

I APPROVE

THE RECTOR OF THE UNIVERSITY
OF TRADITIONAL MEDICINE,
THE PRESIDENT OF SCIENTIFIC COUNCIL:



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« 05 » 03 2018

ORDER ON
STUDENTS' TRANSFER,
REMOVAL /DISMISSAL/, RECOVERY
AT THE UNIVERSITY OF TRADITIONAL MEDICINE

1. General provisions

- 1.1. This order defines general terms /the form of current learning/ of the students' next year transfer, removal /dismissal/ and recovery at the University of Traditional Medicine which implements higher professional education programs /bachelor's and master's/.
- 1.2. Subjective differences resulting from the change of academic plans are considered academic debts, which the student should take by a personal schedule approved by the rector's order, but no later than the beginning of the semester examination period.
- 1.3. The objective difference is the subject missing in the learning plan or more credits in any discipline with 25% of the difference.
- 1.4. Academic achievement is considered to be insufficient getting "unsatisfactory" from 3 or more subjects during the exam or 3 times from 1 subject.
- 1.5. The Rector of the University releases a renewed student from some of the previously studied and received credits for individual subjects.

2. Transfer of students to next year

- 2.1. Transferring students to next year is carried out after passing the examinations provided by the curriculum, the differentiated tests, the exams and the training-related internships.
- 2.2. The students' transfer for the next year is done by the order of the rector, by the presentation of the dean of the faculty. The dean mentions the transfer for the next year in the student's record-book and in the personal sheet, the seal and the dean's signature are put in.

- 2.3. Those students are conventionally transferred the next year, who have at least 12 credits of an academic debt with the condition of retaking to the end of the third week of the following semester.
- 2.4. The student is dismissed from the university by the dean's presentation and by the order of the rector in case of not taking the academic debts within the specified time. An examination committee can be formed in case of necessity by the recommendation of the dean, by the decision of the rector. The dean of the faculty can define a personal timetable for returning academic debts.
- 2.5. The student may stay in the same course exceptionally according to a written application of a student who has not attended the exam for excused reason or has a low academic achievement, for repeating the course, which is formed by the order of the rector.

3. The students' removal /dismissal/

- 3.1. The student is dismissed from the university;
 - a/ due to lack of academic achievement in case of not collecting necessary total credits by the results of the semester /with the exception of cases provided in clause 3.10 of this Procedure/,
 - b/ in case of a violation of the internal discipline or educational discipline of the University,
 - c/ in case of non-payment of tuition within the period defined by the University.
- 3.2. The student's dismissal from the university is made by the order of the rector, presented by the dean of the faculty.
- 3.3. The student is dismissed from the university;
 - a/ according to his/her application,
 - b/ transferring to another university,
- 3.4. The student's dismissal order from the University cannot be given, if he/she is a subject to removal, in accordance with the provisions of subparagraphs 3.1. of this Procedure.
- 3.5. The student learning is interrupted;
 - a/ in case of military service conscription,
 - b/ if he / she is on an academic leave because of his / her health condition,
 - c/ in case of pregnancy and childbirth, as well as those who has a child under 3 years in care,
 - d/ in case of insufficient solvency due to its social vulnerability,
- 3.6. Those students who were not present for the tests and exams for excused reasons during the testing period /doctor's certificate and etc./, are not allowed to repay the debt during the repayment of academic debts free of charge.
- 3.7. The academic deadline is set at the end of the third week of the current semester.

- 3.8. In the case provided for in paragraph 3.1 (a) of this Procedure, the removal orders are issued after the summary of the results of the examination and repayment of academic debts, within 5 working days, of which the student is notified in advance.
- 3.9. In case of removal /dismissal/ from the University within 3 working days, the student is given an extract from the removal /dismissal/ order, academic certificate and certificate of secondary education or graduation certificate of secondary vocational education. Copy of graduation certificate is kept in student's work.
- 3.10. The students who have failed in current progress, are entitled to fill the academic credits of up to 12 credits in the liquidations scheduled for the next semester of September and February retaking the subjects again two times or repeating them.
- 3.11. Students who interrupted their studies pursuant to the clause 3.5 of this Regulation continue to have their student rights up to the duration of their education.

4.1 The Students' Recovery

- 4.1. The student rights recovery is permitted starting from the 1st year of the 2nd semester.
- 4.2. The student rights recovery applications are presented during the two weeks preceding and following the semester course. Academic certificate or a copy of the checkbook is enclosed to the recovery application.
- 4.3. Students dismissed /recovery/ from the university are resettled by the order of the rector.
- 4.4. The University Rector discusses the student's recovery application, decides to continue his/her studies course and other conditions or states the rejection of his decision.
- 4.5. The rector of the University sets a deadline for repatriation of the academic differences and academic debts, but not later than the beginning of the semester exam period.
- 4.6. The students who interrupted by the 3.5 point of this Procedure continue their education, from which they interrupted, regardless of the program differences.
- 4.7. The students' decree is after they pay the tuition fees.
- 4.8. The students who were dismissed /removal/ from the University are restored in the semester from which they were removed /dismissal/, if at the time of dismissal the total amount of credits due to subject inconsistencies does not exceed 20 credits. In case of over 20 credits, the student is offered to be released in the lower semester, for which the claim referred to in this paragraph meets the subjectal inconsistencies, except for the 1st semester of the 1st year.
- 4.9. Those students who were dismissed /removal/ from the University recover their student rights at least after one semester.

- 4.10. Those students who were dismissed /removal/ from the University can recover student rights in state and non-state higher education institutions that were accredited according to educational programs of specialties.
- 4.11. The recovery is not allowed for those students who were dismissed /removed/ from the higher education institutions that were not accredited according to educational programs of specialties.
- 4.12. In the personal case of the restored students student's application, academic statement, an extract of recovery statement, the contract signed with the university, graduation certificate of secondary or vocational education, the agreement with the university and the military document are kept.
- 4.13. All the normative regulations of the university are applicable for the restored student.

5. The procedure for providing students with an academic holidays

- 5.1. An academic holiday is given to students studying in professional educational programs.
- 5.2. The academic holiday duration is 1-2 calendar years.
- 5.3. The decision to award the academic leave is made by the rector of the university. The basis for the decree is:
 - relevant health certificate given by the doctor and student's application,
 - notice of Military Commissariat on conscription to compulsory military service and student's application,
 - student's application on social hardship.
- 5.4. The returning student is resumed according to the application by the rector's decree. A new contract is concluded with the student, without changing the tuition fees.