

THE DECISION OF THE CABINET OF MINISTERS OF THE REPUBLIC OF  
AZERBAIJAN

On approving the “Rules on the establishment and admission to doctoral studies”

For ensuring execution of point 1.15 of the Decree of the President of the Republic of Azerbaijan “On application of the Educational Law of the Republic of Azerbaijan” No. 156, dated September 05, 2009, the Cabinet of Ministers of the Republic of Azerbaijan **decided**:

1. To approve the “Rules on the establishment and admission of doctoral studies” (attached).
2. The decision comes into force as of the date of signing.

**The Prime Minister of the Republic of Azerbaijan Artur Rasi-zade**

Baku city, July 01, 2010  
No.129

Approved by the Decision of the Cabinet  
of Ministers of the Republic of Azerbaijan  
No. 129, dated July 01, 2010

**R U L E S**

**on establishment and admission to doctoral studies**

**1. GENERAL PROVISIONS**

1.1. These Rules are developed on the basis of the “Law on Education” of the Republic of Azerbaijan and determine the requirements set for the establishment and uniform admission rules to doctoral studies.

1.2. Training of highly-qualified scientific and scientific-pedagogical cadre in the Republic of Azerbaijan is executed through the doctoral studies, which is the highest education level, (in case of military education institutions – graduate military course) and is completed with the awarding of relevant degrees (indicating areas of science, Doctor of Philosophy and Doctor of Sciences).

1.3. Doctoral studies are carried out in two programs - Doctor of Philosophy and Doctor of Sciences.

1.4. Doctoral studies are carried out full-time (leaving employment) and part-time (without leaving employment).

1.5. Higher education institutions and scientific organizations, offering doctoral studies, also execute the training of scientific and scientific-pedagogical cadre through dissertation research.

1.6. Doctoral studies are carried out free (at the expense of the state) and (or) with a tuition fee.

Tuition fees of the children, who lost their parents and are deprived of parental care, as well as individuals among them, studying at state, municipal and private higher education institutions are funded from the state budget.<sup>1</sup>

1.7. Full-time education under the Doctor of Philosophy program lasts 3 years, part-time 4 years and through dissertation research 4 years.

Full-time education under the Doctor of Sciences program lasts 4 years, part-time 5 years and through dissertation research 5 years.

In exceptional cases, education period for all types of education can be extended.

1.8. The relevant bodies, which higher education institutions and scientific organizations are subordinated to, submit plans of annual admission to doctoral studies and assignment of dissertationists to the Cabinet of Ministers of the Republic of Azerbaijan on the basis of the order of higher education institutions and scientific organizations. The plans of annual admission to doctoral studies and assignment of dissertationists are approved on the basis of the opinion of the National Academy of Sciences of the Republic of Azerbaijan and the Ministry of Education of the Republic of Azerbaijan.

1.9. Alumni, who completed their education in doctoral studies and through dissertation research, are awarded the relevant certificate and reference of the education institution about passing their examinations.

1.10. Scientific-methodical supervision and oversight over the doctoral studies, offered by higher education institutions and scientific (scientific-research, scientific production) organizations, are executed by the bodies they are subordinated to.

## **2. ESTABLISHMENT OF DOCTORAL STUDIES**

2.1. Doctoral studies are established at the National Academy of Sciences of the Republic of Azerbaijan, higher education institutions and scientific (scientific-research, scientific production) organizations, irrespective of their organizational-legal and ownership form.

2.2. The relevant bodies, which higher education institutions and scientific organizations are subordinated to, submit a petition on the establishment of doctoral studies to the Cabinet of Ministers of the Republic of Azerbaijan on the basis of the order of higher education institutions and scientific organizations. The petition is approved on the basis of the opinion of the National Academy of Sciences of the Republic of Azerbaijan and the Ministry of Education of the Republic of Azerbaijan.

2.3. The decisions of the scientific and scientific-technical councils (hereinafter, the Academic Council) of higher education institutions and scientific organizations are added to the petition. The decision includes a list of specialities envisioned for doctoral studies and the availability of relevant scientific capacity.

2.4. The data on the existing scientific capacity and the achieved indicators in science and innovation of higher education institutions and scientific organizations shall be analysed and their scientific capacity identified.

