

Regulation

on the procedure for affiliating persons to federal state budgetary educational institution of higher education “St Petersburg State University” to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura)

1. GENERAL PROVISIONS

1.1. This Regulation establishes the procedure for affiliating persons to St Petersburg University to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura) (hereinafter referred to as **affiliation**) having a specialist or a master degree (hereinafter referred to as **an Affiliating person**), and the procedure for preparing a doctoral dissertation.

1.2. The affiliation is provided according to main fields of study, upon which a dissertation for a candidate's or doctoral degree is accepted for defence by St Petersburg University and which are included in the List, formed according to the Nomenclature of Scientific Specialties in the Russian Federation and approved by the St Petersburg University Academic Council.

1.3. The affiliation is provided for up to three years.

2. TERMS AND PROCEDURES FOR ACCEPTANCE OF DOCUMENTS

2.1. Documents are accepted within the deadlines determined by the order of the Rector or an authorised official of St Petersburg University. The order also indicates the number of affiliation places for each of the main fields of study that will be affiliated to. The order is published on the St Petersburg University website.

2.2. An affiliating person shall submit the following documents addressed to the SPbU Rector:

2.2.1. A personal application (Annex No 1 to this Regulation);

2.2.2. A copy of an identity document of an affiliating person;

2.2.3. A copy of a state (or equivalent to it) diploma, obtained in the Russian Federation, of higher education (either a specialist diploma or a master diploma) whose holder is an affiliating person or a copy of a diploma obtained in a foreign country which is recognised as equivalent in the Russian Federation (under conditions set in Para. 3 and 4 of Article 107 of Federal Law No 273-FZ as of December 29, 2012 "On Education in the Russian Federation");

2.2.4. The list (in Russian) of research papers and/or patents (certificates) for a utility model, industrial design, selection achievements, computer software, databases, integrated circuit topologies duly registered, published by an affiliating person (including coauthored works) and signed by an affiliating person (if any);

2.2.5. Justification for choosing the topic of the doctoral dissertation;

2.2.6. The doctoral dissertation preparation plan according to the established form (Annex No 2 to this Regulation).

2.3. The documents listed in Para. 2.2 of this Regulation shall be submitted to the SPbU Pure System. When filling in the application, one should follow the Instruction (Annex No 3 to this Regulation).

3. AFFILIATION PROCEDURE

3.1. To consider the issues stipulated by this Regulation related to the affiliation of persons to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura), a committee is created (hereinafter referred to as the committee), the body of which consists of academic staff, approved by the rector, and includes the chairman, deputy chairman, secretary, members of the committee. The chairman of the committee is the rector or the person authorised by the rector.

3.2. The decision to affiliate persons to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura) and to approve a proposed research supervisor or to refuse to affiliate is made by the

committee established under Para. 3.1. of this Regulation, after considering the documents submitted according to Para. 2.2. of this Regulation.

3.3. No later than 30 working days from the date of the deadline for submitting the documents specified in Para. 2.2. of this Regulation, the Affiliating person shall be notified of the decision of the committee on the affiliation or on a reasoned refusal to affiliate in the way indicated in the personal application of the Affiliating person.

3.4. Within 10 working days after the committee makes a decision on the affiliation of the person, an Agreement on affiliation of a person to prepare a doctoral dissertation is concluded with the person, which, in particular, specifies the conditions and the term for preparing the dissertation. The form of the Agreement on affiliation is approved by the Deputy Rector for Legal Affairs in agreement with the Senior Vice-Rector E.G. Chernova and Vice-Rector for Research. The tuition fee for providing services to persons affiliated to SPbU to prepare a dissertation is determined according to the estimated cost, attached to the agreement on affiliation, or according to the order of the Senior Vice-Rector E.G. Chernova on the approval of the cost of the relevant services.

3.5. Within 10 working days after signing the Agreement on affiliation, the Vice-Rector for Human Resources or another official authorised by the Rector issues an order on affiliation a person to SPbU to prepare a doctoral dissertation (hereinafter referred to as the Order on affiliation), on approval of a research supervisor of the affiliating person from academic staff of St Petersburg University and on approval of the Plan for the preparation of the doctoral dissertation, agreed with the research supervisor of the affiliating person.

