**Attachment 1. Postgraduate Student Work Plan Template**

**PEOPLES’ FRIENDSHIP UNIVERSITY OF RUSSIA**

|  |  |
| --- | --- |
| THE PLAN IS DONE:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ " \_\_\_\_" \_\_\_\_\_\_ 20  (postgraduate student's signature)  I AGREE:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ " \_\_\_\_" \_\_\_\_\_\_ 20  (signature of supervisor) | APPROVE:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature of the head of the BUP)  "\_\_\_\_" \_\_\_\_\_\_ 20 ..  Plan reapproved  "\_\_\_\_" \_\_\_\_\_\_ 20 ..  (signature of the head of the BUP) |

**INDIVIDUAL WORK PLAN OF A POSTGRADUATE STUDENT**

**(** **individual plan of scientific work and individual study plan )**

Full name:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Code and name of scientific specialty : \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the postgraduate program:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor (full name, academic degree, title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enlisted by order dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_\_\_\_.

Discharged by order dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_\_\_\_.

Additional orders (if any):

Order on the appointment of a supervisor dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 20\_\_, No. \_\_\_\_\_\_\_.

Order on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_.

Order on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_.

Order on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_.

Order on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated "\_\_\_" \_\_\_\_\_\_\_\_\_\_ 20\_\_ No. \_\_\_\_\_\_\_.

Topic of the dissertation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
The topic was discussed at the meeting of the department "\_\_\_" \_\_\_\_\_\_\_\_ 20, protocol No. \_\_\_\_\_\_\_\_\_\_\_\_\_.

The topic was approved by the Academic Council of the Institute "\_\_\_" \_\_\_\_\_\_\_\_ 20, protocol No. \_\_\_\_\_\_\_\_\_\_.

Certification for the 1st year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_" \_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Order on transfer to the next course) (signature of the supervisor)

Attestation for the 2nd year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_" \_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Order on transfer to the next course) (signature of the supervisor)

Attestation for the 3rd year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_" \_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Order on transfer to the next course or on admission to the GIA) (signature of the supervisor)

Attestation for the 4th year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_" \_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Order on transfer to the next course or on admission to the GIA) (signature of the supervisor)

Attestation for the 5th year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ "\_\_\_" \_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Order on transfer to the next course or on admission to the GIA) (signature of the supervisor)

DUE TO THE SUCCESSFUL IMPLEMENTATION OF THE PLAN ISSUE A CERTIFICATE OF COMPLETION OF POSTGRADUATE STUDIES *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_(* Full name of the postgraduate student) . Head of Department / Director of Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Date: "\_\_\_\_\_" \_\_\_\_\_\_\_\_ 20 Scientific Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Date: "\_\_\_\_\_" \_\_\_\_\_\_\_\_ 20

**INDIVIDUAL PLAN OF SCIENTIFIC WORK**

**First year of study**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Types of work in accordance with the program of scientific research** | **Reporting format / performance indicator** | **Plan** | **Timing** | **Fact** (mark on completion by the supervisor, details of the reporting form) |
|  | Discussion in the department and institute the concept of the dissertation and approval of the topic of the SQW at the Academic Council (1st half of the year, within 30 calendar days) | Date and number of the protocol of the meeting of the department, the academic council of the institute |  |  |  |
|  | Preparation of historiographical, experimental, source base of the dissertation (2nd half of the year) | The volume of delivered material |  |  |  |
|  | Scientific publications | Number of publications:  Total  of which in international databases |  |  |  |
|  | Speech at a scientific conference | Number of scientific events |  |  |  |
|  | *participating in grants, applying for grants* | *number of applications* |  |  |  |
|  | *work with the supervisor* | *interaction schedule* |  |  |  |

Certification " \_\_\_" \_\_\_\_\_ 20 \_\_\_ with a rating of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Grade/Points/ Grade in ECTS* (signature of supervisor)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Types of work in accordance with the program of scientific research** | **Reporting Form / Completion Rate** | **Plan** | **Timing** | **Fact** (mark on completion by the supervisor, details of the reporting form) |
|  | Discussion in the department of a part of the dissertation research | Date and number of the protocol of the meeting of the department, the academic council of the institute |  |  |  |
|  | Speech at a scientific conference | Number of scientific events |  |  |  |
|  | preparation of publications[[1]](#endnote-1) | Number of publications:  Total  of which in international databases |  |  |  |
|  | *work with the supervisor* | *interaction schedule* |  |  |  |

**Second year of study**

Certification "\_\_ \_" \_ \_\_\_\_ 20 \_\_\_ with a rating of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Grade/Points/ Grade in ECTS* (signature of supervisor)

**Third year of study (for four-year programs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Types of work in accordance with the program of scientific research** | **Reporting Form / Completion Rate** | **Plan** | **Timing** | **Fact** (mark on completion by the supervisor, details of the reporting form) |
|  | Discussion in the department of a part of the dissertation research | Date and number of the protocol of the meeting of the department, the academic council of the institute |  |  |  |
|  | Speech at a scientific conference | Number of scientific events |  |  |  |
|  | preparation of publications[[2]](#endnote-2) | Number of publications:  Total of them in international databases |  |  |  |
|  | *work with the supervisor* | *interaction schedule* |  |  |  |

Certification " \_\_\_" \_\_\_\_\_ 20 \_\_\_ with a rating of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Grade/Points/ Grade in ECTS* (signature of supervisor)