2.5. The following data shall be submitted for identifying the scientific capacity of higher education institutions and scientific organizations:

data on the organizational-legal status and key scientific areas;

data on the capacity of scientific and scientific-pedagogical personnel;

data on the quality of fundamental researches and the latest accomplishments in priority areas;

data on the engagement in the implementation of state programs;  
data on the logistical base (libraries, special funds, archives and etc. on humanitarian areas);  
data on the published scientific works, acquired patents, scientific and technological works, implemented programs and projects and innovative activity;  
data on the textbooks published for all levels of education, programs and projects implemented together with other organizations;  
data on the cooperation describing the engagement in the work of foreign scientific bodies within the framework of international and bilateral programs;  
other data describing the activity of specially-designated education institutions may be provided in order to create doctoral studies in those institutions.

### **3. DOCTORAL STUDIES ON TRAINING OF DOCTOR OF PHILOSOPHY**

3.1. The citizens of the Republic of Azerbaijan with higher education (a Master degree or corresponding higher education, doctor and doctor-specialist in medical studies) are admitted to doctor of philosophy program on the basis of contest.

3.2. A person who graduated from doctoral studies (former postgraduate studies) cannot be readmitted to the same major of doctoral studies.

3.3. The following documents are presented for the admission to doctoral studies:  
application (to the head of institution or organizations offering doctoral studies);  
personal registration sheet of applicant;  
curriculum vitae;  
2 photos (3x4 cm-sized);  
letter of reference from workplace;  
extract from employment record book for those with work experience;  
a list of published scientific works or a paper on chosen major;  
a respectively authenticated copy of diploma on graduation from higher education institution (certificate on the recognition of the education documents of the citizens of the Republic of Azerbaijan who studied in foreign countries);  
a copy of identification card.

3.4. The method, rules and plan of admission of documents and the timing of examinations are announced by admission institution in mass media.

3.5. Admission to doctoral studies is conducted by higher education institutions and scientific organizations at fixed periods annually.<sup>2</sup>

3.6. Admission commission, chaired by the head (or deputy head on the matters of science) of higher education institution and scientific organization offering doctoral studies, is set up to receive documents. Admission commission shall be comprised of the heads and leading employees of faculty, chair, department, division, laboratory and as a rule, supervisors who will oversee doctoral students.

3.7. Admission commission determines the confirmity of the applicants' major with doctoral studies.

3.8. To-be scientific supervisor holds an interview with applicant to doctoral studies and submits his/her positive or negative decision on accepting applicant to the admission commission in writing.

3.9. The admission commission decides in favour or against allowing the applicant to take examinations on the basis of the opinion of to-be scientific supervisor and other submitted

documents and a notice on this decision is sent to applicant not later than one week. The notice is signed by the heads of higher education institution and scientific organization offering doctoral studies and this notice entitles the applicant to take a leave from workplace.

3.10. Applicants to doctoral studies shall take admission examinations in the subject of their major, foreign language (save for Russian language, applicants are independent to choose or chosen language shall conform to major) and philosophy in the volume of study programs of Master studies level.

3.11. Examination commission on relevant subjects are set up in higher education institutions and scientific organizations to hold admission examinations.

3.12. Commission set up by the head of higher education institution and scientific organization offering doctoral studies holds admission examination in the subject of major.

Commission shall include at least two doctors of sciences or professor on relevant major. To-be supervisors may also be a member of commission. Head of higher education institution and scientific organization or deputy head on the matters of science is appointed the chair of commission. In exceptional cases, when there are not doctors of sciences and professors on relevant majors, doctors of philosophy (candidates of sciences), associate professors, experienced specialists without a scientific (scientist) degree on foreign language may be included in the commission.

3.13. In case of scoring equal points, applicants scoring more points in the subject of major and with more published scientific works shall be given preference.

3.14. Admission commissions set up at higher education institutions and scientific organizations take relevant decisions on the basis of the results of examinations.

3.15. Academic councils of higher education institutions and scientific organizations approve the topics of dissertation and scientific supervisors of doctoral students not later than one month after the decision of the commission on their admission to doctoral studies.

