

UNIVERSITY OF TRADITIONAL MEDICINE



STUDENT'S GUIDE

CONTINUOUS AND INTEGRATED EDUCATIONAL PROGRAM

YEREVAN 2021

**The guide has been published
by the guarantee of the Scientific Council of
University of Traditional Medicine**

The purpose of the methodological guide is to acquaint students with the history, structure, rules of study of University of Traditional Medicine, students' rights and responsibilities, organization of the scientific-pedagogical process, intra-university structures, and their activities.

The guide also presents the peculiarities of the educational processes (lectures, practical, seminar-laboratory classes), exams, preparation for tests, organization of individual work independently.

The guide will help the student to protect his / her rights and responsibilities, to orient himself / herself correctly in the educational process of the UTM, to get acquainted with the peculiarities of credit system education, the content of the knowledge testing and assessment process.

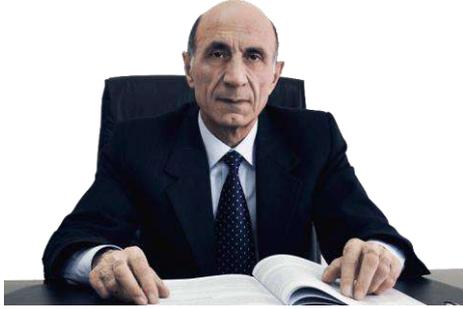
The methodological guide is intended for all students of the University.

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THE RECTOR'S MESSAGE

Dear student,



Rich in professional knowledge, knowledgeable, skilled specialist is the most valuable wealth of the state.

The place and role of each state in the rapid world development is conditioned by the conscious and educated generation.

The modern age presents new requirements for professional education. Now it is not enough to be just a specialist. All the processes implemented in the field of education are aimed at training competitive, qualified specialists.

Quality education, being a highly qualified specialist is the imperative of the time, so the global challenges that are changing day by day can be met only with modern, stable, rich knowledge.

University of Traditional Medicine enjoys a high reputation in the educational system of Armenia.

On January 15, 2021, the Accreditation Committee of the National Center for Quality Assurance in Vocational Education awarded institutional accreditation to the UTM.

Guided by its adopted principle, which is to be uncompromising towards non-progressive students, to train only literate and knowledgeable, qualified specialists, our university has become an alternative forge of education, the graduates of which compete in the field of practical and theoretical medicine.

Students enter our university with the ambition of gaining new knowledge and becoming a good specialist.

I want to assure you that the university administration will do everything to make your years of study meaningful and interesting.

Therefore, we urge all students to use your best years to get a quality education, high quality professional knowledge and skills.

Rector, PhD Norik Kh. Saribekyan

THE UNIVERSITY'S MISSION

The University of Traditional Medicine is a leading medical higher education institution, the activity of which is aimed at training new quality doctors who are knowledgeable for the national-international labor market of medical education, medicine, healthcare, aware of their role in the doctor-patient relationship who will be able to integrate modern, scientifically based diagnostic and treatment methods of traditional medicine.

UNIVERSITY'S VISION

University of Traditional Medicine (hereinafter referred to as the University or the UTM) aspires to become a national, international higher education institution, which:

- ✚ Strives to develop its priorities and competitive advantages - to integrate the unique approaches of scientifically based traditional medicine and modern medicine, incorporating them into educational activities, ensuring the transfer of knowledge to different stakeholders.
- ✚ Offers competitive educational, scientific, research medical programs in accordance with the basic principles of the European Medical Higher Education Area.
- ✚ Will be available, affordable and preferable higher education institution for different segments of society, regardless of age, gender, race and ethnicity, beliefs, or political preferences.
- ✚ Has efficient, effective management and administration, necessary infrastructure, modern technologies, training and laboratory base, which contributes to the continuous and continuous improvement of the quality of education,
- ✚ Will be able to implement a systematic development strategy by investing its own resources for promoting education and scientific research.

HISTORICAL OVERVIEW

"University of Traditional Medicine" commercial organization (hereinafter referred to as the CO) is the legal successor of the "Institute of Traditional Medicine" CO, which was founded in 1991.

The university was accredited by the RA Ministry of Education and Science in 2001. The University is a legal entity, a commercial organization, the activities of which are aimed at the implementation of medical higher education programs envisaged by the RA Law on Higher and Postgraduate Professional Education, and since 2011 also medical secondary professional education programs.

The UTM operates in its own renovated, comfortable educational building. The university is unique in the region, whose activities are aimed at training new quality physicians, doctors who will develop 21st century medicine through the integration of modern and traditional medicine.

During its activity, the University has trained more than 1000 graduates, most of whom as practitioners, scientists, lecturers, health organizers successfully work not only in our country, but also abroad in the leading clinics and medical departments- Moscow Kremlin Central Hospital of Russia, Moscow Central Clinical Hospital No. 51, Sechenov Medical Academy, Scientific Center of Cardiovascular Surgery after Baku, St. Petersburg I. Chair of Surgery at Pavlov State Medical

University, as well as clinics in Belgium, Germany, Bulgaria, USA, Georgia, Norway, India, Iraq, Persia, Ukraine, Spain, Greece and other places.

Today, the healthcare system of the republic has been replenished by the graduates of our university, who are not only highly rated specialists, but also organizers of medical work. Many of the graduates have their own private clinics, moreover, they invite our graduates to work with them as employers.

The teaching staff of the university is made up of pedagogical, with many years of professional experience, well-known scientists, lecturers, doctors in the country, thanks to whose work the ABA has a great reputation today, has taken its worthy place in the university system of the republic.

There are 2 faculties and 8 chairs at the university. Currently, 322 students study at the university, including local, Armenians from Diaspora and foreign students.

The university cooperates with foreign institutions and organizations of the republic.

For the past 30 years, the university administration, the administrative-teaching staff and the entire staff have consistently strived to carry out an educational process that meets international standards.

The university considers its priority task to improve the quality of education, meet the demand of the labor market, increase the opportunity to integrate into the European educational area.

MANAGEMENT SYSTEM OF THE UNIVERSITY

1. The management of the UTM is carried out in accordance with the legislation of the Republic of Armenia, the charter of the university, on the basis of self-government, in combination with the principles of sole management, collegiality, the functions of the rector and the scientific council, as well as in the case of solving the most important issues with the participation of the university staff.
2. The supreme governing body of the UTM is the General Assembly of the founding members, which has the right to make a final decision on any issue of the university's management and activities. The exclusive powers of the general meeting of the founding members are enshrined in the charter of the university.
3. **The Academic Council of the University** is a body chaired by the Rector of the University, which solves the problems of organizing, planning and managing the teaching-methodological-research activities of the University. The Scientific Council of the UTM consists of heads of chairs, heads of departments, as well as students. The total number of members of the Scientific Council does not exceed 21. Meetings of the Scientific Council are convened at least once a month.
4. **The rector of the university** acts within the limits of his/her competence, in accordance with the charter of the UTM, and is fully responsible for the results of the work done by the university. The rector manages the current activities of the university, acts on behalf of the university headed by him alone, without a power of attorney. Rector is appointed at the general meeting of the founding members, is accountable to the general meeting of the founding members of the university. The main issues of the current, educational and scientific-pedagogical activity of the university are discussed in the rector's council.
5. **The Rector's Office** is an advisory body to the Rector of the University, which operates within the scope of its statutory powers and discusses issues related to the activities of the University. The Rectorate includes the Rector of the University, Vice-Rectors, Chief Accountant, Head of the Academic Department, Dean, Head of Educational Programs, Head of the Educational Department, Head of the Department of External Relations, Head of the General Department, Heads of Chairs.

THE STRUCTURE OF THE UNIVERSITY

The organizational structure of the university includes: the board of directors, the scientific council, the rector's office, the educational part, the faculties, the chairs, the general department of HR, the scientific part, the department of foreign relations, accounting, the scientific-medical training center (SMTC), library and economic part.

The competencies of the structural subdivisions of the University are defined by the Charter of the University and the normative documents regulating their activities.

You can get acquainted with the linear structure of the University on the official website of the University www.utm.am.

The University, together with all the departments that are part of it, is an educational, scientific and production entity the unity of which is ensured by the obligatory participation of all its subdivisions in the organization of educational, research and scientific-research processes.

