

**MINISTRY OF EMERGENCY SITUATIONS OF RA  
CRISIS MANAGEMENT STATE ACADEMY**

**CODE OF RULES OF EDUCATIONAL INSTITUTION OF  
MINISTRY OF EMERGENCY SITUATIONS OF THE RA**



Yerevan – 2006

**CODE OF RULES OF EDUCATIONAL INSTITUTION OF MINISTRY OF EMERGENCY  
SITUATIONS OF THE RA**

This code of rules defines the system and conditions of entrance exams, educational process, and final state attestation, preparedness of educational and pedagogical cadres of the educational institution-Crisis Management State Academy NPO (hereafter Academy) of Ministry of Emergency Situations of the RA (hereafter Ministry), as well as the exchange of students-listeners from other higher educational institutions, the system how to stop the education and how to reinstate the rights and to set the norms of lecturers' work.

**I. ENTRANCE EXAMAS RULES OF ENTRANTS**

1. Academy has two educational levels; full-time study and part-time study.
2. The order of Minister of Ministry of Emergency Situations (hereafter Minister) of the RA regulates the entrance exams for each academic year.

***(Change of second point, 09.08.12, 1014-N)***

3. The dates of entrants' applications and entrance exams are set according to the order of Minister

According to the order of "Complete the Academy with students", the Minister can set competition places for those entrants who live in separate border communities but only for indispensable condition that is to have compulsory service for the concrete department of Ministry.

The Minister's order affirms the additional paid places (without the right of deferment of compulsory military service) according to the academic demand.

4. In order to take part in entrance exams entrants fill a common application according to professions they want to study, it can be free and paid education system.

4.1. The entrants who miss the exams for valid reason (document approved) have a chance to take an exam once more, if the fixed date of the exam of that subject is not finished.

4.2. The mark of an oral exam the entrant gets on that day after the exam in the examination hall, but the mark of a written exam he/she gets the next day until 4<sup>00</sup> o'clock.

- 4.3. It is entrant's right to appeal his oral exam mark against the chairman (head) of examination commission without getting out of examination hall, but for the mark of a

written exam he/she can appeal during 24 hours.

4.4. With the total points of competitive exams, the entrant can take part in professions competition for free and paid education if he/she gets only positive points.

4.5. The entrant takes part in admittance contest with the marks that he/she has already got from the exam for special profession.

The admittance contest is passed with the first supremacy application.

If the entrants fail the first admittance contest, free and paid educational contest is passed according to the filled professions of applications.

According to the professions mentioned in the application (by sequence), an accepted entrant cannot take part in the next profession contest.

4.6. If an entrant who has been demobilized from the compulsory military service and he has positive points from exams;

a) He can be admitted to free education system out of general contest (separate contest) according to the professions affirmed by the Government of the RA,

b) He can take part in the exams of paid education system with general basis if he failed the contest of free education system.

4.7. 23-years old entrants who are out of parents' care can enter into free paid educational system with the minimal marks he/she has got from the exams of paid educational system

4.8. With the application the following documents are needs;

a) A secondary education certificate, a vocational and technical document on vocational education(the original)

b) 6 photos (3 x 4 cm in size),

c) A document of military service,

d) an identification document (a passport, a service record, a birth certificate with the temporary identification document given by the Police of the RA, a refugee certificate, a special passport of the RA, residency certificate),

e) A service record and a reference from the Military Committee about the military service

f) The entrants who enjoy the advantages of this code of rules should present the appropriate documents and

g) Diplomas of international and national competitions (Olympiads, festivals)

4.9. After the expiration of the additional applicants documents acceptance to submit the documents is prohibited.

4.10. The applications of the exams and competitions will not be changed after the last day.

5. In order to organize and supervise the process of entrance exams of Academy admission committee is created by the order of Minister. The members of the committee are rescue service officers occupying the highest and chief positions, the head and members of the academic staff. The Minister affirms the staff members of admission committee.

6. The entrance exams are passed according to the programs, assessment, and united

standards of Ministry of Education and Science of the RA and according to the standards of the regulations of Academy.

7. Entrance examinations are held in Armenian.

8. The admission committee can deprive an entrant of his rights if he/she use some ciphers or break the exam process.

9. Out of contest the following persons can attend if they get positive marks

a) Children of fallen soldiers (dead) during the protection of the RA,

b) Children of rescue service officers, who died while on their duty.

c) Entrants who served in the army.

10. In case of equal marks competitive advantage have;

a) Those who awarded with government awards (orders and medals) of the RA.

b) officers of Ministry of Emergency Situations, National Security Service, Ministry of Defense, the Police and ministries of the RA who became disabled during the protection of the RA,

c) Children who are out of parents' care,

d) Employees of Ministry,

e) The winners of international Olympiads (examination subjects)

f) The entrants who get the highest mark for special profession

According to the decision of Admission committee competition entrants are considered to be students, and they become students according to Rector's order. The extract from the order is considered to be a base for the students of Academy to send on educational business and to give educational vacation.

A code of rules is developed in order to regulate the organization of exams, which is discussed by scientific council of Academy and Rector affirms it.

## **II. EDUCATION ORGANISATION IN THE ACADEMY**

12. The main objectives of the educational process and the implementation of the Academy are:

a) to meet the requirements of the Ministry on high-quality professionals and scientific-pedagogical personnel with comprehensively and harmoniously developed higher education and high moral values;

b) to ensure an individual's right on higher education, taking specialty and trainings in accordance with state educational standards;

c) to ensure the development of humanitarian and technical knowledge of employees and increase of their general educational and cultural level.

13. Educational process aims to ensure:

- a) The necessary proportion between theoretical and practical training;
- b) The order (sequence) and combination of logically structured methodical teaching scientific subjects;
- c) The introduction of the latest scientific and technological achievements as well as practical experience of the Ministry and other relevant partners in foreign countries in the learning process;
- d) the creation of necessary conditions for creative work of faculty and students on pedagogical activity by mastering training programs.

14. The educational plans and curricula are the main documents in the Academy providing the content and organization of educational process.

The curriculum developed in the Academy is approved by the Academic Council of the Academy.

This curriculum includes the teaching process and plans the schedule of the educational process, which includes a list of subjects, timeline, frequency and logical sequence, classes, types of educational practices, intermediate and final attestation forms and deadlines.

The curriculum has to be designed to be stable and calculated as a rule for the whole period of study in the Academy.

Curriculum includes the study of the educational content of subject categories and topics, sequence and time. It is developed in consideration of each subject included in the curriculum, and in terms of content refers to all forms of education. Curriculum includes the explanatory preamble, thematic plan and study plan for the subject, as well as a list of basic and additional literature on the subject.

Curricula are developed and approved by the chapelries of the Academy during their sittings.

15. The main element of the planning of the educational process is carried out by a working curricula, programs, performance and quality to ensure the completeness and is based on the following inputs:

- a) The annual schedule of the educational process.
- b) Curriculum subjects.
- c) According to streams and educational groups, academics distribution.
- d) Daily plan (agenda).

The annual schedule of educational process is developed based on the curriculum for the school year, laying down the theoretical training, examination and vacations, internships and other terms. The annual schedule of educational process developed by the Department of Education and approved by the Rector of the Academy.

Subject of thematic plan is developed for all learning and training each year is adjusted to take into account recent achievements of science and technology and practice requirements. The plan also provides for parts of subjects, themes lists, types of classes and the time allocated for the study of educational material.

Various departments affiliated with the study of teaching related subjects (complex) thematic plans should be coordinated and discussed on joint departments' sessions.

Teachers' workload planning is carried out by the Department (on courses and subjects) before the start of each academic year. This information, together with thematic plans are submitted to the Department of Education.

Each daily plan for faculty and students celebrated academics and students (cadets), students' self-training time.

A list of classroom training fund is compiled by the Education Department until the beginning of the school year, and approved by the Rector of the Academy.

