

Verified at  
ISEC NAS RA Scientific Council N 63  
30 May, 2014  
ISEC NAS RA director  
\_\_\_\_\_ A. Sargsyan

RA NATIONAL ACADEMY OF SCIENCES  
INTERNATIONAL SCIENTIFIC EDUCATIONAL CENTER

PhD DEPARTMENT CHARTER

Yerevan 2014

## General Provisions

- 1.1. The charter of PhD department is adopted according to the RA Civil Code and RA Labour Code, RA Law on Education, RA Law on Higher and Postgraduate Education, NAS RA International Scientific Educational Center charter (hereinafter ISEC) within the ISEC administrative competencies and other legal regulations.
- 1.2. NAS RA PhD Department (hereinafter PhD Department) operations are regulated by this charter.
- 1.3. The system of postgraduate education prepares academic and research oriented high quality specialists. PhD studies, Doctoral and external doctoral degree programmes are implemented in accordance with RA Ministry of Education and Science, RA Supreme Certification Commission (hereinafter SCC) and RA Scientific Degree Nomenclature.
- 1.4. PhD candidate is a holder of a Master's degree or a diploma of a qualified specialist, who studies in a PhD programme to extend professional theoretical knowledge and to get ready for a PhD dissertation defense.
- 1.5. A doctoral candidate is a PhD degree holder who has applied for a doctoral programme to get a scientific degree of Doctor of Science/DSs.
- 1.6. An external doctoral degree programme candidate is a holder of a Master's degree or a diploma of a qualified specialist who gets ready for a PhD dissertation defense.

## 2. Objectives, Tasks and Functions of PhD Department

### Objectives of the PhD Department:

- 2.1. To develop educational procedures; prepare methodical documents of a researcher's scientific and academic programme; develop a researcher's individual plan and final attestation procedures.
- 2.2. To restructure NAS RA PhD department as a third cycle of education in accordance to the national and European frameworks and gradually complying the educational component of the PhD department with the Bologna Process and the European Higher Education Area.
- 2.3. To reorganize NAS RA PhD department leading PhD education towards the efficient preparation of research and professional work oriented staff.
- 2.4. To provide PhD candidates and teaching staff with necessary modern infrastructures for engaging in high quality education and research.
- 2.5. To ensure regular quality improvement in all fields of activities through the enhancement of educational programmes, effective administration and management by involving both Armenian Diaspora and foreign PhD candidates, supervisors and teaching staff.
- 2.6. To set up positive environment for a researcher's new programmes based on institutional scientific capacities and aiming at modern scientific education which is consistent with RA societal needs.

### **Tasks of the PhD Department**

- 2.7. To plan and organize educational process for PhD candidates of the NAS RA scientific organizations.
- 2.8. To develop regulatory documents and provisions regulating the educational component of the NAS RA scientific organizations.
- 2.9. To ensure advisory, methodical and information assistance for scientific organizations/centers in the preparation of academic staff.
- 2.10. To improve continually the educational and research components of a PhD programme.
- 2.11. To provide researchers with necessary comprehensive, professional, transferable and academic knowledge in the educational component based on best practices and innovation. To promote efficient teaching/learning methods such as short term intensive courses (including outsource specialists), seminars, discussions, workshops or summer schools giving preference to interactive and communicative teaching methods.
- 2.12. To revise regulations and procedures of the academic process organization, management of PhD candidates, academic progress, quality monitoring, evaluation and attestation.
- 2.13. To develop NAS RA PhD education internal quality assurance concept with further quality improvement strategy and development of respective procedures.
- 2.14. reportinh.

### **Functions of PhD Department**

- 2.15. To provide RA Ministry of Education and Science with PhD candidates' applications from NAS RA research organizations, PhD candidates' (full-time /part-time) personal profiles checkup, organization of admission process.
- 2.16. To submit PhD full-time /part-time admission results to the NAS RA presidium for approval.
- 2.17. To organize courses for the general educational component.
- 2.18. To organize qualification examinations.
- 2.19. To issue certificates and other official documents for the submission to the Supreme Certifying Commission.
- 2.20. To monitor intra-academic activity of a PhD candidate's research programme.

### **3. PhD Department Structure**

- 3.1. PhD department is ISEC NAS RA infrastructure and reports to the ISEC director.
- 3.2. PhD department is headed by the Head of PhD department, who is in charge of the PhD department activities.

3.3. PhD department charter is adopted, amended or complemented by the Scientific Council of the Center.

**Functions of the Head of PhD department**

3.4. To coordinate PhD department general activities.

3.5. To perform as to PhD department duties and functions.

**Functions of the senior specialist of PhD Department**

3.6. To monitor full time/part time PhD candidates' personal profiles.

3.7. To issue certificates for the presentation to the Supreme Certifying Commission and to make reports.

3.8. To provide with advisory, methodical and information assistance for research organizations/centers.

**4. PhD Department Partnership**

**PhD department is in partnership with**

4.1. ISEC relevant structural subdivisions, NAS RA scientific organizations.

4.2. RA local authorities and organizations on the basis of the current charter and other legal acts.

**5. Final Provisions**

The rights and responsibilities of PhD department staff are laid down by the employment contracts, ISEC charter, PhD department charter, internal disciplinary rules and other legal acts.