

ORDER

September 1, 2016

No. 6821/1

On the Procedure for Awarding Academic Degrees at St Petersburg State University

List of amending documents
(as amended by SPbU Orders No.1571/1 of February 17, 2017;
No. 8338/1 of August 24, 2017; No. 2647/1 of March 26, 2019)

In furtherance of Federal Law No. 148-FZ of May 23, 2016, "On Amending Article 4 of the Federal Law 'On Science and State Scientific and Technical Policy'",

I DO HEREBY ORDER:

1. To approve and put into effect, starting from September 1, 2016, the Procedure for Awarding a Candidate of Science Degree and a Doctor of Science Degree at St Petersburg State University (Annex No. 1 to this Order).
2. To approve and put into effect, starting September 1, 2016, the Regulation on the Dissertation Council for Awarding Candidate of Science and Doctor of Science Degrees at St Petersburg State University (Annex No. 2 to this Order).
3. The Academic Secretary of SPbU A.V. Gnetov shall annually submit to the First Vice-Rector of SPbU I.A. Dementiev, by June 15 each year, a report on the activities related to awarding academic degrees.
4. Requests for clarification in relation to the content of this Order shall be addressed to the Academic Secretary of SPbU through the Virtual Reception service on the SPbU website.
5. Proposals for amendments of and/or additions to the Procedure for Awarding a Candidate of Science Degree and a Doctor of Science Degree at St Petersburg State University as well as the Regulation on the Dissertation Council for Awarding Candidate of Science and Doctor of Science Degrees at St Petersburg State University shall be sent to gnetov.a@jurfak.spb.ru.
6. Head of the Public Relations Office, T.T. Zainullin, shall arrange for the publication of the copy of the Procedure and the Regulation within one working day from the date of the issuance of this Order.
7. Starting from the date of entry into force of this Order, Order No. 7020/1 "On the procedure for awarding academic degrees at St Petersburg State University" of September 23, 2015 and Order No. 1747/1 "On amending the Annexes to Order No. 7020/1 'On the procedure for awarding academic degrees at

St Petersburg State University of September 23, 2015' of March 21, 2016" shall be repealed.

8. Monitoring the implementation of this Order shall be my responsibility.

Acting Rector I.A. Dementiev

The Procedure for Awarding a Candidate of Science Degree and a Doctor of
Science Degree at St Petersburg State University

I. General provisions

1. This Procedure establishes the rules for awarding the academic degrees of a candidate of science and a doctor of science degreed (hereinafter the “academic degrees”), the criteria that dissertations for academic degrees (hereinafter the “dissertations”) have to fulfil, the procedure for submitting and defending the dissertations, the procedure for revocation and restoration of academic degrees, and the appeal procedures.

2. The academic degree of the doctor of science is awarded by the Dissertation Council, following the public defence of the dissertation by the academic degree seeking doctoral students. In order to be approved for seeking the degree of a doctor of science, a person needs to have a candidate of science degree awarded in the Russian Federation or an equivalent degree obtained in a foreign country (recognition of foreign academic degrees is carried out on the basis of Article 6.2 of Federal Law No.127-FZ “On Science and State Scientific and Technical Policy” of August 23, 1996, or in accordance with Order No. 2981/1”On approval of the procedure for recognition of academic degrees and academic titles by St Petersburg State University” issued by the Rector of St Petersburg State University on August 19, 2013), and to prepare a dissertation for the degree of the doctor of science based on the results of their original research.

3. The academic degree of the candidate of science is awarded by the Dissertation Council, following the public defence of the dissertation by the academic degree seeking candidate who has successfully passed the candidacy examinations while completing their doctoral programme (military doctoral programme) for training the teaching and research personnel, or outside the framework of the doctoral programme (military doctoral programme) for training the teaching and research personnel.

4. Requirements for academic degree seekers are established in accordance with the provisions of Article 4.1 of Federal Law No.127-FZ “On Science and State Scientific and Technical Policy” of August 23, 1996.

5. The decision on issuance of a doctor of science degree or a candidate of science degree diploma is made by the Rector of St Petersburg University or a duly authorised official, based on the decision of the Dissertation Council. The decision to issue a diploma or to refuse the issuance of a diploma shall be made in the form of the Order issued by the Rector of St Petersburg University or a duly authorized official.

6. Formats of the doctor of science and the candidate of science diplomas as

well as specific requirements for such documents, and the procedures for their execution and issuance, shall be established by SPbU internal regulations.

7. Academic degrees can only be awarded in subject areas and fields of research provided for by the Standard Classification of Subject Areas in which academic degrees are awarded, approved by the order of the Ministry of Education and Science of the Russian Federation. On the basis of the Standard Classification, a specific list of subject areas and fields of research in which dissertations for an academic degree are accepted for defence at SPbU is approved at a meeting of the Academic Council of St Petersburg State University.

8. Motivated proposals for amendments to the specific list of subject areas and fields of research in which dissertations for an academic degree are accepted for defence at SPbU approved at the meeting of the Academic Council of St Petersburg State University, as well as proposals for opening new subject areas, shall be sent by SPbU academic staff to the Academic Secretary of St Petersburg University (in accordance with Order No. 1093/1 “On distribution of responsibilities between the officials of St Petersburg State University” of August 8, 2008). The Academic Secretary of SPbU sends a corresponding formal request to the Chairman of the Academic Council of SPbU.

II. Criteria to be met by the dissertations for academic degrees

9. Dissertations for a doctor of science degree and dissertations for a candidate of science degree have to meet the criteria established by the Government of the Russian Federation, in accordance with subsection 2.1 and the third paragraph of section 3, Article 4, of Federal Law No. 127-FZ “On Science and State Scientific and Technical Policy” of August 23, 1996.

Higher requirements for dissertations for a doctor of science degree and dissertations for a candidate of science degree can be established by the order of the Academic Secretary of St Petersburg University, at the suggestion of the Academic Council of St Petersburg University.

