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**Application for Admission**

**2024-2025 Academic Year**

**PhD Programmes**

Khazar University is a private institution of higher education and research, located in Baku, the beautiful, very safe, and multi-cultural capital city of Azerbaijan. It is one of the leading universities in the country and a broader region. The university derives its reputable name from ‘Xəzər dənizi’ or the Caspian Sea. Our academic programmes combine all competitive advantages of Azerbaijan as a major supplier of energy resources for the region (two-thirds of the country is rich in natural gas and oil), a land of unique cultural heritage that naturally unifies many civilisations, and a developer of many international trading routes and positive business initiatives. Our university was the first in Azerbaijan to be comprised of multiple independent Schools, united by the same academic policy and principles:

School of Science and Engineering

School of Economics and Management

School of Humanities, Education and Social Sciences

Graduate School of Science, Arts and Technology

Graduate School of Economics and Business

Your educational experience at Khazar will always be in-depth, career-focused, and internship-solidified, whichever programme you choose for yourself – Khazar is one of the leading universities in Azerbaijan in terms of its strong relations with different industries and research and development programmes. Every year, we provide a limited number of merit-based scholarships for outstanding personalities on all levels of study. Get on board and let’s sail on together! We are always leading the way!

**Admission**

Until further notice, Khazar University accepts doctoral applications **only in one round** in an application year. It is in your interest that your application with the accompanied materials is registered before the following deadline:

**Deadline: 18:00 (6:00 PM) Baku time on 15 May 2024 (admission application fee USD 25.00)**

**Directions**

Please read these directions very carefully. Failure to follow the guidelines below may result in the withdrawal of your application from the selection process.

1. Clearly type all the requested information in English.
2. All sections of the application form must be completed.
3. All documents issued in another language must be translated into English by either an official translation service or your university/college.
4. Completed Application for Admission must be sent to Khazar University’s International Affairs Office by email/conventional post or delivered in person no later than the deadline specified above. Applicants are encouraged to apply via email. When applying via email:

* Indicate your full name and the program applied for in the subject line;
* Send your Application for Admission and all required documents in PDF format (JPG, GIF, etc. file formats will not be accepted);
* Label/title all attachments properly (for example, Your Full Name CV, *et cetera*)

**Admission requirements**

All applicants are required to submit the following:

* PhD Application for Admission Form
* Master’s Degree’s Certificate/Diploma
* Official Academic Transcripts of Records
* A comprehensive Research Proposal outlining the applicant’s prospective doctoral research-associated idea, claim, research questions, methodology, and academic originality
* List of scholarly and other publications (if applicable)
* Two reference letters on academic capabilities and personal qualities
* Copy of international passport
* Medical examination certificate
* Curriculum Vitae or Resume
* Proof of ability to communicate and conduct academic research in the English language (no less than B2). A standardized English language test scores are not compulsory for providing in the initial stage, but Khazar University reserves its right to require such a test from the applicant, making it one of the conditions of final acceptance. The applicants with standardized scores on the C1/C2 levels (or TOEFL/IELTS equivalents) will have competitive advantage.

**Academic Programmes – Academic Year of 2024-2025**

*Please indicate the academic programme to which you are applying.*

**Graduate School of Science, Arts and Technology**

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| --- |
| PhD in Computer Science (Mathematics or Technical)PhD in Nanotechnology & Nanomaterials (Physics or Technical)PhD in Systems Analysis, Management and Information Processing (Mathematics or Technical)PhD in Construction Materials& Products (Technical)PhD in Analysis&Functional Analysis (Mathematics)PhD in Biochemistry (Biology)PhD in Genetics (Biology)PhD in Immunology (Biology)PhD in Microbiology (Biology)PhD in Molecular Biology (Biology)PhD in Ecological Chemistry (Chemistry, Technical)PhD in Development &Exploitation of Oil & Gas Fields (Earth sciences, Technical)PhD in PsychologyPhD in General Pedagogy & History of EducationPhD in Organization & Planning of EducationPhD in Theory and Methods of Teaching & Upbringing (English language teaching methodology or mathematics teaching methodology)PhD in World LiteraturePhD in Azerbaijani LiteraturePhD in Germanic LanguagesPhD in Comparative LinguisticsPhD in Political TheoryPhD in International Relations |

**Graduate School of Economics and Business**

### PhD in Economics

### PhD in Organization & Management of Enterprise

### PhD in World Economy

**Personal Data**

**First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gender** ❑ Male ❑ Female

**Marital status** ❑ Single ❑ Married ❑ Divorced

**Permanent address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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country and city codes country and city codes

**Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Skype \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Citizenship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Day/month/year

**International Passport Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Passport** **Expiration Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/month/year

**Academic Background**

*Indicate all academic institutions (including study abroad programs) you have attended or are currently attending with the most recent listed first*

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| --- | --- | --- | --- |
| **Institutions**  **(City, state/country)** | **Dates**  **attended** | **Diplomas,**  **certificates, degrees** | **Field of study** |
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**Professional Experience**

