

**MINISTRY OF EMERGENCY SITUATIONS OF REPUBLIC OF  
ARMENIA**

**THE CRISIS MANAGEMENT STATE ACADEMY**



**PROCEDURE ON ORGANIZATION OF TRAINING  
PROGRAM WITH BACHELOR AND MASTER  
EDUCATIONAL PROGRAMS**

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**CRISIS MANAGEMENT STATE ACADEMY**  
**PROCEDURE ON ORGANIZATION OF THE BACHELOR’S AND**  
**MASTER’S DEGREE PROGRAMS OF EDUCATIONAL PROCESS**

**I. GENERAL PROVISIONS**

1.1. The Procedure of Organizing the Curriculum for Bachelor and Master Degree Programs (hereinafter: Degree) sets out the rules for the organization of full-time and part-time curriculum at the Crisis Management State Academy (hereinafter referred to as the Academy).

1.2. The course includes the organization of the educational process, the system of knowledge verification and evaluation, the criteria for academic progress and so on.

1.3. The procedure has been developed in accordance with the laws of the Republic of Armenia “On Education” and “On Higher and Postgraduate Professional Education” and the Charter of the Academy.

**II. STUDENT'S EDUCATIONAL LOAD AND WORKLOAD**  
**OF EDUCATIONAL PROGRAMS:**

2.1. In the Bachelor's and Master's degree programs, the student's annual teaching load is 1800 hours, equivalent to 60 ECTS credits, and 1440 hours for part-time study, equivalent to 48 ECTS credits. 1 ECTS credit is equivalent to 30 hours of full-time (classroom,

extracurricular and self-study) student workload. The maximum weekly full-time student load is 45 hours, equivalent to 1.5 academic credits.

2.2. The full workload of bachelor's degree program is 240 credits and the master's degree is 120 credits.

2.3. Duration of full-time education of Bachelor's Degree Program is 4 years (8 semesters). 20 weeks is set for the academic semester, which is distributed in the following order: 8 weeks of coursework, 1 week of mediate exams, 7 weeks of classroom exercises, 1 week of current exams and tests, and 3 weeks of final exams.

2.4. Duration of the part-time education of Bachelor's Degree Program is 5 years (10 terms). A 16-week duration is defined for academic semester, which is distributed in the following order: 4 weeks classroom lessons, 1 week self-study, 2 weeks current exams, 3 weeks self-study, 2 weeks current exams and 4 weeks final exams.

2.5. The duration of the part-time education of Master's degree program is 2.5 years (5 terms). A 16-week duration is set for the term, which is distributed in the following order: 3 weeks of coursework, 2 weeks of self-study, 2 weeks of current exams, 3 weeks of self-study, 2 weeks of current exams, and 4 weeks of final exams.

2.6. An average of 4 exams are planned for each semester of the Bachelor's degree program. The number of these examinations in the master's program is determined by the exemplary curriculum.

2.7. Graduate work and master thesis are assessed on a 20-point scale according to the assessment and preparing procedure of the master thesis and graduation work at the Academy.

### **III. KNOWLEDGE CHECKING AND ASSESSMENT**

#### ***3.1.The main points of the system:***

3.1.1. The Academy has a multifunctional system of student knowledge recurrent verification and assessment, the main objectives of which are:

- to organize a balanced learning process and promote student self-employment;
- to introduce feedback mechanisms in order to use assessment results by lecturers and students as a means of continuous improvement of teaching and learning.

3.1.2. The assessment includes the following components:

- Ongoing review and assessment of the performance and development of the individual sub-courses and individual assignments foreseen in the program (ongoing exams);
- Final assessment of the whole course in the exam, which assumes the level of achievement of the educational outcomes set for the course (final exams);

- Integration of test results to develop an effective course evaluation based on current and closing assessments.

3.1.3. Depending on the course workload of intended educational program curriculum, the type of training, the teaching methods, and considering the degree of importance of the course in the formation of the student's professional knowledge and abilities, the courses are divided into 4 groups according to the form of assessment:

- 1) *with final assessment;*
- 2) *without final assessment;*
- 3) *without current assessment;*
- 4) *test.*

### **3.2. Course Assessment:**

3.2.1. ***In the case of a final assessment course***, during the examination period, two current examinations are provided except the final exam.

***Current and final examinations*** are passing in written or oral based on the forms of teaching and learning of the course, as well as the nature of the expected educational outcomes. The form of examinations (written or oral) is specified in the curriculum specification.