10. The number of publications, which set forth the main research results of the dissertation for a degree, has to meet the requirements established by section 13 of Regulations No. 842 on awarding academic degrees, approved by the Government of the Russian Federation on September 24, 2013. Higher requirements to the number of such publications and their indexing in scientometric databases can be established by the order of the Academic Secretary of St Petersburg University at the suggestion of the Academic Council of St Petersburg University.

11. In their dissertation, the seeker of an academic degree is obliged to reference the author and/or the source of the borrowed content or specific results.

If the dissertation uses the results of research work performed by the academic degree seeker personally and(or) in collaboration, the academic degree seeker is obliged to indicate this circumstance in their dissertation.

III. Submission and defence of dissertations

12. The academic degree seeker shall submit the following documents to an authorized official of the Secretariat of the Academic Council of St Petersburg State University:

12.1. an application (the application must contain the applicant's consent for the use of the dissertation in accordance with the Procedure herein) in accordance with Annex No.1 to this Procedure;

12.2. a copy of the document of higher education (specialist degree, master's degree, doctoral programme (military doctoral programme) diploma (for applicants seeking the degree of a candidate of science). Academic degree seekers who received education in a foreign country shall provide a copy of the document confirming the recognition of their education/qualification on the territory of the Russian Federation (in accordance with Article 107 of Federal Law No. 273-FZ "On Education in the Russian Federation", of December 29, 2012);

12.3. a copy of the candidate of science diploma (for applicants seeking a doctor of science degree). Applicants seeking a doctor of science degree who received their degree in a foreign country shall provide a copy of the document confirming recognition of their education/qualification on the territory of the Russian Federation, or a copy of the order issued by the Rector of St Petersburg State University or a duly authorized person, confirming the recognition of the foreign degree by St Petersburg University.

12.4. a document confirming the applicant's passing of candidacy exams (for applicants seeking a candidate of science degree);

12.5. a review of the research supervisor (for applicants seeking a candidate of science degree) / research consultant (for applicants seeking a doctor of science degree) (if available);

12.6. a recommendation from the organization where the dissertation was undertaken (if available);

12.7. a list of publications setting out the main research results of the dissertation for a doctor of science degree or for a candidate of science degree;

12.8. the dissertation as a manuscript in print format and in electronic format.

The format and the layout of the dissertation shall conform to the requirements of GOST R 7.0.11 (the Russian National Standard R 7.0.11).

The dissertation is to be printed typographically or using a copying machine, with the output information provided in accordance with the requirements of GOST R 7.0.11.

The dissertation is submitted in Russian and English. The applicant seeking the academic degree shall be responsible for the correctness of the translation.

13. The text of the dissertation in Russian and English, submitted to St Petersburg State University in print and electronic format, must be identical to the text of the dissertation that is posted on the SPbU website simultaneously with the submission of the application by the applicant for an academic degree. No changes can be made to the text of the dissertation posted on the SPbU website.

The applicant seeking an academic degree shall be responsible for the identity of the dissertation text submitted in print and electronic formats.

The procedure for publishing the dissertation on the SPbU website is established by SPbU internal regulations.

14. When all the necessary documents specified in subsections 12.1–12.8 herein have been submitted, the Academic Secretary of SPbU makes a decision concerning the acceptance of the dissertation for defence, within 30 days from the date of submission of the application by the academic degree seeker. If not all the required documents have been provided, the Academic Secretary of SPbU shall send, within the time specified, the information concerning the refusal to accept the dissertation for defence to the applicant for the academic degree. The decision on acceptance or refusal to accept the dissertation for defence shall be published on the SPbU website.

15. The date appointed for the defence of the dissertation for a candidate of science degree shall not be earlier than 2 months after the date of the decision to accept the dissertation for defence made by the Academic Secretary of SPbU; the appointed date for the defence of the dissertation for a doctor of science degree shall be not earlier than 3 months from the date of the decision to accept the dissertation for defence made by the Academic Secretary of SPbU.

16. If the decision is made by the Academic Secretary of SPbU to not accept a dissertation for defence, the text of the dissertation shall be removed from the SPbU website within 5 days from the date of the decision, unless the decision of not accepting the dissertation for defence is related to the non-compliance with section 11 of this Procedure, and (or) the presence in the dissertation of inaccurate information about the publications of the applicant for an academic degree, containing the main research results of the dissertation. Such dissertation will remain posted to the SPbU website for the period of 10 years, indicating the grounds for the refusal to accept the dissertation for defence.

17. The composition of the Dissertation Council is determined in accordance with the requirements provided for in the Regulation on the Dissertation Council for Awarding Candidate of Science and Doctor of Science Degrees at St Petersburg State University, approved by SPbU.

18. Information on the composition of the Dissertation Council shall be posted on the SPbU website not later than 2 months before the date set for defending the dissertation for a candidate of science degree, and not later than 3 months before the date set for defending the dissertation for a doctor of science degree

19. Each member of the Dissertation Council, on the basis of examining the dissertation and the published works on the topic of the dissertation, shall submit to the Secretariat of the Academic Council of SPbU a written review of the dissertation in Russian or in English, assessing the relevance of the chosen topic, the degree of validity of the scientific concepts, conclusions and recommendations formulated in the dissertation, their reliability and novelty, as well as providing an opinion with regard to the compliance of the dissertation with the criteria established by this Procedure, including compliance with the requirements

established by section 11 of this Procedure.

The signature of a member of the Dissertation Council who is not an employee of St Petersburg University on the review must be duly certified in the manner prescribed by law.

The scanned copies of the original reviews for the dissertation shall be submitted by the members of the Dissertation Council to the Academic Secretary of SPbU not later than 15 days before the day of the dissertation defence.

The reviews of the dissertation shall be published on the SPbU website not later than 10 days before the day of the dissertation defence.

