

[official logo of KNRTU]
RUSSIAN MINISTRY OF SCIENCE AND HIGHER EDUCATION
Kazan National Research Technological University

ORDER

26 July 2021

No.23-ОД

on Establishing the Doctoral Training Center

To enforce the modernization of doctoral education and improvement of teaching methodologies in compliance with the Salzburg principles in the European Higher Education Area, upon the decision of the Academic Council dated 29 March 2021 I hereby order to:

1. Establish the Doctoral Training Center (shortened title – DTC, index number 1-10-12) as part of the Teaching Methodology Office Effective – 1 August 2021.
 2. Confirm the DTC staff register as it appears in Appendix 1 to the present Order and make the staff register effective immediately upon the issuance of the Order.
 3. Appoint Elmira R. Kushaeva, Head of KNRTU Doctoral Office, as Head of DTC.
 4. Head of DTC Elmira R. Kushaeva shall:
 - 4.1. Design job descriptions for DTC staff members and enforce the validation procedure in accordance with the applicable regulations.
 - 4.2. Submit the file register to the head of Registrar's Office Olga A. Perelygina.
- Due date – one month after the issuance of the present Order.
5. Approve the Regulation on the DTC as it appears in Appendix 2 to the present Order.
 6. Reserve the oversight of the implementation of the present Order to myself.

Acting Rector

[signature]

Yury M. Kazakov

Translation is correct
Translator: D. Sokova



Appendix No.1
To KNRTU Order
Dated 26 July 2021 No. 23-ОД

List of the DTC staffing positions

1. Head of the DTC – 0.1 staff position financed by the Federal Budget for Higher Education.
2. Teaching methodology manager, 1 category – 1 staff position financed by the Federal Budget for Higher Education.
3. Teaching methodology manager, 1 category – 1 staff position financed by the Federal Budget for Higher Education.

Translation is correct
Translator: D. Sokova



Regulation
on the Doctoral Training Center

1. General Provisions

1.1. The present Regulation specifies the terms of reference, scope and types of works carried out in the Doctoral Training Center.

1.2. Official title in Russian: Докторский тренинговый центр (ДТЦ).

1.3. Official title in English: Doctoral Training Center (DTC).

1.4. The Doctoral Training Center is not a legal person.

1.5. The activities of the Center are regulated by the Russian Federation laws of higher education, educating highly qualified professionals, internal policies and procedures of KNRTU and the present Regulation.

2. Goals and Objectives of the DTC

2.1. The main goal of the DTC is training highly qualified professionals equipped with knowledge and skills in the field of innovation, research management, research commercialization and self-development.

2.2. The DTC sets the following objectives:

- creating conditions for self-development and acquisition of skills and knowledge to enable professional growth;
- developing professional competence of doctoral students and young scientists required for research and building a career in academia;
- studying and implementing effective modern technologies, methods and forms of supporting doctoral students and young scientists;
- enhancing cooperation with leading Russian and international universities and research centers in the field of supporting doctoral students and young scientists;
- designing and delivering lectures, study modules and practical courses for various audiences;
- developing and implementing modes of network cooperation with international partner universities of KNRTU.

Translation is correct
Translator: D. Sokova
7-2



3. Management and Structure

3.1. DTC functions as a study and research hub.

3.2. The DTC is part of the Teaching Methodology Office.

3.3. The Head of Doctoral Office is responsible for managing the operation of the DTC.

3.4. Within the framework of operation, the DTC is entitled to employ KNRTU staff members as well as external experts under independent contractor agreements.

3.5. The Head of the DTC operates within the scope of competence stipulated by the Russian Federation regulations, internal policies and procedures of KNRTU and the present Regulation.

4. Functions and Scope of Work

4.1. Educational function:

- organizing and delivering tuition sessions;
- organizing and delivering training for doctoral students and young scientists (delivering lectures, study modules, practical courses, etc.);
- organizing professional development courses in network format.

4.2. Methodological function:

- studying and disseminating best practices in doctoral training regarding competence in preparing research fundraising applications and submissions to international research journals, research commercialization, self-development, etc.
- designing and implementing projects for enhancing effective implementation of innovative teaching methodologies for doctoral training;


4.3. Data analysis and research function:

- creating online resources on modern international methodologies for doctoral training;
- organizing outreach activities and publication of papers based on the results of DTC operation.

5. Amendments to the Regulation

5.1. Approving the Regulation, amendments and modifications to the present Regulation is carried out in compliance with the established procedures of KNRTU.

Translation is correct
Translator D. Sokova
7.5



5.2. Amendments to the present Regulation are adopted by the KNRTU Rector's Order.

6. Registration and Filing

6.1. The present Regulation shall be registered as part of organizational documentation in the Human Resources and Documentation Office filing register.

6.2. The original document of the present Regulation on establishing a new subdivision shall be stored as part of organizational documentation in the Human Resources and Documentation Office until replaced with an updated version.

6.3. The certified copies of the Regulation on Establishing a new subdivision shall be stored as part of organizational documentation of that subdivision.

7. Final Provisions

7.1. Vice Rector for Academic Affairs shall be responsible for overseeing the implementation of the present Regulation.

7.2. The text of the present Regulation shall be published on the official university website.

7.3. The present Regulation comes into force immediately after it is approved by KNRTU Rector and shall be effective until annulled or until a new Regulation comes into force.

Translation is correct
Translator: D. Sokova
7.4