16. Academy faculty for each semester is a training schedule, which is the final stage of the education process planning. Schedule should include each course, its streams and groups conducting training time, place and type, as well as complete information on the teaching personnel. Schedule time distribution of classroom fund is implemented by the Education Department. Schedule is approved by the Rector of the Academy.

17. One of the main ways of organizing the educational process is a cooperative learning method.

During the educational process students (cadets), studiers are distributed by professional groups.

The composition and formation courses for professional groups are determined by order of the Rector of the Academy.

The academic year is divided into 2 semesters, the relevant section of each subject, the subject ends with test or examination.

The maximum amount of a week's training load cannot exceed 54 hours, including his classroom and extracurricular educational activities.

Academic forms of classroom time are set for 45 minutes. It is allowed to conduct combined exercises on 80 minutes.

18. The following basic accounting documents are necessary in the Academy for the organization of educational process,

a) Recording a training log,

b) Examination (test) Journal

c) Examination (test) sheet for the transfer of personal examination or test,

d) Students (cadets) record book,

e) Students (cadets) study card,

f) A summary for the students (cadets) on the whole learning process' results on implementation of the curriculum;

g) the registration book on awarding diplomas to the Academy graduates.

Scientific Council of the Academy, if necessary, can add items to the list of primary accounting documents.

19. Academy classes are held in the following forms of teaching:

- a) lecture,
- b) practical training (seminar, practical game, etc.)
- c) interactive (cooperative training) exercises,
- d) laboratory training,
- e) consulting,
- f) practical training,
- a) internship.

The aim of the lecture is providing coordinated bases of theoretical knowledge of the subject to the students (cadets), highlighting key issues and difficult topics.

The lecture should encourage students (cadets), the active cognitive activities; contribute to the formation of creative thinking.

The lectures are delivered by management, heads of departments and faculty of the Academy. Experts may be invited to deliver lectures from other universities, research institutions, as well as from the Ministry.

Practical training is conducted practical ability to apply theoretical knowledge to solve practical problems and skills acquisition, development and consolidation.

Laboratory work is to strengthen the theoretical study of the topics, to teach the students (cadets) experimental research methods, as well as to give skills and proficiency on self-analysis, data summary, laboratory equipment, computers, and other devices.

Practical game is held to emulate (simulate) the social subject and professional content of the social activities.

Development of practical guidance for the contest shall be prepared and contain the topic, the purpose of training, study Questions, general introduction (to the situation), the contents of input data, assignments given to the students (cadets). Methodological background is discussed and approved by Departments (in case of inter-departmental practical games the Vice-Rector on Academic Affairs approves).

The practical game is held at the real or truthful the area of the Ministry to provide practical experience to students (cadets) on operational problems. Trainings are held based on a specially designed plan, which specifies a particular topic, educational objective, participants, the time and place of training games are given brief organizational and methodological instructions. Within the framework of games' preparations the department (departments) provides methodological guidelines.

Plan and the methodical instruction is approved by the Academy Rector (Head of Department in case of games in departments). In case if Games are participated by the Ministry the plan has to approved by the Minister or his representative officers coordinated the plan with the participation of the Minister or the official authorized person.

Consulting for students (cadets) and its management are carried out by students on a way of work independently to support the development of educational material. Consultations are held regularly and during off-side hours on group basis. These consultations are developed for

all subjects taught during the semester and their schedule is presented to the Education Department a week before then the semester starts.

Study section prepares a summary schedule of consultations, which shall be approved by the Vice-Rector for Academic Affairs of the Academy.

The study on their own is implemented by Students (cadets) in order to prepare for lectures and other classes as well as for the consolidation of the acquired knowledge in a new, independent acquisition of additional knowledge, training courses, preparation for tests and exams.

The methodological management of off-side work of students (cadets) is carried out by the Department, which is in accordance with the curriculum of the subject and timeline on tasks; the Department organizes educational classrooms and laboratories work.

The practical training is a part of study and is a way to connect theoretical study with practical activities.

Teaching practice is carried out according to the training program for students (cadets), internships and held, as a rule, in departments of the Ministry. Internships can also be carried out at rescue services of foreign countries.

20. Laboratory studies and practical training team during the training course provided by the program can be divided into several subgroups.

21. In order to be prepared for the trainings on subject curricula for seminar, practical classes and laboratory work should be prepared with methodical instructions,.

22. Course work (project) is to teach students (cadets) to apply their own knowledge, to teach them writing skills for summarising thoughts and specific practical solutions to complex problems in time to help them acquire skills for independent execution of scientific research. Papers should not be more than three to six months.

Students (cadets) have an adviser from staff of the Academy and research workers or workers of the Rescue Service of Armenia for the administration of papers.

Instead of course work students may submit their scientific work carried out on this subject.

The students get Course work (project) the protection of the students (cadets), students are assigned a score. Upon receiving an unsatisfactory grade, Chair of the students (cadets), students are performing the same processing new topic or term papers.

23. Control over the use of state educational standards is carried out by the authorized state body for education.

Internal control over the implementation of the educational process is defined by the governing body of Academy, which aims to identify:

a) Compliance with regulations and the requirements of the educational process of this Code regulating the activities of the Academy.

b) The level of qualification for professionals, students (cadets), students' level of knowledge, abilities and skills.

- c) The implementation of educational plans and programs.
- d) Theoretical and methodological level trainings.
- e) The state of organization of independent work of students (cadets).
- f) Level of logistics for training and learning materials.
- g) Discipline during the training and implementation process of the daily plan.

24. Internal control should be targeted, regular, impartial, effective, and should include all aspects of the educational process. It should promote a positive experience in the implementation of educational and methodical work and contribute to the elimination of defects, accompanied with departments, divisions and other units to provide practical assistance to ensure improvement of the quality of the educational process as a final result.

25. Internal control is carried out in the following ways:

- a) Complex and thematic inspections of Departments (whose results are discussed in the Academic Council of the Academy).
- b) Participation in meetings of the governing body of university departments and divisions of the consultations.
- c) Discussion of the educational process and methodical documentation and approval by the appropriate authority.
- d) Pedagogical supervision.
- e) Students (cadets), student achievement and preparation status check.
- f) Texts of lectures, discussions and development of educational and methodological manuals.
- g) Daily plan, schedule, thematic plans and individual performance plans for staff inspections.

26. Academy of Pedagogical control is exercised by the rector, vice-rectors, faculties, heads of department chairs.

27. The control over the educational process is carried out by the Education Department and in accordance with the relevant plan designed for semester.

28. Training classes controlling persons may enter the classroom with the teacher's consent beforehand. During the training they are not permitted to interfere with the work of their professors or make comments.

29. After the control visit (but not later than the next day) INSPECTORS participation in the class discussion with the lecturer (if necessary, to the Head of Department), analyzes the forms and methods of conducting the training positive and negative aspects, proposals to eliminate shortcomings.

30. The results of the inspection by the examiner (the date of the next inspection, not later) is recorded in the register of surveillance training. The record must reflect the comprehensive, noting positive and negative sides of the debate and proposals made during the discussion.

The professor introduced remarks, must sign the register.

31. The results are analyzed by the department of educational pedagogical supervision and review of the scientific board of the Academy. Based on the results of the discussion are being worked out measures to improve the educational process.

32. Students (cadets), student performance and the degree of preparation of the review is to determine the degree of mastering academic material students (cadets) in order to promote students' independent work.

33. The testing of the performance of students (cadets) is divided into the current, intermediate and final testing phases:

a) Current inspection is conducted during the training in order to determine the degree of mastering academic material, early identification of students (cadets) preparedness deficiency and methods to undertake teaching the necessary measures to improve the training of students (cadets), to organize students work and to provide personal assistance. This verification applies to knowledge and skills of students (cadets), lectures, and provides quality control for other primary materials like conspectus, group exercises and experiments, term papers (projects). The results of this inspection are recorded in the register of instructors training and accounting departments regularly discussed at the meeting.

b) Intermediate inspection is conducted through the Department of Education Division of the Academy, 2-3 times during semester to summarize the results of the current progress. It is organized with the purpose of influencing the course of the semester, students (cadets) achievement.

c) The final inspection is complete, the subject or the most important part in determining the appropriation level (division).