3.6. The order on affiliation is posted on the SPbU website on the Internet within 3 working days after its publication for a period of 3 years.

3.7. The person affiliated to SPbU under the Order on affiliation and the Agreement on affiliation shall be notified within 5 working days from the date of the publication of the Order on affiliation.

4. THE PROCEDURE TO PREPARE A DOCTORAL DISSERTATION

4.1. A person affiliated to St Petersburg University to prepare a doctoral dissertation under the guidance of his/her research supervisor fulfills their doctoral dissertation preparation plan and twice a year must undergo an interim assessment at a meeting of the commission established under Para. 3.1. of this Regulation.

4.2. Three working days before the meeting of the commission, at which it is planned to assess a person affiliated to SPbU to prepare a doctoral dissertation, the research supervisor provides a report on the work done by the affiliated person during the reporting period and on the performance of the doctoral dissertation preparation plan and recommends the affiliated person to continue the preparation of his/her doctoral dissertation at St Petersburg University or does not recommend the affiliated person to continue his/her work and call off his/her affiliation to St Petersburg University due to the failure to complete their doctoral dissertation preparation plan.

4.3. The recommendations of the committee are issued by an abstract of the minutes of the committee meeting. The person affiliated to SPbU to prepare a doctoral dissertation shall submit the abstract of the minutes of the committee meeting and the report of his/her research supervisor on the performance of the doctoral dissertation preparation plan to the Vice-Rector for Research within 3 working days to make a decision whether to recommend or not the affiliated person to continue their work.

4.4. In case the independent aspirantura student fails to fulfill his/her obligations under the Agreement on affiliation, including non-fulfillment, which becomes the basis for making a decision that the affiliated person has failed to pass interim assessment, the Vice-Rector for Research has the right to decide on early termination of the Agreement on affiliation, which is issued by the relevant order and communicated to the independent aspirantura student.

Annex No 1

To the Rector of St Petersburg
University N.M. Kropachev

APPLICATION for affiliation to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura

I, _____,
full name

apply to affiliate me to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura in the main field of study of academic staff _____ from _____ for _____ (months/years).
(code and title of the main field of study)

Personal information:

Date of birth: _____

Postal address: _____

telephone: _____

e-mail: _____

Please inform me about the decision of the committee on affiliation

Specify the way of informing: by mail / e-mail

I read and understood:

— the SPbU Charter;

— the Regulation on the procedure for affiliating persons to St Petersburg State University to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura).

I agree to the processing of the personal data provided in order to carry out the activities, specified in the Charter of St Petersburg University, in the manner prescribed by Federal Law as of July 27, 2006 No 152-FZ "On Personal Data".

Independent aspirantura student _____

(sign here)

Full name

Annex No 2

DOCTORAL DISSERTATION PREPARATION PLAN “The Title of Doctoral Dissertation”

1. Independent aspirantura student: full name
2. Proposed research supervisor (if any): full name, position, academic degree
3. Specify the scientific background on the topic of the dissertation. If the period of affiliation is less than a year, specify the percentage completion of the dissertation.
4. Detailed description of each stage of work:
 - Stage 1. Specify the timeline of the stage
 - Specify the planned activities for the preparation of the doctoral dissertation.
 - Specify the number of hours worked with the research supervisor.
 - Step 2. Specify the timeline of the stage
 - Specify the planned activities for the preparation of the doctoral dissertation.
 - Specify the number of hours worked with the research supervisor.
 - Step 3. ...
5. Total hours worked with the research supervisor - _____.
6. Specify whether it is supposed to use the equipment of the Resource Centres of the SPbU Research Park, specify which Resource Centre of the SPbU Research is supposed to be used to conduct research and its scope. If no work is planned to be done in the Resource centres of the SPbU Research Park, specify that the use of the equipment at the Resource Centres of the SPbU Research Park is not planned.
7. Specify the period of affiliation to St Petersburg University to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura - _____years (months).