3.2.2. ***The effective (semester) assessment score /EA/*** received by the student from the final grade course is formed according

to the following components during the semester:

- Outcome of 2 **current examinations ( $\Sigma CE$ )** for teaching material for student mastery test, each of which is awarded a maximum of 5 points;
- **Final exam result ( $FE$ )**, which can be assessed a maximum of 10 points.

The course **EA** grade / score is calculated as the sum of the grades earned by individual components.

$$EA = \Sigma CE + FE:$$

Accordingly, the **final assessment** of the course is conducted according to table. 1, where the maximum possible points for individual components of the assessment are given (all components are evaluated by whole points);

**Table 1.**

<b>Assessment component</b>	<b><math>CE_1</math></b>	<b><math>CE_2</math></b>	<b><math>FE</math></b>	<b><math>EA</math></b>
<b>Maximum score</b>	5	5	10	20

3.2.3. **The course without the final evaluation** is assessed by the results of two consecutive examinations that determine the degree of appropriation of the teaching material during the semester.

3.2.4. The student's (semi-annual) effective assessment/unit (**EA**) received from the course without final assessment is formulated

from the results of 2 current exams ( $\Sigma CE$ ) of the material being taught during the semester to check the degree of mastery of the student, each of which has a maximum of 10 points.

Course Outcome / Score is calculated as the sum of the points earned from the separate current exams:

$$EA = \Sigma CE$$

Accordingly, the evaluation of the course without final assessment is performed according to table. 2, where the maximum possible points for the individual components of the assessment are given (all components are divided by whole points according to point 3.2.2);

**Table 2.**

<b><i>Assessment Component</i></b>	<b><i>CE<sub>1</sub></i></b>	<b><i>CE<sub>2</sub></i></b>	<b><i>EA</i></b>
<b><i>Maximum score</i></b>	<b>10</b>	<b>10</b>	<b>20</b>

Table 1 and Table 2 also apply to part time learning.

3.2.5. Participation of the student in the current examination of a laboratory or practical work course shall be allowed for at least 60% of the performance of the laboratory work envisaged in the preceding period (performing and passing experiments). Otherwise, the student is not allowed to take the current exam, and a "0" score is assigned to the examination mark.



### ***3.3. Organization of the assessment process:***

- 3.3.1. During the first two weeks of the semester, the lecturer provides students with knowledge of forms, questionnaires and deadlines, as well as assessment methods and criteria.
- 3.3.2. The Faculty prepares exam schedules which are approved by the Vice-Rector for Scientific and Educational Affairs. One copy of the approved timetable is handed over to the Educational department, and students are notified by deanery and email of the Academy.
- 3.3.3. Current exams are held in the 9th and 17th weeks of the semester in case of full time education, and in the 6th to 7th and 11th to 12th weeks in case of part time education (no classes are scheduled in those weeks).
- 3.3.4. Final exams in case of full-time education are held in the period of semester exams, in the 18th to 20th weeks, and for part-time education in the 13th to 16th weeks.
- 3.3.5. After the completion of the oral examination and test, the lecturer presents the bulletin to the dean on the same day, and the bulletin of written examination the lecturer presents to the dean during 4 working days after the completion of the examination.
- 3.3.6. The student is entitled to appeal to the examiner or examining committee on the day of publication of the exam and test marks, and in case of disagreement with the examiner, on the same day, to apply in written form to the

- head of the department organizing the exam, and, if necessary, to the dean of the faculty.
- 3.3.7. Written exams are recorded on sample papers provided to students by the chairs.
- 3.3.8. In the Test / Final Exam Bulletin, each note in front of the student's name is made only in the presence of the student (with the exception of "not present"). After passing the current exams of the course (s) in final assessment, if the student's **EA** score is 8 or higher, then the student has the right not to attend the **final examination (FE)** of the course (s), and also not to be present to the liquidation period, and in that case, in the corresponding column of the outline "Unrepresented" marking is made and student's score of 8 or higher is saved. In case of failure to appear on the test/examination, is marked "Unrepresented".
- 3.3.9. The examination period or individual tests/exams student may pass, with appropriate justification, prior to the deadline with the permission of the Vice-rector of Scientific and Educational Activities.