3.16. Admission to doctoral studies is officialized on the basis of approved plan in accordance with the statute (regulations) regulating the activity of higher education institutions and scientific organizations.

3.17. A copy of the decision (order) of admission to doctoral studies serves as the basis for termination of labour agreement between an employer and an individual admitted to doctoral studies leaving his/her job.

3.18. Employment history of individuals admitted to doctoral studies leaving his/her job are submitted to institution or scientific organization of their doctoral studies.

3.19. Decision (order) on admission to doctoral studies details information on the topic of dissertation, education period and supervisor (supervisors) and they are informed about it. As a rule, scientific supervisors of doctoral students are doctors of science or professors.

3.20. In exceptional cases, under the decree of the academic council of higher education institutions and scientific organizations, doctors of philosophy (candidates of sciences) on relevant major may be engaged in scientific supervision.

3.21. Onlardan biri fəlsəfə doktoru (elmlər namizədi) ola bilər. When researching topics covering various majors, doctoral student may be assigned two scientific supervisors or a supervisor and an advisor. One of them may be Doctor of Philosophy (candidate of sciences).

3.22. Scientific supervisor offers a doctoral student advice on scientific work, oversees the activity of doctoral student in accordance with approved individual work plan and supervises the timely and quality implementation of dissertation.

3.23. Doctoral students are assigned to scientific supervisor by the academic councils of higher education institution and scientific organization on condition of not assigning more than 5 students per supervisor and are officialized on the basis of approved plan in accordance with

the statute (regulations) regulating the activity of higher education institutions and scientific organizations.

3.24. Scientific supervisor is paid a salary per a doctoral student as envisioned in legislation.

3.25. Doctoral student works in accordance with individual work plan approved by the academic council of higher education institution and scientific organization during his/her time in doctoral studies.

3.26. Transfer of doctoral student from one higher education institution, one scientific institution to another or from full-time to part time education and vice versa are executed by the decision of the academic council of education institution and scientific organization in accordance with the statute (regulations) regulating the activity of the higher education institution and scientific organization.

3.27. The following needs to be accomplished during doctoral studies:

to master professional knowledge thoroughly;

to acquire skills to carry out independent scientific-research work;

to master methodology of scientific-research;

to fulfill individual work plan completely;

to take doctoral examinations in the subject of major (as well as in another subject which conforms with major), informatics and foreign language;

to publish the articles demonstrating the results of their scientific research;

to approbate the results of their scientific-research;

to complete their scientific-research work.

3.28. Doctoral student delivers reports in the meetings of department, division, chair and laboratory from time to time on the implementation of individual work plan.

3.29. Doctoral students are entitled to use the library, laboratory, existing equipment, as well as to go on a mission, including travel to foreign countries and take part in expeditions to research the subject of dissertation along with the scientific workers of higher education institutions and scientific organizations.

3.30. Doctoral students shall undergo attestation not less than once a year in accordance with the regulations on attestation approved by higher education institutions and scientific organizations. Attestation period is determined by the heads of higher education institutions and scientific organizations. Continuation of the education by doctoral student in the next academic year is determined on the basis of attestation results.

3.31. Scientific supervisors of doctoral students deliver reports in the academic councils of higher education institutions and scientific organizations from time to time.

3.32. Those who complete individual work plan and scientific-research work are allowed to defend their dissertations to obtain a "Doctor of Philosophy" scientific degree.

3.33. Heads of higher education institutions and scientific organizations shall assist doctoral students to fulfill individual work plan and obtain necessary equipment, as well as other materials required for scientific-research work.

3.34. Full-time doctoral students are paid stipend in the amount determined in the legislation. They are also entitled to an annual leave. Doctoral students successfully accomplishing individual work plans may be allocated different stipends or additional payments at the expense of internal resources of higher education institutions and scientific organizations.

3.35. Full-time doctoral students may be engaged in relevant scientific or scientific-pedagogical work part-time in higher education institution and scientific organization of their instruction upon consent of their scientific supervisors.

#### **4. DOCTORAL STUDIES ON TRAINING OF DOCTOR OF SCIENCES**

4.1. The citizens of the Republic of Azerbaijan with scientific or scientific-pedagogical achievements, with capacity to conduct high-level research and with a "Doctor of Philosophy" (candidate of sciences) degree in selected field of doctoral studies are admitted to Doctor of Science program.

