreign scientific supervisors, the graduating departments submit to the Department of Master's Degree PhD of the doctoral program of Osh State University the following documents for each supervisor:

- extract from the minutes of the meeting of the issuing department on the discussion of the candidates of scientific supervisors of the doctoral student PhD;
- summary of supervisors containing their main academic and scientific achievements (Appendix 2.);
- letter of consent for the implementation of the scientific guidance of a doctoral student (for a foreign consultant-on the letterhead of the organization) (Appendix 1).

9.5.6. The replacement of the approved supervisor may be carried out in exceptional cases, such as the inability to provide scientific advice for objective reasons (in connection with the transition to another job, for health reasons, etc.) or force majeure.

9.5.7. The head of the graduating department is responsible for replacing the domestic scientific supervisor of the doctoral student.

9.5.8. The responsibility for the replacement of a foreign scientific consultant is borne by the domestic scientific supervisor of the doctoral student and the head of the graduating department.

9.5.9. The replacement of the supervisor is carried out by the order of the rector of Osh State University on the basis of the decision of the Academic Council on the presentation and justification of the graduating department with the consent of the director of the Department of Master's Degree PhD doctoral studies .

9.5.10. It is not allowed to replace the scientific supervisors of a PhD student in the final year.

9.5.11. If the domestic scientific supervisor has PhD doctoral students who did not defend themselves within the prescribed period, then this scientific supervisor is not allowed to conduct scientific supervision of PhD doctoral students of the new set until the moment of defending the dissertation of the PhD doctoral students of the previous



sets.

9.5.12. The responsibility for the timely submission of the candidates of scientific supervisors of PhD doctoral students for consideration by the Academic Council is borne by the heads of the graduate departments where PhD doctoral students are trained.

## **10. Requirements for the PhD thesis and its defense**

10.1. The PhD thesis is an individual scientific qualification work and must be written by the doctoral student alone, contain a set of new scientific results and provisions put forward by the author for public defense, have an internal unity and testify to the personal contribution of the doctoral student to science.

10.2. The PhD thesis must meet the following requirements:

- comply with the relevant issues that have the nature of a priority on a national scale;
- meet the profile for which the PhD thesis is being defended;
- be based on the advanced theoretical, methodological and technological achievements of science, technology and production;

contain specific practical recommendations, solutions to theoretical and / or applied problems;

- the results should be implemented at the institutional level and / or industry-wide.

10.3. The PhD thesis, which has applied significance, should contain information about the use of scientific results obtained by the author, confirmed by documents on the introduction of new quantitative and qualitative indicators about the advantages of the proposed technologies, product samples, materials. In the dissertation, which has an applied value, recommendations should be formulated on the implementation of scientific conclusions and results.

10.4. The doctoral student is obliged to publish at least two scientific articles reflecting the scientific results of the dissertation research - in scientific publications with a non-zero impact factor, indexed by the international systems WEB of Science or Scopus. The published works that reflect the main scientific results of the dissertation are: diplomas for discoveries; patents for inventions; certificates for utility models; patents for industrial designs; computer programs; integrated circuit topologies.

Newspaper articles, deposited manuscripts, and abstracts are not included in the list of published works.

10.5. No more than two articles of a doctoral student can be published in one publication of a printed body.

10.6. The design of the PhD thesis must meet the established requirements.

(Appendix 3)

10.7. PhD dissertation is submitted to the Department of Master's Studies of the PhD doctoral program no later than three months before the end of the period of study in the basic doctoral program (PhD/profile).



10.8. The Department of Master's and PhD doctoral Studies organizes the examination of the dissertation for plagiarism. The originality of the text of the PhD thesis should be:

- social sciences and humanities-at least 75%;
- natural science, technical, physical and mathematical sciences – at least 85%.

10.9. For the examination of the PhD thesis, preliminary and public defense, a jury of five people is formed by the order of the rector.

The jury consists of:

1) two opponents from other universities or scientific organizations, one of which must be from abroad;

2) representatives from other universities or scientific organizations.

Applicants for inclusion in the jury must be specialists with a degree of at least PhD / doctor in the profile, who have scientific publications in domestic and foreign scientific publications over the past 5 years, including at least two publications in scientific publications with a non-zero rating impact factor, indexed by the international systems Scopus, Web of Science.