### **3.4. Assessment scale:**

3.4.1. The academy uses a 20-point scale, presented in table 3, to assess student learning outcomes.

**Table 3.**

<b><i>Effective Score Unit</i></b>	<b><i>Mark</i></b>
<b>18-20</b>	<b><i>"Excellent"</i></b>
<b>13-17</b>	<b><i>"Good"</i></b>
<b>8-12</b>	<b><i>"Satisfactory"</i></b>
<b>0-7</b>	<b><i>"Unsatisfactory"</i></b>

### **3.5. Student Academic Bulletin:**

3.5.1. In order to record the results of a student's academic performance and performance indicators for a specified period of time or throughout the academic year, an academic bulletin is filled out for each student, where the courses and educational modules, credits and earned grade points due to educational modules and semesters earned by the student are recorded after each exam period. The bulletin reflects the volume of student work done and the quality of educational achievements.

3.5.2. Student earned credits are recorded and accumulated in the academic bulletin throughout his or her studies.

3.5.3. To present generalized results of student learning progress, in academic bulletin after semester results are summarizing summary data on student progress completing the given semester and the period of study, including the following 4

quantitative indicators:

- 1) *credits*;
- 2) *rated credits*;
- 3) *rating points*;
- 4) *average qualitative grade*.

3.5.4. **Amount of Credit (C)** is the amount of student credits earned to meet the educational requirements of the curriculum.

3.5.5. **Rated Credit (RC)** is the portion of total credit that is rated in numerical units.

$$RC = \Sigma \text{Credit}.$$

3.5.6. **The Rating Point (RP)** is the sum of the outputs of the courses (modules) credits and their grading scores:

$$RP = \Sigma \text{Credit} \cdot EA,$$

where the **EA** is the output from the given module.

***For example, if a student received 5, 4 and 6 credits of 12, 16 and 19 respectively, the student's rating point from that group is:***

$$RP = 5 \times 12 + 4 \times 16 + 6 \times 19 = 238 \text{ out of } 300 \text{ possible} \\ (5 \times 20 + 4 \times 20 + 6 \times 20).$$

3.5.7. **Average Quality Assessment (AQA)** is the average of credit ratings, which is calculated by dividing the rating

points to the sum of the assessed credits (the result is rounded to the accuracy of 1/100).

$$I\ AQA = RP/RC.$$

***For example, the average qualitative grade calculated for the training group observed in the previous case would be:***  
***AQA = 238/15 = 15, 87 ' out of 20 possible.***

3.5.8. Semester (calculated for a separate semester), and effective (calculated for a given period of study) Rating points and AQA are accounted and recorded in the Academic Bulletin.

#### **IV. RE-EXAMINATIONS AND RECURRENCE OF COURSES:**

- 4.1. A student who receives a positive score (8 or higher) based on the results of the exam is not allowed to retake given course.
- 4.2. In case of course with final evaluation, a student who is not present in any of the current exams is not allowed to retake it.
- 4.3. In the event of no final evaluation course, the student who does not attend any of the current exams may retake it in the liquidation period.
- 4.4. A student who is not present in the current assessment course exam or in the test may retake it in liquidation period.
- 4.5. The Dean's Office set academic debt retake schedule.

- 4.6. A student who fails the threshold of the effective minimal positive eighth point of the final assessment course must pass the final exam in the academic debt retake period with the option of obtaining the 10 points.

***For example, if the student is scheduled for the course:***

***Earned 1 and 3 points out of 2 current exams and 3 points in the final exams.***

$$EA = 1 + 3 + 3 = 7,$$

***which is below the minimum (8 points) threshold requirement.***

***In this case, only the points received from the current ones are saved, ie 4, and during the debt retake the student only takes the final exam with the possibility of obtaining 10 points.***

***If the student does not exceed the threshold of at least 8 points during the debt retake period, the previous unsatisfactory score is indicated in front of his / her name, in this case 7 points.***

- 4.7. ***A student who fails to secure a final grade point*** average in the final grade must pass the current academic debt retake separately (one or two of his / her choice) and may earn 8 or more points.