If there are any negative reviews, an applicant for an academic degree shall still have the right to defend their dissertation.

20. When accepting for defence a dissertation for a doctor of science degree, the Academic Secretary of SPbU shall make sure that the announcement about the defence is published on the SPbU website not later than 3 months before the date of the defence. When accepting for defence a dissertation for a candidate of science degree, the Academic Secretary of SPbU shall make sure that the announcement about the defence is published on the SPbU website not later than 2 months before the date of the defence.

The announcement about the defence of the dissertation shall include the date of the defence, the last name, the first name and the patronymic name (if applicable) of the academic degree seeker, the name of the topic of the submitted dissertation, the codes and the names of subject areas and fields of research in which the dissertation has been written.

The announcement about the defence and the full text of the dissertation shall be available on the SPbU website for information purposes to any person during at least 10 years from the date of the defence of the dissertation for a doctor of science degree and for a candidate of science degree.

If an authorized official of SPbU makes a decision to revoke the decision of the Dissertation Council on awarding an academic degree and to refuse the issuance of a diploma due to the non-observance of the requirements established by section 11 of this Regulation, and(or) the presence in the dissertation of inaccurate information about the publications of the applicant for an academic degree, containing the main research results of the dissertation, the text of the dissertation shall be published on the SPbU website for the period of 10 years from the date of the adoption of the corresponding decision, indicating the grounds for making such a decision. Information about the members of the Dissertation Council and information about the research supervisor/research consultant (if available) shall also be published on the University website.

21. Not later than 3 months before the day of the defence of the dissertation for a doctor of science degree and not later than 2 months before the day of the defence of the dissertation for a candidate of science degree, one (1) copy of the dissertation accepted for defence shall be handed over by an authorized official of the Secretariat of the Academic Council of SPbU to the Director of the SPbU Gorky Research Library (or an official authorized by the Director), to be kept there

as a manuscript.

22. External reviews for the dissertation shall be published on the SPbU website 15 days before the day of the defence of the dissertation.

The review shall include the last name, the first name and the patronymic name (the latter, if applicable) of the person submitting the review for the dissertation, the mailing address, the telephone number (if available), the email address (if available), the name of organization where the reviewer is employed, and their position in this organization (if the person submitting the review for the dissertation is employed). If the review for a dissertation does not contain the first name and the last name of the person who submitted the review for the dissertation, their mailing address, or contains any obscene and(or) offensive language, or if any part of the dissertation review text is unreadable, such review shall not be published on the SPbU website.

The review of the dissertation may be sent to SPbU in print format, or in electronic format, provided that an electronic signature is used.

If there are any negative reviews, the applicant for an academic degree shall still have the right to defend their dissertation.

23. The dissertation defence meeting is held in Russian or in English, with the requirement for a simultaneous translation into the other language (the applicant seeking an academic degree shall indicate the required language for the defence meeting on their application form).

The decision of the Dissertation Council on awarding the academic degree shall be considered positive if more than half and not less than 3 members of the Dissertation Council participating in the meeting vote in favour of it.

The proceedings of the meeting of the Dissertation Council will be audio/video recorded and online broadcast on the SPbU website. The audio/video recording of the meeting of the Dissertation Council shall set down the proceedings of the Dissertation Council meeting, including the attendance of the Dissertation Council members, speeches made at this meeting by the academic degree seeker, the members of the Dissertation Council (including members of the Dissertation Council participating in the Dissertation Council meeting remotely), and other persons present at the meeting.

The discussion by the members of the Dissertation Council of the results of the defence before taking a vote is not broadcast.

24. The academic degree seeker has to be present at the defence of the dissertation. If the academic degree seeker does not appear at their dissertation defence meeting for a valid reason (such as health problems or other circumstances properly documented and recognized by the Dissertation Council as valid), the dissertation defence date is postponed for a period not exceeding 12 months. In case of a second failure to appear for their dissertation defence meeting (including absence for a valid reason), the dissertation is removed from further defence proceedings. Such dissertation can be resubmitted for defence in accordance with this Procedure.

25. Members of the Dissertation Council must be present at the defence of the

dissertation. Members of the Dissertation Council may, pursuant to the decision of the Academic Secretary of SPbU, participate in the dissertation defence proceedings using the interactive online mode, subject to availability of the audio/visual contact with other participants of the meeting.

26. Upon completing the discussion of the dissertation, the Dissertation Council shall conduct an open roll call vote on whether to award the academic degree to the degree seeker.

The votes shall be counted by the Chairman of the Dissertation Council.

27. The decision report of the Dissertation Council shall contain the results of the vote on awarding the academic degree and the decision of the Dissertation Council with regard to awarding the academic degree, as well as the information on the compliance of the dissertation for an academic degree with the requirements established by this Procedure, the presence (absence) in the dissertation of inaccurate information about the works containing the main results of the dissertation published by the academic degree seeker.

The decision report of the Dissertation Council shall be signed by the Chairman of the Dissertation Council (Annex No. 2 to this Procedure).

28. The Chairman of the Dissertation Council, within 3 working days after the defence of the dissertation for an academic degree, shall submit the decision report of the Dissertation Council to the Academic Secretary of SPbU.

29. The Academic Secretary of SPbU, within 7 days after receiving the decision report of the Dissertation Council, shall ensure its publication on the SPbU website.

30. A dissertation that, following its defence, has received a negative decision of the Dissertation Council may be resubmitted for another defence in a revised form not earlier than 1 year after the date of the said decision. If the negative decision of the Dissertation Council is connected with any violation of the requirements established by section 11 of this Procedure, and(or) with inaccurate information about the publications of the applicant for an academic degree, containing the main research results of the dissertation, such dissertation cannot be resubmitted for another defence.

