

PROVISIONS ON TAKING QUALIFICATION EXAMINATIONS





Approved by the Resolution № 220/2 as of January 28, 2016 of the Presidium of the Supreme Attestation Commission at the Cabinet of Ministers of the Republic of Uzbekistan

Additions and amendments have been introduced following the Resolution № 239/6 as of May 31, 2017 of the Presidium of the Supreme Attestation Commission at the Cabinet of Ministers of the Republic of Uzbekistan

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The present Provisions regulate the activity of taking qualification examinations in accordance with the Decree of the President of the Republic of Uzbekistan 'On Further Improvement of Postgraduate Education' № 4958 as of February 16, 2017; the Resolutions of the Cabinet of Ministers 'On Postgraduate Education and Further Improving the Attestation of Scientific and Scientific-pedagogical Personnel' № 365 as of December 28, 2012 and 'On Measures of Further Improvement of Postgraduate Education' № 304 as of May 22, 2017.



Chapter 1. General regulations

1

Applicants for the degree of a 'Doctor of Philosophy' (hereinafter researchers) are supposed to pass the following qualification examinations:

on specialty (according to the theme of the dissertation);

questions on the Basis of Mathematic Modeling are included in the tests of qualification exams on the exact and natural sciences, tasks on the Basis of Mathematic Statistics are included in the tests of qualification exams on the subjects (specialties) of economy, medicine and pedagogy.

a foreign language (English, French or German). In case of being required to know another foreign language for the dissertation, in line with the institution's recommendation and mutual agreement with the SAC under the Cabinet of Ministers of the Re-

public of Uzbekistan, a foreign language examination designated in the recommendation is to be passed.

Applicants provided the following valid certificates: IELTS (not less than 5.5 score on average), TOEFL (PBT) (not less than 567 score), TOEFL (IBT) (not less than 87 score), CEFR (at least B2 level), Test DaF (Test Deutsch als Fremdsprache für ausländische Studienbewerber). GOETHE-ZERTIFIKAT DALF (Diplome approfondi de langue française) and Certificate of State Test Center are exempted from passing a qualification exam on a foreign language.

2

Researchers applying for the scientific degree of a Doctor of Philosophy on foreign language philological sciences are supposed to pass additionally the qualification examination on the second language.

3

Foreigners applying for the scientific degree of a Doctor of Philosophy are to pass qualification examinations only on the subject of specialization relevant to the theme of dissertation.

4

Qualification examinations on the specialty are elaborated and approved by the institution in which the Scientific Council on awarding scientific degrees operates and qualification exams on foreign language (English, French or German) are elaborated and approved by the leading higher educational and scientific research institutions every 3-4 years, if necessary in short terms, on the basis of the approved programs.



Chapter 2. Procedure of qualification examinations

5

The qualification examination on specialty is to be held at the institution where the Scientific Council holding dissertation defenses functions.

The qualification examinations on a foreign language are held at the institution defined by the SAC.

The Heads of higher educational and scientific-research institutions (hereinafter institution), the Heads of the ministries and agencies are not allowed to take the qualification examinations in the institutions under their guidance. In this case, according to

the appeals of the Heads of institutions or the Heads of ministries and agencies the institutions where they can pass the qualification examinations are defined (among the establishments which have the right of taking the qualification examinations) by the SAC.

6 The institutions which have: relevant educational-organizational or scientific-organizational structures; scientific, scientific-pedagogical potential; appropriate material-technical base may appeal to the SAC to get a license to organize a qualification examination on the relevant foreign language.

The appeal of the institution is considered at the following meeting of the SAC Presidium. According to the results of the meeting if the SAC Presidium makes a decision on granting the right to the institutions to take a qualification examination on the relevant foreign language, a license to take a qualification examination is given to the institution.

The list of the institutions given a license to take a qualification examination on the relevant foreign language is announced on the official website of the SAC and in the following issue of the “SAC Bulletin” by indicating the requisite of the decision of the SAC Presidium on granting the right to the institution to take a qualification examination on a foreign language. The list of institutions is announced on the official website of the SAC.

7 The institutions granted the right to take qualification examinations set up a commission (hereinafter commission) for taking qualification examinations for two years according to the decision of the Head of the institution agreed with the SAC.

The commission on the specialty consists of 5-7 members including the chairperson who is a Doctor of Science in the specific scientific field or Candidate of Science or Doctor of Philosophy having an academic status of a professor or other equal scientific degrees received in foreign countries. At least 2 members of the commission are to be Doctors of Science.

