

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**

## YEREVAN 2014

### 1. GENERAL PROVISIONS

1.1. This Regulation is adopted in compliance with Article 5 (17,18) of RA Law “On Introduction of Credit System into Third Level of Higher Education and Postgraduate Professional Education of RA” and the requirements of Education and Science Minister's decree № 1167-N “On Introduction of Credit System into Higher and Postgraduate Professional Education of RA” guidelines dated on 21 July 2010.

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 SCS) 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 Computer Skills 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.

a) "TOEFL" training course in English and examination are organized by American University of Armenia.

b) German "Test DaF" training course and examination are organized by DAADE.

c) French "TCF" training course and examination are organized by "Aliance Francaise".

2.1.4. The examination results on Foreign Language and Informatics and Computer Skills Basics together with the application form and other required documents are submitted to PhD Admission Committee of the PhD Department.

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

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. The professional examinations are held within the first ten days of June.

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

2.1.8. Those entering PhD programs take the professional exam in the relevant research organization.

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):

2.1.11. The copy of the Diploma on Higher Education and the copy of its Appendix (if they are not received yet, then a relevant certificate from the given Higher Education Institution).

2.1.12. Personnel records sheet.

2.1.13. Autobiography.

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

2.1.15. A relevant certificate on differentiated pass tests in Foreign Language and Informatics and Computer Skills Basics.

2.1.16. Certificate on PhD examinations (if they have already been passed).

2.1.17. List on the published scientific papers, inventions, research works. If there is none, a research paper in the specialization they apply. Those having graduated from the Master Studies may submit the Master thesis (one copy).

2.1.18. Two folders.

2.1.19. The original passport, military service record card and the Diploma on Higher Education are submitted personally.

2.1.20. The professional exams are held by the professional examination commission organized within the relevant research institution of the National Academy of Sciences of the Republic of Armenia. The held professional examination is registered in the applicant's examination-sheet with offered examination questions and received grades. The examination-sheet is signed by the Chairman of the Examination Commission 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.

2.1.21. Those having got "Satisfactory" assessment for their professional examination are deprived of the right to be admitted to a PhD program.

Retaking exams is not allowed.

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

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

#### **2.1.24. Holding Competition**

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

- a) The grades received for the differentiated tests on Foreign Language and Informatics and Computer Skills Basics (total).
- b) The number of published scientific papers.

- c) The average of scores registered in the Diploma Supplement of a Master's degree holder or of a qualified specialist.
- d) The grade received for Master's thesis defense or a qualified specialist thesis defense.
- e) 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.

## 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 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 SCS'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.

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

2.3.1 People with higher education working on PhD dissertation can be registered as PhD seekers. The maximum study period for PhD seekers to finalize their PhD dissertation and to pass qualification examinations is 5 years.

2.3.2 The registration of PhD seekers is done with the decree of the director of the relevant research organization.

2.3.3 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 SCS, and approves the topic of PhD dissertation and scientific supervisor.

2.3.4 PhD seeking in NAS research organizations is carried out on free-of-charge and tuition-fee bases in line with the procedure set by the given research organization.