31. A dissertation that, following the results of the defence, has received a positive decision of the Dissertation Council, shall be sent by the Academic Secretary of SPbU to the Federal State Budgetary Institution "The Russian State Library" for storage within 30 days after the defence of the dissertation. A dissertation for a doctor of science degree or a candidate of science degree in medicine or pharmaceutical sciences that, following the results of the defence, has received a positive decision of the Dissertation Council, shall be submitted by the Academic Secretary of St Petersburg State University to the Central Scientific Medical Library of the State Budgetary Educational Institution of Higher Professional Education "The I.M. Sechenov First Moscow State Medical University" of the Ministry of Health of the Russian Federation for storage, within 30 days after the defence of the dissertation.

A deposit copy of the dissertation in print and electronic format (and for dissertations that received a negative decision, only in electronic format) shall be

submitted within 30 days after the defence of the dissertation to the Federal State Autonomous Scientific Institution “Centre for Information Technologies and Systems of Executive Power”.

32. An applicant for an academic degree has the right to withdraw their dissertation from examination by the Dissertation Council until the beginning of the open vote on awarding the academic degree. After a removal of the dissertation from examination upon the written application of the academic degree seeker, such dissertation can be resubmitted for defence in accordance with this Procedure.

33. The rule specified in section 32 does not apply to cases of non-compliance with the requirements established by clause 11 of this Procedure, and(or) the presence in the dissertation of inaccurate information about the publications of the applicant for an academic degree, containing the main research results of the dissertation, identified by the members of the Dissertation Council. Such a dissertation shall be removed from examination by the Dissertation Council, without the right for re-submission of this dissertation for another defence, and shall remain posted on the SPbU website for the period of 10 years.

34. The Academic Secretary of SPbU, after 90 days from the date of the publication of the Dissertation Council decision report, and in the absence of negative reviews submitted after the dissertation defence meeting with regard to the materials published on the SPbU website, shall submit to the Rector of SPbU or an official duly authorized by the Rector a recommendation concerning the issuance of a doctor of science or a candidate of science diploma or a refusal to issue a doctor of science or a candidate of science diploma (Annex No. 3 to this Procedure) so that a decision is made with regard to the said issue.

35. The Academic Secretary of SPbU, if there are negative reviews with regard to the materials published on the SPbU website following the dissertation defence proceedings, shall send them to the members of the Dissertation Council within 3 working days from the date of receiving such reviews. Members of the Dissertation Council shall submit written responses to the negative reviews received, within 5 working days.

36. After receiving the written responses from the members of the Dissertation Council, the Academic Secretary of SPbU shall submit to the Rector of SPbU or an official duly authorized by the Rector the following documents so that a decision could be made with regard to the issuance of a doctor of science or a candidate of science diploma or a refusal to issue a doctor of science or a candidate of science diploma:

36.1. a recommendation on awarding the academic degree;

36.2. written responses from the members of the Dissertation Council to additional reviews received within 90 days after the defence of the dissertation.

37. The Rector of SPbU or a duly authorized official, upon receiving the documents from the Academic Secretary of SPbU, makes a decision on giving an order to issue a diploma conferring an academic degree or an order refusing to issue a diploma conferring an academic degree. The order shall be issued not earlier than 90 days after the decision made by the Dissertation Council.

IV. Consideration of an appeal against a decision of the Dissertation Council

38. The applicant for an academic degree or another person may submit an appeal against the decision of the Dissertation Council on awarding the academic degree addressed to the Rector of SPbU within 90 days from the date of the adoption by the Dissertation Council of such a decision, pertaining to infringement of the procedure established for submission of a dissertation for defence and defence proceedings of the dissertation by this Procedure, pertaining to non-compliance with the requirements for academic degree seekers established by this Procedure, and pertaining to any violation of the Regulation on the Dissertation Council for Awarding Candidate of Science and Doctor of Science Degrees (hereinafter the "Appeal").

39. The appeal shall include the following:

39.1. the last name, the first name and the patronymic name (the latter, if applicable) of the individual filing the appeal, or the name and address of the legal entity filing the appeal, as well as the contact phone number(s) (if available), email address(es) (if available) and the mailing address where the information on the progress and results of the appeal proceedings will be sent. In the case of a collective appeal, the appeal shall name a contact person with whom SPbU will be in correspondence regarding the collective appeal;

39.2. the information about the a decision of the Dissertation Council appealed against in connection with any violation of this Procedure and the Regulation on the Dissertation Council for Awarding Candidate of Science and Doctor of Science Degrees, adopted at St Petersburg State University.

40. The appeal shall be signed by the physical person filing the appeal, or by the head (deputy head) of the legal person filing the appeal; the signature of the latter has to be certified with the seal of the said legal person.

An appeal may be sent to SPbU in print format, or in electronic format, provided that an electronic signature is used.

41. The appeal will not be considered in the following cases:

41.1. the appeal does not provide the last name, the first name and the patronymic (the latter if applicable), the mailing address, the signature of the individual filing the appeal, or the name, the official address, the mailing address, the signature of the head (deputy head), and the seal of the legal entity filing the appeal;

41.2. the appeal does not provide information on the reasons for appealing against the decision of the Dissertation Council;

41.3. the appeal is unreadable;

41.4. the appeal contains obscene or abusive language.

In the cases mentioned above, the person who filed the appeal (if the appeal provides a mailing address that is readable) will be notified about the refusal with regard to the appeal proceedings, including the reasons for the refusal, within 30 days from the day when the appeal was received.

If an appeal with regard to the same dissertation is received from several

individuals, such appeal shall be considered jointly within a single appeal proceeding.

42. The information about the appeal and its text shall be published on the SPbU website.

43. Upon receiving an appeal, the Academic Secretary of SPbU shall appoint an Appeals Panel. The Appeals Panel shall be chaired by the Academic Secretary of SPbU. The Appeals Panel may include SPbU faculty members and other experts. The Appeals Panel shall consist of at least 5 members. Following the meeting, the Appeals Panel shall prepare a decision report on the results of the appeal(s) proceedings.