“General Medicine” and “Dentistry” Faculties

Dean's Office- 3rd floor
Rectorate-3rd floor
Educational part-3rd floor
Library- 3rd floor
External relations- 3rd floor
Student Council- 4th floor
Scientific part- 4th floor
HR and general section- 3rd floor
Accounting- 3rd floor
Hall-3rd floor
SMTC - 1st floor
Buffet-1st floor



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E-mail address: info@utm.am

FACULTIES AND SPECIALTIES

The university has 2 faculties: "General Medicine" and "Dentistry".

The "General Medicine" faculty of the university was founded in 1991 under the leadership of dean A. Karapetyan. The University trains personnel in the specialty of "General Medicine" in accordance with the state norms of the Republic of Armenia, the educational standards of the NQF, and the professional educational programs approved by the Academic Council of the University. The specialty "General Medicine" of the university was accredited by the RA Ministry of Education and Science. The university differs from other medical universities in the region in its peculiarity.

The educational process of the university is aimed at training new quality doctors-specialists, doctors who will develop the medicine of the 21st century through the integration of modern-traditional medicine. In 2001, graduates are awarded a state diploma.

Educational program: "General Medicine", index: 091201.00.7

The duration of "***General Medicine***" specialty training is 6 years full-time training. At the University, in the event of an epidemic caused by the epidemic, the teaching was also organized remotely according to the relevant procedures.

The volume of the educational program is 360 credits.

The curriculum of "General Medicine" specialty includes

- Department of Social-Humanities Training
- Department of Natural Sciences and Medical Biology courses
- Department of Preventive Medicine Training
- Department of Traditional Medicine course
- Department of General and Special Vocational Training
- Training and production practices

Due to the peculiarity of the university, in addition to modern medical subjects, the curriculum includes traditional science-based medicine courses: acupuncture, herbal medicine (phytotherapy), homeopathy, manual therapy, pharmacognosy, iridodiagnostics, dermatology.

The program ends with final graduation certifications.

The training is organized in the building No. 1 of the university, in the scientific-medical training center of the university, as well as in the leading clinics of the city of Yerevan, where the training-production internships are held.

The graduate who has mastered the educational program of "General Medicine" specialty can be engaged in:

- medical,
- organizational-management,
- research activities.

The graduate of the medical faculty can continue his/her education in residency and postgraduate studies.

To date, the faculty has had more than 600 graduates, most of whom work as leading doctors, lecturers, researchers, healthcare organizers not only in leading clinics in Armenia but also abroad. For almost two decades, the medical faculty has been providing graduates who are familiar with both

modern and traditional medicine diagnostic and treatment methods, who integrate the knowledge gained during their practical activities.

About 15 graduates of the Faculty of General Medicine defended their PhD dissertations and received academic degrees.

Foreign students also study at the Faculty of General Medicine.

The university is provided with qualified teaching staff for the training of medical staff.

The UTM has a rich material and technical base, which provides students with subject, laboratory, practical, research work. Each student of the faculty uses both library and electronic databases of the library, reading room.

The "Dentistry" faculty of the university was founded in 1996. Dean Ph.D., Associate Professor K. Led by Vardanyan.

The Faculty of "Dentistry" of the University was founded in 1996 led by the dean Ph.D., Associate Professor K. Vardanyan. The University trains personnel in the field of "Dentistry" in accordance with the state norms of the Republic of Armenia, the educational standards of the NQF, and the professional educational programs approved by the Academic Council of the University. The specialty "Dentistry" of the University was accredited by the RA Ministry of Education and Science in 2001. Graduates are awarded a state diploma.

The university differs from other medical universities in the region in its peculiarity. The educational process of the university is aimed at preparing new quality dentists.

Educational program: "Dentistry", index: 091101.00.7

The duration of "***Dentistry***" specialty training is 5 years with the existing training. At the University, in the event of an emergency related to the epidemic, the training was also organized remotely according to the relevant procedures.

The volume of the educational program is 300 credits.

The curriculum of "***Dentistry***" specialty includes

- Department of Social-Humanities Training
- Department of Natural Sciences and Medical Biology courses
- Department of Preventive Medicine Training
- Department of Traditional Medicine course
- Department of General and Special Vocational Training
- Training and production practices

Due to the peculiarity of the university, in addition to modern medical subjects, the curriculum includes traditional science-based medicine courses: acupuncture in dentistry, phytotherapy in dentistry, pharmacognosy, iridodiagnostics, herbal morphology.

The program ends with final graduation certifications.

The training is organized in the building No. 1 of the university, in the dental department of the scientific-medical educational center of the university, as well as in the leading clinics of Yerevan, where the training-production internships are held.

The graduate who has mastered the educational program of "Dentistry" specialty can be engaged in:

- medical,

- organizational-management,
- research activities.

The graduate of the faculty of dentistry can continue his/her education in residency and postgraduate studies.

Up to date, the faculty has had more than 300 graduates, most of whom work as leading doctors, lecturers, researchers, healthcare organizers not only in leading clinics in Armenia but also abroad. The faculty of dentistry has been training qualified specialists for about three decades. Many alumni have their own private clinics.

Foreign students also study at the Faculty of Dentistry. The university is provided with qualified teaching staff for the training of medical staff. The UTM has a rich material and technical base, which ensures the implementation of students' subject, laboratory, practical, research work. Each student of the faculty uses both the book and electronic databases of the university library, the reading hall.

LIBRARY

The university has an upgraded library. It is equipped with a spacious reading room with the necessary computer equipment, which allows students and faculty to use the university's professional e-book libraries, various e-book libraries and magazines, of which the University of Traditional Medicine is a full member.

The book-information database of the institution, which is centralized in the library, is of fundamental importance for the effective organization of the educational process. From year to year the library fund of the library is replenished with modern literature, relevant information materials, which is facilitated by free internet connection, the establishment of an electronic reading room, the enrichment of electronic literature.

As a result of reviewing and updating the library books, there are 5,204 copies of educational-scientific books and magazines in the UTM's archive. In case of lack of professional literature required in the library fund, students use the Republican Scientific-Medical Library, with which the University has a cooperation agreement.

Rules for using the library

- ✓ The university's faculty, students and administrative staff have the right to use the library.
- ✓ The reading card entitles the reader to use the services provided by the library. Depending on the status of the student, it is valid until the end of the study, and the term of the card for the teaching-administrative staff depends on the term of the contract signed between the given employee and the university.
- ✓ To become a library subscriber, to get a reading card, you need to come to the library (room 308) with the following documents:
 - Passport (including address);
 - 1 photo in 3X4 size,
 - Student booklet.
- ✓ When registering in the library, the reader gets acquainted with the rules of using the library, his/her rights and responsibilities, which s/he confirms with his/her signature on the reader's personal card.

- ✓ With the reading card of the UTM library, the reader can borrow books and periodicals only for himself.
- ✓ It is forbidden to give the book belonging to the library to other people.
- ✓ Educational literature and textbooks are provided until the end of the academic year.
- ✓ Rare, antique, one copy of literature, including encyclopedias, dictionaries and atlases can be used only in the reading room.
- ✓ The reader is obliged to remain silent in the reading room.
- ✓ It is forbidden to use and eat mobile phones in the reading hall.
- ✓ When handing over the literature, in case of defects, the student is obliged to pay three times the cost of restoring the damaged book.
- ✓ In case of losing the book, the student is obliged to reimburse the market value of the book (s) or return another copy of the same edition (or new edition).

E-mail Address: utmlibrary30@gmail.com

STUDENT INSTITUTIONS

The student structures of the University are The Student Council (Student Council) and Student Scientific Society (SSS).

The Student Council is an elective representative body of student self-government. The powers of the Council and the order of activity, in accordance with the RA legislation and by-laws, are defined by the decisions of the governing bodies of the University by the current charter of the Student Council.

The highest governing body of the Student Council is the General Assembly of the Student Council, which is convened at the beginning of each semester of the academic year by a majority of the total number of votes by open ballot.