Final inspection of the course include all or part of the subject (the Department) on examinations and tests and the exam is not provided in case of term papers (projects) and delivering educational practice tests, course exams.

Tests or examinations are held, as a rule, during the examination period, all or part of the subject (division) after completion of training.

The list of exams and tests are defined by the curriculum.

The purpose of the test is a part of the subject or the subject (division) of the student (cadet) theoretical knowledge and practical abilities and skills to identify and assess. Pass all the tests are conducted in accordance with the curricula and syllabi volume.

During the test, giving students (cadets) theoretical knowledge and practical skills are taken into account in assessing their participation in the seminar, practical and laboratory classes, their test and course work, internships program.

The test is conducted after the training session prior to the relevant subject.

Test may be carried through without a ticket or tickets (interview).

Test procedure, students (cadets), verification form students' knowledge and abilities are determined by the educational institution.

the student (cadet) who has not passed the test retakes it within the set deadline.

The examination is a part of the final phase of training. It aims to test the students (cadets), students' theoretical knowledge, abilities and skills with the ability to use the acquired knowledge to solve practical problems specific subject-matter of time.

The exam schedule, schedule management of the faculty, the curriculum and learning process taking into account the recommendations of the chairs. The schedule of the academic section, is further confirmed by the rector of the Academy and delivered by teachers and students (cadets), students in science.

preparation time for each test is determined by taking into account the volume and complexity of the subject. One day the audience is allowed to pass only one exam.

conduct investigations and form determined by the Chair. developed by the Department to conduct investigations and prepare:

a) examination tickets, the number of which should exceed the number of examined students (cadets) in the group.

b) During the examination the students (cadets), students assigned practical tasks and problems.

c) examination of educational software resources (machinery, equipment, etc.).

materials for examination sessions are discussed and approved by the Vice Chair of Academic Affairs Academy.

Examination ticket, typically contain 2-3 theoretical subject-matter of the various sections and, depending on the specifics of the subject, 1-2 practical problem or task.

Students (cadets) are not familiarizing preliminary with the examination tickets: it is prohibited.

The exam is taken by reading a lecture on the subject. Good reasons for the absence of a lecture delivered at the seminar proceedings taken or head conductor of the subject or by another specialist in this subject.

The classroom (training room) where the examination is held, there must be the subject of academic programs, the admission ticket package, questionnaires, practical tasks of writing and learning problems, need for information, maps, models, educational appliances and so on.

The number of examiners is determined by the examining professor, in coordination with the Department beforehand.

In order to prepare a response the student (the cadet) is allowed to spend up to 30 minutes.

After answering the questions of the student ticket examiner (student), the learner may propose additional issues and clarifying the scope of the examination included educational material.

Examining the results of the assessment announced by the student (the student), student, says the Journal of examination and inspection booklet.

Unsatisfactory ratings are assigned only in the examination journal with relevant records. In case of absence of student for examination the examination report conducted by "not

present" post. If the reason for failure to appear for the examination has no justification, the head (deputy) of the academic department puts unsatisfactory rating. It is not allowed to make deletions in journal entries or other examination. The oral exam is conducted in the following manner:

a) student (cadet) learners by taking a ticket, according to its number, get clean papers stamped seal of the Department for record solutions to problems and answers to questions and then preparing answers.

b) student (cadet) Examiner informs the learner about being ready for his ticket and his permission to answer questions.

c) If the Commission accepts the investigation, the committee members make brief notes about the responses, mean scores for each key issue - the ticket, appreciate the additional issue (issues) and a final evaluation of the test results.

d) student (cadet) after answering questions hand the ticket and conspectus /if available/ to the examination.

34. Written examination is conducted in the following manner:

a) students (cadets), learners are given examination tasks and provided by the Department as well as additional materials, which are necessary for the performance of tasks. Tasks are given together with clean papers stamped seal of the educational department of the required number. It is not allowed to use other papers. Issued after the completion of all work papers must be returned to the examiner.

b) During the test the student (the student), permits the learner to leave the examination room, the examiner only if necessary. In this case, the student (cadet) has to hand his work to his examiner.

35. Students (cadets) who received unsatisfactory grades are provided timetable of re-examination the composition of the schedule, and then submitted to the education department, which is approved by the rector of the Academy. Going into handing over personal examination or newsletters, which are signed by the Vice President or Head of the Department of Academic Affairs.

36. Rector of the Academy of the same subject at the time of receiving an unsatisfactory grade 2 Commission adopts a final decision on the student (trainee), the degree of preparedness of the learner. If the student (trainee), Commission of the learner's knowledge is assessed as "unsatisfactory", the Academy studies terminated in accordance with paragraph 146 of this Code "a" sub-claims.

37. In order to raise assessments allowed to retake exams Vice permission of education at the Academy.

38. If the student (cadet), the learner will perform the curriculum of the previous quarter, it is not permitted to participate in the next semester courses and in accordance with the requirements specified in sub-terminated his studies at the Academy of "a" of paragraph 146 of this Code.

39. Academic Department provides the Rector performance results of the academic year. Rector of the Academy command is issued to students (cadets), the pass of students to the next year.

40. Academy examinations and tests in order to more fully regulate the organization and conduct may be developed in accordance with the Rules of Procedure, which is discussed in the Academic Council of the Academy and approved by the Rector of the Academy.

41 Students (cadets), students' knowledge, abilities and skills of the interim and final assessments are assessed as "excellent", "good", "satisfactory" and "unsatisfactory", "checked" or "untested". Based on the Academic Council decision and Rector's approval the evaluation system can be modified.

42 Students (cadets), students' knowledge is evaluated by the following criteria:

a) "excellent" if the student (cadet) learners deep and thorough mastering of the entire program material, comprehensive, coherent, competent and logically structured writing the material is closely linked with the problems of Armenia's Rescue Service, will find it difficult to answer, when transformed the task is to solve problems and perform practical tasks freely, the right to justify decisions, the ability to generalize and write their own material, to avoid mistakes.

b) "Good" if the student (cadet), the learner knows programmatic material, literate and actually read it, question answering does not allow significant inaccuracies, able to correctly apply the theoretical concepts, practical tasks possesses the necessary skills and skills.

c) "satisfactory" if the student (student), a student has mastered the basic material, but it does not know the details, lets inaccuracies, incorrect payments, a violation of the sequence of presentation of educational material and difficult to perform practical tasks.

d) "insufficient", if the student (cadet), the learner does the bulk of the program material, allows for significant errors and is unable to perform practical tasks and solve problems.

43. The subjects for which there are established standards, students (cadets), students' knowledge, abilities and skills in assessing lecturers are guided by established standards.

44. If the subject of several investigations conducted by the Department of the diploma supplement is put in charge of the investigation department of the assessment of the most important and complex subject.

45 students (cadets), learners' progress is recorded in the register of accounting training, examination (test) papers and journals, record books, learning cards, during the whole study, summary journals curricula performance results.

Training records, the document, which shall be recorded in all classes in the educational group, put the students (cadets), students' grades, attendance made notes about lessons.

Examination (test) bulletin recording the main instrument of progress. The newsletter is compiled in a single copy by the faculty (department of education) for each study group. It is the examination of the recipient before the start of the investigation. Examiner lecturer after completion of the test (test) of the faculty (academic section). Each assessment is confirmed

by the Journal of the Admission Exam professor's signature.

The students (cadets), learners who, for whatever reason (illness, business trip, unsatisfactory test, re-test) test (test) take individual education group, issued a critical report by the Department of the exam sheet. The test sheet (after the test) is presented to the Faculty and sewn examination newsletter.

Assessment examination (test), the sheet is transferred to the student's academic record.