44. The meeting of the Appeals Panel shall be held not later than 90 days after the date of the adoption by the Dissertation Council.

The Academic Secretary of SPbU shall inform the author(s) of the appeal(s), the applicant for the academic degree and other persons who are directly concerned with the substance of the issues raised in the appeal(s) about the meeting of the Appeals Panel not later than fifteen days before it is held.

The announcement of the upcoming meeting shall be published on the SPbU website simultaneously with the notification of the persons mentioned above.

The Appeals Panel will hold a meeting in presence or absence of the applicant for the academic degree and other persons who are directly concerned with the substance of the issues raised in the appeal(s).

The meeting of the Appeals Panel shall be held in the language in which the meeting of the Dissertation Council for awarding the academic degree was held, with the requirement for a simultaneous translation into a second language (Russian or English).

45. At the meeting of the Appeals Panel, the chairman announces what appeal(s) are going to be considered and reads out the relevant document. Everyone present at the meeting of the Appeals Panel can take part in the discussion, after which the applicant for the academic degree (if present at the meeting) is given the opportunity to make their closing statement.

46. At the end of the discussion, the Appeals Panel shall adopt a decision on the results of the appeal proceedings by an open simple majority vote of the members of the Appeals Panel present at the meeting.

47. The decision of the Appeals Panel shall be published on the SPbU website within 10 days from the date of its adoption. The decision on allowance / dismissal of the appeal(s) shall be made by the Rector of SPbU or a duly authorized official on the basis of the decision report of the Appeals Panel. The decision shall have the form of an order issued by the Rector of SPbU or an official authorised by the Rector.

If the appeal(s) is upheld, the information about the members of the Dissertation Council in relation to whom the decision was made, as well as the order of the Rector of SPbU or an official authorized by the Rector shall be posted on the SPbU website

48. If a decision is made to uphold the appeal and revoke the decision of the

Dissertation Council on awarding an academic degree, the dissertation may be resubmitted for defence by the academic degree seeker in accordance with this Procedure as a new work unless the appeal proceedings identify non-compliance with section 11 of this Procedure. If a decision is made to uphold an appeal against a decision and revoke the decision of the Dissertation Council with regard to its refusal to award an academic degree, the applicant shall be awarded the academic degree.

V. Revocation of academic degrees

49. An application for a revocation of an SPbU-awarded academic degree may be filed by an individual or a legal entity; it shall be addressed to the Rector of SPbU and be submitted in print format or in electronic format, provided that an electronic signature is used, within the period of 10 years and after 90 days from the date of the decision made by the Dissertation Council on awarding an academic degree and only on the grounds of infringement by the applicant of section 11 of this Procedure.

50. The application for a revocation of an academic degree shall include the following:

50.1. the last name, the first name and the patronymic name (the latter, if applicable) of the individual submitting an application for a revocation of an SPbU-awarded academic degree, or the name and address of the legal entity submitting an application for a revocation of an academic degree, as well as the contact phone number(s) (if available), email address(es) (if available) and the mailing address where the information on the progress and results of the proceedings in the application will be sent. In the case of a collective application for a revocation of an academic degree, such application has to name a contact person with whom SPbU will be in correspondence regarding the collective application for a revocation of an academic degree;

50.2. the information about the decision of the Dissertation Council appealed against (the date of the decision, the last name, the first name, and the patronymic name (the latter, if applicable) of the person who was issued an academic degree diploma on the basis of the said decision);

50.3. proof of non-compliance with section 11 of this Procedure, representing the grounds which caused the person submitting the application for a revocation of an academic degree to disagree with the decision of the Dissertation Council (accompanied by the relevant documents and materials or their copies).

51. The application for a revocation of an academic degree will not be considered in the following cases:

51.1. SPbU has already made a decision on a previous application for a revocation of an academic degree submitted to SPbU with regard to the same issue and with the same proof provided;

51.2. the application for a revocation of an academic degree does not contain the proof of non-compliance with section 11 of this Procedure, representing the

grounds which caused the person submitting the application to disagree with the decision of the Dissertation Council, or the relevant documents supporting the claim of such non-compliance.

51.3. the application for a revocation of an academic degree does not provide the last name, the first name and the patronymic (the latter, if applicable), the mailing address, the signature of the individual submitting the application, or the name, the official address, the mailing address, the signature of the head (deputy head), and the seal of the legal entity submitting the application;

51.4. the application for a revocation of an academic degree is unreadable;

51.5. the application for a revocation of an academic degree contains obscene or abusive language.

52. In the cases provided for in section 51 of this Procedure, the Academic Secretary of SPbU shall send to the address of the individual who submitted an application for a revocation of an academic degree (if the application provides a mailing address that is readable) a notification about a refusal to conduct proceedings in the application, including the reasons for such refusal, within 30 days from the day when the application was received.

53. The information about an application for a revocation of an academic degree and its text shall be published on the SPbU website.

54. Upon receiving an application, the Academic Secretary of SPbU shall appoint a panel for revocation of an academic degree (hereinafter the “Revocations Panel”). The Revocations Panel may include SPbU faculty members and other experts. The Revocations Panel shall consist of at least 5 members. Following the meeting, the Revocations Panel shall prepare a decision report on the results of the appeal proceedings.

The meeting of the Revocations Panel shall be held not later than 30 days after the date of submission of the application for a revocation of an academic degree.

The Academic Secretary of SPbU shall inform the author of the application for a revocation of an academic degree, the holder of the academic degree and other persons who are directly concerned with the substance of the issues raised in the application for a revocation of an academic degree, about the meeting of the Revocations Panel not later than fifteen days before it is held.

The announcement of the upcoming meeting shall be published on the SPbU website simultaneously with the notification of the persons mentioned above.

The Revocations Panel will hold a meeting in presence or absence of the holder of the academic degree and other persons who are directly concerned with the substance of the issues raised in the application for a revocation of an academic degree.

