

Approved by

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of ISEC NAS RA Scientific Council

ISEC NAS RA Director

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## **REGULATION**

**ON ADMISSION TO PhD, REGISTRATION OF DOCTORAL AND PhD  
SEEKERS (LOW-RESIDENCY STUDENTS)**

**OF THE SCIENTIFIC AND EDUCATIONAL CENTER**

**OF THE NATIONAL ACADEMY OF SCIENCES**

**OF THE REPUBLIC OF ARMENIA**

## 1. GENERAL PROVISIONS

1.1. This Regulation is adopted in compliance with RA Law “On Introduction of Credit System into Third Level of Higher Education and Postgraduate Professional Education of RA”, Articles 5, 17, 18 of RA Law “On Higher and Professional Postgraduate Education” and in line with the governmental resolution №238-N “On Admission To PhD Studies, Registration of Doctoral PhD Seekers (Low-residency Students)” dated on 25 February 2016.

1.2 This Regulations defines the procedure of admission to PhD Studies and Doctoral Studies, as well as registration of PhD seekers in the research organizations of the National Academy of Sciences of RA (hereinafter the Organizations).

1.3. PhD and Doctoral Studies and PhD seeking in the postgraduate system are forms of preparing highly qualified research specialists in compliance with specializations defined in the list of “RA Scientific Nomenclature” of “Supreme Certifying Commission” (hereinafter SCC) of RA Ministry of Education and Science.

1.4. A PhD student is an individual with higher professional education (Master degree holder or a qualified specialist) studying in PhD Studies to expand the theoretical knowledge to prepare a PhD thesis for receiving PhD degree and in case of postgraduate professional education of a researcher’s program – a relevant qualification degree.

1.5. A Doctoral candidate is a PhD holder admitted to the Doctoral Studies to prepare a thesis for Doctoral degree.

1.6. A PhD seeker is an individual (Master degree holder or a qualified specialist) with higher professional education preparing a PhD thesis attached to the institution to receive a PhD degree.

## 2. ADMISSION PROCEDURE FOR PhD STUDENTS, REGISTRATION OF DOCTORAL CANDIDATES AND PhD SEEKERS

### 2.1 PhD STUDIES

2.1.1 Master's degree holders or qualified specialists can be admitted to PhD Studies on the competitive basis.

2.1.2 Individuals, previously having completed PhD Studies or those having been expelled from PhD Studies without any excused reason can't be admitted on the state-funded places once again.

2.1.3. Applicants for the admission to PhD Studies must have taken pass tests both on a Foreign Language and Informatics and Information Communication Basics during the graduation year in accordance with internal scoring system approved by the Ministry of Education and Science of the Republic of Armenia for the given academic year.

Foreign Language:

- a) English - "TOEFL" (iBT) 46 or "IELTS" – 5.5 Band Score,
- b) German - "on DaF" - Score 60,
- c) French - "TCF" – Score 200,
- d) Informatics and Information Communication Basics – Score 25.

2.1.4. The results on Foreign Language and Informatics and Information Communication Basics together with the application form and other required documents are submitted to the Admission Committee by the applicant.

2.1.5. According to ISEC Director's order, an Admission Committee is organized for the purpose of organizing admission presided by the Director.

2.1.6. For full-time PhD Studies, in accordance with admission places allocated by the Ministry of Education and Science of the Republic of Armenia and set

schedule, admission of documents is organized for PhD applicants in May in the PhD Department by the Admission Committee. The professional examinations are held within the first ten days of June. The schedule is approved by the Head of research organizations. The question list is provided one month prior to the date of the professional examination. The announcement on the venue, date and schedule of the examination is posted on the designated areas and the website 7 (seven) days prior to the examination.

2.1.7. Admission of documents to part-time PhD studies is carried out in October, and professional examinations are held within the first ten days of November.

2.1.8. Applicants to PhD programs take the professional examination in the relevant research organization, where a professional examination committee is established with the decree of the head of the research organization. The committee comprises from 3 to 5 specialists having a scientific degree or a scientific title in the given field.

2.1.9. The PhD application is addressed to the Director of Scientific-Educational Center of the National Academy of Sciences of the Republic of Armenia (ISEC NAS RA).