10.10. The Department of Master's and PhD Doctoral Studies conducts the following stages of examination and defense of the PhD thesis:

- examination of the PhD thesis, conducted by the jury in parallel with the public discussion, which last at least 1 month;
- preliminary defense before the members of the jury at the place of performance of the dissertation research;
- public defense of the PhD thesis.

10.11. The Department of Master's and PhD Doctoral Studies, in order to organize a public discussion of the PhD thesis, publishes its text on the Osh State University website no later than two months before the preliminary defense. As a result of the public discussion, the doctoral student must receive at least two external reviews.

10.12. Based on the results of the examination, the jury members must submit an opinion on the PhD dissertation at least 10 days before the PhD dissertation is defended. The conclusion reflects the following questions:

- approval of the topic of the dissertation research, in case of a change in the topic- justification of the change;
- scientific guidance, in case of replacement - justification of the decision;
- submitted PhD dissertation for the first time or repeatedly, in case of repeated submission-comprehensive information on the elimination of comments to the PhD dissertation;
- relevance of the selected topics;
- compliance of the content of the dissertation with the title of the PhD, as well as the profile of the program;
- reliability of research results, validity of conclusions and recommendations;
- novelty of the scientific results submitted for defense;



- scientific, practical, economic, social significance of the research results and information confirming this significance;
- presentation of the scientific results of the dissertation research in the published works with the appendix of the list and nature of publications;
- personal participation of the author in obtaining the scientific results presented in the PhD thesis.

10.13. Upon completion of the examination of the PhD thesis by the jury members and public discussion, the Department of Master's and PhD doctoral Studies organizes a preliminary defense with the participation of the jury members. The procedures and schedule of the preliminary defense are determined by the OSGU and provided by the technical secretary of the jury.

10.14. During the preliminary defense, the doctoral student presents:

- 1) reviews of scientific supervisors;
- 2) scientific publications with the results of the dissertation research;
- 3) external reviews;
- 4) public presentation with a summary of the content of the dissertation research and its scientific results.

10.15. Based on the results of the preliminary defense, the following decisions are made by the jury members:

- 1) recommend a PhD thesis for defense;
- 2) recommend the PhD thesis for defense after eliminating the comments;
- 3) reject the PhD thesis.

A period of three to six months is allowed for the elimination of comments.

10.16. PhD dissertations with eliminated comments and implemented recommendations, given during the preliminary defense at the place of the dissertation research, confirmed by the signatures of the jury members on the PhD dissertation approval sheet, are allowed for public defense.

10.17. A month before the public defense, an announcement about the time and place of the defense, indicating the topic of the PhD dissertation, information about the doctoral student and scientific supervisors, is posted on the website of the university or scientific institution.

10.18. The preliminary and public defense is made out by the minutes of the jury meeting. The protection procedure must be recorded by video recording.

10.19. The procedures for conducting public defense and the document flow are determined by the Osh State University.

10.20. Doctoral students whose PhD theses were rejected by the jury are considered not to have fulfilled the individual plan and are subject to expulsion from the basic doctoral program (PhD/profile) by the order of the rector on the recommendation of the Department of Master's and PhD doctoral studies. In this case, the expelled doctoral students are issued an academic certificate within two weeks on the basis of a personal application.



## **11. Procedure for considering an appeal against a jury decision**

11.1. Based on the results of the jury's decision, the doctoral student (applicant) has the right to submit a written application to the appeal commission for a negative decision of the jury.

11.2. The appeal application for a negative decision of the jury is submitted by the doctoral student (applicant) in any form within 2 (two) months from the date of the decision to the Rector. The procedure for conducting an appeal is approved by the rector of Osh State University independently in accordance with the provisions of the Regulations on the Preparation of a Doctor of Philosophy (PhD) in the Kyrgyz Republic/doctors by profile and present Regulations.

11.3. Within 10 (ten) working days from the date of filing an appeal, an appeal commission (hereinafter referred to as the Commission) is established by the Rector's order. The Commission consists of 3 (three) specialists with an academic degree in the relevant specialty and a technical secretary without the right to vote from among the specialists of the department of basic doctoral studies (PhD/by profile). Scientific consultants, reviewers, and members of the jury may not be members of the commission. The Commission is guided in its activities by the norms of this Regulation.