The meeting of the Revocations Panel shall be held in the language in which the meeting of the Dissertation Council for awarding the academic degree was held, with the requirement for a simultaneous translation into a second language (Russian or English).

55. At the meeting of the Revocations Panel, the chairman announces what application is going to be considered and reads out the relevant document.

Everyone present at the meeting of the Revocations Panel can take part in the discussion, after which the holder of the academic degree (if present at the meeting) is given the opportunity to make their closing statement.

56. At the end of the discussion, the Revocations Panel shall adopt a decision on the results of the application proceedings by an open simple majority vote of the members of the Revocations Panel present at the meeting.

57. The decision to uphold or dismiss the application shall be made by the Rector of St Petersburg University or a duly authorized official on the basis of the decision report of the Revocations Panel. The decision shall have the form of an order issued by the Rector of SPbU or an official authorised by the Rector.

58. The decision of the Revocation Panel and the order of the Rector of SPbU or an authorised official shall be published on the SPbU website within 10 days from the date of its issuance.

If the application for a revocation of an academic degree is upheld, the information about the members of the Dissertation Council in relation to whom the decision has been made shall be posted on the SPbU website.

VI. Restoration of academic degrees

59. The academic degree can be restored if the fact of an erroneous or unjustified decision on revoking an academic degree is established (including such establishment in a court of law).

60. An application for restoration of an academic degree can be submitted by any physical person or legal entity; it shall be addressed to the Rector of SPbU and be submitted in print format or in electronic format, provided that an electronic signature is used. Such application may be submitted at any time after a decision to revoke an academic degree has been made by the Rector of the St Petersburg University or an official authorized by the Rector.

61. An application for restoration of an academic degree shall include the following:

61.1. the last name, the first name and the patronymic name (the latter, if applicable) of the individual submitting an application for restoration of an academic degree, or the name and address of the legal entity submitting an application for restoration of an academic degree, as well as the contact phone number(s) (if available), email address(es) (if available) and the mailing address where the information on the progress and results of the proceedings in the application for restoration of an academic degree will be sent.

61.2. the information about the decision of the Rector of SPbU or an official authorized by the Rector that is appealed against (the date of the decision, the last name, the first name, and the patronymic name (the latter, if applicable) of the person whose academic degree was revoked;

61.3. any proof, representing the grounds which caused the person submitting the application for restoration of an academic degree to disagree with the decision of the Rector of SPbU or an official authorized by the Rector (accompanied by the

relevant documents substantiating the applicant's claim).

62. An application for restoration of an academic degree will not be considered in the following cases:

62.1. the Rector of SPbU or an official authorized by the Rector has already made a decision on a previous application for restoration of an academic degree submitted before with regard to the same issue and with the same proof provided to substantiate the claim;

62.2. the application for restoration of an academic degree does not provide the last name, the first name and the patronymic (the latter, if applicable), the mailing address, the signature of the individual submitting the application, or the name, the official address, the mailing address, the signature of the head (deputy head), and the seal of the legal entity submitting the application;

62.3. the text of the application for restoration of an academic degree is unreadable;

62.4. the application for restoration of an academic degree contains obscene or abusive language.

63. In the cases provided for in section 62 of this Procedure, the Academic Secretary of SPbU shall send to the address of the individual who submitted an application for restoration of an academic degree (if the application provides a mailing address that is readable) a notification about a refusal to conduct proceedings in the application, including the reasons for such refusal, within 30 days from the day when the application was received.

64. Upon receiving an application, the Academic Secretary of SPbU shall appoint a panel for restoration of an academic degree (hereinafter the "Restorations Panel"). The Restorations Panel may include SPbU faculty members and other experts. The Restorations Panel shall consist of at least 5 members. Following the meeting, the Restorations Panel shall prepare a decision report on the results of the proceedings in the application for restoration of an academic degree.

The meeting of the Restorations Panel shall be held not later than 30 days after the date of submission of the application for restoration of an academic degree.

The Academic Secretary of SPbU shall inform the author of the application for restoration of an academic degree and other persons who are directly concerned with the substance of the issues raised in the application for restoration of an academic degree, about the meeting of the Restorations Panel not later than fifteen days before it is held.

The announcement of the upcoming meeting shall be published on the SPbU website simultaneously with the notification of the persons mentioned above.

The Restorations Panel will hold a meeting in presence or absence of the submitter of the application and other persons who are directly concerned with the substance of the issues raised in the application for restoration of an academic degree.

65. The meeting of the Restorations Panel shall be held in the language in which the meeting of the Dissertation Council for awarding the academic degree was held, with the requirement for a simultaneous translation into a second language (Russian or English).

66. Following the results of the meeting, the Restorations Panel shall prepare a decision report to be submitted to the Academic Secretary of SPbU within 5 days from the date of the meeting.

67. Following the decision report of the Restorations Panel, the Academic Secretary of SPbU shall submit a recommendation on the restoration of an academic degree to the Rector of SPbU.

68. The Rector of SPbU or an official authorised by the Rector shall make one of the following decisions:

68.1. to restore the academic degree;

68.2. to refuse the application to restore the academic degree.

The Rector of SPbU or an official authorized by the Rector shall make the decision on the application for restoration of an academic degree within 6 months from the date of submission to SPbU of the application for restoration of an academic degree. This time period may be extended if additional information and materials are requested for consideration of the application for restoration of an academic degree. The decision shall have the form of an order issued by the Rector of SPbU or an official authorised by the Rector.

69. The Order of the Rector of SPbU or an official authorised by the Rector shall be published on the SPbU website within 10 days from the date of its issuance; a copy of this order shall be sent to the person who submitted the application for restoration of an academic degree.

The information about the research supervisor (research consultant) of the person (if any) with regard to whom the decision was made on the application for restoration of an academic degree shall also be published on the SPbU website.