2.1.10. In addition to the Application the following documents are required to submit (two copies):

2.1.10.1. The copy of Bachelor and Master's Diploma and the copy of its Appendix (if they are not received yet, then a relevant certificate from the given higher education institution), if applicants have received their higher education in foreign countries, then document on equivalence (validation) of their education:

1. Personnel records sheet

2. Autobiography

3. Three photos (3 x 4 size) two of which must be attached on the personal sheets

4. A relevant certificate on differentiated pass tests in Foreign Language and Informatics and Information Communication Basics (with score now lower than set thresholds).

5. Copy of at least one published scholarly work in the selected profession or a research paper within 20 printed pages (1 copy),

6. Extract from employment book (if any),

7. Copies of passport and military service record card,

8. Two folders.

2.1.11. The original passport, military service record card and the diploma on higher education are submitted personally.

2.1.12. The professional exams are held by the professional committee organized within the relevant research institution of the National Academy of Sciences of the Republic of Armenia. The held professional is registered in the applicant's examination sheet with offered questions and received grades. The examination sheet is signed by the Chairman of the Committee and its members (not less than two members). The professional examination is considered "passed" if the applicant has got at least "13" according to "20" grading system or "4" according to "5 grading system.

2.1.13. Resitting examination is prohibited.

2.1.14. At the request of the applicant the professional results are valid until the admission period in the next academic year.

2.1.15. Applicants come to the exam with an identification document.

2.1.16 Admission and of foreign students is carried out in line with RA Law "On Introduction of Credit System into Third Level of Higher Education and Postgraduate Professional Education of RA" and "Procedure on Admission of Foreign Students to Higher Education Institutions of the Republic of Armenia".

### **2.1.17. Holding Competition**

2.1.17.1 The competition is held according to the received grades for the professional examination. In case of equal grades the following indicators are taken into account according to the sequence:

- a) GPA in the Diploma Supplement of a Master's degree holder or of a qualified specialist,
- b) GPA in the Diploma Supplement of a Bachelor's degree holder or of a qualified specialist,
- c) The number of published research papers,
- d) Diplomas received from international or republican student competitions and Olympiads or reports of participation in international conferences.

2.1.26 The resolution on the admission to a PhD program is made by RA NAS Presidium, while the admission is implemented by the decree of the director of the relevant research organization by signing a relevant agreement with the PhD student.

## **2.2 Doctoral Studies**

2.2.1 The citizens of Armenia holding a PhD degree are admitted to the Doctoral Studies to prepare a thesis for Doctoral degree. The length of the studies is 3 years, mode - full-time.

2.2.2 The applicants to the Doctoral Studies submit a research project on fundamental or applied research having scholarly or socio-cultural significance to the given research organization.

2.2.3 The applications on the admission to Doctoral Studies are submitted on the name of the director of the relevant research organization and the following documents are attached:

- a) the copy of PhD degree diploma (if the diploma is issued in other countries, then SCC's certificate on compliance),

- b) an extensive plan of doctoral research,
- c) Personnel records sheet, autobiography and 3 photos (3x4 size),
- d) List on the published scientific papers, inventions, as well as the list of research work reports,

2.2.4 The applicant submits the passport and PhD degree diploma in person.

2.2.5 The relevant unit of the research organization submits a conclusion based on the submitted documents, and if it's positive, the Scientific Council of the given organization makes a decision on admitting the candidate to the Doctoral Studies, which is approved by the director of the organization. The admission of the doctoral students is documented with the decree of the director of the research organization and an agreement is signed with them.

### **2.3 PhD Seeking (Low-residency Students)**

2.3.1 People with higher education working on PhD dissertation can be registered as PhD seekers.

2.3.2 The registration of PhD seekers is done with the decree of the director of the relevant research organization. The maximum study period for PhD seekers to finalize their PhD dissertation and to pass qualification is 5 years.

2.3.3 PhD seekers are registered based on their application to the head of the relevant research organization of NAS RA submitting the following documents together with their application:

- 1) The copy of the Diploma on Higher Education and the copy of its Appendix, if applicants have received their higher education in foreign countries, then document on equivalence of their education:
- 2) List of published research articles or a research paper in the selected profession,
- 3) An autobiography and three photos (3 x 4 size).

4) Extract from employment book (if any).

2.3.4 The director of the research organization gives decree on the admission of the applicant based on the results of the interview with the applicant and future scientific supervisor and the conclusion of the relevant unit in line with the procedure approved by the SCC, and approves the topic of PhD dissertation and scientific supervisor.