Examination (test) records are kept of educational department (faculty) as a strict accounting document.

Academy of every student (trainee), complemented by a check book for the learner, the student (the student) is given to students at the beginning of the study. Estimates put the check book exam, Exam signatures host lecturers. Testing booklet amendments must also be approved examiner's signature.

Academy and other universities to move to get rid of the inspection booklet student (cadet) is taken, instead it is given a set of academic reference sample (N 4 form). Other universities have moved to the student (the student) is given a check book, it mentioned in passing the academic reference test and examination grades earned and approved and signed by the Vice Head of the Department of Education or Training Academy. Academic reference made by the student (cadet) training card.

educational card student (trainee) is designed for students (curriculum by trainee) to document and monitor the performance and complemented by faculty (academic section). That examination (test) newsletters and leaflets are transferred exam scores.

Dean (Education Department) shall prepare summary reports on the examination results of each study group for the learning cycle, and the State Examination Commission.

Student (the student), student who has fulfilled all the requirements of the curriculum are allowed to final state attestation (state examinations, defense of diploma works, master's theses). State Examination Commission for the creation, protection and conduction of final papers, theses, state exams defined in Chapter III of this Code.

46. Distance-learning students (cadets), students' examination sessions are organized on the basis of distance education plans within the timeframe set by the Academy.

47. In the case of distance learning, annual training volume should be at least 160 hours.

48. Independent work part-time in the form of basic training for acquiring practical skills and theoretical appropriation.

49. 2 part-time course for each examination session is held in shape during the school year.

Examination gatherings are planned by the Academy-appropriate schedules.

50. The distance learning student (cadet), the student is required to attend the examination time gatherings, make all the tasks stipulated in the curriculum and programs.

51. The distance learning student (trainee), the lack of learner examination training based on the needs of the service, to be valid, according to the Minister or the official authorized by

the order.

52. The part-time student to attend the examination session sent to help - call (N 1 form).

53. After the examination gathering of the student (the student), the learner is given a certificate of attendance and academic gathering of its advanced (N 2 form).

54. Distance-learning students (cadets), students who have fully complied with the curriculum and program requirements, allow the final state certification as prescribed by Chapter III of this Code.

55. Methodological work is an integral part of the leadership of the Academy, one of the main ways of teaching staff in the education process of the creation of the necessary conditions for improving the quality of the educational process.

56. Academy methodical work carried out in the following directions:

a) Discussion of the organization of educational process management and improvement of teaching.

b) develop and discuss educational plans, curricula and other documents related to the planning of the educational process.

c) personal characteristics, texts of lectures teaching academic subjects, as well as the development and discussion of various forms and methods of conducting classes.

d) Introduction of new educational technologies in the educational process, positive experience studying and generalization of methodological work.

e) provides methodological training subjects.

f) students (cadets), students' independent work organization forms and methods of improvement.

g) Preparation and issue of the scientific organization, forms and methods of teaching, pedagogy of the learning process manuals and information booklets.

57. The main means of methodological work are:

a) methodological conferences, meetings and seminars.

b) educational sessions.

c) departments meetings of methodical branches.

d) demonstration, open and experimental studies, mutual visits of classes.

e) reports and lectures on psychology and pedagogy, teaching and training methods.

f) learning forms and methods to improve the daily work of teaching staff.

The Methodological Council carried out as approved by the Rector of the Academy, the Academy developed and appropriate. Methodological Council, as a rule, is managed by the vice principal of the educational activities of the Academy.

Methodological conferences, meetings and seminars are held in the educational process the forms and methods, characteristics of teaching certain subjects, teachers and students (cadets), general questions on the problems of students work to generalize positive experience and increase the efficiency of the educational process pedagogical activities.

Inter methodical consultations held by the subjects holding different training contents and

coordination of rescue services linked to the development of a common methodological approach.

Each semester, the educational sessions are held in the Academy's head, with servants in general and the highest academic and other units to summarize the previous year (first half) results of educational works, proposing new challenges for the next year (half-year) for the analysis of the departments and supporting departments work . Methodological sessions of the teaching methods and techniques are discussed, issues of improvement of conducting training.

Gatherings programs are developed by the department of educational and methodical Council of the Academy, later approved by the Rector.

The sessions are held in subsidiaries methodical departments to improve teaching methods in academic subjects. They examine the structure and content of the curricula of individual subjects, teaching characteristics, forms and methods of training the individual type, lectures, texts, methodological developments and students (cadets), students of the educational tasks and assignments, manuals, students (cadets) measures of student learning and instruction, students study subjects (students), students mastering the control of knowledge, skills and so on.

The issues discussed and decisions made at meetings are recorded in the book of meeting minutes.

Demonstration classes are carried out by the most experienced instructors in order to display a more efficient organization and methodology to conduct specific training on the curriculum, to convey positive experience, learning new methodological forms and procedures for the application of technical means of teaching.

Open classes are carried out to study and generalize the experience of teaching, as well as support staff. Immediately after training by a discussion. The professors point out advantages and disadvantages of the class, to express their opinion, to reach the educational goals, and provides recommendations to improve the forms and methods of teaching.

Head of the department of experimental classes are held in order to determine the level of preparedness of educational activities for young professors. They are held in the presence of faculty and department meetings and then discussed.

Classes are held in mutual visits for educational work, exchange of professors.

Demonstrative, open and experimental studies, as well as mutual visits carried out in accordance with the schedule approved by the department head, who, before the beginning of the semester in the academic department.

The Academy Educational activities include the annual work plan in a separate chapter.

Academy of methodical planning and organization, as well as control over their implementation is carried out by the Vice-Rector for Academic Affairs Academy.

58. Academy certificated teaching staff, as well as the head of the main priorities of their condition and master professional growth and improvement of the educational activities of

the Academy and to improve educational quality enhancement process.

59. Qualification of the academic staff of the Academy organized and conducted in accordance with the laws of the Republic of Armenia.

60. Qualifications can be raised in the following ways:

a) positive effective forms and methods of teaching academic subjects, pedagogical experience, study and generalization of advanced educational technologies.

b) the development and review of research work (including the academic performance of Pedagogy), plans, manuals and textbooks.

c) scientific reports, articles, abstracts and making training issues, their discussion and implementation of the methodological part of the Academy.

d) Review of questions concerning pedagogy university system.

e) participation in scientific and methodological conferences, meetings, seminars, conferences, etc.

f) Qualification faculties, institutes, training courses (including abroad).

g) the system of training and research institutions.

61. Qualifying events are expected to increase in the working plan of the Academy, the faculty of the Academy as well as the head of the qualification of the annual plan.

62. The logistics of the educational process is a necessary condition for the preparation of plans and programs in accordance with the requirements of highly qualified professionals.

Material base is the complex of materials and technical appearance, which includes the areas of training and educational, training facilities, training camps, laboratory equipment, special equipment, weapons, training, technical resources, vehicles, etc.

63. Academy of special equipment and laboratory equipment necessary for the educational process, transport, logistics, equipment and other property are implemented by Armenia's Rescue Service. Textbooks and manuals are acquired to prepare the required number of classes.

64. Provision of training carried out by the Academy of various technical means.

65. The development and improvement of learning materials should be performed in parallel and comply with the organization of educational process.

66. The development and improvement of the material base of all faculties and courses planned for the annual work plans of relevant departments.

### **III. THE CREATION OF STATE ACADEMY EXAMINATION COMMISSIONS AND THEIR ACTIVITIES**

67. Academy appropriation of educational programs for all faculties ends mandatory final state attestation of graduates.

68. The state final attestation of graduates of the Academy is held by professions of state standards for vocational education in the relevant state and ends up giving some degree of skill and educational level.

69. The state final certification exam administered by the State Examination Commission (hereinafter referred to as the Commission), which are drawn up for all major professional educational programs of the Academy.

The state commission, typically organized for all forms of training for each profession. A large number of graduates in several committees are formed for the same profession. In case of a small number of graduates may be organized for a joint committee related disciplines.

