



I approve
Rector, Chairman of the Supreme Council
of University of Traditional Medicine
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INTERNAL DISCIPLINARY RULES OF UNIVERSITY OF TRADITIONAL MEDICINE

I. GENERAL PROVISIONS

1. These internal disciplinary rules (hereinafter referred to as the Rules) define the procedure for hiring, transferring, encouraging, disciplining employees, including dismissal, in accordance with the legislation of the Republic of Armenia (hereinafter referred to as the Republic of Armenia), measures of disciplinary sanction, basic rights and responsibilities of employees and students, working hours and rest regime, as well as other issues related to employment relations.
2. These rules apply to all University staff (including part-time and hourly paid employees) and students.
3. These rules on hiring, encouraging and disciplining employees do not apply to the Rector of the University.
4. Certain provisions of this Regulation apply to persons within the University who are in a civil law relationship with the University, who use the services or activities of the University, who cooperate with the University or its structural subdivisions, as well as who are temporarily present on the University premises.
5. Compliance with the rules is governed by the University administration within the limits of the rights conferred on it.
6. University staff and students are informed about the rules by the heads of the relevant departments.

II. PROCEDURE FOR RECRUITMENT, TRANSFER AND DISMISSAL OF EMPLOYEES

7. Admission to a university, transfer to another job, dismissal is carried out in accordance with the labor legislation of the Republic of Armenia.
8. The employment relationship with the employees starts from the moment of signing an employment contract with the Rector of the University.
9. At the time of hiring, the head of the HR Department and the General Department of the University is obliged to demand the following documents from the hired person:
 - a) Identity document, social security card or certificate of not having it;
 - b) Certificate of health (sanitary booklet), if the employment contract is concluded for the works in which initial and regular medical examination is required;

- c) Document confirming relevant education or training;
 - d) other documents defined by law or other normative legal acts;
 - e) Relevant certificate on being registered in the military in accordance with the RA legislation, being exempted from military service or having the right to defer military service in case of conscription age, RA citizens who have not completed military service.
10. When hiring an employee in accordance with the established procedure, the University management is obliged to:
 - a) get acquainted with the passport of the UTM position,
 - b) get acquainted with the internal disciplinary rules of the University,
 - c) Instruct safety equipment, sanitation and fire safety regulations.
 11. When hiring, the employee is obliged to get acquainted with the internal legal acts of the University, to observe the fulfillment of their requirements.
 12. The transfer of the employee to another job is carried out in accordance with the procedure established by the labor legislation of the Republic of Armenia.
 13. Transfer to another job at the University is done on the basis of another job transfer agreement with the employee, by the order of the Rector.
 14. The employment relationship with the employee is terminated through the termination of the employment contract in the manner prescribed by the RA legislation.
 15. Termination of the employment contract and the final calculation is made by the order of the rector.

III. WORKING HOURS

16. Working time is the period during which the employee is obliged to perform the work provided for in the employment contract, as well as other equal periods.
17. The work at the university starts at 09:00 and ends at 16:00.
18. The work process at the university is organized 6 days a week, from Monday to Saturday.
19. The break at the university is from 12:30 to 13:15. Depending on the nature of the work, each unit may change the break time.
20. In some cases (exam period, events) the work of the university library and specialized cabinets is organized between 09:00 and 17:00, keeping the workload of the day.
21. On the eve of non-working holidays, the length of the working day is reduced by one hour, except for part-time employees.
22. Short working hours are defined for mothers caring for and raising children up to 3 years old, which is defined in each case by an order.
23. Involvement of an employee in overtime work is allowed only in cases defined by the labor legislation of the Republic of Armenia.

IV. HOLIDAY TIME

24. Rest time is free time from work regulated by law, collective or employment contract, which the employee uses at his own discretion.
25. Annual paid or unpaid leave is provided to employees in accordance with the labor legislation of the Republic of Armenia.

26. The order of vacation is determined by the head of the general department of the University. Annual leave is usually provided to faculty during the summer holidays.

