

## **PROCEDURE FOR APPROVING THE DISSERTATION THEME FOR PhD STUDENTS**

### **1. Approval of the topic at the department meeting**

- 1.1. Presentation of the dissertation abstract and the proposed calendar plan.
- 1.2. Presentation of the key points of the abstract followed by discussion.
- 1.3. Approval of the PhD student's individual research plan.
- 1.4. Appointment of the academic supervisor, accompanied by documentation confirming the supervisor's qualification and relevance to the dissertation topic (the academic supervisor must have at least two publications related to the dissertation topic of the PhD student).
- 1.5. Submission of the department meeting minutes excerpt concerning the appointment of the academic supervisor to the Department of Postgraduate and Doctoral Studies (within one month from the date of the PhD student's enrollment).
- 1.6. Official approval of the academic supervisor by university order issued by NMU.

### **2. Approval of the Dissertation Topic and the PhD Student's Individual Research Plan at the Interdepartmental Meeting**

The following documents must be submitted for the meeting:

An excerpt from the minutes of the department meeting confirming the approval of the dissertation topic (1 copy);

The dissertation abstract and 4-year plan (1 copy).

### **3. Statement on the Bioethical Aspects of the Planned Research**

3.1. A PhD student obtains an official statement permitting the conduct of research involving human participants and/or laboratory animals.

### **4. Approval of the Dissertation Topic at the Meeting of the Faculty Academic Council**

4.1. A formal petition from the Head of the Department to the Chair of the Faculty Academic Council requesting the inclusion of the dissertation topic and the PhD student's individual research plan on the meeting agenda.

The petition must be accompanied by the following documents:

An excerpt from the minutes of the department meeting confirming the approval of the dissertation topic (1 copy);

An excerpt from the minutes of the interdepartmental meeting confirming the approval of the dissertation topic (1 copy);

The dissertation abstract and 4-year plan (1 copy);

The PhD student's individual research plan;

A list of the academic supervisor's publications relevant to the topic of the applicant's PhD dissertation;

An official statement permitting research involving human participants and/or laboratory animals.

4.2. At the meeting of the Faculty Academic Council, the PhD student presents the key points of the dissertation abstract.

## **5. Submission of Documents to the Postgraduate and Doctoral Studies Office**

**(No later than three months from the date of enrollment)**

### **Required documents:**

- An excerpt from the minutes of the department meeting confirming the approval of the dissertation topic (1 copy);
- The dissertation abstract signed by the academic supervisor and the 4-year plan (1 copy);
- The PhD student's individual research plan approved by the Vice-Rector for Research and Innovation;
- A copy of the official statement permitting research involving human participants and/or laboratory animals, or the conclusion of the Bioethics and Research Ethics Committee;
- Excerpts from the minutes of the interdepartmental meeting and the Faculty Academic Council;
- A list of the academic supervisor's publications relevant to the topic of the PhD student's dissertation research.

## **6. Bioethical Review of the Dissertation Topic**

*(To be completed during the first two years of PhD studies, and strictly before any public dissemination of research results)*

### **Required documents:**

6.1. A formal request addressed to the Chair of the Bioethics Committee requesting a bioethical review (signed and dated).

6.2. The researcher's CV (signed and dated).

6.3. An abstract of the dissertation research program (approved at the department meeting during the planning of the research topic), including a mandatory biostatistics section detailing the methodology of statistical analysis, particularly the method used to calculate the minimum required sample size for drawing valid

conclusions.

6.4. “Informed Consent Protocol” and/or “Protocol for Working with Experimental Animals” (approved at the meeting of the relevant academic department or research unit prior to initiating work with patients, volunteers, or laboratory animals).

6.5. All documents confirming the legitimacy of conducting research at clinical sites or research laboratories (e.g., scanned copy of a valid cooperation agreement, duly signed and officially registered).

6.6. A signed consent form for the processing of personal data.

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