70. The Commission:

a) to the state educational standards for training graduate degree qualification and comprehensive description of the conformity assessment.

b) determine the appropriate graduate degree diploma and badge to the final certification of the results of vocational education.

70.1. the scope of activity of the State Commission for professionals involved in the scientific and practical preparedness, according to their qualifications and awarding diplomas (first class or the decision not to honor).

70.2. The Commission consists of chairman, deputy chairman, secretary and members of the Commission, drawn up each year and the calendar year.

70.3. number of Commission decisions based on the size of the work rector of the Academy.

71. Commission members are appointed by the Minister based on Academy Rector's proposal: they are specialists and scientists in the relevant field who do not work at the Academy. Chairperson of the Committee chairs meetings of the state commission, signs the protocols and ensures the objectivity of its decisions and assessing the degree of preparedness of graduates.

71.1. Academy Rector is Deputy Head of the State Commission.

71.2. State Secretary of the Commission shall be appointed among the employees of the education department or the relevant departments of the Academy.

71.3. Basis on non-paid Head or member of the Commission right the Commission includes the vice-rector for scientific work of the Academy, the Dean of the relevant department or his deputy, heads of departments, social sciences, professionals, individuals in overall scientific and engineering disciplines, as well as professors and associate professors in economics and management.

In addition, the committee is composed of experts, corresponding to no more than 20% of the members of the rescue service.

The state commission approved by the Director of Armenia's Rescue Service.

71.4. State committee of students passing state exams period, as the investigating professors, associate professors and professors can engage relevant departments, if there are no representatives of the Commission within the platforms.

71.5. In that case, they shall enjoy the rights commission member.

Individual faculty members and examining the state commission approves the Rector of the Academy, no later than one month before the start of the work.

72. The State Committee Academy graduate students take:

a) The final state exams in certain subjects.

b) the final qualification (diploma, master's thesis) work on defense (the defense of the thesis and the defense of the master project).

73. In individual subjects, delivering the final examination is determined by the degree of mastering the material provided by the graduate curriculum, and it includes the minimum content of a given subject.

74. Protection of final qualifying works is carried out in the form of final papers and master's theses.

75. The subjects of the State Examination and the terms and timing of final papers, theses, and performance protection time is determined by the curriculum. Where the subject of a separate state certification covers the defense of the thesis and master's thesis on the subject of the final exams are conducted.

76. Individual subjects in the final exams, final papers and master's thesis evaluation criteria are discussed and approved by the Academic Council of the Academy Rector Academy.

77. National Committees in organizing the deadline specified in the curriculum of the Academy.

78. Committees of the distance learning courses of the Academy, if necessary, can do their work according to another timeline.

79. Only the students who have fulfilled all the requirements of the curriculum and programs can participate in state exams and the protection of the final papers and theses. Lists of students for state exams and graduation works and Master's thesis are admitted to defense committee by the faculty dean.

80. Each of the State Committee on work schedules, the Commission agreed with the president, confirmed by the presentation of the Dean of the Faculty of Educational Affairs and the protection of final papers and theses, or state examination no later than 1 month prior to the end of them all. the daily work of the State Commission shall not exceed 6 hours.

81. The State Commission before the starting state exams and the protection of final papers and theses provides following documents:

a) the Dean's reference on student's (cadet's) implementation of the curriculum,

theoretical subjects, course projects and assessments of the work, as well as the student's (cadet's) characteristic provided by social organizations. Reference and protection characteristics are read before.

If there are several critical assessments of the same subject, the report on the implementation of the curriculum, as a rule, includes the last received grade of student (cadet). In cases where the last grade of the program doesn't describe the student's skills on certain subject because of small or insufficient content of last semester (when the grade is taken), the Department has right to decide on the level preparedness of the student for the certain subject, in order to include the rating into the certificate and diploma within the nucleus. It is not allowed to take the average score.

b) the opinion of the Chief.

c) the relevant departments of the Ministry, production, research institution or university diploma and master's thesis on expert review. Referees, the head of the relevant department approves the proposal of the dean.

The Commission can also be presented the thesis, other materials describing the scientific and practical value of the thesis, published articles on the topic or thesis work, or work documents describing practical application of the thesis, models, materials, product samples and other agricultural items.

82. The protection of Diploma works and Master's theses or state exams are performed in the open session of the state commission with the presence of not less than half of the members.

83. The exams are held in the disciplines included in the curricula approved by the Ministry of Education and Science of the Republic of Armenia and with the complete volume of educational programs.

84. The exams are held with tickets reflecting full educational programs.

85. The duration of the examination for each subject, as well as a master's thesis or a diploma work defense, as a rule, should not exceed 45 minutes.

To present the contents of the thesis a student (cadet) has up to 20 minutes.

86. Grades for Master's thesis and the state exam results are "excellent", "good", "satisfactory", "unsatisfactory".

Diploma works, master's thesis, as well as their knowledge is taken into account in assessing the state exam the student (trainee), student theoretical, scientific and practical training level.

87. Results of Master's thesis and defense, as well as the state exams are announced on the same day, after the protocol of the state commission is concluded.

88. An Academy student (cadet), which has 75% "excellent" grades for examinations according to the curriculum, while the rest of exams are with "good" assessments and defend diploma work or master thesis and state exams with "excellent" evaluations, and also has demonstrated positive social and scientific activities is given the Diploma with Honor.

89. The decisions of the State Commission for diploma or master's thesis and the state exam in knowledge assessments, as well as the qualifications and awarding diploma (with honor or ordinary) held in a closed session of the State Examination Commission with an open voting with the majority of votes of the participants. In case of equal votes the Chairperson's vote is decisive.

90. All sessions are recorded in a special book of records. Minutes of meetings of the Committee are drawn up according to the forms (N 6, N 7, N 8): The protocol indicates the diploma or master's thesis, state exam scores, as well as the questions asked, and the opinions of others. The protocol states a diploma qualification and type (with Honor or ordinary).

The protocols are signed by the Chairperson of the Commission and members who participated in the session. Protocol book is kept in the the Academy.

91. When a thesis or Master's thesis is assessed as "unsatisfactory", the State Commission decides, taking into account the Commission's objections, if the student (Cadet), can apply for second time for the defense of the diploma work (Master's thesis), or work on a new theme issued by the relevant department.

"Unsatisfactory" grades don't undermine the student's (cadet's) right to pass other state exams.

Resubmission of the next session of exams organized only in areas which have been received "unsatisfactory" marks the previous session.

92. Students (cadets) who has not defended Diploma Work (Master's thesis) or passed state exam are allowed to retake them within 3 years after graduating from the Academy.

93. The student (cadet) retakes the exams in subjects as they were prescribed the completion of the plan year.

94. For the students (cadets) who have not defended the diploma work (Master's thesis) or have not passed the state examinations for a valid reason (documented), Rector of the Academy can extend their learning period until the next session of the committee, but not more than for one year.

95. After the conclusion of the Commission the Chairperson of the commission within 2 weeks reports to the Minister: a copy of this report is sent to the board of the Academy for consideration. The Commission report includes information about the readiness level of professionals in academy, project execution quality, diploma works' (thesis's') thematic relevance of topics, modern requirements, students (cadets) characteristics while displaying knowledge during state exams, shortcomings in the preparedness of individual subjects. The report also indicates the recommendations on further improvement of training of specialists.

The Commission's report is to be discussed by the Scientific Council of the Academy.

#### IV. SCIENTIFIC PEDAGOGICAL TRAINING OF THE ACADEMY SPECIALISTS

96. Academy Fellowship for doctoral research ways to train personnel on the proposals submitted by the Ministry of Education and Science of the Republic of Armenia, including the Government of the Republic of Armenia / "in the Republic of Armenia N 662 of July 20, 2001 decision of the postgraduate and doctoral class set/ documents.

The candidates for regular admission to Fellowship are supplemented by the Academy competition in accordance with the Academy annual plan.