V. RIGHTS AND OBLIGATIONS OF UNIVERSITY EMPLOYEES

27. University employees have the right to:

- 1) To elect and to be elected in the relevant positions at the UTM according to the RA laws "On Education", "On Higher and Postgraduate Professional Education";
- 2) to have organizational and material-technical conditions for professional-work activity,
- 3) to participate in the discussion of issues related to the activities of the UTM,
- 4) paid and unpaid leave in accordance with the established procedure,
- 5) to receive salaries, bonuses, surcharges, as well as bonuses and incentives (including monetary) in accordance with the RA legislation, this charter, within the stipulated period,
- 6) to use the services of libraries, information archives, educational-scientific subdivisions, medical and other structural subdivisions of the UTM,
- 7) the teaching staff has the right to choose such teaching methods and means under the guarantee of the chair that ensure the high quality of the educational process.

28. University employees are obliged to:

- 1) to fulfill the responsibilities envisaged by "The Labor Code", the RA Law on Education, the RA Law on "Higher Postgraduate and Professional Education", the internal disciplinary rules of the UTM, the internal legal acts, and the employment contract,
- 2) maintain work discipline, work schedule, be at the university during the defined working hours and use the working hours effectively,
- 3) inform the immediate management immediately about the circumstances hindering the performance of the work and, if possible, take the necessary measures to eliminate them,
- 4) maintain work equipment, tools and equipment, keep them in working order, maintain cleanliness in the workplace,
- 5) comply with the requirements of safety rules, legal acts on health care, organization and implementation of work,
- 6) to uphold the honor and reputation of the University.

29. The university administration is obliged to:

- 1) ensure the normal work of the teaching, administrative, educational and support staff;
- 2) provide logistical support, furnishing of premises and provision of educational materials necessary for the educational process, within the financial means of the University;
- 3) ensure the good condition of the areas, heating, lighting, furnishing;
- 4) ensure the payment of the salaries of the University employees in due time;
- 5) provide timely leave in accordance with the legislation of the Republic of Armenia;
- 6) create conditions for raising the qualification of the teaching staff;
- 7) contribute to the creation of a practical, creative atmosphere in the team, to discuss in time the suggestions of the team aimed at improving the activities of the University;

- 8) observe labor legislation and labor protection rules (safety rules, sanitary norms, rules and etc.);
- 9) perform other responsibilities provided by the RA legislation.

30. The lecturer must:

- 1) carry out education in accordance with state educational standards,
- 2) ensure the high efficiency of the educational process, to develop students' independence, creative and initiative skills,
- 3) apply the most effective teaching methods, tools and methods, modern pedagogical technologies that promote the development of analytical work skills, contribute to the better mastering of the necessary theoretical and applied knowledge by students;
- 4) contribute to the development of students' professional skills, to prepare them for the practical application of the acquired knowledge;
- 5) Participate in the development of educational programs, apply them in accordance with the curriculum, schedule;
- 6) conduct lectures;
- 7) conduct practical classes, seminars, final interviews, test interviews, business games, tests;
- 8) accept essays, test papers;
- 9) take tests and exams;
- 10) plan and supervise students' scientific and independent work;
- 11) conduct various consultations with students;
- 12) participate in the sessions of the Dean's Chair, other events of educational and methodological activity;
- 13) participate in the preparation of curricula, as well as methodological and other educational materials;
- 14) ensure educational discipline;
- 15) observe the university's charter, internal disciplinary rules and responsibilities assumed by the employment contract;
- 16) take care of the material values of the university;
- 17) improve the professional qualification, pedagogical mastery and practical experience,
- 18) respect the rights and freedoms of students and their dignity;
- 19) conduct training in medical coats;
- 20) perform the functions provided for in the passport of the position.

VI. EDUCATIONAL DISCIPLINE

31. The academic year starts on September 1, consists of two semesters and ends according to the curriculum.
32. The following are the main types of educational classes at the University: lectures, practical, seminar and laboratory classes, internships, tests, and etc.
33. The schedule is approved by the Vice-Rector for Academic Affairs and is posted at the approved place at least 7 days before the start of classes.

34. One academic hour in the classroom is 40 minutes. As a rule, one lesson combines 2 academic hours (80 minutes). The interval between classes is 10-20 minutes.
35. In order not to disturb the normal course of the training, silence and discipline should be maintained in the training building after the start of the training. It is not allowed to interrupt the lessons, enter the classroom or leave the classroom.
36. The beginning and end of the training are approved by the rector from 09:30 to 15:30.