The commission on a foreign language is set up including 5-7 members chosen among the relevant specialists. At least 2 members of the commission are to be Doctors of Science or Candidate of Science or Doctor of Philosophy having an academic sta-

tus of a professor or other equal scientific degrees received in foreign countries. High skilled and experienced specialists with no scientific degree but international certificates on IELTS (not less than 5.5 score on average), TOEFL (PBT) (not less than 567 score), TOEFL (IBT) (not less than 87 score), CEFR (at least B2 level) may be included in the commission members on a foreign language in juridical sciences.

The commission can take an examination if only more than half of its members are taking part in the examination process.



Chapter 3. Procedure of undertaking the qualification examinations

8

Qualification examinations are held in the form of a session in February, May, November and December based on accepted plans, with the exception of the cases mentioned in the item 21 of the present Provisions.

9

The list of applicants is approved by the decision of the Head of the institution and the time and venue of the qualification examination are to be shown as well.

The text of the following resolution is announced on the official web-site of the organization within one day after it is signed by the Head of the institution. Other organizations aiming to add their applicants to the list are to give a copy of the identification documents of the applicants and apply to the institution where the qualifying examinations are to be held up to the first date of the following session month. The application form is to include clear and full information on how to get in touch with him/her (telephone number, e-mail, etc.). According to this application they are included in the list of examinees by the institution.

10

The examinees are admitted in line with their identification documents to the qualification examinations.

11

The information about the qualification examinations is sent to the SAC not later than 5 days before examination.

12 Members of the Scientific Council (if exists at the institution), members of the institution authority and representatives of the relevant ministries or institutions, or the SAC may participate in the qualification examinations.

13 Qualification examination is held in written and oral form. Marked test lists are prepared in advance by the responsible institutions for the written examination. Examination sheets are kept at the institute where the qualification examination(s) has been conducted within 3 months and 3 months later according to the formal note they are destroyed.

Applicants answer the questions in front of the members of the commission. Examinees may be asked some questions on the subject by the members of the Commission. The members of the Commission are independent in making assessment.

The members of the Commission inform the chairperson of the Commission about the scores and an average total score is determined by the chairperson of the Commission.

14 Researcher's knowledge degree is estimated at the 100-point system and evaluated as follows:
From 86 to 100 points – excellent;
From 71 points to 86 points – good;
From 55 points to 71 points – satisfactory;
From 0 points to 55 points – unsatisfactory.

15 The process of conducting a qualification examination may be video shot. Video shot materials are kept at the institute where the qualification examination has been conducted within 3 months and 3 months later according to the act they are wiped out.

16 Written proceedings of taking qualification examinations are to include detailed information of the questions given to the examinees. Written proceedings of taking qualification examinations are to be signed by the commission members and approved by the Head of the institution.

17 Researchers with successful scores are given a certificate formalised according to the Annex of the following Provisions within ten days. A Certificate is signed by the commission chairman and the Head of the institution.

The given certificate is valid for five years.

18 Documents related to the organization and examination taking processes (except examination sheets and video materials) are kept at the institute where the qualifying examination has been conducted within 3 months and 3 months later sent to the archive of the relevant institution.

19 Issues of unfair conducting of the qualification examinations may be appealed to the SAC within two months. If the complaint that qualification examinations have not been conducted in line with the requirements is approved by the SAC, the qualification examination results are cancelled in accordance with the decision of the SAC Presidium.

20 In case if an examinee is absent in the examination process for a valid reason(s), and if there is a valid document confirming this reason, and under a written consent of the Head of the institution he/she is eligible to pass an examination during the current session. In this case the Head of the institution changes the list of applicants and informs the SAC in the written form.

21 The qualification examinations may also be taken repeatedly during one session or out of session time of taking qualification examinations. In this case an applicant appeals to the SAC providing the main cause (approving documents are to be submitted if available). If the results of the documents' expertise are found to be positive, the applicant and the institution where the qualification examinations are held are informed by the SAC.

22 As soon as the sessions are over, institutions present information of the qualification examination results within 5 days to the SAC and an annual e-report of the qualification examination results is sent to the SAC till the 10th January each year.

23 Qualification examination results are announced on the official website of the SAC and "SAC Bulletin".



Chapter 4. Final regulations

24

In case of requirements' violation of the present Provisions, a complaint may be sent in line with the prescribed legal documents.

25

The Head of the educational institution is responsible for providing an observance of the requirements of the present Provisions in organizing and holding the qualification examinations.

26

The present Provisions have been coordinated with the State Committee on Physical Culture and Sports, the Ministry of Culture, the Ministry of Higher and Secondary Specialized Education, the Ministry of Health, the Ministry of Public Education, the Ministry of Agriculture and Water Resources, the Ministry of Foreign Affairs, the Academy of Sciences, the Agency of Science and Technologies of the Republic of Uzbekistan and State Test Center.