97. Fellowship can be made on a competitive basis to individuals, and Postgraduate Rescue Service supreme, chief, senior group positions occupied those employees who have received a master's degree or professional qualification.

98. Full time education graduates of the Academy can only participate in Academy postgraduate entrance exams after the recommendation of the Scientific Council of the Academy.

99. Full time education graduates of the Academy who work in the Academy without of 2 years of work experience, can be adopted to the Academy part- time Fellowship studies by the recommendation of the Scientific Council.

100. The Ministry employees who want to adopt the Fellowship have to submit their application to the management unit (report), indicating the chosen specialty.

Ministry officers who are wishing to participate in Fellowship entrance examinations, their documents (personal and academic) in accordance with the motion are sent to the Human resources department of the Ministry for the recruitment and selection of Fellowship applicants.

The ministry's personnel department, doing post-graduate choice of applicants before admission exams within two weeks, together with postgraduate full and part-time education sends Fellowship each applicant's academic work with the following documents:

a) The application of the applicant by the name of the head of subdivision (the report).

b) The list of personal form of Human resources accounts.

c) CV.

d) Labor (service) characteristics.

e) 4 photos (3 x 4 cm in size)

f) Copies of higher professional education diploma and diploma supplement (those who on the equivalence of documents of education received higher education in other countries).

g) The list of published scientific works, a list of reports on scientific research both scientific activities in the absence of two intervals 25-30 typewritten pages, together with the proposed Summary of supervisor opinion.

h) The certificate approved by the Commission of the Higher Attestation of Armenia about passing the quality examinations (if passed by).

Academy inactive persons who wish to participate in the exams postgraduate entrance exams,

sent documents to the Academy Fellowship within two weeks set by the HQS.

Higher education diploma original and passport the applicant gives in person.

101. Proposed research director of is holding a conversation with the applicant of Fellowship: His agreement to carry out scientific management of the proposed aspirant (junior) he reported to the admission commission.

102. In order to organize the reception in Fellowship the rector of the Academy creates an admission commission of the heads of faculties and departments as well as postgraduate supervisors and the representatives of the Ministry system on the initiative of the rector or vice-rector of scientific affairs of the Academy.

103. Fellowship applicants to participate in entrance examinations the admission commission accepts or rejects a weak ahead of the admission exams based on the provided documents and the opinion of the scientific Chief about the proposed author's abstracts.

After 5 days period of time about the decision of admission commission is notified to the Fellowship applicant and to the Chief of subdivision which has been sent him to business trip.

104. Fellowship applicant is to pass Admission examinations and tests on the following subjects:

a) an examination in vocational subjects (for certified specialist or master's program).

b) an examination in a foreign language (English, French, German).

c) a test of "Informatics" or "The use of Computer Basics" subjects.

Professional exam for admission should precede the other examinations.

105. Fellowship applicants' entrance examinations conducted by the subject committees appointed by the Rector of the Academy. Commissions are included for a given profession of doctors, professors, in their absence, candidates of science, associate professors, and in foreign language examination committee, also qualified teachers without academic degree and title. Each board consists of the president and at least 3 members.

In Academy, in case of the absence of corresponding professionals, Academy rector can invite scientists and academics working in other scientific educational institutions as the chairmen and members of Admission Commission.

106. Passing full or partial exams of qualification Fellowship applicants get rid of entrance exams in corresponding subjects, if the date has not passed 3 years from the exams.

Admission exams are not allowed. Fellowship entrance exam results are valid during the entrance examinations next year.

107. Admission Committee, based on a competitive entrance exam results, adopt a reasoned decision on each candidate.

Admission to postgraduate is done by order of the Rector of the Academy. The admission commission about the decision of applicant admission or rejection notified to the applicant concerning 5 days after the entrance exams.

108. Postgraduate moves to full-time education or vice versa by order of the rector.

For postgraduates illness or other valid reasons is given a deferment once a year.

109. Post-graduates scientific-pedagogical activities organizations are put on the responsibility of Fellowship postgraduate person, the supervisor and the chair on which the post-graduate prepares his thesis.

110. The Academy's Board of post-graduate students no later than during 3 months after the admission approves (junior) Individual plan of scientific-educational and pedagogical activities of each graduate students for all years of study. The Council of the Academy discusses the Science current issues, as well as about the rescue operations of the graduate students (post-graduates) dissertation topics and scientific supervisors' candidates recommended for approval. The decision on approval of the dissertation topic are indicated graduate student's (junior) chief scientific name, family name, topic name, profession and field of science according to the degree nomenclature.

111. The Academy's Scientific Council in its turn is overseeing to post-graduates preparation works and periodic listening to their scientific supervisors, heads of departments and Fellowship responsible person's reports about post-graduates preparation work productivity.

112. The post-graduate annually, according to the appraisal work plan, based on account plan is certified by the Chair, the Department (sector, laboratory) side. In the relevant department of the Academy, the Faculty Council, academic departments, research council regularly heard and discussed aspirants' (post-graduates) and their scientific directors' reports. The postgraduates who haven't passed the certification are relieved from the post by order of the rector of the Academy.

The scientific supervisor with his advice helps and keeps an eye on graduate student's (junior) implementation of work plan and has personal responsibility for the quality and submission of the thesis defense in time.

A supervisor cannot simultaneously control more than 5 post-graduates and applicants.

113. The postgraduates who fail to comply with the individual work plan within the prescribed period and violate the inner agenda, their studies are terminated by the order of Academy Rector.

Ministry employees release from the post of Fellowship notified the department of Human resources of Ministry.

114. The post-graduate should have the expertise, combat and physical high availability, be able to perform independently research work, to possess sufficiently global and national cultural values.

115. The post-graduate throughout the course of study is obliged to:

a) to make scientific and pedagogical activities according to the Academy Council and approved the individual plans and curriculum by the Board.

b) To study pedagogy, psychology, to know modern information of technologies, acquire pedagogical experience.

c) To have a minimum of 36 hours of teaching workload.

d) To pass qualification exams: specialization, foreign language and philosophy.

e) To finish the dissertation preparations in time.

116. Qualification exams and test are the obligatory stages of academic degrees.

The preparation of post-graduates for Specialty qualification examination and the Test of informatics is realized by the Academy Council represented educational plan and approved by the department of personnel.

Passing the examination of Professional qualification subjects is necessary for the performance of scientific-pedagogical and scientific activities.

Professional qualification exam in the subject test and informatics, as a rule, are held 2 periods of examinations per year.

The qualification examination or test in case of cessation post-graduate student can hand it over to the next session.

117. Postgraduate students are used from the subdivisions of the Academy, laboratories, offices and library. They can be sent to other subdivisions of the Ministry (services), the leading independent universities and research institutions of the CIS member states in order to gather material for their dissertation.

118. All full time graduates are made available for individual distribution of work.

119. Post graduates are those who have passed the qualifying examinations in prescribed period, published the main points of their theses in the scientific press, protect, or by the recommendation of Chair, present the thesis for defense to the professional scientific research degrees council.

120. The individual distribution of PhD postgraduates is realized by the commission 4 months before graduation implemented decree of the Minister chaired by the Academy Rector or Vice Rector of Academic Affairs.

Committee members are appointed the relevant professional heads of chairs, postgraduate responsible person and also the Ministry representative.

Graduate students (post-graduates) Commission about proposal on individual distribution, distribution of time, information about the Alumni postgraduates, as well as the applications about the commission's request are presented to the department of personnel of the Ministry.

121. The Commission's report is presented to the individual distribution of graduate recruitment division within two weeks after the committee meeting. Fellowship completed successful graduates are awarded the qualification of researcher and given a diploma that is at an advantage compared to other candidates for the appointment of teaching or research activities. Full-time postgraduate years of study are considered pedagogical experience.

122. The professionals' independent work on thesis is the continuous component of the educational system. It is the preparation of the scientific and academic experts, as well as one way to increase the qualification of the employees.