VII. UNIVERSITY STUDENTS' RIGHTS AND OBLIGATIONS

37. The university student has the right to:

- 1) acquire knowledge corresponding to the modern level of comprehensive professional development,
- 2) participate in student research activities held at the University, according to preferences,
- 3) participate in the quality assurance functions and evaluate the effectiveness of the teaching staff,
- 4) free use of the university library, internet halls, laboratories, information archives, services of educational, scientific, medical and other subdivisions, participation in research, conferences, seminars, youth conferences,
- 5) create student non-governmental organizations to address issues related to student life, to be involved in student councils, student scientific societies,
- 6) participate in the work of the relevant governing bodies of the University in the manner prescribed by the charter,
- 7) receive information on the calculated grade and calculation principles,
- 8) 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,
- 9) with the permission of the university administration, use the opportunity to celebrate the most important national holidays,
- 10) if necessary, receive an academic leave of up to one year (except in cases prescribed by law), in accordance with the procedure established by the authorized body,
- 11) study voluntarily and be drafted into the army, and within a month after demobilization, to restore student rights,
- 12) transfer to another higher education institution in accordance with the established procedure, including higher education institutions of foreign countries,
- 13) Students who have completed the curriculum are awarded the appropriate qualification and a state-issued graduation document - a diploma. The appendix of the diploma mentions the studied courses according to the fixed academic credits and the grades of the academic progress. Students who have achieved special success in their studies are awarded a diploma of excellence.

38. The university student is obliged to:

- 1) observe the provisions of the university charter and internal disciplinary rules;
- 2) keep the honor and reputation of the university high;
- 3) attend lectures, practical, laboratory classes and participate in internships;

- 4) fulfill the workload envisaged by the curriculum within the defined period;
- 5) fill medical gowns during lectures, seminars, workshops;
- 6) be disciplined and clean in educational institutions, as well as on the streets and in public places. Proper cleanliness and order at the university, on a self-service basis in accordance with established rules, is ensured by the technical staff and students.
- 7) students are required to take care of university property (property, textbooks, books, equipment, etc.).

Students' financial rights and responsibilities and the procedure for their implementation

- 8) 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;
- 9) students are required to pay the tuition fee set by the university for each semester of study. If the tuition is not paid on time, the student can be expelled from the university.
- 10) the tuition fee is stable for the whole period of study, in case of continuous study of the training horse provided by the contract, according to the courses;
- 11) the student is obliged to pay the tuition fee at once or with the permission of the rector, according to the semesters, during the first two months of each semester;
- 12) the tuition fee paid is not refundable, except in case of interruption of education due to health condition. The amount to be refunded must correspond to the period of non-training.
- 13) if the student has been expelled for non-payment of tuition, he/she must pay the "previous debt" and the tuition fee for the given semester during the restoration;
- 14) tuition paid by a student as an advance is transferred as a next year tuition fee or is refundable;
- 15) after paying the tuition fee, the student is obliged to inform the dean's office about his/her payments.
- 16) in case of military service due to deferment due to deferment, restoration of student rights in the prescribed manner, the tuition fee shall be paid in the amount stipulated in the previous contract;
- 17) tuition is paid in cash at the university cash desk or by transfer to a bank account opened at the university serving the university.
- 18) the student bears material responsibility for the damage caused to the property owned by the university in accordance with the current legislation.

VIII. ENCOURAGEMENT OF WORK AND EDUCATION SUCCESSES

39. The following incentives are set for employees and students and for exemplary performance of job responsibilities, increase of work efficiency, impeccable work, innovations in work and other achievements, active participation in research and public works:
 - a) one-time monetary reward;
 - c) awarding a diploma;

- d) awarding with souvenirs;
 - e) removal of a disciplinary sanction;
 - f) Provision of additional paid leave.
40. The incentive is announced by the order of the rector and the staff of the University is informed about it.
 41. In some cases, taking into account the long-term work at the University and the services provided to science and education, a petition may be submitted to higher authorities to encourage the University staff to be awarded medals, diplomas and honorary degrees.
 44. The award process at the university is defined by the relevant regulations.