The goals of the Student Council are:

- to protect the interests and rights of students,
- to maintain student participation in university governance,
- to submit student-related issues to relevant university governing bodies,
- to support the development and implementation of programs aimed at organizing the educational process and increasing the efficiency of teaching,
- to inform students about their rights and responsibilities,
- to unite the students of the university to promote the creation of a favorable environment for students, to promote the scientific, educational, mental, cultural, creative and physical development of students,
- to organize students' free leisure and rest,
- to participate in maintaining internal discipline in the territory of the UTM.
- The Student Council of the UTM carries out its activities based on the mentioned goals. It cooperates with other university, student, youth and other organizations operating in the Republic of Armenia, as well as individuals, building relations on the basis of contract, cooperation and mutual benefit.

- Within the framework of the university's charter, the UTM's Student Council may carry out publishing activities, sociological and other research, and conduct consulting.

Student Scientific Society: The purpose of the SSS is to promote the scientific, creative and caring development of the students.

The problems and main directions of the company are:

- support and implementation of student initiatives in scientific-educational spheres,
- organization of student conferences, seminars, popular science lectures, other scientific and educational events, including extracurricular scientific potential,
- targeted use of university youth scientific potential in the information system,
- provide comprehensive support to gifted students,
- involvement of students in various scientific programs in scientific groups,
- publication of students' scientific works and other materials,
- establishing contacts with other scientific centers and exchanging information.

RESPONSIBILITIES OF THE LEADER OF THE COURSE

From each of the most disciplined and advanced students in each course, the classmates choose a senior. The head of the group obeys the dean of the faculty, provides his group with information about all his orders and instructions.

The functions of the course leader are

- individual registration of student attendance on the instruction of the lecturer,
- informing the course supervisor about students not showing up or being late, stating the reasons for the delay,
- informing students about changes in the timetable,
- informing the dean of the faculty about the lectures held in violation of the curriculum.

THE COURSE SUPERVISOR

The educational advisor represents the students' educational interests, regularly organizes group and individual consultations for them on various issues related to the educational process, in accordance with the regulations of the university.

The main task of the university educational supervisor is to actively participate in the educational, professional and social activities organized among the students, to have a plan of activities for the work with the students, a progress-attendance register.

The supervisor has the right:

1. to participate in production consultations organized in courses, groups, professional and public events,
2. to strengthen the connection with the lecturers of the chairs and group,
3. to ensure the organized participation of the students of the group in the exams,

4. to participate in the selection of group leaders,
5. to deal with students' current attendance and progress issues,
6. to get acquainted with the student's personal file,
7. to participate in the discussion of student incentives and penalties.

The responsibilities of the supervisors are

1. Pursue the solution of students' educational, cultural, social and social protection problems,
2. Assist and follow the student's tuition payment process according to the terms of the contract,
3. Support the self-expression of gifted students by involving them in relevant groups.

See all information

Posted on the official website of the university

In the "Rules of Procedure of the Supervisors of The UTM".

ORGANIZATION OF THE EDUCATIONAL PROCESS

- ✚ The academic year begins on September 1, consists of two semesters and ends according to the curriculum.
- ✚ The schedule is approved by the Vice-Rector for Academic Affairs and it is posted at the approved place at least 7 days before the start of classes.
- ✚ All types of classroom exercises are 80 minutes long. As a rule, one lesson combines 2 academic hours. The interval between classes is 10, 20 minutes.
- ✚ In order not to disturb the normal course of the training, there should be silence and discipline in the building after the start of the training. It is not allowed to interrupt the lessons, enter the classroom or leave the classroom.
- ✚ The beginning and end of the training are approved by the rector from 09:30 to 15:30.

Organizing training classes at the UTM

The main types of educational classes are defined at the University: lecture, practical, seminar and laboratory classes, teaching-production practice, test works.

1. Lecture

A lecture is a logically structured, consistent and simple statement by a lecturer on a scientific-informational topic, which aims to give the student clear, understandable and perceptible knowledge. In fact, a lecture is a way for a student to engage in scientific activities, which s/he can pass only through reading, studying, and doing his/her own work.

There are no more or less important subjects in the curriculum. All of them are necessary, because each subject can be enriched for professional knowledge and development of worldview.

Communication between the lecturer and the audience is one of the most important factors on which the quality of the lecture depends. The excellent preparation of the lecturer alone is not enough for the lecture. The lecture should be conducted by the joint efforts of the lecturer and the student. That is, the student must also be an active participant in the lecture. The process of comprehending the

material during the lecture is a mandatory component of the work. The one who thinks that writing is important and can be understood later is mistaken. Meanwhile, the lecture is not a dictation, but a perception of new material, a unique meaning of information.

The most extensive and difficult parts of the material, which do not take enough time to understand during the lecture, should be mentioned so that they can be discussed again with the lecturer later. Do not be ashamed to ask questions, as questions indicate a desire to master the material better. It is necessary to read the material of the previous lecture before each lecture, as the prepared student easily understands the continuation of the topic and new concepts. Of course, repetitive material is easier to master during the semester, which, of course, helps to prepare for the exams better.

Hint

- It is necessary to read the notes before the lecture and remember the previous lecture.
- Correct mistakes, open abbreviations and fill in the blanks.
- Compare the lecture notes with the relevant topic of the manual, making the necessary additions and corrections.
- Highlight key points in the notes.

2. Seminar

The seminar is one of the main types of group practical lessons, during which the student learns on his / her own, orally clear, understandable - summarize the material, defend his / her point of view and conclusions. One of the most important components of the seminar is the student's speech in front of his classmates. It is very important to have a complete statement of your thoughts during the seminar.

It should be noted that most students are not fluent in oral speech, so when speaking it is necessary to pay attention not only to the vocabulary of the language and grammatical structures, but also to the art of rhetoric.

Hint.

- If You feel that you are not good at speaking, make a presentation! Remember only the plan, not the short answers, because then you will automatically read it.
- Try to respond by following the plan points.
- Try not to get upset because You are surrounded by your friends and they are kind to You.
- Try to build your word clearly.
- Try to write your thoughts out loud on this issue in advance.
- Overcome the complexity of speaking in front of an audience, participate in debates boldly, and never give up if You make a mistake.

3. Practical lessons

Practical lessons are those that are conducted under the guidance of a lecturer, aimed at deepening theoretical knowledge, mastering certain work methods. During the practical classes the student acquires certain skills.

Hint.

- Do not try to find ready-made answers and present them as work You have done.
- More precisely, it is useful to study the theoretical material on the given topic in depth, to give the solved problems on your own.
- It should be noted that the unique solutions to the set problems contribute to the development of mental abilities.

4. Laboratory lessons

The aim of the laboratory training is to strengthen the theoretical provisions of the studied topic. During the laboratory classes, the students conduct experiments or practical assignments under the guidance of the instructors, with the help of which the new and/or acquired knowledge is meaningful. It requires students to be more active and independent, as well as to provide self-analysis, data summarization, laboratory equipment, and equipment skills.

5. Advice of Educational Needs

During the counseling, students clarify incomprehensible questions, issues related to the content or methodology of the lecture, and how they "supplement" the missed lectures. Counseling at the University is organized on an extracurricular basis, usually scheduled before the exam, and the students explain the issues related to the exam questions with the lecturer. Counseling is not required unless there are topics that need further clarification. In fact, during the consultation, communication takes place between the students-lecturer and in a calm atmosphere, which contributes to better mastering of the material.

6. Training and production practice

The most important part of the educational process is the internship, which the students, according to their professional orientation, conduct in the relevant clinics and polyclinics on the basis of a bilateral agreement with the university.

Types of internships, duration and deadlines are set out in the curriculum.

Hint.

Students acquire most of the knowledge and professional skills while studying at the university through independent work.

Independent classes help the student to strengthen, coordinate the acquired knowledge, expand the worldview and develop the qualities necessary for further professional activity. It is necessary to start independent work from the very first days of the semester in order to form a certain order and even work rhythm. In order to clearly regulate work, it is necessary to make efforts to develop willpower, and as a result, daily work will become both a habit and a requirement.

PREPARATORY WORKS OF THE EXAMINATION PERIOD

According to the current regulations, each subject course at the university ends with a mandatory assessment, an exam or test, during which the student's level of knowledge is revealed.

In order to easily pass the exam and test stages, it is necessary to complete all the current tasks.

It is usually not possible to fully master the exam material in the days leading up to the exam. In order to pass the exam or test successfully, you need to be prepared for current practice.

Hint.