123. Candidate of Science (Ph.D.) degree seekers (the Applicant) may be formed of specialists who have a higher education degree (candidate) before applicants' formulation worked at least 2 years in chosen profession. The applicant is registered in R/A Government, on the 20<sup>th</sup>

of July, 2001 “to establish procedures about the establishment of educational rights in Postgraduate study” by N 662 decision procedure.

124. Applicant is formulated in Postgraduate study” and attached to the corresponding chair for preparing qualification exams and the test of informatics, as well as PhD (doctoral) dissertation defense preparation.

If necessary, for the same purpose of the recommendation of the Scientific Council of the Academy, applicants are attached to the chairs and departments of the Republic of Armenia and other educational institutions to perform the same tasks.

Applicant is not allowed to formulate simultaneously several educational institutions. Applicants are hired once a year.

Professional subject qualification examination and taking the test of informatics for the plaintiff provided for 2 years and 3 years for the preparation of the thesis (doctoral dissertation for 5 years). The provided plaintiff of a total period is not to exceed 5 years.

This term may be re-formulated unused persons to use the remainder of the term.

Appliance for full term (5 years) persons who have completed the second applicant can be formulated into other specialty.

125. Applicant registered candidate must submit an application indicating the chosen profession (report) addressed to the Rector of the Academy. Application (report) shall be accompanied by the following documents:

- a) A recommendation from the work (service) place for the formulation of the applicant (for Academy employees (officers) recommendation on the vocational department),
- b) The personnel registration card along with 4 photograph (3 x 4 cm in size)
- c) The curriculum vitae,
- d) The service description,
- e) The list of published scientific works, discoveries and research work in the chosen profession, reports or scientific reports,
- f) Certificate of passing the qualification exams (for those who have passed the qualifying exams wholly or partly),
- g) Name and extensive dissertation topic plan,
- h) The university graduation diploma and its attachment (PhD diploma) copies (original submitted in person).

126. The Academy's rector, based on the results of the conversation with the plaintiff in accordance with the intended scientific director conversation results and the corresponding chair's opinion, decree the plaintiff, approving the thesis and the research leader.

127. If the applicant is hired only for passing qualification examinations, the dissertation topic title and spacious plan, a list of scientific works, as well as the appointment of the supervisor is not required.

128. The applicant who is attached to the chair, within two months submit to the relevant department of the Academy and the Academy council for approval the applicant's individual

work plan and thesis agreed with the supervisor.

The Academy Council discusses and approves the applicant's individual work plan and the dissertation topic. If necessary, by the Academy Council recommendation, applicant's thesis confirms the Scientific Commission of other university favored by the Institution of higher Qualification.

In the decision about the thesis approval are specified the name of the theme, the sphere of science, the profession by degrees of nomenclature and applicant's supervisor.

129. Applicants have the right:

- a) Free access from scientific equipment, laboratories, computer rooms, classrooms and library,
- b) Preparation for certification exams and thesis preparation on access to advice on all issues that arise,
- c) The publication of scientific works,
- d) Participation in scientific events (conferences, scientific discussions, etc.), as well as the chair meetings, lectures, seminars and other trainings.

130. The applicants take the qualifying exams (professional, foreign language, philosophy) and test (informatics).

131. The applicant annually submits a report on the implementation of the individual work plan to the session of the chair and certified.

The applicants who haven't done the Individual work plan or fail the attestation with the order of the rector of the Academy are exempted from the plaintiff status.

132. The Chair of the work (service) at the departments of the Ministry, are required to support and create the necessary conditions for passing qualification exams and work on the dissertation.

133. The applicants' who successfully combined the recommendation of the Scientific work or teaching activities by the guarantee of the Academy scientific council is given a creative vacation by the human resources department, retaining cash collateral (salary) up to 3 months candidate and 6 months to finish the doctoral theses.

134. The Academy master's degree professors and scientists who reached a certain level of results in the sphere of studying issues in urgent theoretical problems or in the field of study related to the Ministry and which plan of dissertation awarded to the approval of the Academy Scientific council, for doctoral thesis preparation can be moved up to the position of senior researcher for 2 years.

135. Providing senior scientific staff, as well as permission to move the position of senior researcher PhD candidates working on a doctoral dissertation to the recommendation of the Scientific Council is given by the Rector of the Academy.

136. Contender, for the position of senior research scientist candidate submits an application (report) to the head of the subdivision, indicating the period of stay in that position. Application (report) shall be accompanied by a comprehensive plan of dissertation, making a

calendar, list of published papers indicating the results of their investment or business use. Academy of Scientific Council hears a report about the materials and decides on the appropriate guarantee.

The decision to move to the position of senior researcher is hired by Academy Rector's order. If necessary, the rector of the Academy for effective organization of scientific research work of the senior scientists may appoint a consultant (doctor of science).

Scientific consultant salary for each year is set for 50 hours. Rector of the Academy has the right to surcharge.

137. At the end of each year, the researchers submit a report to the Academy Science Council on the work of dissertation, on the basis of which the Scientific Council of the Academy makes a decision about leaving him as a senior researcher one more year or returning him to pedagogical work.

138. After the stay period of senior researcher at the position of science candidate he is responsible to present the doctoral thesis volume to the Academy Scientific Council. The senior scientific researchers who don't present scientific researches may be appointed in pedagogical or other work in case of vacancies.

139. The senior scientific researcher's position moved to the Candidate of Science, the position charge is set by the staff of the Academy.

140. The senior scientific researcher's move to the position of candidate of sciences is maintained the right of moving to his former position.

141. Senior researcher is responsible for the scientific research as well as thesis preparation and protection.

The Academy is prescribed in the dissertation preparation and defense at all costs.

142. Post-graduates and applicants preparing works as a rule are performed by employees of the Academy, post-graduate workers and teaching-staff. The volume of this work is part of the faculty teaching load.

143. If necessary, post-graduate students (post-graduates) and applicants in preparation of the hourly wage to a degree, can make the experience of the professionals involved in the system from other educational institutions of the Republic of Armenia.

144. The dissertation defense at all costs to prepare (thesis typing, research trips and other activities)for distance learning postgraduate students (post-graduates) and applicants are paid, and for the training of graduate students (post-graduates) and the position of displaced persons, senior researcher are free. Thesis defense spending performs the Academy.

145. The Academy Fellowship ways to prepare for doctoral research staff and the decision to terminate is taken on the basis of expertise and executed by order of the Minister of Education and Science of the Republic of Armenia.

## V. STAYING AT THE SAME COURSE FOR DOUBLE TRAINING, EXPELING AND REHABILITATION

146. The educational process of the student can be interrupted because of

- a) unsatisfactory progress,
- b) long trips of students of part-time study because of their office use,
- c) breaking the points of the contract signed by the student,
- d) changing into the other higher educational institution,

147. Because of insufficient progress of the student the educational process can be stopped if

a) he/she gets 3 (insufficient marks) from tests, exams, course works and practice defense.

b) he/she gets insufficient marks from the same tests, exams, course works and practice defense 3 times.

c) during the exam period he/she does not give his academic debts within the prescribed period.

If a student gets insufficient marks twice from the exam and test of the same subject, his educational process is interrupted by the order of Rector.

d) he moved to Academy from the other higher educational institution and within the prescribed period without passing the substantial differences.

e) he has insufficient progress during the semester and there are the analysis and mediation of the Council of the appropriate faculty.

f) he/she gets insufficient marks from the same tests, exams, course works and practice defense 3 times the rector gives an opportunity to retake the exams once more if the scientific Council gives satisfactory mediation.

g) he/she does not get the state certification

148. According to B and C sub points of 147 points, a student can get academic vacation and after that, he/she will be able to continue interrupted education on double course condition.