11.4. The Commission considers the appeal application, the dissertation, the materials of the dissertation council for the defense of the PhD dissertation, prepares an opinion on the results of the appeal and makes a decision within 30 (thirty) calendar days from the date of its creation.

11.5. The decision of the Commission is adopted by an open vote by a majority vote and signed by all its members.

11.6. The decision and conclusion of the Commission are sent within 15 (fifteen) calendar days for re-examination by the jury. The decision of the jury on the appeal is final and is communicated to the doctoral student (applicant).

11.7. The decision of the jury on the issue of appeal by the university is communicated to the doctoral student (applicant) within 5 (five) days from the date of its adoption and is posted on the Osh State University website.

11.8. In case of disagreement with the final decision of the jury on the issue of refusal to award the degree of Doctor of Philosophy (PhD)/according to the profile of the doctor, the decision can be challenged in court, established by the legislation of the Kyrgyz Republic.



## **12. Procedure for reinstatement, expulsion, transfer of doctoral students and granting of academic leave**

12.1. The restoration of doctoral students to study and their transfer from one university and scientific institution to another is carried out by the order of the rector on the basis of a personal application twice a year, before the beginning of the academic semester.

The decision to restore or transfer is made by the Academic Council of Osh State University.

12.2. Persons who have been expelled from the basic doctoral program (PhD/profile) have the right to be reinstated within 10 years.

12.3. When translating, the following indicators are considered:

- field of scientific research;
- number of ECTS credits disbursed;
- list of disciplines of the educational component of the program;
- learning outcomes.

12.4. A doctoral student may be expelled from the basic doctoral program (PhD/profile) in the following cases:

- at your own request;
- for failure to fulfill an individual plan;
- for violating the internal regulations of the university;
- for non-compliance with the terms of the contract concluded between the doctoral student and the university.

12.5. It is not allowed to expel doctoral students during their illness, vacation, maternity leave, as well as academic leave.

Doctoral students may be granted academic leave for medical reasons and in other exceptional cases (natural disasters, family and other circumstances that do not allow them to continue their education) when providing identification documents. Academic leave may not exceed 12 calendar months.

12.7. The decision to grant academic leave to a doctoral student is made by the rector on the basis of a personal application of the doctoral student with the relevant documents attached.

12.8. The basis for issuing an order for admission to the educational process of a doctoral student who has returned from academic leave for medical reasons is the personal statement of the doctoral student and the conclusion of the state health institution at the place of permanent monitoring of his health status.



### **13. Award of the Doctor of Philosophy (PhD) qualification)/doctors by profile and issuing a diploma**

13.1. A doctoral student who has successfully defended a PhD thesis, as well as fully completed the curriculum, is decided by secret ballot by the jury members to award the Doctor of Philosophy (PhD) qualification.)/doctors in the profile with the right to carry out scientific and other professional activities and a state-issued diploma is issued.

13.2. The decision of the jury on the issue of awarding the Doctor of Philosophy (PhD) qualification)/a doctor's profile is considered positive if at least two-thirds of the jury members who participated in the meeting voted for it.

13.3. Osh State University has the right to issue the diploma of Doctor of Philosophy (PhD)/doctors in the profile of the state sample on accredited programs of preparation of the doctor of philosophy (PhD)/doctors according to the profile in accordance with the minimum requirements for accredited programs.

13.4. Samples of Doctor of Philosophy (PhD) diplomas)/doctors in the profile of the state sample are established by the authorized state body in the field of education and science of the Kyrgyz Republic.

13.5. Diploma of Doctor of Philosophy (PhD)/the doctor's profile is signed by the chairman of the jury and the rector of Osh State University.

### **14. Procedure for making changes and additions**

14.1. Depending on the circumstances, it is allowed to make changes and additions to this Regulation.

14.2. Amendments and additions are made in accordance with this Regulation after discussion and approval and come into force on the basis of the Decision of the Academic Council and the order of the Rector of Osh State University.

14.3. The changes and additions made are made on a separate page, indicating the registration number.