



I approve

University of Traditional Medicine

Rector, Chairman of the Supreme Council

N.KH. Saribekyan

« 23 » 12 2019

ORDER
ON STUDENTS' REMOVAL/ DISMISSAL AND RESTORATION
OF UNIVERSITY OF TRADITIONAL MEDICINE

I. GENERAL PROVISIONS

1. This order regulates the relations related to the removal (dismissal) of students and the restoration of student rights.
2. The legal bases of this regulation are the RA Law on Higher and Postgraduate Professional Education, N1242-N order made on 17.11.2011 and N 1676-N order made on 17.12.2018 by the RA Minister of Education and Science, "Procedure for Testing and Assessing the Knowledge of UTM Students" and other documents regulating in the UTM.
3. The concepts used in this order are:
 - 1) academic debt based on the results of the semester examination period, including the two stages of re-examination, not collecting the amount of credits for the given subject course,
 - 2) insufficient academic progress: not collecting the necessary credits based on the results of the examination period,
 - 3) subject (program) difference: the subject not included in the student's curriculum or the difference of more than one third of the credits from any subject,
 - 4) interruption of study; release or dismissal of a student from the University on the grounds defined by this procedure, or termination of studies.

II. INTERRUPTION OF STUDENT EDUCATION

3. The student is expelled from the university:
 - 1) due to insufficient academic progress, except for the cases provided for in clause 11 of this Order,
 - 2) In case of non-fulfillment or improper fulfillment of the obligations defined by the legislation of the Republic of Armenia or the charter of the University, or internal disciplinary rules, or the study contract concluded by the University and student,
 - 3) In case of non-payment of tuition fees within the period set by the University.

4. The student is released from the University
 - 1) according to his/her application,
 - 2) in case of transfer to another institution.
5. An order to expel a student from the University may not be issued on his/her application if he/she is a subject to release in accordance with the cases provided for in Clause 3 of this Order.
6. Student's study is terminated
 - 1) in case of compulsory military service,
 - 2) in case of pregnancy, childbirth, as well as in case of child care leave under 3 years old,
 - 3) in case of taking an academic vacation due to health condition,
 - 4) in case of insolvency due to social insecurity.
7. Orders on expelled or dismissed male students are submitted by the University to the relevant regional military commissariats within 3 working days.
8. Free repayment of academic debts of students who do not pass the exams or have unsatisfactory academic progress is carried out in accordance with the order established by the University. The deadline for repaying academic debts is set by the end of the third week of the current semester.
9. In the case provided for in sub-clause 1 of clause 3 of this procedure, the order to expel the student from the University shall be issued within 5 working days after summarizing the results of the re-transfer of the academic debts of the semester, about which the student shall be notified in writing.
10. In case of release or dismissal of a student, within 5 working days, upon request, in accordance with the procedure established by the University, he/she shall be provided with a copy of the relevant order, academic certificate, graduation document of secondary or secondary professional education. A copy of the graduation document is kept in the university in the student's personal file.
11. Students, who have made insufficient progress (in probationary status), have the right to repay twice academic debts amounting to a maximum of 12 credits immediately during the two phases of the re-examination period of the following semester.

The student has the right to repay the academic debt of the course up to a maximum of twice.

III. RESTORATION OF THE STUDENT RIGHTS

12. Restoration of student rights is allowed starting from the second semester of the first year, within the places defined by the license for the given profession (educational program), except for the students who have stopped studying in the cases defined by point 6 of this order, who restore their student rights from the moment when interrupted, regardless of the number of places specified in the license. The student rights of a student who is expelled or dismissed from the University, shall be restored at least one semester after the termination of their studies in accordance with the 3rd and 4th sub-clause of the 11th clause of this order.

13. In the cases mentioned in Clause 6 of this Order, students who have ceased their studies shall be restored by maintaining their status prior to the termination of their studies.
14. It is not allowed to restore the student rights of a former student of non-accredited institutions (professions) in accredited institutions (professions).
15. Applications for restoration of student rights are submitted to the rector of the host institution within 2 weeks prior to the semester classes.
16. At the time of restoration, only in case of having academic debts of the given semester, the institution issues a restoration order when making a positive decision on the restoration of student rights.
17. When making a positive decision on the restoration of student rights, an enrollment order is issued by the University in case of subject differences or academic debts from previous semesters. In accordance with the order established by the University, before the beginning of the examination period of the given semester, the student is enrolled in the University after submitting the subject differences (with a maximum of one re-submission opportunity).
18. The repayment of the academic debts is carried out during the examination period envisaged by the curriculum, including the two stages of re-examination.
19. The order of a student restoring student rights is made only after making the necessary payments in accordance with the procedure established by the University. The student is exempted from the previous courses of credited subjects and certification.
20. The student is restored in the semester from which the study was interrupted, if the subject differences to be resubmitted at the time of recovery and academic debts do not exceed 20 credits, except in the cases specified in paragraph 6 of this Order. Otherwise, the student is offered to restore his/her student rights from the lower semester, from which the requirement of material differences mentioned in this point is satisfied in case of continuing the study.
21. According to sub-clause, 1 of clause 6 of this order, a student who has stopped his/her studies shall be restored from the moment of termination of studies, if the student has submitted an application for restoration of his/her rights no later than two months after the date of elimination of study in case of winter conscription and within three months in case of summer conscription, regardless of the number of places defined by the license for the given profession (educational program), the subject differences and the academic debts. If the application is not submitted within the mentioned period, the student will be expelled from the University.
22. According to point 6 of this order the student, who has stopped his/her studies in the absence of a corresponding course in the previous specialty (educational program) at the time of restoration, can be restored in a related profession (educational program) at the suggestion of the institution and with the student's consent, and in the absence of the latter, in another profession (educational program), regardless

of the number of places defined by the license for the given profession (educational program), the subject differences and academic debts.

23. The application of the restored student, the academic certificate, a copy of the recovery order, the contract concluded with the institution, the graduation document of secondary or secondary vocational education, the copy of the receipt of tuition fee are kept in his/her personal file.