

Ministry of Education and Science of the Russian Federation  
Federal State Autonomous Educational Institution of  
Higher Education  
“Siberian Federal University”

APPROVED

Rector


\_\_\_\_\_ Eugene Vaganov  
\_\_\_\_\_, 2016

**REGULATIONS**

**For SibFU Selection Program “SibFU PhD”**

**PhD - 2016**

Krasnoyarsk 2016

 <small>СИБИРСКИЙ ФЕДЕРАЛЬНЫЙ УНИВЕРСИТЕТ SIBERIAN FEDERAL UNIVERSITY</small>	<b>REGULATIONS</b> <b>For SibFU Selection Program “SibFU</b> <b>PhD”</b>	<b>ПВД КИ PhD - 2016</b>
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## 1 General Provisions

1.1. These Regulations prescribe organization and procedure of candidate selection for research grant among the SibFU PhD students.

1.2. SibFU PhD selection program winners will be awarded a grant support at the expense of the grant-in-aid “For State Support of the Leading Universities of the Russian Federation to Increase their Competitiveness among Leading International Research and Educational Centres”.

1.3. The program aims at development of SibFU HR potential and formation of an image of SibFU as one of international research and educational centres.

The purpose of SibFU PhD Program (hereinafter – the Program) is to attract motivated and talented Russian and international young scientists (hereinafter – the students seeking SibFU PhD degree, or the PhD students) who are capable of completing and defending their international PhD degree dissertation under supervision of the University leading scientists for scientific research in SibFU.

1.4. Selection activities shall be carried out by the Selection Board acting in accordance with “Regulations for the Scientific Activities HR Support Commission”. The Selection Board composition (hereinafter – the Board) shall be designated by the University rector’s administrative order.

1.5. The budget allocated for the Program is subject to the decision of the SibFU Budget Commission (in the framework of grant-in-aid “For State Support of the Leading Universities of the Russian Federation to Increase their Competitiveness among Leading International Research and Educational Centres”).

1.6. The list of majors for SibFU PhD Program training shall be defined by the rector’s administrative order.

## 2. Requirements for Applicants


2.1. The applicants have to meet the following requirements:

- the selection program participant (hereinafter – the applicant) shall be under 30 years of age (for the moment of application);

- At least the B2 level of English proved by a certificate of a higher education institution or other certificate or by any independent scientific publications in peer-reviewed scientific journals in English (note: such certificate is not compulsory for native English speakers);

- experience of participation in research during Master studies supported by either scientific publications in peer-reviewed scientific journals, scientific works and conference abstracts and presentations at international scientific conferences, or by the research supervisor of the Master thesis or by colleagues;

- the applicant has never been a winner of the Program before.

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2.2. To participate in the Program selection the applicant shall preliminarily have an interview with an intended scientific supervisor under supervision of whom the applicant plans to perform the research at SibFU.

The Interview shall be the ground for negative or positive conclusion about participation in the research grant selection (Annex 1). This conclusion shall be passed to an authorized officer of Graduate, Post-graduate and Faculty Performance Evaluation Office.

Foreign citizens who for good reasons have no opportunity to attend the interview personally or have poor command (or no command) of Russian can participate in the selection remotely on the basis of the applicant’s documents submitted to the authorized University officer who is appropriately competent to make such conclusion.

Final decision on enrollment of the applicant for SibFU PhD Program shall be made by the University rector according to the Selection Board opinion.

2.3. The applicant shall submit the following documents:


- application to participate in the SibFU PhD Program Selection addressed to the rector of the University as in Annex 2;
- written consent of the intended SibFU supervisor to supervise the applicant’s scientific work;
- form with personal information (Annex 3);
- copies of the documents certifying the applicant’s Master’s (or Specialist’s) degree;
- certificate of the English language level;
- copy of the national passport;
- the applicant’s curriculum vitae;
- motivation letter;
- list of scientific papers;
- 2-3 letters of recommendation from previous scientific supervisors and colleagues.

### **3. Selection organization and procedure**

3.1. Electronic applications filled in according to the Regulations requirements are to be sent to the authorized officer of Graduate, Post-graduate and Faculty Performance Evaluation Office within a period of time set by the Board to the address: office P6-12, 79/10 pr. Svobodny, Krasnoyarsk or by e-mail to [aspirantura@sfu-kras.ru](mailto:aspirantura@sfu-kras.ru).

Applications which do not meet the requirements set by the Regulations shall not be included into the selection and shall not be considered by the Board.

In case of non-compliance with the requirements, the expert of Graduate, Post-graduate and Faculty Performance Evaluation Office will send electronic notice specifying the discovered nonconformities to the contact address of the applicant.

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The applicant then is entitled to make corrections of the documents and resubmit them to the expert of Graduate, Post-graduate and Faculty Performance Evaluation Office within the deadlines set by the Board.

3.2. The expert of Graduate, Post-graduate and Faculty Performance Evaluation Office prepares the applicants' documents and transfer them to the chair and members of the Board for preliminary review.

Documents of the applicants who can not attend the interview personally are included into document selection.