149. A student will stay at the same course if he/she be absent of classes because of long illness.

Based on such kind of deduction of the Faculty Council and according to Rector's order academic vacation is formed after that, he/she will be able to continue interrupted education

150. The student's release order from Academy is signed by the Rector.

151. It is allowed to reinstate the students' rights from the 3<sup>rd</sup> semester, during the 2 weeks before studies.

152. the student is reinstated for the same semester, when his/her educational process was interrupted.

In certain cases, the student can continue his/her study for the next semester or course if he/she has one or two academic debts, but passes the whole debts.

153. For reinstate the Rector of Academy signed an order, where an individual schedule is formed and academic debts are mentioned that the student should pass, according to the schedule not later than the beginning of the next examination period.

154. If the academic debts outnumber the eight, the Faculty Council can mediate to rehabilitate if they have a student's agreement.

Rehabilitation of students is possible to implement only once.

## **VI. THE ACADEMY TEACHING-STAFF FORMATION AND WORKS NORMATION**

155. The Academy's teaching-staff office age limits are regulated by the labor legislation of the Republic of Armenia.

156. The teaching staff of the Academy is supplemented with the following procedures:

156.1. By order of placement of vacancies which may arise in chairs:

- a) The annual academic guaranteed workload sustainable growth,
- b) The persons of certain categories of teaching staff reaching the retirement age limits and dismissal,
- c) The individuals, health or by other reasons early termination of the research and educational activities,
- d) The contract after the contract expired none renewal cases.

The respective positions of professor, associate professor, assistant professor can aspire to persons whose academic activities in line with the requirements presented by the Academy, which was established in 2006 by the Government of the Republic of Armenia, defining the requirements of the teaching staff of the educational institution on February 16, << RA Ministry of Emergency Situations» N 183-N.

156.2. Positions promoting procedure, which is carried out in the applicant's academic achievements and activities of qualitative progress of cases (educational degree granting, dimension of professional standards, educational and curriculum development, publishing of textbooks, educational and methodological materials, carrying out research activities, participation in the work of national and international academic unions, associations and other bodies).

156.3. Special grade teaching position in the order, can aspire to the corresponding positions:

- a) Consultant professor (docent) and combining professor (associate professor, assistant professor) of the Republic of Armenia and foreign universities and of the scientific-research organizations (enterprises), the scientific and academic titles with persons occupying grade.
- b) Educational assistant, undergraduates, graduate students, senior laboratory technicians

and laboratory managers.

156.4. Position contract renewal process is carried out in accordance with the decision of the Minister of RA Education and Science in 1996 about the <<Formation of the teaching staff of state universities in the Republic of Armenia>> "November 25-» N 311-M order in a regulation.

157. The formation of the teaching staff of the Academy of tender carried out in the following sequence:

a) In case of placement of vacancies (156.1 point) and promoting positions (§ 156.2) is organized a competition in the contest of candidates' affairs discussion, with the contenders passed in the competition is sealed a contract, and they are prescribed in the relevant positions.

b) To occupy special grade teaching position (§ 156.3) and in case of positions contract renewal (§ 156.4) is stamped a contract (without a tender) in the results of the candidates activities discussion and they are prescribed in respective positions.

158. It is stipulated in the contract teaching positions in the following terms:

a) Associate Professor and professor for the first time, up to 3, and then, up to 5 years (in the same position previously occupied persons up to 5 years),

b) an assistant, for the first time 1, the second time up to 3, and then, up to 5 years (in the same position previously occupied persons up to 5 years),

c) Professor, for the first time 1, and then, up to 3 years (in the same position previously occupied persons up to 3 years)

d) The term of office age limits passed Professors and Docents last up to 2 years,

e) Special teaching grade occupying people up to 1 year.

159. Position contenders could be stamped contracts for the cases referred to in paragraph 158 without competition and decreed the post by rector's discretion, up to 1 year period (in the case of vacant post in the Chair).

160. The rector, for appointment in position of professor and of special grade Candidates decreed for signing a contract with them can be transferred to Vice-rector or department director of the Academy.

161. In the process of Teaching-staff formation, the list of documents submitted by candidates for the post, the date, thorough discussion of candidates, competition, contract signing and the promulgation of the position are defined by the Minister of Education and Science of the Republic of Armenia by relevant procedure.

Switching to the new grades in the same Academy is not allowed a deduction of wages compared to the past. To switch the order of the person appointed to the office to work until the beginning of the academic semesters, September the 1st and February the 1st. For various reasons, present positions elimination (reduction of academic workload, liquidation of faculty, chair, etc.), as well as in case of the non-recovered contract for at least 2 months before the expiration of the occupying teaching posts granted in accordance with the written

notice.

Academy Science Council may establish and distinguished professors awarded the title of Honor professor in the prescribed manner, most obviously for the contribution to Academy scientific-pedagogical and exclusive services.

The title of professor may be granted as the professor of the Academy, as well as the scientists of the Republic of Armenia and foreign scientists associated with their activities.

Academy professors in administrative work can be combined with up to 0.5 academic grades and the same time maintain their rate of participation in teaching positions within the Government of the Republic of Armenia in 2006, deputizing process. February 16, "the Republic of Armenia," Decision N 183-N on defining the requirements for teaching staff of educational institutions established in accordance of teaching grade can be maintained in the faculty of the Academy and other universities with the requirements of the Ministry of Emergency Situations.

After the expiration of the term they are provided with the appropriate office in the Academy.

**162.** The Academy instructor staff workload per academic year must be 450-900 hours, 450-800 hours of undergraduate qualification, which must include at least 150 hours of lectures, seminars, practical and laboratory classes, exams and tests to accept the hours. More than 900 and less than 450 hours lack of training workload will be provided if necessary, the Chair must receive permission from the rector of the Academy with supporting evidence.

Academy distinguishes the academic workload of the teaching staff, depending on the position. Differentiated rules are discussed in the Academic Council and approved by the Rector of the Academy.

163. It is planned by the Chair in order to regulate the Academy teaching staff workload and working time is recorded on the individual's annual budget, which includes the operational duties of the teaching staff designed educational, methodical, scientific, educational activities.

164. The annual working time teaching staff of the department of planning and budget planning is carried out in accordance with accounting rules for major works (N 5 form). Rector of the Academy's Scientific Council and the approval of the norms of the 1st, 2nd, 3rd and 4th sections norms for planning and registration can be completed, taking into account the peculiarities of the Academy.

165. The chair of the department of planning activities for the academic year is determined by the academic, educational, scientific, educational and other types of activities, which are subject to mandatory execution by the academic staff of the Department to ensure the equal distribution of work between the lecturers.

166. The annual budget of working-time determining document of the teaching-staff is the basic personal work plan, which is drawn up for the year, based on operational duties and requirements of the academy plans. Work plan should be reflected in all kinds of activities and their extent (for hours) and performance dates.

Individual work plans are reviewed and approved by the department head of the chair of the session. During the year, the Department of amendments and additions may be made therein.

167. The Department performs the calculation before the first 3 months of the academic year workload for the next year and submit it to the Educational Department, Academy of workload training load distribution plan will make.

168. The registration of the amount of work done by the faculty of the individual plan of work based on the actual time spent, according to the rules provided for in this chapter.

169. The chairs at least once a semester, presents a report on the implementation of the educational division of the workload of the teaching staff.

170. At the end of the academic year, the annual report on the performance of departments make up the workload of the teaching staff according to job types, and the present study Division.

171. The academic report on the implementation of the annual plan for the distribution of the workload of academic staff in the department and approved by the Rector of the Academy.

172. The proper planning of the teaching staff of the departments of accounting, as well as the timing and execution of quality control is carried out taking into account the semester (year) results by the following areas:

a) Compliance with academic and educational works.

b) The execution of research activities.

c) In relation to educational activities.

173. The dean's offices analyze the course and results of the work done by the departments and developing specific recommendations for improving the work.

174. The process of implementation of the chairs of all kinds, and the results are discussed in the councils of the Academy Council of the Academy, if necessary.

Republic of Armenia  
Government staff  
Chief Minister M. Topuzyan