***For example, if the student is scheduled for the course:  
Earned 2 and 3 points, respectively, from the 2 current  
exams for that course the effective unit will be:***

$$EA = 2 + 3 = 5,$$

***which is lower than the minimum (8 points) threshold.***

***By taking the current exam (s), the student may earn  
a positive score of at least 8 points or more.***

***If the student does not exceed the positive minimum score of  
8 during the retake period, but raises the grade,  
then a new score is indicated i  
n front of his name.***

- 4.8. ***A student who does not meet the threshold of a positive***  
grade point average of the current grade should not retake  
the entire course during the academic debt retake period and  
may score 8 or more points.
- 4.9. The above assessment rules also apply to the part-time  
education system.
- 4.10. After completing academic debt in Bachelor's and Master's  
Degree Programs, if the amount of subject-matter credits  
advanced does not exceed 12, then a student of the specified  
class (with the exception of compulsory military service  
eligibility) Subjects) can retake the subject debt until the end  
of the academic year by redoing the subject twice more.
- 4.11. After each examination and debt retake period, students with

academic disadvantage are excluded from the Academy by the Rector.

- 4.12. The Master's thesis preparation qualification in the Master's curriculum is attested by the relevant teaching unit in accordance with the requirements of the Master's thesis preparation and pricing procedure at the Academy.
- 4.13. A student who has not completed a master's thesis is expelled from the Academy because of unsatisfactory academic performance. The removed student continues to pursue a Master's thesis on a previously approved topic.

## **V. STUDENT PERSONAL CASE AND EDUCATIONAL CARD**

- 5.1. The student's personal file is one of the key documents kept in the deanery throughout his or her studies.
- 5.2. The Bachelor's student's personal file is based on documents submitted to the admissions committee by the applicant: certificate (original), application form, 3x4 size photos, relevant background for centralized and intra-university examinations, excluded from general competition. In addition, the dean's office should include:
- The contract between the academy and the student, which should be considered,
  - Student applications, writings, and all academic and faculty



orders;

- Document on the results of entrance exams.

5.3. The Master's student's personal file is based on documents submitted to the Graduate Admissions Board, copies of the Bachelor's or Master's Degree and its attachment, admission application, 3x4 size photographs. In addition to the above, the Dean's Office should include:

- The contract between the academy and the student, which should be considered;
- Student applications, writings, and all academic and faculty orders.

5.4. After graduation from the academy, the student's complete personal file, including the certificate for grades, circular sheet, diploma and attachment copies and completion order, is submitted to the Academy archive.

5.5. Within one month after concluding the contract with the student, the Dean's office enters the student's personal data and all relevant information on the student's electronic card.

## VI. GUIDEBOOK OF COURSES

- 6.1. The Academy publish an academy course guidebook for each academic year, which is posted on the Academy's website.
- 6.2. The course guidebook is intended to make the academic program available to students, faculty, and administrators, as well as to make it accessible to the general public and contain:
  - 1) Proposed educational programs, timetable of study, and the procedure for “organizing the educational process through bachelor's and master's degree programs”,
  - 2) information about educational programs;
    - general description - qualifications awarded, entry threshold requirements, project goals and outlined educational outcomes, opportunities for continuing education, overall program structure and content, examination rules and assessment procedures, final attestation forms, practice information and etc,
    - Course description: course name and identification number, semester of education, course credits (including weekly classroom hours by modes of instruction), course purpose and educational outcomes expressed by the educational professional and general knowledge, abilities and skills, co-curriculum (short content/topics), teaching methods, learning and assessment methods and criteria.

## **VII. ORGANIZATION OF PRACTICE**

- 7.1. Practice is an important and integral component of the student's professional education which is aimed at developing the practical application of the knowledge gained during the course of study.
- 7.2. Undergraduate students will complete the following practices: academic, production and research, and students enrolled in the Master's Degree Program will only pursue professional practices.
- 7.3. The educational practice is organized for the second year undergraduate students, with the aim of enhancing and deepening the student's general professional knowledge.
- 7.4. The purpose of professional practice is to develop students' specialized skills.
- 7.5. The type, duration and timing of the practice are determined by the corresponding educational program.
- 7.6. The practice is organized and supervised by the teaching unit, in accordance with the internship schedule and the timetable, together with the faculty intern (s).
- 7.7. The entire course of the practice is recorded in the student's diary. At the end of the practice, the person in charge of the institution providing the practice submits an opinion and a characteristics to the diary. The diary attached to the student's personal case.

- 7.8. A student working in a profession is exempt from professional practice by submitting a relevant reference.
- 7.9. The practice is evaluated as a test. The Practice Manager mentions "Verified" if the student has participated in the practice and completed the assignments.