- If you have picked up a ticket which questions are difficult to answer, do not rush to change the ticket (because changing the ticket you lose points). First, try to remember what you know about the ticket issues.
- Answer only the main question! Do not try to show your awareness by talking about topics related to other areas, as it may give the impression that you are not well prepared for the issue. By doing this, you can encourage the lecturer to ask you a number of additional questions, which may not be in your favor.
- Do not try to tell more by speeding up the speech. But do not speak too slowly.
- Pay attention to all the questions and remarks of the lecturer, because the lecturer can consciously or unconsciously suggest his/her point of view on the question, which you can use during the answer.
- Do not be afraid of additional questions, as the lecturer often uses them as a way to help you.

GENERAL DESCRIPTION OF CREDIT SYSTEM

In order to create a common European Higher Education Area, the Bologna Declaration was adopted on June 19, 1999 by 29 European countries, laying the foundation for the Bologna Process.

The directions of the Bologna process are

- recognition of educational degrees (adoption of an easy-to-read and comparable degree system),
- admission to three levels of higher education (bachelor's, master's and doctoral),
- establishment of a credit system,
- ensuring the mobility of students, scientific-pedagogical-administrative staff,
- adoption of European standards in the field of quality assurance of specialists,
- promoting the European dimension of higher education
- lifelong learning,
- involvement of universities and students,
- promoting the attractiveness of European higher education,
- European Higher Education Area and European Research Area (ECA) integration.

By joining the Bologna Process, Armenia has taken some steps to integrate into the Common European Higher Education Area.

On December 22, 2005, the Government of the Republic of Armenia approved the decision "On the introduction of a credit system in the higher education system of the Republic of Armenia", after which concrete steps were taken to organize higher education in our country through a credit system.

According to that decision, educational experience was applied in 6 universities of the republic, after which a certain process started.

The European system of credit accumulation and transfer was introduced in 1989. Within the framework of the "Erasmus" program, as a tool for the recognition of credits obtained by a student abroad by the university from which the student left to study. Later, it began to serve not only as a credit transfer, but also as a credit accumulation tool within the curriculum.

2009 Guideline on European Credit Transfer and Transfer System have been revised in line with new situation and has been approved at the Yerevan Summit of Higher Education Ministers in 2015. The new guideline takes into account the achievements of the Bologna Process, such as the development of the European Higher Education Area, the strengthening of the idea of lifelong learning, the shift of the higher education paradigm to student-centered learning, the wider application of educational outcomes, and the introduction of new teaching and learning methods.

The credit system has been introduced in the RA higher education system since the 2007/2008 academic year, with the introduction of educational credits as a mandatory element of the curriculum, with their mandatory mention in students' academic bulletins. The full implementation of the credit system (transfer and accumulation) was mandatory starting from the 2010/2011 academic year.

From 2010-2011 academic year, the European Credit Transfer System (ECTS) was introduced in the UTM, the curricula of all specialties were developed on the basis of the credit system.

Each university is independent in the implementation of the credit system in its educational programs. The order of organization of education by the credit system established by the universities on the basis of the exemplary order of the credit system operating in the Republic of Armenia is approved by the Academic Council of the given university.

With the introduction of the credit system, the structure and workload of the offered educational programs at the University have been significantly improved, creating realistic preconditions for increasing the opportunities for students to study independently, to master the curricula best, to achieve the educational results defined by them. It expands the graduate's future career and opportunities to find work in the global job market.

FOUNDATIONS OF CREDIT SYSTEM

The following concepts and provisions of the European ECTS (European Credit Transfer and Accumulation System) credit system are accepted in the higher education system of Armenia and operate in the continuous integrated educational program of the UTM.

1. *Educational end result*, is what the student needs to know, understand (or) be able to do at the end of a separate course, educational module or specialty educational program. The educational outcome is combined with an appropriate assessment criterion that allows one to judge the achievement of the educational outcome defined by the program. The educational outcome and the grading criterion together defines the credit requirements.

2. *Ability (competence)* is a dynamic combination of knowledge, perception, abilities and skills, the development of which is the main goal of the educational program. It can be the overall end outcome (OEO), the overall professional outcome (OPO) or the professional outcome (PO).

3. *The educational module* is the smallest, relatively independent unit of the curriculum for which credit is given. The duration of teaching the educational module is 1 semester, with the obligatory evaluation of the educational results defined by it. The credits allocated to the educational module are awarded to the student in full, not in separate parts.

4. *The ECTS credit* is an acceptable unit of measurement of the load required by the student to complete the course (educational module) and to obtain its outcomes, which is given to the student after a positive evaluation of the educational outcomes outlined in the course.

5. *The most important features of ECTS credit are:*

- ECTS credits include a student's classroom, all kinds of extracurricular and self-implemented educational activities, including participation in lectures, seminars, practical training, laboratory work, internships, preparation for exams, passing them, individual research, etc.
- credit measures only the student's educational load and does not assess the complexity of the course or educational module, the level in the educational program or the quality of its mastery (assessment) by the student,
- The credit is given to the student only after passing the transitional threshold for the assessment of educational outcomes set by the educational module. The student earns the full number of credits allocated to the educational module together with the examination results (grades or digits).
- ECTS credits do not measure a lecturer's educational performance (teaching). It measures the amount of student work (learning),
- The credit does not replace the student's assessment in digits, and the number of credits earned by the student is not determined by the digits he / she receives (assessment points),
- Credit does not measure the quality of knowledge a student receives, which is measured by grades. There is no correlation between credit rating systems.

6. *The ECTS Credit Transfer and Accumulation System* is a system of organizing the educational process in the European Higher Education Area, recording, accumulating and transferring learning outcomes through academic credits, where the relevant qualification is awarded after obtaining the required number of credits defined by the curriculum. ECTS Credit Transfer and Accumulation System is a single pan-European credit system which is designed to facilitate the measurement of the educational outcomes achieved by students in the European Higher Education Area, to facilitate official recognition and transfer from one university to another.

BASIC NORMS OF CREDIT SYSTEM IN RA HIGHER EDUCATION SYSTEM

Annual workload and educational load

- In the RA higher education system, the annual educational load of a student with education in all educational levels is set at 1800 hours, which is equivalent to 60 ECTS credits.
- The ECTS credit is equivalent to a student's 30 hours of full (classroom, extracurricular and self-study) workload.
- The duration of the academic year is 40 weeks, 34 of which are devoted to training. The educational process is organized in 2 semesters (autumn and spring). Accordingly, the duration of the semester is 17 weeks.

- The maximum weekly student workload is 45 hours, which is equivalent to 1.5 academic credits, and the weekly classroom attendance is 30 hours.
- Students enrolled in the current education system must have 30 credits per semester (10% allowable deviation) and 60 credits per academic year.
- In exceptional cases, a student with high academic achievement may, in addition to the relevant permit, take on additional study workload.

The volume of educational programs

- The full-time continuing education program of the integrated education program is 360 credits for the specialty "General Medicine", and 300 credits for "Dentistry" specialty.
- The courses or educational modules included in the educational programs are presented together with the allocated credits.

Allocation of credits

- The allocation of credits for individual courses (modules) of the educational program is based on a realistic forecast of the average working time (full workload) required of the student to achieve the educational result defined by the module.
- The chair, the department that develops the curriculum, plans the student's academic work in such a way that the time required for its completion corresponds to the hourly equivalent of the credits allocated to the course.
- Credits for the education module should be of complete value to avoid the risk of curriculum fragmentation and to facilitate the selection of courses (including other curricula).
- The acquisition of skills by the student in accordance with the general educational results of the program is confirmed by the final attestation (final exam) organized after the end of the program.

Transfer of Credit

- Credits from the UTM educational programs are transferable in the form of separate courses, group courses or certain periods of study (semester, academic year). The transfer is made on the basis of the student's application, by mutual agreement of the two universities, in compliance with the rules of ECTS credit transfer.
- Credits may be transferred from another curriculum to the UTM curriculum if their contents are the same or there are differences in content but the final educational results are adequate.
- In case of holding a certain period of study (semester, academic year) of a student at another university, the study program of that period becomes the subject of a tripartite agreement between the student and the "host university" of the university.
- Credit transfer and inter-university student exchange processes are organized by the Department of Education, Department of Foreign Relations, Dean's Department of Education.