4.2. The following documents are presented for the admission to doctoral studies: application (to the head of institution or organizations offering doctoral studies);

personal registration sheet of applicant;

curriculum vitae;

2 photos (3x4 cm-sized);

letter of reference from workplace;

extract from employment record book;

a list of published scientific works;

respectively authenticated copy of diploma of "Doctor of Philosophy" or "Candidate of Sciences" scientific degree;

respectively authenticated copy of diploma on graduation from higher education institution (certificate on the recognition of the education papers of the citizens of the Republic of Azerbaijan who studied in foreign countries);

a copy of identification card.

4.3. Academic council of higher education institution and scientific organization decides on admission to doctoral studies, the topic of dissertation, individual work plan and scientific advisor (advisors) on the basis of the introduction of relevant department, division, chair or laboratory about the applicant to "Doctor of Sciences" scientific degree. The decision is officialized in accordance with the statute (regulations) regulating the activity of higher education institutions and scientific organizations.

4.4. Scientific advisor is paid a salary in accordance with the legislation.

4.5. In case of necessity, doctoral students may be dispatched to leading scientific centres (including foreign ones). Subsistence allowance (per diem) is paid in accordance the legislation.

4.6. Doctoral students deliver annual reports to the academic council of higher education institution and scientific organization on the implementation of individual work plan. Continuation of the education of a doctoral student is determined on the basis of the report.

4.7. A doctoral student shall complete a dissertation, undergo approbation and defend it in accordance with the determined rules in the course of doctoral studies.

4.8. Full-time doctoral students studying at the expense of the state are paid stipend in the amount determined in the legislation. They are also entitled to an annual leave

#### **5. TARGETED TRAINING OF SCIENTIFIC AND SCIENTIFIC-PEDAGOGICAL CADRE IN DOCTORAL STUDIES**

5.1. Targeted training of highly-qualified scientific and scientific-pedagogical cadre in doctoral studies is executed with the introduction of higher education institutions, scientific and other organization on the basis of order of the respective bodies they are subordinated to.

5.2. Targeted training of highly-qualified scientific and scientific-pedagogical cadre in doctoral studies is carried out in accordance with the general admission rules of doctoral studies of higher education institutions and scientific organizations. Targeted seats are described in the admission plan of doctoral studies.

5.3. Rights and duties of the doctoral students of "Doctor of Philosophy" and "Doctor of Sciences" scientific degrees also apply to the targeted training of highly-qualified scientific and scientific-pedagogical cadre.

5.4. Transfer of students involved in the process of targeted training of highly-qualified scientific and scientific-pedagogical cadre in doctoral studies from full-time studies to part-time studies and vice versa may be executed only upon consent of organization which dispatched them.

## **6. TRAINING OF SCIENTIFIC AND SCIENTIFIC-PEDAGOGICAL CADRE THROUGH DISSERTATION RESEARCH**

6.1. Training of highly-qualified scientific and scientific-pedagogical cadre through dissertation research ensures the realization of dissertation work for specialists of higher education, scientific and other organizations without them leaving their workplace and through being assigned for obtaining a scientific degree.

6.2. Scientific and scientific-pedagogical cadre of higher education institutions, scientific and other organizations with higher education (a Master degree or corresponding higher education, doctor and doctor-specialist in medical studies) and with accomplishments in relevant research areas are entitled to obtain "Doctor of Philosophy" scientific degree through dissertation research. Obtaining a "Doctor of Philosophy" scientific degree is a key precondition to obtain a "Doctor of Sciences" scientific degree through dissertation research.

6.3. A person who received education through dissertation research is not entitled to become a dissertationist in the same major again.

6.4. A person who graduated from doctoral studies is not entitled to study the same major through dissertation research.

6.5. Persons intent on being assigned as a dissertationist shall, as a rule, have scientific and scientific-pedagogical work experience.