IX. LIABILITY IN CASES OF VIOLATION OF WORK AND EDUCATIONAL DISCIPLINE

45. Violation of work discipline, ie by the employee or through his fault under the RA legislation, the University Charter, non-performance or improper performance of job responsibilities provided by internal legal acts leads to the application of disciplinary penalties established by the legislation.
46. For violation of work discipline, the Rector of the University applies the following disciplinary penalties:
 - a) reprimand,
 - b) severe reprimand;
 - c) termination of the employment contract on the basis of Articles 121 and 122 of the Labor Code.

The University discipline is informed about the applied disciplinary sanction.

47. A written explanation must be required of the employee prior to the application of the disciplinary sanction. The absence of an explanation must be confirmed by the relevant act of the employee refusing to submit it.
48. The disciplinary sanction is applied immediately after the violation is discovered, not counting the period of the employee's illness or leave. A disciplinary sanction may not be imposed if 3 months have elapsed from the date of the violation. If the violation is detected during the inspection (inventory) of financial and economic activities, monetary or other values, the disciplinary sanction may be applied if not more than 1 year has passed from the date of the violation.
49. Only one disciplinary sanction may be imposed for each breach of work discipline.
50. If, within one year after the date of the disciplinary sanction, the employee has not been subjected to a new disciplinary sanction, it shall be deemed to have been paid.
51. Violations of academic integrity or dishonesty by university staff as well as students are discussed in the University Ethics Committee.

In case of violation of educational discipline.

51. Students who 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 sanctions up to expulsion from the University.

52. In case of not attending the classes for a good reason, the student is obliged to inform the Dean of the Faculty within three days, and on the first day of attending the University to submit supporting documents about the reasons for not attending the classes.
53. In case of violation of the obligations provided by the RA legislation, internal disciplinary rules by the student, the following disciplinary penalties are applicable to him:
 - a) reprimand,
 - b) severe reprimand;
 - c) expulsion from the university.

The student and the staff of the University are informed about the applied disciplinary sanction.
54. A written explanation must be required of the student before applying the disciplinary sanction. The absence of an explanation must be confirmed by the relevant act of the learner refusing to submit it.
55. A disciplinary sanction may be imposed no later than one month after the discovery of the offense, not counting the period of the student's illness or leave.
56. If, within one year after the date of the disciplinary sanction, the student has not been disciplined, it is considered repaid.
57. The student can be expelled (dismissed) from the University in the cases envisaged by the RA legislation, the University charter and regulations.

The student is expelled from the university

- 1) according to his/her application;
 - 2) in case of transfer to another university;
 - 3) due to insufficient academic progress, in case of having an academic debt of more than 12 credits during the semester;
 - 4) in case of non-payment of tuition fees within the period defined by the university.
- ❖ It is not allowed to expel a student during illness, vacation, academic leave or pregnancy and maternity leave.

X. PROCEDURE FOR USE OF EDUCATIONAL BUILDING AND PROPERTY

58. The head of the economic department is responsible for the maintenance of the property, educational equipment, normal temperature and lighting in the university building.
59. In the building of the university, in the adjacent areas, it is prohibited to carry out activities prohibited in public places by the RA legislation.
60. It is forbidden to use mobile phones or other modern means of communication during the training in the classrooms, unless it is used as an educational tool.
61. Vehicles of employees, students and other persons are allowed to enter the University premises, as well as the movement, removal and import of property in a special manner.
62. University staff and students are prohibited from moving property without permission.
63. The student is not allowed to take different equipment out of laboratories or educational buildings without the permission of the university administration.
64. On non-working days, as well as in emergency situations, a special work schedule may be established at the University.

65. The keys to the university building, as well as classrooms, laboratories and study rooms, must be handed over to the staff on duty in accordance with the procedure approved by the head of the economic department.

XI. FINAL PROVISIONS

66. Labor relations not regulated by rules are regulated by the RA labor legislation, other normative legal acts containing norms of labor law.
67. The rules are approved, all changes related to it are made by the Academic Council of the University, and come into force by the order of the Rector.