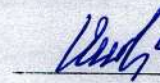


University of Traditional Medicine

Rector, Chairman of the Supreme Council

 K.H. Sarbekyan

« 19 » 09 2019



ORDER

ON STUDENTS' ACADEMIC MOBILITY AT UNIVERSITY OF TRADITIONAL MEDICINE

I. Basic provisions and general requirements

1. This procedure defines the conditions of academic mobility of students studying in the main educational programs (bachelor/master) implemented at University of Traditional Medicine (hereinafter referred to as the University).
2. Academic mobility for study is the continuation of a student's education in another educational institution.
3. Depending on the purpose or period of study, the academic mobility of undergraduate and graduate students may be for a limited period of time (hereinafter referred to as mobility) or main (hereinafter referred to as transfer).

II. Students' mobility

1. Student mobility does not lead to an increase in the study period.
2. One of the ways to implement the mobility of university students is to send them to partner educational institutions, as well as on the student's own initiative:
 - to study within the framework of double degree educational programs /two graduation documents/;
 - to study in joint degree programs /with one certificate/;
 - to study within the framework of inter-university cooperation, including academic exchange programs;
 - to pass training /production/ internship.
3. Candidates are selected on a competitive basis taking into account their academic progress and knowledge of the host language (or foreign language).

4. In order to participate in the mobility program, trilateral education agreement is signed between the student and the University and the host educational institution. The agreement specifies the subjects that students must study at the host institution. At the same time, the student's obligations regarding the terms of repayment of academic differences are mentioned.
5. Credits for mobility shall not exceed 25% of the total undergraduate curriculum required to obtain the relevant qualification and 50% of the master's curriculum.
6. Upon completion of the study period at the host university, the student must submit to the University the list of subjects he/she has studied, as well as the academic certificate confirming the credits and grades he/she has received in order to prepare a document on academic recognition.

III. Student transfers. General requirements

1. Students' applications for transfer are accepted during the two weeks prior to the semester of the relevant semester. The student submits the transfer application to the Rector of the University for an academic certificate. The university provides an academic certificate within 7 working days.
2. A student transfer is permitted if the number of subject differences does not exceed 20 credits due to differences in the contents of the program and the host program studied at the time of transfer. Otherwise, the student is offered to transfer to a lower semester or other related field of study, in which case the mentioned requirement of material discrepancies is satisfied.
3. It is not allowed to transfer a student in the first year of the bachelor's degree program. Transfer of students under the Master's degree program is allowed after the end of the first semester.
4. Student's transfer is allowed within the admission limit places provided by the license for the given specialty (according to the types of education and qualifications).
5. In case of transfer of students from foreign universities, the number of exams and exams to be passed does not include the subjects of Armenological subjects.
6. The list of subject differences due to credits is decided by the host university. The student must study and submit the differences according to the individual schedule set by the host university, but not later than the beginning of the examination period of the given semester.
7. It is not allowed to transfer a student from non-state accredited with no educational programs, to state or non-state universities accredited by specialties with educational programs.
8. At the end of each academic year, the University submits information on all aspects of student mobility to the Ministry of Education and Science of the Republic of Armenia (hereinafter referred to as the Ministry) according to the educational program, transfer of the training, specialization and training course.

IV. Intra-university transfers

1. The transfer of a student within the University, during which the transfer from one profession to another or from the Basic College to the University can be carried out by the order of the Rector, according to the student's personal application.
2. Intra-university transfers are made in accordance with this order in accordance with the general requirements for student's transfer.

V. Transfers from universities to universities of the Republic of Armenia

1. The transfer of a student from one university to another, during which the same profession can be transferred from one profession to another, is carried out according to the personal application of the student addressed to the rector of the host university, to which is attached the academic certificate provided by the university.
2. If the number of vacancies in the course in the given specialty at the University is less than the number of those wishing to transfer, an attestation is organized, a competition is held, as a result of which the students who will continue their studies are selected. The procedure and conditions for conducting the attestation-competition are defined by the University. Prior to the transfer of subject differences by the transferees, the Rector of the University has the right to temporarily instruct the student in the appropriate academic group to allow him/her to participate in the classes. The order shall indicate the list of academic subject differences, the individual repayment schedule, after which the order shall be issued within one week.
3. The University gives a reference of the defined sample to the transferred student, according to the sample. The student submits the mentioned certificate to the university where he/she studied, the rector of which issues a dismissal order within three days, with the following wording: "Student _____ is released due to transfer to _____ university". The student is given by hand or mailed a copy of the dismissal order, the academic certificate of the established sample, the certificate of secondary education, personal documents and documents related to the entrance exams. In the student's personal file, a copy of the release order, a copy of the high school diploma approved by the university, a student ID card, a test booklet, and a list of documents sent remain.
4. The transfer of the transferring student is carried out by the Rector of the University after receiving the student's application, secondary education graduation certificate and academic certificate /before that, a copy of the academic reference and a checkbook is checked/. The following entry is made in the transfer order: To accept _____ to transfer _____ course of _____ specialty of _____ faculty by _____ on the principle of _____ tuition (free). A new student file is being compiled at the university. The student is given a new student ticket and a checkbook.

VI. Transfers from foreign universities to

University of Traditional Medicine

1. The transfer of students from non-state higher education institutions accredited by foreign specialties, accredited by specialties, implementing educational programs to the UTM, is carried out on the principle of paid education.
2. In case of a positive opinion, the university submits the student's academic certificate to the Ministry. The decision on transfer is made by the Minister of Education and Science of the Republic of Armenia after receiving a positive answer to a written inquiry from the relevant foreign university.
3. The transfer of a student is carried out in accordance with sub-clauses 1 to 3 of clause III of this order, in accordance with the provisions set forth in clause 2 of clause 2 and VI of clause V. If the student's personal file is not subject to delivery, a relevant document is sent to the University, and the student's order is made on the basis of his/her application and academic reference.

VII. Rating transfer scale

Mark	5 point scale	10 point scale	20 point scale	100 point scale
"Excellent"	5	10	19-20	96
		9	17-18	90
"Good"	4	8	15-16	80
		7	13-14	70
"Satisfactory"	3	6	11-12	60
		5	8-10	51
"Unsatisfactory"	2	1-4	1-7	50 and low

The corner seal of the host university,

Date, registration number:

/ or university's form

REFERENCE

Is given to _____ about that he/she

/ name, middle, surname - full /

_____ given by _____

/ Full name of the university /

/ check book registration number and date/

_____ according to the copy of the check book and application has been allowed to participate in the attestation process, which he/she successfully passed.

_____ will be ordered _____

/ name, middle, surname /

_____ to education

/ full names of the host university and faculty, full-time, distance, remote/

_____ course _____ by profession,

/ full name of the profession /

_____ by the principle, academic certificate and secondary education

/free, paid/

after submitting the graduation certificate.

Rector _____

/ signature /

/ name, surname /