*Please begin with the most recent and add fields if necessary*

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| --- | --- | --- | --- |
| **Employer/Institution** | **Period of Employment** | **Position** | **Duties** |
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**Extracurricular Activities**

*Please list extracurricular activities in the last 3 years. Please type below or attach as a separate file.*

*Certificates, diplomas proving extracurricular activities could also be attached (optional).*

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**Languages**

**Your native language** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other languages you speak, read, or write** *(please categorize as "excellent,", "good," and "poor")*

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
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**Personal Statement (max 500 words)**

*Your personal statement should address your academic interests and objectives, professional experience and future goals. Please type below or attach as a separate file.*

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**References**

*Each applicant must submit two (2) letters of reference. Letters of reference must be written by people who can evaluate your academic abilities, suitability for the program of study you are intending to pursue as well as your personal qualities. Indicate the names of your referees below and attach the reference letters to your application.*

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Full Name** | **Institution/Organization/**  **Company** | **Contact Information**  **(Phone number/email address)** |
| **1** |  |  |  |
| **2** |  |  |  |

**Research proposal (max. 1,500 words)**

*The research proposal should address the following:*

1. *Statement of your academic interests and objectives, professional experience*
2. *A clear statement of your research topic and hypothesis*
3. *Your vision on your personal contributions to the field of your PhD study*
4. *Your vision on the timescale involved in your PhD research (including stages)*

*Please type below or attach as a separate file.*

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**List of publications**

*Include publications in the recent 5 years.* *Please type below or attach as a separate file.*

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**Tuition fee**

The annual tuition fee for all programs is USD 5,000. The tuition fee does not include accommodation or living expenses. Khazar University reserves the right to change the tuition fee from year to year.

**NOTA BENE: Before commencing the studies at Khazar University, an international student must pay the application fee and, at least, one year’s tuition fee (less scholarship, if applicable).**

**Application and Tuition Fee Refund Policy**

**The application fee is non-refundable regardless of the outcome of the application process.**

**The paid tuition fee is partially refundable if** the accepted student (who received Khazar University’s Offer of Admission) has changed his/her mind about studying **before arriving** in Azerbaijan – in this case the tuition fee will be refunded less 10% of the amount paid. If the accepted student (who received Khazar University’s Offer of Admission) has changed his/her mind about studying **after arriving** in Azerbaijan but before his/her contract with Khazar University is signed, the tuition fee will be refunded less 20% of the amount paid only on the condition of the student’s departure from Azerbaijan. **After arriving in Azerbaijan and having signed the contract** with Khazar University, the student’s paid tuition fees cannot be returned.

**Scholarship**

Khazar University provides a limited number of merit-based scholarships. **The applicant does not need to apply for a scholarship** – if eligible, Khazar University will notify the applicant in the Offer of Admission. If offered, the scholarship will be reviewed on the annual basis by an appointed academic panel at Khazar University and may be extended for the next year of study, provided that the student’s academic performance is considered up to its level

**How did you hear about Khazar University?**

❑ Friend

❑ Current student

❑ Alumna/alumnus

❑ Web search

❑ Social platforms (*Facebook*, *Twitter*, *Instagram*) (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Keystone platform

❑ Agency/agents (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Doctoral Application submission’s checklist**

Please check the list below to make sure you have all required documents along with your application and put tick if they are in place.

Required:

* PhD Application for Admission Form
* Master’s Degree’s Certificate/Diploma
* Academic Transcripts of Records
* A Research Proposal outlining the PhD research that you want to conduct
* List of publications
* Two Reference Letters
* Copy of International Passport
* Medical Examination Certificate
* Curriculum Vitae (CV) or Resume
* Proof of ability to communicate and conduct academic research in the English language (no less than B2).

If all the above are ticked off, your Application is complete and ready to be submitted.

Completed Application Form along with all the required documents should be sent to the International Affairs Office **by email or post NO LATER** than **18:00 (6:00 PM) Baku time on 15 May 2024.**

**Electronic submissions are recommended and highly encouraged**

|  |  |
| --- | --- |
| **Email:** | **Post:** |
| [**admissions@khazar.org**](mailto:admissions@khazar.org)  (all required documents referred to in ‘Admission Requirements’ of this Application Form should be scanned and attached to the submission) | Khazar University  International Affairs Office  41 Mehseti Street,  Baku, AZ1096, Azerbaijan |

I understand that this application is for admission only for the term indicated. I agree that I am bound by the University’s regulations concerning the application deadline and admission requirements.

I certify that this information is complete and accurate. I understand that making false or fraudulent statements within this application will result in disqualification of application, denial of admission and invalidation of credit or degrees earned.   
  
If admitted, I agree to abide by the policies of Khazar University. Should any information change prior to my entry into the University, I will notify the International Affairs Office. I understand and accept the tuition fee policy of Khazar University.

❑ Yes, I understand and agree to the terms listed above.

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_