Courses and educational modules

- The courses or educational modules included in the curriculum are presented together with the allocated credits.
- Large-scale courses, if necessary, are divided into separate educational modules for 1 semester.
- The courses (educational modules) are divided into 2 main groups according to the nature of mastery:

- a) compulsory courses, the mastering of which is fixed in certain semesters,
- b) additional courses are chosen by the student from the offered list, and the semester of their mastering can be both fixed and free.

Student mobility at the University of Traditional Medicine

Academic mobility for study is the continuation of a student's education at another educational institution.

The mobility of the students of the UTM is regulated by the "Academic mobility of students in higher education institutions" adopted by the Government of the Republic of Armenia in 2011 (By the decision N 1240-N on August 25, as well as by the "Academic mobility of the students" procedure).

The mobility of the students of the UTM is regulated by the "Procedure of Academic Mobility of Students in Higher Education Institutions", adopted by the Government of the Republic of Armenia in 2011. (By the decision N 1240-N on August 25, as well as by the "Academic mobility of the UTM students" procedure).

See all information

Posted on the official website of the university

In the regulation of "Academic mobility of students at the UTM".

STUDENT CENTER TRAINING, TEACHING AND ASSESSMENT

Student-centered education is characterized by innovative teaching methods that aim to foster teacher and student communication, make students active participants in their own learning, and promote transferable skills such as problem-solving, critical thinking, and reflective thinking.

It provides life skills.

In student-centered teaching, the instructor acts as a facilitator rather than an instructor.

Student-centered teaching and lecturing plays an important role in motivating students and self-expression in the educational process. It assumes;

More active, non-passive learning

Attention to deeper learning and understanding. Identifying the needs of students, using different forms of teaching

Increased responsibility and accountability of a student

Encouraging the learner's sense of autonomy and at the same time the necessary support from the lecturer

Collaboration between teacher and learner

Mutual respect in the teacher-student relationship

Existence of a procedure for reviewing student complaints

Teaching, learning and assessment are considered in a common logic. Teaching should create sufficient conditions for students to achieve the expected educational outcomes.

At the beginning of the course, the lecturer is obliged to acquaint the students with the educational outcomes expected at the end of the course, their assessment principles and procedures.

The academic freedom of the lecturer allows him / her to choose at his / her discretion teaching-assessment methods, which should maximally contribute to the achievement of educational outcomes by students, take into account the needs of students with different degrees of ability, stimulate student activity and independent practice, provide feedback from the student and lecturer.

STUDENT INVOLVEMENT IN QUALITY ASSURANCE PROCESSES

Internal quality assurance processes are an integral part of an educational institution. Students, alumni, employers and society expects high quality from educational institutions. Quality assurance is a key tool for the educational activities of the university, which guarantees not only the satisfaction of the needs huuuupulu needs of the society, but also the independence and autonomy of the university. The participation of students in the educational processes of the university and the evaluation of their content is one of the main requirements of the Bologna process.

The involvement of students in the internal quality assurance processes of the university has been used both in the development of the 2005 European standards guidelines and in the 2015 revision processes. Students are the main beneficiaries of the university, and their level of satisfaction with the services and the expected results is an important indicator of the quality of education.

During the teaching and learning process, students gain significant student experience, which can lead to a review of the university's educational process, evaluation of teaching and teaching effectiveness, timely identification of needs, assessment and correction, and revision of curricula.

The Student Council enables students to create conditions not only for students 'self-expression in professional, creative, research and other fields, but also for responding to students' needs, responding in a timely manner, participating in university management processes, and organizing education.

Students have the opportunity to participate in seminars, forums and workshops organized at the university, involve in the research initiated by the National Center for Quality Assurance (ANQA) Foundation "Student Voice" project, participate in the accreditation process of higher education institutions as an expert or volunteer for ANQA.

The participation of students in the accreditation process is possible, the assessment of the institutional and program capacities of the university from the student's point of view, therefore one student must be included in the expert groups.

Thus, student involvement in quality processes is used because:

- *guarantees the fact that students' opinions play an important role in decision-making at the university*

(students are included in the Academic Council in the Quality Assurance Committee);

- *creates a sense of ownership over students' own education,*

- *students are given the opportunity to express an opinion on teaching and learning, to contribute to the organization of education. (They are involved in the evaluation of the quality of the*



teaching staff and the activities of the administrative staff, in the evaluation of the quality of the services offered by the University and in the existing resource base, etc.)

- *encourages constructive debate on educational services between different stakeholders, establishes communication between students and the university staff.*

KNOWLEDGE TESTING AND ASSESSMENT SYSTEM AT THE UTM

The basics of the system

The UTM has a multi-factor system of student assessment, the main purposes of which are:

- organize a balanced work process through regular testing and assessment of students' knowledge during the semester, promote students' progress, ensure competition in the learning process, encourage student independent work, improve attendance.
- Use the results of the current tests as feedback from faculty and students, to improve the validity and credibility of the effective evaluation of the course, improve the validity and credibility of productive course evaluation by taking into account the different components of learning in the knowledge assessment process.

Student assessment includes the following components:

- student participation in the course with the help of attendance registration,
- current (intermediate) mid-term exams of the sub-sections of the course (training module) and the implementation of individual tasks envisaged by the program,
- final evaluation of the educational module in the examination period,
- evaluation of independent individual works (abstract, preparation of a presentation and presenting, speeches at a student conference within the framework of the given course program).

Table 1

Evaluation component components

	COMPONENTS	POINTS
1.	Attendances:	16 points
2.	Assessment of knowledge acquisition, abilities and skills	70 points
3.	Independent individual work	14 points
Total		100 points

Evaluation methodology

The duration of teaching the educational module is 1 semester, with the obligatory evaluation of the educational results defined by it (test or examination).

Students' knowledge is assessed through current, intermediate tests, final exams, which can be conducted orally or in writing (including test version or written essay), with a combination of written-oral skills, testing of practical skills and abilities, depending on the specifics of the course.

In the assessment design components, the current test of students' knowledge is used to stimulate activity.

- The product (semester) unit received by the student from the examination course (educational module) is formed during the semester according to the table of components of the examination course (see the current procedure "Testing and assessment of the knowledge of students of the UTM").

- The product (semester) unit received by the student from the test course (educational module) is formed during the semester according to the components of the test course (see the current procedure for testing and assessing the knowledge of the UTM students).

THE LIST OF EVALUATION RATING POINTS

The 100-point grade scale is used to evaluate the student's learning outcomes, which is presented below;

Table 2

Assessment	Assessment unit	Assessment letter
"Excellent"	96-100	A+
	90-95	A
"Good"	80-89	B+
	70-79	B
"Satisfactory"	60-69	C+
	51-59	C
"Unsatisfactory"	50 and below	D
"Tested"	≥51	S
"Untested"	< 51	U

Student Academic Bulletin

1. The University has a special computer program for documenting the results of a student's educational activities and progress throughout the study period. From the moment of admission of the student, the dean's office keeps an academic bulletin, where immediately after the examination period of each semester, the productive grades received according to the educational modules are entered in the program. The newsletter reflects the volume of student work done and the average quality grade (GPA).
2. The credits earned by the student are fixed, accumulated in his / her academic bulletin, remain valid throughout his / her study period, regardless of the interruption of studies or possible further changes in the given curriculum.
3. In order to present the generalized results of the student's academic progress, after the semi-annual results, the academic bulletin shall indicate the summary data of the student's progress until the given period of study, which includes the following 4 quantitative indicators:

- ✓ number of credits,
- ✓ number of credits assessed,
- ✓ rating points,
- ✓ average quality rating.

4. **Total credit (C)** is the amount of credits earned by a student to meet the final requirements of the educational program.

5. **Rated credit (RC)** is the portion of cash credits that are valued in digital transitions:

$$RC = \sum \text{Credit } i.$$

6. **The GPA** is the sum of the student grades received for each credit which is calculated as the sum of the graded credits of individual courses (modules) and the products of their productive grades.

$$GPA = \sum \text{Credit } i \times R_i,$$

Where the R is the productive grade obtained from the module.