## **VIII. COURSE WORK PREPARATION AND ASSESSMENT**

- 8.1. The course work is aimed at formatting and developing students' practical skills learned as a result of a course or group study.
- 8.2. The Head and the theme of the course work are approved by the chair during the first two weeks of the semester and inform the students.
- 8.3. After approving the topic, within one week, the course head prepares the assignment with the student and provides them with a list of relevant literature.
- 8.4. The Head of course work presents a regular consultation schedule to the Chair and informs the students.
- 8.5. The student submits a completed coursework (printed and electronic) to the department at least 10 days prior to the defense.
- 8.6. Course work defense is provided by at least two lecturers (one of who is the Head of the course work) composed in a

committee.

- 8.7. In case of detection of plagiarism during the defense, the work is assessed unsatisfactory.
- 8.8. In case of disagreement with the mark, the student applies in written form to the chair of the department on the same day.

## **IX. THE PROCEDURE FOR SELECTING OPTIONAL COURSES**

- 9.1. Optional courses for the Bachelor degree program are provided in general educational and vocational spheres.
- 9.2. The student chooses two from the list of optional courses in the general education sphere.
- 9.3. The elective courses of the Master's degree program are provided in the specialization training course, from which the student chooses six.
- 9.4. Students are enrolled in the elective courses of the faculty, and the results are submitted to the educational department within the set timeframe.
- 9.5. Students register for elective courses on the preceding academic year is until April 1. No registrations are made after the deadline.
- 9.6. The Academy may cancel any elective course if there are not enough (10-15) students.

## **X. THE HEAD OF EDUCATIONAL PROGRAM**

- 10.1. Functions of the Head of Educational program are provided for the purpose of proper development, implementation, monitoring and review of the curriculum.
- 10.2. The Head of Educational program prepares an application for new program development, which justifies the introduction and further implementation, necessity and expediency of the project.
- 10.3. The Head of Educational program, together with the program development team, formulates the goals and outcomes of the program in accordance with the national qualifications framework and labor market requirements.
- 10.4. The Head of Educational program organizes the process of developing the project documentation package, in which also involves employers and other external stakeholders.
- 10.5. The Head of Educational program ensures the work of the program publicity and professional orientation.
- 10.6. The Head of Educational program prepares the curriculum for accreditation with the faculty leadership.

## **XI. THE EDUCATIONAL CONSULTANT (Curator)**

- 11.1. In order to assist first-year students in their studies, educational consultants are appointed, who are experienced faculty lecturers.
- 11.2. The number of educational consultants is determined by the faculty, providing one consultant for 30 students.
- 11.3. The educational consultant introduces the students with their rights and responsibilities, the rules and procedures applicable to the Academy and, above all, to students (for the organization of the Bachelor and Master's degree programs in the Academy, the Academy Internal Discipline, the Academy Student Benefits, Appeal, etc.), Student Guide book, Library Rules, etc.
- 11.4. The educational consultant learns about students' social and living conditions, monitors their educational progress, helps them overcome learning difficulties, provides them with advice on various issues related to the learning process:
- 11.5. At the end of each academic year, the Faculty Council hears and evaluates the reports of educational consultants.

## **XII. STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **12.1. The Student has right:**

- discontinue or continue vocational education at any educational level as prescribed;
- restore interrupted student rights at the Academy, as prescribed;
- participate in quality assurance functions and evaluate the effectiveness of the teaching staff;
- use the Academy's library, laboratories, training courses, computer labs, educational, scientific, sport, educational-productive and other departments;
- preferably participate in student scientific-research activities, seminars and conferences held at the Academy;
- receive an academic vacation for a period of up to one year in cases of necessity, in the manner prescribed by the authorized body, except for cases required by the legislation of the Republic of Armenia;
- transfer to another university (including HEIs) as prescribed or change profession;
- to study at other universities(including foreign) a certain period of education (semester, academic year) within the framework of inter-university exchange and/or academic mobility programs;
- Receiving his/her academic newsletter/bulletin for a given or



the whole period;

- Receiving free of charge the appendix of the bilingual diploma certificate of the European sample together with the graduation certificate.

### ***12.2. The student must:***

- learn about this rule and follow its requirements;
- meet the requirements for courses and exams;
- attend all courses included in his / her curriculum;
- perform all study assignments in a timely manner;
- pay tuition fees in time for paid education;
- take care of the Academy's property;
- fulfill the obligations of the student in accordance with this procedure, the Academy Charter and other internal legal acts of the Academy.

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