Annex No.1 to the Procedure for Awarding
a Candidate of Science Degree and a Doctor of Science Degree
at St Petersburg State University
approved by
Order No. 6821/1 of September 1, 2016

To the Rector of SPbU
N.M. Kropachev
From first name, patronymic name, last name,
contact phone number

Application

I hereby request that you accept my dissertation on the topic
_____ for a candidate of science (doctor
of science) degree in subject area, code and name of the main field of studies for
consideration and defence proceedings.

The dissertation is defended for the first time / re-defended.

I give my consent for processing my personal data.

I confirm that all the data submitted for defence proceedings and the research
results are accurate and original, and obtained by me personally.

The content of the dissertation texts submitted in Russian and English is
identical in both language versions.

I agree for the meeting of the Dissertation Council to be held in Russian or
English with corresponding simultaneous translation.

Date

Last name, first name, patronymic name/Signature

Annex No.3 to the Procedure for Awarding
a Candidate of Science Degree and a Doctor of Science Degree
at St Petersburg State University
approved by
Order No. 6821/1 of September 1, 2016

RECOMMENDATION ON AWARDING AN ACADEMIC DEGREE

The dissertation defence of first name, patronymic name, last name, dissertation topic for an academic degree of _____ in code and name of the main field of studies was held at SPbU on _____.

Order on acceptance of the dissertation for defence proceedings of _____.

Order on the composition of the Dissertation Council of _____.

The text of the dissertation was published on the SPbU website on _____.

Reviews of the members of the Dissertation Council were published on the SPbU website on _____.

The applicant has submitted _____ works(s) published in peer-reviewed scientific journals from the list approved by the Ministry of Education and Science of the Russian Federation, _____ published works(s) that are indexed in the Web of Science, Scopus scientometric databases.

Based on the results of the defence, the Dissertation Council has decided to confer upon first name, patronymic name, last name the academic degree of _____ in code and the name of the main field of study.

The requirements established by the Procedure for Awarding a Candidate of Science Degree and a Doctor of Science Degree at St Petersburg State University have been complied with.

Enclosures:

1. The Decision Report of the Dissertation Council. Number of pages: _____ . Number of copies: _____.
2. The Minutes of the meeting of the Dissertation Council. Number of pages: _____ . Number of copies: _____.

Academic Secretary

Last name, first name, patronymic name

The Regulation on the Dissertation Council for Awarding Candidate of Science
and Doctor of Science Degrees at St Petersburg State University

I. General Provisions

1. This Regulation establishes the requirements for the members of dissertation councils awarding a candidate of science degree and a doctor of science degree (hereinafter the “Dissertation Council”) and the procedure for creating dissertation councils at St Petersburg State University (hereinafter “SPbU”).
2. Each member of the Dissertation Council is responsible for the objectivity and justifiability of the decisions taken when assessing the compliance of the dissertations with the criteria established by the Procedure for Awarding Academic Degrees at St Petersburg State University.
3. The Dissertation Council, based on the results of the public defence of a dissertation for a candidate of science degree or a doctor of science degree awards the academic degrees of a candidate of science and a doctor of science.
4. If a dissertation that was defended in dissertation councils created on the basis of other organizations is submitted to SPbU for an additional review, SPbU shall appoint a council for consideration of such a dissertation in accordance with this Provision.
5. SPbU shall provide the information on the work of dissertation councils to the federal information system of state scientific assessment as designated in paragraph 8 of subsection 3.1, Article 4, of Federal Law No. 127-FZ “On Science and State Scientific and Technical Policy”, of August 23, 1996.
6. SPbU, in accordance with the Procedure for Awarding a Candidate of Science Degree and a Doctor of Science Degree, shall provide an academic degree seeker with a possibility to publish the full text of their dissertation on the SPbU website, shall organize the meetings of the Dissertation Council, publish the relevant information materials on the SPbU website, and ensure the openness and transparency of the work of the Dissertation Council.
7. The meetings of the Dissertation Council shall be financed in accordance with the list of expenses approved by SPbU internal regulations.

II. Requirements to the composition of the dissertation council

8. The composition of the Dissertation Council for each dissertation for an academic degree shall be approved by the Academic Secretary of SPbU (in accordance with Order No. 1093/1 “On distribution of responsibilities between the officials of St Petersburg State University”, of August 8, 2008), following the results of a public consultation on the basis of the criteria specified in sections 10

and 11 of this Regulation.

9. The procedure for appointing the Dissertation Council is as follows:

9.1. The Academic Secretary of SPbU, following the announcement about the beginning of the appointment of the Dissertation Council published on the SPbU website, shall accept for examination the following:

9.1.1 within 10 calendar days - initiative proposals for the nomination (including self-nomination) as a candidate for membership in the Dissertation Council of any person who meets the established requirements;

9.1.2. within 15 calendar days - proposals from the Director (Dean) of the education and research unit of SPbU, or the head of some other functional unit of SPbU (hereinafter the "Director" ("Dean")), or from panels comprising the heads of departments (if the dissertation is interdisciplinary), prepared in accordance with the instruction given by the Academic Secretary of SPbU and listing at least seven candidates for membership in the Dissertation Council, who meet the established requirements (hereinafter the "List" and the "Candidates", respectively);

9.1.3. within 20 calendar days - proposals from the Vice Rector for Research or another official authorized by the Rector in the form of a list, with no requirements as to the number of proposed (nominated) Candidates, in the manner prescribed by subsections 9.1.1 and 9.1.2 of this section.

9.2. If there are any initiative proposals, the Director (the Dean) shall also provide, together with the List, expert opinions on each initiative proposal with regard to its compliance with the established requirements for candidates for membership in the Dissertation Council, composed following the instruction of the Academic Secretary of SPbU.

If compiling the List is impossible, the Director (the Dean) shall provide the Academic Secretary of SPbU, within the deadlines set by subsection 9.1.2 of this section, the information about such impossibility, enclosing a list of academic publications of potential Candidates for the Dissertation Council, which have been checked for compliance with the established requirements.