7. The Average Quality Score (GPA) is the average of the credit-weighted scores, calculated by dividing the rating points by the sum of the credits (the result is rounded to the nearest 1/100).

$$\text{Average Qualitative Rating} = \text{Rating Unit} / \text{Qualitative Credit}$$

8. Accounted and Academic bulletin records semi-annual (calculated for a separate semester) and productive (calculated for a given period of study) and GPAs.

Rating appeal

In the educational programs implemented at the university, each course is organized with an midterm and final examination. All courses end with a mandatory assessment. The student's assessment of intermediate examinations, final exams and final attestation is subject to appeal, if the student does not agree with the assessment, he / she has reasonable and sufficient grounds for appeal.

The appeal procedure is as follows:

In case of an appeal, the student submits an application to the Dean.

- ***In case of mid-term examination, oral examination***, the application is filled in immediately after the examination of the given student, without leaving the examination room.

The student's grade can be increased if he / she substantiates and proof that he / she has given an exhaustive answer to the question, or a subjective approach has been taken towards him / her, otherwise the grade remains unchanged.

- ***In case of written or test examination***, the appeal is made within two working days, attaching the student's written work to the appeal application.

✓ The rating can be increased if a check error is detected, otherwise the rating remains unchanged.

As a result of the appeal, the final assessment is approved by the members of the appeal commission and is recorded in the bulletin.

- The grade changed as a result of the appeal is not subject to re-appeal.

THE PROGRESS OF LEARNING

1. According to academic achievement, students are classified as progressive, probationary or expelled students.

2. A student is considered progressive if:
 - has an average academic load of 30 credits per semester (10% allowable deviation),
 - has an average educational load of 30 credits per semester (10% allowable deviation),
 - has collected the credits of all the obligatory courses defined by the curriculum for the given semester,
 - has provided the minimum threshold of the semi-annual GPA set for the given degree (program).
3. A student is considered to be on probation if he / she does not meet any of the three conditions mentioned in the previous paragraph.
4. A student with probationary status is given the opportunity to correct deficiencies and omissions and to enhance academic achievement in accordance with the minimum requirements of the program. The duration of the probationary period is determined by the university.
5. A student in probationary status becomes subject to expulsion if he or she does not withdraw from that status within the prescribed period.
6. The student is considered to be expelled due to insufficient academic progress in case of academic debts amounting to more than 12 credits at the end of the semester.

**See all the information
IN "THE REGULATION OF STUDENT KNOWLEDGE TEST AND ASSESSMENT"
OF "UNIVERSITY OF TRADITIONAL MEDICINE"**

EDUCATIONAL PRODUCTION PRACTICE

The following types of internships operate at the University:

Specialty- "General Medicine"

- Nurse's Assistant
- Manipulation Nurse Assistant
- Doctor's Assistant (Therapy)
- Medical Assistant (surgery)
- Doctor's assistant (obstetrics and gynecology)
- Assistant to the ambulance doctor

Specialty - "Stomatology"

- Nurse's assistant
- Assistant to the dentist (therapist)
- Assistant to dentist (surgeon)
- Assistant to dentist (orthopedist)
- Pediatrician assistant dentist

The training-production practices enshrined in the curricula are intended to be carried out in cycles, on duty.

See all the information

**IN " REGULATION OF ORGANIZATION AND CONDUCT OF THE
STUDENT TRAINING AND PRODUCTION PRACTICES
OF UNIVERSITY OF TRADITIONAL MEDICINE"**

INTERNSHIP FOLDER (PORTFOLIO)

Internship folder (portfolio) is a document, where students present the knowledge, abilities, skills, their individual work gained from internships throughout the study. It is an important information tool for evaluating the effectiveness of the internship, as it gives an accurate picture of the student's professional-practical work.

The folder often serves to make students' own professional growth, achievements visible, analyze and evaluate.

The first part of the dossier is intended to present "My Vision of Education", where students present their thoughts on opportunities to improve their choice of internship during their internship.

The second part of the internship portfolio provides information about the internship location, which is completed by the student.

The folder also includes "The Diary of Practice Individual Work" by fixing the levels of practical skills required by the internship program.

The folder also has sections for notes, opinions, comments and analysis of the shifts made during the internship.

At the end of the internship, the intern's profile is given in the file and the assessment by the head of the internship.

**INTERNAL DISCIPLINARY RULES OF
UNIVERSITY OF TRADITIONAL MEDICINE**

RIGHTS AND OBLIGATIONS OF THE UNIVERSITY'S STUDENT

1. *The university student has the right to:*

- a) to acquire knowledge corresponding to the modern level of comprehensive professional development,
- b) according to your preferences, to participate in student research activities held at the university,
- c) participate in the quality assurance functions and evaluate the effectiveness of the teaching staff,
- d) free use of the university library, internet halls, laboratories, information archives, services of educational, scientific, medical, other subdivisions, sports, health-research bases, participate in research, conferences, seminars, youth conferences,
- e) combine basic vocational training with secondary vocational training and obtain a second qualification degree,
- f) participate in the work of the relevant governing bodies of the University in the manner prescribed by the charter,
- g) to receive summer and winter vacation during the academic year with a total length of 12 weeks,
- h) to receive information on the calculated grade and calculation principles,
- i) get acquainted with the charter of the university, other legal-academic documents related to its rights and responsibilities, sign a contract with the university on the conditions of study,
 - if necessary, receive academic leave (deferment) for a period of up to one year (in cases prescribed by law),
 - to study voluntarily and to be drafted into the army, and within a month after demobilization, to restore student rights
 - Students who have completed the curriculum are awarded the appropriate qualification and a state-designated graduation document - a diploma.
 - The graduation certificate indicates the studied courses, according to the fixed academic credits and academic progress grades, specialty (specializations). Students who have achieved special success in their studies are awarded a diploma of excellence.

2. *The university student is obliged to:*

- a) comply with internal disciplinary rules,
- b) to keep the honor and reputation of the university high,
- c) attend lectures, practical, laboratory classes and participate in internships,
- d) carry out the workload envisaged by the curriculum within the defined period,
- e) If you do not attend the classes for a good reason, inform the Dean of the Faculty within three days, and on the first day of attending the University, submit supporting documents about the reasons for not attending the classes.
- f) take care of university property (property, textbooks, books, equipment, etc.). The student bears material responsibility for the damage caused to the property owned by the university.

✚ **The student is expelled from the university**

- ❖ according to his/her application,
- ❖ in case of transfer to another university,
- ❖ due to insufficient academic progress, in case of academic debt of more than 12 credits,
- ❖ in case of non-payment of tuition fees within the period set by the university.

Students may not be excluded from illness, vacation, academic leave, or maternity leave.

3. Students' financial rights and responsibilities:

- a) to enjoy the right to partial or full reimbursement of the annual tuition fee,
- b) taking into account the results of the student's high progress and social status, the criteria and procedure for providing partial reimbursement (discount) of student tuition fees at the expense of the University are defined by the University in accordance with the current legislation of the Republic of Armenia,
- c) students are required to pay the annual tuition fee set by the university according to the contract. If the tuition is not paid on time, the student can be expelled from the university.
- d) In case of low progress (academic debt of more than 12 credits), disrespectful absence from courses, voluntary drop-out, non-payment of tuition, the student is expelled from the university, personal work is returned after the final period of study.
- e) If a student has been expelled for non-payment of tuition, he / she will have to pay the previous debt during the rehabilitation, then will be reinstated in the relevant course, paying the annual tuition for that course.
- f) In case of interruption of education due to deferment, a new contract is signed in case of further restoration of student rights in the prescribed manner.
- g) Tuition is paid in cash or by transfer to an account opened with a university bank.

LIABILITY IN CASES OF VIOLATION OF EDUCATIONAL DISCIPLINE

✚ Students who do not comply with the curriculum, show insufficient academic progress, violate the requirements of the RA legislation, the University's internal legal acts, the University's internal disciplinary rules, may be subject to disciplinary penalties up to the order of the Rector or his / her authorized person. removal (release).

✚ **The following disciplinary sanctions may be imposed on students:**

- a) remark,
- b) reprimand,
- c) severe reprimand,
- d) expulsion (dismissal) from the university.

✚ A written explanation of the violation must be requested from the student prior to the application of the disciplinary sanction. If there is no explanation, the student must submit a waiver note.

✚ A disciplinary sanction may be imposed no later than one month after the discovery of the offense, excluding the period of the student's illness or leave.