Affiliating person

(sign here)

Full name

Annex No 3

INSTRUCTION ON FILLING IN AN APPLICATION FORM IN THE SPbU PURE SYSTEM

1. To make an application, the affiliating person receives an SPbU personal account after filling in the registration form located at: <https://support.it.spbu.ru/self>, confirming the email address used. The login and password are sent automatically to a confirmed email address. Access to the SPbU Pure system is automatically activated on the next working day.

2. After logging in to the SPbU Pure system (<https://pure.spbu.ru/admin/login.xhtml>) via the Portal of St Petersburg University researchers (<https://research.spbu.ru/ru/>), select the "Applications" item in the main menu located on the left side of the screen, press the button "+" ("Add"). The type of application is Other competitions at St Petersburg University > Application for incoming academic mobility of St Petersburg University.

The application form is filled in according to the following guidelines. **It is necessary to fill in only the following fields:**

No/No	Name of the field in the application form	Guidelines
1.1	Features of the activity type	Click the "Add features of the activity type" button. Select from the drop-down list the line "research and development - fundamental research" and click the "attach" button.
1.2	Title	Specify the title of your doctoral dissertation
1.3	Acronym	Type "Independent aspirantura studies".
1.4	Summary	Justify your choice of the topic of the doctoral dissertation
1.5	Statement of reasons to fulfil the application	Provide a justification of the importance of the dissertation research.
1.6	The results planned for publication in scientific journals	Specify data for planned publications.
1.7	The results planned for publication in non-periodical editions	Specify data for planned publications.
1.8	Potential for registration	Specify potentially registrable results of the work (if planned).
1.9	Planned use of the Research Park	Specify (if planned).
1.10	Planned use of SPbU collections	Specify (if planned).
1.11	Independent aspirantura students > Participants of this application	By clicking the "Add a person" button, specify a proposed research supervisor . Check that the user's full name – a proposed research supervisor - is correct. Next, by clicking the "Add a person" button, specify the person to be affiliated as the performer of the application.
1.12	Application support service	If there are several divisions to choose from, specify

		which one you plan to affiliate to for the preparation of a doctoral dissertation. If there is no choice of divisions, leave the default service selected.
1.13	Financing	Click the “Add financing” button and enter “Individual” (without inverted commas). In the Financing Summary, specify the mode “in brief”.
1.14	Life cycle	In the "Expected Start Date" and "Expected End Date" fields, enter the estimated affiliation dates.
1.15	Documents	Add the following files: A scan of the personal application addressed to the Rector of St Petersburg University; A passport scan; A scan of a higher education diploma(s); A scan of the List of research papers and/or patents (certificates) for a utility model, industrial design, selection achievements, computer software, databases, integrated circuit topologies duly registered, published by an affiliating person (including coauthored works) and signed by an affiliating person (if any); A scan of a doctoral dissertation preparation plan signed by an affiliating person (if any).
1.16	Key words	Enter key words relevant to the topic of the doctoral dissertation (one in each free field) in Russian. As soon as you start typing the first keyword in a free field, a second free field to be filled will open, etc.
1.17	Codes of State Rubricator of Scientific and Technical Information (GRNTI)	Clicking the “Add GRNTI codes” button, select the GRNTI codes from the drop-down list.
1.18	International classification codes	Click the “Add international classification codes” button to select international classification codes from the drop-down list.
1.19	Visibility	Do not change the default visibility “confidential” type.

3. After filling in the above fields, click the "Save" button at the bottom of the page. After saving the information, you can edit your application if necessary.

4. After having filled in the application (including attaching all the documents in the “Documents” section according to Para. 1.15 to your application), you shall re-enter the application and click the “Submit for internal approval” button to send the application for consideration to SPbU officials who are in charge of affiliating persons to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura) to the federal state budgetary educational institution of higher education “St Petersburg State University”. In the window that opens, you shall click the “Submit for internal approval” button again.

Please note: Requests related to the functioning of the SPbU PURE system should be sent to support.pure@spbu.ru. Requests related to the content of fields to be filled in the application should be sent by email to the person in charge of the specific field of study (The list of persons in charge of working with applicants for specific fields of study is published on the St Petersburg University website in the Science section

(<http://nauka.spbu.ru/soiskatelstvo>). If any problems occur, either at the registration stage or when accessing the SPbU Pure system, you should send an email to support.pure@spbu.ru (replies are on weekdays).