6.6. The following documents are presented in order to study through dissertation research:

application (to the head of institution or organizations offering dissertation research);

personal registration sheet of applicant;

curriculum vitae;

2 photos (3x4 cm-sized);

letter of reference from workplace;

extract from employment record book;

a list of published scientific works or a paper on chosen major (for training of doctor of philosophy);

respectively authenticated copy of diploma on graduation from higher education institution (certificate on the recognition of the education papers of the citizens of the Republic of Azerbaijan who studied in foreign countries);

respectively authenticated copy of doctor of philosophy (candidate of sciences) diploma of the applicant to "Doctor of Sciences" scientific degree;

a list of published scientific works (for training of doctor of sciences);

a copy of identification card.

6.7. Academic council of higher education institution and scientific organization decides on the appointment of dissertationist, the topic of dissertation, individual work plan and scientific advisor (advisors) on the basis of the introduction of relevant department, division, chair or laboratory. On the basis of the decision of academic council the head of of higher education institution and scientific organization issues an order on the appointment of applicant.

6.8. Individuals (doctoral students) studying through dissertation research enjoy the same rights and duties as the doctoral students of “Doctor of Philosophy” and “Doctor of Sciences” scientific degrees.

6.9. Individuals doing a “Doctor of Philosophy” scientific degree through dissertation research shall take doctoral examinations in the subject of major, informatics and foreign language, as well as in another subject which conforms with their major.

6.10. Scientific supervisors and advisors of the individuals studying through dissertation research are paid a salary in accordance with the legislation.

6.11. Individuals appointed as a dissertationist on doctor of philosophy and doctor of sciences programs in order to complete their dissertation work are granted a research leave from their job under the decision of academic council for the period defined in the the legislation.

## **7. RIGHT OF FOREIGNERS AND STATELESS PERSONS TO EDUCATION IN DOCTORAL STUDIES AND THROUGH DISSERTATION RESEARCH**

7.1. Education of foreigners and stateless persons in doctoral studies and through dissertation research is executed on the basis of direct agreements forged by legal and physical persons in accordance with the international agreements the Republic of Azerbaijan is a signatory to.

7.2. Education of foreigners and stateless persons in doctoral studies and through dissertation research is executed on tuition fee basis. Annual tuition fee is determined by the bodies , which higher education institutions and scientific organizations are subordinated to, in accordance with the nature of education. In exceptional cases, higher education institutions and scientific organizations may admit students without a tuition fee upon consent of the bodies they are subordinated to.

7.3. Foreigners and stateless persons, who studied abroad, need to provide a notarially authenticated copy of diploma on higher education and a certificate on recognition of diploma.

7.4. Foreigners and stateless persons shall take a doctoral examination in “Azerbaijani language” in the course of their doctor of philosophy studies and their education through dissertation research.

7.5. Admission and appointment of foreigners and stateless persons as a dissertationist, as well as their education are executed in accordance with these Regulations and legislation in force.

## A LIST OF SOURCE DOCUMENTS USED

1. The decision No.310 dated October 24, 2013 of the Cabinet of Ministers of the Republic of Azerbaijan (“Azerbaijan” newspaper, October 27, 2013, No.237, a Compilation of Legislation of the Republic of Azerbaijan, 2013, No.10, article 1228)
2. The decision No.6 dated January 14, 2014 of the Cabinet of Ministers of the Republic of Azerbaijan (“Azerbaijan” newspaper, January 21, 2014, No.16, a Compilation of Legislation of the Republic of Azerbaijan, 2014, No.1, article 56)

## A LIST OF AMENDMENTS AND SUPPLEMENTS TO THE DECISION

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<sup>1</sup> The decision No.310 dated October 24, 2013 of the Cabinet of Ministers of the Republic of Azerbaijan (“Azerbaijan” newspaper, October 27, 2013, No.237, a Compilation of Legislation of the Republic of Azerbaijan, 2013, No.10, article 1228)

<sup>2</sup> Under the decision No.6 dated January 14, 2014 of the Cabinet of Ministers of the Republic of Azerbaijan (“Azerbaijan” newspaper, January 21, 2014, No.16, a Compilation of Legislation of the Republic of Azerbaijan, 2014, No.1, article 56) “the Cabinet of Ministers of the Republic of Azerbaijan” was replaced with “the higher education institutions and scientific organizations” in 3.5 article of the “Rules on the establishment and admission to doctoral studies”