- ✚ If, within one year after the date of the disciplinary sanction, the student has not been subjected to the disciplinary sanction, it shall be deemed to have been revoked.
- ✚ The student can be expelled (released) from the University in cases provided by the RA legislation, the University charter and regulations.
- ✚ It is forbidden to take different equipment out of laboratories and educational buildings without the permission of the university administration.
- ✚ Students should be disciplined and clean both in the educational institution and in the rented clinics.

**See all information
"INTERNAL DISCIPLINARY RULES
OF UNIVERSITY OF TRADITIONAL MEDICINE"**

REGULATION OF PROVISION OF PARTICULAR COMPENSATION (DISCOUNTS) OF STUDENT ENCOURAGEMENT AND TRAINING FEE OF UNIVERSITY OF TRADITIONAL MEDICINE

I. GENERAL PROVISIONS

- 1.1. This defines the rules and conditions for organizing the incentive process for students of the University of Traditional Medicine (hereinafter referred to as the University) and providing partial reimbursement (discounts) of student tuition fees.
- 1.2. The legal bases of this order are the RA Laws on Education, the RA Law on Higher Postgraduate Professional Education, the RA Minister of Education and Science №815 A / C order of 23.08.2014, the RA Government Decision of 16.10.2014. №1126-N decision, the UTM charter, this regulation and other internal legal documents regulating.
- 1.3. Changes and additions to the regulations are made by the University Academic Council.

II. ORGANIZATION AND IMPLEMENTATION OF ADDITIONAL SUPPORT AND ENCOURAGEMENT

- 2.1. Directing the Dean's Office and one of the main functions of the Student Council is to support students.
- 2.2. Support, assistance and guidance of students by the Dean's Office refers to the educational process and student life.
- 2.3. The following criteria are taken into account when making decisions on additional support and encouragement, if the student:
 - 2.3.1. participated in various student social events,
 - 2.3.2. shows high academic progress,
 - 2.3.3. is involved in curriculum development and review processes,
 - 2.3.4. participated in the improvement of the chair educational processes,

- 2.3.5. actively participates in scientific, practical and research activities organized at the University,
- 2.3.6. initiates and participates in the public life of the University and organizational activities.

III . STUDENT ENCOURAGEMENT POLICY AND MECHANISMS

- 3.1. All students have the opportunity to participate in various events organized at the university.
- 3.2. Opportunity to be involved in the development and implementation of educational programs.
- 3.3. Student self-education and research activities are evaluated and encouraged. For this purpose, they are provided with laboratories, financial resources and other support facilities.
- 3.4. In accordance with the University's internal disciplinary rules, conscientious performance of student duties, exemplary behavior, high academic achievement, participation in various student scientific conferences, and other student achievements, the student may be encouraged as follows:
 - 3.4.1. issuance of a letter of thanks attached to personal files,
 - 3.4.2. one-time monetary or souvenir reward.

IV. PROCEDURE AND CONDITIONS OF PARTICULAR COMPENSATION (DISCOUNTS)

- 4.1 The student allowance is partially reimbursed for the student's tuition at the expense of the UTM.
- 4.2 Partial reimbursement of tuition fees is provided:
 - 4.2.1. disabled people of 1st and 2nd groups,
 - 4.2.2. children-students of the killed soldier,
 - 4.2.3. students who became disabled during compulsory military service,
 - 4.2.4. two or more students from the same family studying at the university,
 - 4.2.5. students with 1st and 2nd group disabled or disabled parents,
 - 4.2.6. to the children of employees who have been working in the university for 7 years with a continuous employment contract,
 - 4.2.7. special and in cases not provided for in this regulation, to students with other status by the decision of the Rector, to students who have passed the 95% threshold of the GPA.

REGULATION
STUDENT'S REMOVAL /RELEASE/ AND RECOVERY
OF UNIVERSITY OF TRADITIONAL MEDICINE

I. GENERAL PROVISIONS

1. This procedure regulates the relations related to the expulsion (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, the RA Minister of Education and Science N 1242-N dated 17.12.2018. Orders N 1676-N, other documents regulating the "Procedure for checking and assessing the knowledge of students of the UTM" operating at the UTM.

The terms used in this category are:

- 1) academic debt due to the results of the semester examination period, including the two stages of re-transfer, non-collection of credits for the given subject course,
- 2) insufficient academic progress, not collecting the required 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 studies, expulsion 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 Procedure,
 - ❖ is considered as insufficient academic progress;
 - Academic debt of more than 12 credits after summarizing the results of the semester examination period (including the two re-submissions of the given examination period).
 - The remaining academic debt after 2 re-submissions.
 - 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 agreement concluded between the University and the "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 subject to expulsion in accordance with the cases provided for in Clause 3 of this Procedure.
6. Student's education is terminated:
 - 1) in case of conscription for compulsory military service,
 - 2) in case of pregnancy, childbirth, as well as in case of care for a child under 3 years old,
 - 3) in case of taking an academic vacation due to health condition,
 - 4) in case of insolvency due to socially insecure situation.
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 procedure 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 is issued within 5 working days after summarizing the results of the re-transfer of the academic debts of the semester, about which the student is notified in writing.
10. In case of expulsion 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 by the university in the student's personal file.
11. Students with current academic failure (probationary status) are eligible to repay academic credits of up to 12 credits twice in two rounds of liquidation during the next semester.
The student has the right to repay the academic debt of the course up to a maximum of twice.

III. STUDY RECOVERY OF STUDENT RIGHTS

12. Recovery 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 their studies in the cases defined in point 6 of this procedure, who are restoring their student rights from the moment they are interrupted, regardless of the number of places defined by the license.
The student rights of a student expelled or expelled from the University in accordance with sub-clauses 3 and 4 of Clause II of this order shall be restored at least one semester after the termination of studies.
13. In the cases mentioned in Clause 6 of this Procedure, students who have ceased their studies shall be rehabilitated 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 during the 2 weeks preceding and the semester classes.
16. At the time of rehabilitation, only in case of having academic debts for the given semester, when making a positive decision on the restoration of student rights, the institution issues a restoration order.
17. In case of material differences or academic debts from previous semesters, when making a positive decision to restore student rights, the University issues an attachment order. In accordance with the procedure established by the University, before the beginning of the examination period of the given semester, after submitting the subject differences (with a maximum of one re-submission opportunity), the student is enrolled in the University.
18. The repayment of the academic debts is carried out during the examination period envisaged by the curriculum, including the two stages of re-transfer.
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 rehabilitated in the semester from which the study was interrupted, if the material differences to be transferred at the time of rehabilitation and academic debts do not exceed 20 credits, except for the cases defined in point 6 of this procedure. Otherwise, the student is offered to restore his / her student rights from the lower semester, from which, in case of continuing education, the requirement of subject differences mentioned in this point is met.
21. According to the 1st sub-item of the 6th point of this procedure, the student who has stopped studying is reinstated from the moment of stopping the study, if the student has submitted an application for restoration of his / her rights no later than two months after the date of elimination of the reason for the 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 material differences and the academic debts. If you do not apply for reinstatement within this period, the student will be expelled from the University.
22. A student who has terminated his/her studies in accordance with Clause 6 of this Procedure, in the absence of a relevant course in the previous specialty (educational program) at the time of rehabilitation, at the suggestion of the institution and with the consent of the student, can be rehabilitated in a related profession (educational program), 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 material differences and the academic debts.
23. The application of the recovered student, the academic certificate, a copy of the order for reinstatement, the contract with the institution, the graduation document of secondary or secondary vocational education, the copy of the receipt for the payment of tuition fees are kept in his / her personal file.

**REGULATION ON
ACADEMIC HONESTY
OF UNIVERSITY OF TRADITIONAL MEDICINE**

1. GENERAL PROVISIONS

- 1.1. This regulation defines the principles, principles and standards of academic honesty of the University of Traditional Medicine (hereinafter referred to as the University or the UTM), the manifestations of academic dishonesty, their prevention, the role of faculty, students and their parents in academic integrity.
- 1.2. This Regulation has been adopted by the University to promote academic integrity. It was drafted under Article 2 of the Convention on the Establishment of the World Intellectual Property Organization (July 14, 1967), the Agreement on Cooperation in the Prevention of Intellectual Property Offenses (July 20, 1999), the Constitution of the Republic of Armenia, the Law on Copyright (15.06. 2006), based on the Freedom of Information Law (23.09.2003), the UTM's Strategic Development Plan and internal disciplinary rules.
- 1.3. University students, faculty, support staff, as well as external stakeholders should be informed of this Regulation, which should be posted on the official website of the University www.utm.am.