**Graduation year**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Types of work in accordance with the program of scientific research** | **Reporting Form / Completion Rate** | **Plan** | **Timing** | **Fact** (mark on completion by the supervisor, details of the reporting form) |
|  | The first discussion at the department of the results of the dissertation research (1st half of the year) | Date and number of the protocol of the meeting of the department, the academic council of the institute |  |  |  |
|  | Final discussion at the department of the results of the dissertation research (2nd half of the year) | Date and number of the protocol of the meeting of the department, the academic council of the institute |  |  |  |
|  | Scientific publications[[3]](#endnote-3) | Number of publications:  Total  of which in international databases |  |  |  |
|  | Presentation of the abstract and the manuscript of the dissertation to the dissertation council [[4]](#endnote-4)(2nd half of the year) | Date, advice code |  |  |  |
|  | Submission of the electronic version of the abstract in DANK (2nd half of the year) | the date |  |  |  |
|  | Defense of the thesis | date, place |  |  |  |
|  | *work with the supervisor* | *interaction schedule* |  |  |  |

Certification "\_\_ \_" \_ \_\_\_\_ 20 \_\_\_ with a rating of "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Grade/Points/ Grade in ECTS* (signature of supervisor)

**RESULTS OF SCIENTIFIC RESEARCH**

1 - Scientific publications - see the appendix (printout from the scientific department’s website)

2 – Presentations at scientific event (topic, name of event, date, venue):

2.1.

2.2.

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3 - Participation in research grants (subject, grantor, full name of the head):

3.1.

3.2.

3.3.

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4 - Participation in academic mobility programs (dates, duration of passage, place of internship, if there is a double scientific supervision - the name and position of the second supervisor or consultant).

4.1.

4.2.

4.3.

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5 - Report on the topic of the dissertation

5.1. Discussion of the text of the dissertation took place on "\_\_ \_"\_ \_\_\_\_\_\_\_\_ 20 at the meeting of the department, protocol No. \_\_\_\_\_ - see Appendix 2 (extract from the protocol of the meeting of the department).

Resolved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature HP)

5.2. Dissertation recommendation for defense: "\_\_ \_"\_ \_\_\_\_\_\_\_\_ 20

The teachers of the department spoke: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Resolved:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature HP)

**INDIVIDUAL EDUCATIONAL PLAN**

**Disciplines (modules), including elective, optional disciplines (modules) (if they are included in the postgraduate program and (or) aimed at preparing for the candidate's examinations)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of discipline** | **Terms of certification according to the curriculum** | **Date of certification** | **The result of the attestation (grade / points), in case of passing candidate exams, a protocol is attached** |
| Foreign language (candidate minimum), indicate the language: |  |  |  |
| History and philosophy of science (candidate minimum) |  |  |  |
| Candidate's exam in the specialty (5.1.5 International legal sciences): |  |  |  |
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**Pedagogical practice/practices**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of study** | **Planned volume, h** | **Actual volume, h** | **Mark** |
|  |  |  |  |
|  |  |  |  |
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**Other practices \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
(specify)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year of study** | **Planned volume, h** | **Actual volume, h** | **Grade** |
|  |  |  |  |
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**Passing the final certification**

"\_\_ \_"\_ \_\_\_\_\_\_\_\_ 20 "\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_"\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Grade / Points / Grade in ECTS / recommendation for defense ( signature of the supervisor)*

1. preparation of publications that present the main scientific results of the dissertation in peer-reviewed scientific publications, in equivalent scientific publications indexed in international Web databases of Science and Scopus and international databases, determined in accordance with the recommendation of the Higher Attestation Commission under the Ministry of Science and Higher Education of the Russian Federation, as well as in scientific publications indexed in the Russian scient metric database Science Citation Index (RSCI), including one scientific article on the topic of research according to the requirements established by the Regulations on the awarding of Academic degrees at the Peoples' Friendship University of Russia (Order of the Rector dated March 27, 2018 No. 217) and (or) applications for patents for inventions that are useful models, industrial designs, selection achievements, certificates of state registration of programs for electronic computers, databases, topologies of integrated circuits [↑](#endnote-ref-1)
2. preparation of publications that present the main scientific results of the dissertation in peer-reviewed scientific publications, in equivalent scientific publications indexed in international Web databases of Science and Scopus and international databases, determined in accordance with the recommendation of the Higher Attestation Commission under the Ministry of Science and Higher Education of the Russian Federation, as well as in scientific publications indexed in the Russian scient metric database Science Citation Index (RSCI), including one scientific article on the research topic according to the requirements established by the Regulations on the awarding of Academic degrees at the Peoples' Friendship University of Russia (Order of the Rector dated March 27, 2018 No. 217) and (or) applications for patents for inventions, utility models , industrial designs, breeding achievements, certificates of state registration of programs for electronic computers, databases, topologies of integrated circuits [↑](#endnote-ref-2)
3. the fact of the publication of published scientific articles in accordance with the requirements and in the quantity not lower than established by the Regulations on the awarding of Academic degrees at the Peoples' Friendship University of Russia (Order of the Rector dated March 27, 2018 No. 217) for the scientific specialty of postgraduate training, respectively (following the results of the fifth/seventh semesters) [↑](#endnote-ref-3)
4. submission of the abstract and dissertation research to the council for the defense of doctoral and master's theses, setting the date of the defense and determining the leading organization and official opponents (three months before the end of the study period) (based on the results of the sixth/eighth semesters) [↑](#endnote-ref-4)