If the List of at least seven Candidates for membership in the Dissertation Council who meet the established requirements is not submitted for examination in accordance with the procedure established by subsections 9.1.1, 9.1.2, and 9.1.3 of this section, the Academic Secretary of SPSU shall notify the applicant for an academic degree about the impossibility of organising defence proceedings and shall return the original documents received from the applicant (copies of the documents shall not be returned) within ten days.

9.3. The completed list of Candidates shall be published on the SPbU website for public consultation 20 calendar days after the publication of the announcement about the beginning of the appointment process for the Dissertation Council.

9.4. The order approving the composition of the Dissertation Council shall be issued not earlier than 20 days after the publication of the list of all Candidates, and a copy of the Order shall be posted on the SPbU website not later than the next working day after the issuance of the order.

10. The Dissertation Council shall include doctors of science, as well as persons

who have obtained a degree in a foreign country that is duly recognized in the Russian Federation and the holder of which has been granted the same academic and(or) professional rights as the holder of a doctor of science degree awarded in the Russian Federation.

11. The Dissertation Council shall consist of at least 5 persons who meet the requirements specified in sections 10 and 12 of this Regulation and who are experts in the subject area of the dissertation submitted for defence. The Dissertation Council shall include at least one employee of a Russian organization (other than SPbU) and at least one employee of a foreign organization.

12. Qualification of the members of the Dissertation Council shall be confirmed through academic works in the subject area that they represent in the Dissertation Council, published in peer-reviewed scientific journals that are included in international abstract databases and citation systems, and(or) in publications included in the List of Peer-Reviewed Academic Publications where the main research results of dissertations for a candidate of science degree or a doctor of science degree are to be published.

The effectiveness of the research work carried out by the Candidates has to meet the criteria for evaluating the effectiveness of research work carried out by organizations and members of dissertation councils established by the Ministry of Education and Science of the Russian Federation.

Higher requirements for the effectiveness of the research work carried out by the Candidates for membership in dissertation councils created for individual fields of research and individual subject areas can be established by the order of the Academic Secretary of SPbU, following the decision of the SPbU Academic Council.

13. In order to include an expert who is not an SPbU employee, it is necessary to obtain their written consent.

14. The Dissertation Council shall consist of the Chairman and members of the Dissertation Council.

Only an expert who works at SPbU can be appointed chairman of the Dissertation Council; the Chairman is appointed by the order of the Academic Secretary of SPbU.

15. The Dissertation Council cannot include the following individuals:

- 15.1. the research supervisor or the research consultant of the academic degree seeker;
- 15.2. co-authors of the academic degree seeker on the topic of his/her dissertation;
- 15.3. any other individuals in any way affiliated with the academic degree seeker.

III. The procedure for organizing the work of dissertation councils

16. The Dissertation Council shall work under the principle of openness and transparency.

The Dissertation Council shall promote and create a favourable environment for the applicant to defend their dissertation for an academic degree. Applicants for

an academic degree are given an opportunity to familiarise themselves with the materials available at the Dissertation Council that are related to dissertation defence proceedings.

17. A meeting of the Dissertation Council is considered valid if at least two thirds (and no less than four (4)) of the approved members of the Dissertation Council are present at the meeting.

The quorum for the meeting of the Dissertation Council is determined on the basis of a list of participants, indicating the last names and initials of the members of the Dissertation Council present at the meeting, and the date of the meeting. The attendance list shall be signed at the meeting of the Dissertation Council by the Chairman of the Dissertation Council

18. The meeting of the Dissertation Council is presided over by the Chairman of the Dissertation Council, or, in the absence of the Chairman, by another person from among the members of the Dissertation Council duly authorized by the Academic Secretary of SPbU.

IV. The format of the meeting of the Dissertation Council

19. The meeting of the Dissertation Council shall begin with the Chairman of the Dissertation Council establishing the rules of procedure for the meeting of the Dissertation Council, including the scheduling of the procedural breaks; after that, the Chairman of the Dissertation Council shall announce the applicant's last name, first name and patronymic name, the title of the dissertation, and the composition of the Dissertation Council. Then the Chairman of the Dissertation Council outlines in brief the main points with regard to the documents submitted by the applicant for an academic degree and their compliance with the established requirements.

20. An applicant for the academic degree reads a short report, outlining the main points of their research.

The Chairman of the Dissertation Council reads out the reviews of the dissertation, including external ones.

All reviews of the dissertation shall be sent out to the members of the Dissertation Council and the applicant. Any member of the Dissertation Council has the right to ask questions and participate in an open discussion by outlining their position.

Individuals present at the defence of the dissertation for an academic degree who are not members of the Dissertation Council have the right to pose questions to the applicant and participate in the open discussion in the manner established by the Chairman of the Dissertation Council.

21. The decision on awarding an academic degree at SPbU shall be adopted at the meeting of the Dissertation Council by an open vote.

Before the beginning of the vote, a break is announced to enable the members of the Dissertation Council to discuss the results of the defence.

22. An open roll call vote is carried out in the manner established by the Chairman of the Dissertation Council. Before the start of the open roll call vote, the Chairman of the Dissertation Council puts the matter of awarding the academic degree to a vote and reminds the attendees how many votes are needed for making a decision. After the Chairman of the Dissertation Council announces the start of the vote, no one has the right to interrupt the voting. The votes shall be counted by the Chairman of the Dissertation Council. When the votes have been counted, the Chairman of the Dissertation Council announces the result of the vote: whether the Council has decided to award or not to award an academic degree. The results of the open roll call vote are recorded in the minutes of the meeting of the Dissertation Council and announced to the applicant for an academic degree. At this point, the meeting of the Dissertation Council is considered over.

23. Based on the results of vote on the issue of awarding the academic degree, a Decision Report of the Dissertation Council shall be provided in accordance with the Procedure for Awarding Academic Degrees at SPbU.