3.3. After the submitted documents have been reviewed of the expert of Graduate, Post-graduate and Faculty Performance Evaluation Office organizes a scheduled meeting of the Board for the date approved by the chair of the Selection Board.

the Board takes into consideration the following:

- the applicant's publications listed in the application;
- scientific originality and novelty of the supposed research results;
- the applicant's qualification and competence;
- scientific results of the University department which plans to enroll the Selection participant;
- planned date of the thesis defense.

3.4. Decision about selecting the winners of the SibFU PhD Program shall be taken by the majority of votes of the Board members.

3.5. The SibFU PhD Grant winner can be a fee-paid service PhD student enrolled for PhD programs at SibFU.

3.6. Reasons for refusal or support of the applicants' projects are confidential.


3.7. The selection results are approved by an administrative order of the University rector. The expert of Graduate, Post-graduate and Faculty Performance Evaluation Office is responsible for preparation of order project about approval of the selection winners list and its finalization with all the parties involved.

The sealed abstract of the Board meeting minutes shall be e-mailed to the Selection winners within five days after the scheduled meeting of the Selection Board.

Non-residents of Krasnoyarsk shall be additionally informed about the date of their arrival at the University and contact details.

3.8. In the event the winner can not continue their education at SibFU, they shall inform the expert of Graduate, Post-graduate and Faculty Performance Evaluation Office about such fact not later than two weeks before the beginning of the academic year and shall return grant amount in full to the University account. Should that be the case the grant amount shall be reshared among other top students of the Selection.

#### **4. Organization of activities and reporting of SibFU PhD Students**

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4.1 Scientific supervisor for the PhD student’s dissertation shall be approved by the Rector’s administrative order.

The selection winners receive the decision about grant support of their research within SibFU PhD Programs. A Grant Agreement stating the performance criteria for the SibFU PhD student shall be concluded as a mandatory supplement to the decision (Annex 4).

The selection winner shall also be entitled for a quarterly paid equal parts of the grant according to the schedule in the Grant Agreement.

4.2. SibFU PhD students who are non-residents of Krasnoyarsk can be accommodated at the University campus dormitories at the students’ own expenses.

4.3. The scientific supervisor undertakes to confirm and present to the vice-rector for academic affairs an individual plan of the SibFU PhD student’s dissertation research within two weeks after the student’s enrollment.

The scientific supervisor of the SibFU PhD student’s dissertation is responsible for organization and monitoring of the research procedures, performing intermediate attestation procedures, and informing the SibFU administration about the PhD student’s performance.

In case SibFU PhD student has no scientific results of the research or other, the scientific supervisor shall inform the Board chair about such fact. The scientific supervisor of the PhD student’s dissertation has the right to apply to the Board for a premature expel of the PhD student.


4.4. SibFU PhD students shall have intermediate examinations twice a year and represent a year report about the results of the student’s research in the end of each year subject to the form as in Annex 5. The reporting materials in paper or electronic form shall be presented to the expert of Graduate, Post-graduate and Faculty Performance Evaluation Office. A paper copy of the report shall be under the scientific supervisor’s signature.

The report includes materials proving the research performance (full text of the thesis or its part, publications, certificates, opinions, etc.) attached.

The expert of Graduate, Post-graduate and Faculty Performance Evaluation Office submits summarized results of the SibFU PhD students’ activity to the Board chair who determines the date of Final (annual) Board meeting and procedure for the discussion of the results of the SibFU PhD students’ activity during the reporting period.

In case the SibFU PhD Program student does not provide the report on the research results within the due period with no valid excuse, the Board has the right to apply for expel of the PhD student.

4.5 In the event of any circumstances making further training of the SibFU PhD student impossible, the PhD student is obliged to inform the expert of Graduate, Post-graduate and Faculty Performance Evaluation Office within 5 working days other such circumstances have been discovered.

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4.6 When expelled the SibFU PhD student shall return the grant amount pro rata to the unused period of training to the University account.

### **5. Grounds to stop the grant support**

5.1 the payments under the grant shall be terminated in the following events:

- the PhD student is transferred to other degree program;
- in case of academic leave or other leaves of the PhD student;
- in case of the student’s expel (if the student is further reenrolled for the University, the grant support shall not be reassigned);
- in case the PhD student breaches the University Regulations, rules of internal labour regulations or other local regulations of the University) with following disciplinary sanction imposed;
- in case of any late payments of educational fees.

### **6. Approvement and Alteration of the Regulations**

6.1 These Regulations shall be approved by SibFU rector.

6.2 Any alterations and annexation shall be made subject to decision of the Selection Board, vice-rector for academic affairs and rector of the University.

#### DEVELOPED BY

Head of Doctoral, Post-doctoral and  
Faculty Performance Evaluation Office

O. Grogorieva

Director, Centre for Metrology,  
Standardization and Quality Management

E. Osokin

#### APPROVED BY

First Vice-rector for Economics  
and Development

P. Vcherashniy

Vice-rector for Research and  
International Cooperation


S. Verkhovets

Vice-rector for Academic Affairs

M. Rumyantsev

Head of Administrative and Legal Department

Iu. Krylyshkina

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Normative Supervisor: Head of Quality Control Office

L. Sabitova