2. ACADEMIC HONESTY

- 2.1. **Academic work.** Any activity related to the University's curriculum and courses, which includes exams, tests, reports, independent, individual, laboratory work, research and experiments, scientific articles. It can be written, oral or electronic.
- 2.2. **Academic honesty** is considered
 - 2.2.1. doing academic work without receiving forbidden help from other people, without plagiarism, theft, deception, forgery, lying, fraud,
 - 2.2.2. Maintaining honesty and proper conduct during knowledge testing (exam, test, individual work),
 - 2.2.3. not using any prohibited sources of information,
 - 2.2.4. giving links to the real authors of thoughts and ideas in scientific-research works.
- 2.3. **Academic honesty is targeted at:**
 - quality of education and increase the efficiency of teaching,
 - to create an atmosphere of honesty and impartiality,
 - to exclude any dishonest behavior,
 - to form principled, thinking, researching, knowledgeable individuals who are able to boldly express their thoughts, respect other people, the values they create,
 - prevention of manifestations of academic dishonesty and regulation of problems related to them,
 - effective implementation of the University unup mission and strategic goals,

- Creating a quality educational environment and providing quality services.

3. MAIN PRACTICAL MANIFESTATIONS CHARACTERISTIC OF ACADEMIC RESPECT

Prohibited behavior. The student should not knowingly commit or attempt to assist another student in any dishonest act related to academic work that must be submitted to receive academic credit or promotion. The term "consciously" means that the student is aware that the academic work will be presented for academic achievement.

Plagiarism. Incorporating non-copyrighted words, terms, ideas, opinions or theories into the work done for academic achievement without citing an appropriate source. Plagiarism includes (but is not limited to) the following:

- 1) to quote in full or in part the written or oral words belonging to another person without quotation marks;
- 2) to retell the written or oral speech belonging to another person without notes or quotations;
- 3) to submit the idea, theory or formula belonging to another person as the author's original work;
- 4) to buy (or otherwise acquire) work done by another person or other task and present as a student's independent work;
- 5) to give incorrect references when the student includes literature in the list of "Used Sources" in his / her work, which he / she did not personally get acquainted with; it was not referenced in the work.

Prohibited support- Provide or receive support that is prohibited by a lecturer in connection with any academic work. During exams, tests, laboratory work, and similar activities, students should be aware that any support (such as books, notes, counters, or conversations with others) is prohibited except when specifically authorized by the lecturer. Examples of prohibited behavior include, but are not limited to:

- 1) copy or allow other persons to copy the answers to the exams;
- 2) to transmit or receive information relating to the materials being examined during the examination (including whether the transfer may be made orally, in writing, by means of signs or electronic signals, or otherwise);
- 3) give or receive answers to exams scheduled for later dates;
- 4) complete or allow another person to complete the whole task or part of it instead of the student (such as work, exercise, homework, presentation, report, computer application, lab experiment, or calculation)
- 5) use prohibited programming computers or other electronic devices, etc.

Lie, falsify or bribe- it includes, but is not limited to:

- 1) False reasons (before or after the fact) in case of insufficient performance or non-performance of academic work.
- 2) Falsify the results of any laboratory or experimental work or any data and information.
- 3) Modify any academic work after its submission, unless such changes are included in the requirements of the assignment (such as reviewing the academic work with the lecturer's knowledge).

- 4) Damage computer or laboratory equipment to alter or prevent academic performance appraisal, use someone else's computer password, damage or destroy the content or accessibility of the Website, or act on behalf of another person to gain computer resources.
- 5) Falsification of grades or answers in order to obtain a different grade.
- 6) Submit work that has already been submitted in advance (even by the same student) for academic achievement, unless it has been submitted with the supervisor's knowledge or complements previous work.

Theft- steal, take or otherwise obtain information or materials about any academic work (such as grading records, books, works, computer equipment and data, laboratory materials and etc.).

Consent.

- 1) Supporting the unscrupulous performance of work;
- 2) performing test work, examination or other types of work (review, abstract, essay, laboratory work, etc.) for someone else or handing over someone else's work instead of one's own;
- 3) the agreement between the student and the lecturer on receiving a grade;
- 4) Mediating to the lecturer in order to receive a grade (for example, through a lecturer, a colleague).

Copying.

- 1) Presenting the same work under different titles as a different task.
- 2) Submitting the same work for different types of evaluations, including a partial or complete repetition of a work that has ever been evaluated or submitted, even if it's the author, does not imply plagiarism.

Any other action that unfairly favors an employee or student affects his or her results. Any other conduct considered academic dishonesty is prohibited, even if it is not specifically mentioned in the list of examples above.

3.1. Required behavior

Pursuant to this Regulation, any faculty member, supporter, or other student member of the student body is required to notify the University administration of any violations of this policy. Required behavior includes (but is not limited to) discussing with the offending student, answering questions correctly, and submitting documents to the Academic Honesty Committee.

- **The teaching staff** undertakes to take measures to inform students about violations of the rules of academic honesty relating to academic work and academic support.

Every lecturer should support an atmosphere of academic honesty. The lecturer's non-fulfillment of these obligations cannot be considered as an excuse for accusing the student of academic dishonesty.

- **Students.** Every student must be aware of the terms of this document. The student is not released from liability if he is not aware of the conditions.

4. ACTIVITIES TO PROTECT ACADEMIC HONESTY

4.1. The role of the university in ensuring academic honesty

- Ensure that the above document is accessible to internal and external stakeholders.
- Regularly organize seminars and discussions with University stakeholders (students, faculty, parents, etc.) on academic honesty.
- Create an atmosphere conducive to maintaining academic integrity.
- Prior to each exam, inform students and instructors about the list of permissible items (posters, spreadsheets, charts, etc.).
- Employ the role of the dean's office, chairs, educational unit, SSS, student council and library in the process of developing academic honesty.

4.2. The role of the lecturer in ensuring academic honesty

- Learners can take responsibility for solving problems on their own, doing research, and acquiring information literacy skills.
- Form by your own example and develop the ability to follow and follow the rules of academic honesty.
- Explore copyright issues, teach students to make precise references, formulate their own words, express other people's thoughts and ideas.
- Introduce students to a list of permissible electronic equipment, formulas, and books before each assessment assignment.
- Participate in discussions about academic honesty, courses and etc.

4.3. The role of the student in ensuring academic honesty

- Know the provisions of the Regulation of Academic Honesty.
- Respect and uphold the basic requirements of other people's intellectual property.
- Adhere to and strictly adhere to ethical standards when doing any work.
- After quoting, draw conclusions that are solely the result of your own thoughts.
- At the end of the work, it is obligatory to have a bibliography, where all the information sources are mentioned.
- Prior to each exam, check the permissible list of printed ulquú electronic literature, equipment, charts, and spreadsheets.
- Participate in the Student Honor Document Review Process as part of the Student Council.

5. PREVENTING AND ACCOUNTABLEING ACADEMIC RESPECT

- 5.1. The deans of the faculties of the UTM introduce each new employee or student to this regulation, present the criteria of academic honesty, the consequences of their violation, and warn that displaying academic dishonesty is punishable.
- 5.2. Any new employee or student at the UTM can contact the UTM Vice-Rector and the Student Council Chair for detailed information and / or advice on academic honesty.
- 5.3. Cases of violation of the principles of academic honesty or dishonesty by faculty members, faculty members, or other University staff, as well as students, are discussed in the University Ethics

Committee through a review process. The interested party submits a written application to the HR and the General Department, which submits the issue to the Ethics Committee for consideration.

6. PROCEDURE FOR APPROVAL AND AMENDMENT OF THE REGULATION

6.3. This regulation is approved by the Scientific Council of the UTM.

6.4. Changes and additions to the regulations may be made by the decision of the Scientific Council of the UTM

- rector,
- members of the scientific council,
- student council,
- on the recommendation of the Quality Assurance Committee.