



I approve

University of Traditional Medicine  
Rector, Chairman of the Supreme Council

N.KH. Saribekyan

« 20 »      09      2023

## ORDER

### FINAL GRADUATION CERTIFICATION OF UNIVERSITY OF TRADITIONAL MEDICINE

#### I. General provisions

1. This order regulates the relations related to the final attestation of the graduates of the University of Traditional Medicine (hereinafter referred to as the University), the formation of the final attestation commissions, the organization and conduct of the final attestation, and the appeal of the attestation results.
2. The legal bases of this order are the order of the RA Minister of Education and Science of November 17, 2017 "The procedure of final attestation of graduates of institutions implementing higher professional educational programs of the Republic of Armenia", the order N 27-N of March 30, 2021 of the RA Minister of Education and Science, the order of "Final certification of the UTM graduates" / March 5, 2018 /, other orders of the University.
3. The purpose of the final attestation is to find out the compliance of the level of preparation of the graduate of the UTM with the requirements of the state educational standard of higher education.

#### II. Forms of final certification

1. Final attestation is the testing of graduates' knowledge, abilities and skills through final exams.
2. For each specialty, according to the qualification degrees, the final exams should not exceed 3. The list of them is determined by the University based on the requirements of the state educational standards, fixing it in the curricula.
3. Final attestations can be intended for both individual subjects and a group of related subjects.

4. The questionnaires of the final attestation exams are compiled in accordance with the subject programs developed on the basis of state educational standards.
5. The questionnaires of the final attestation exam are compiled by the professional chairs, approved by the Rectorate and provided to the graduates no later than 3 months before the final attestation.
6. Each subject examination of the final attestation includes 2 stages of examination:
  - test of practical skills,
  - oral examination.

### III. Final attestation commission

1. The final attestation commission (chairman and members) is formed according to the qualification levels for each specialty or educational program.
2. The Chairman of the Final Attestation Committee is appointed by the Rector of the University from among the partner organizations, departments, academic institutions of the respective field, and from specialists with academic degrees and/or academic titles, who have not been employees of the University for the previous 2 years.
3. The composition of the final attestation commission is approved by the Rector of the University at least 3 weeks before the final attestation.
4. The final attestation commission may include representatives of the employers' academic institutions of the given field, the dean of the respective faculty, the heads of the chairs, representatives of the teaching staff.
5. The sessions of the final attestation commission are recorded by the secretary who is an employee of the University and is not a member of the commission.
6. At least 50% of the members of the final attestation commission must be non-staff members of the University.
7. In the absence of the Chairman of the Final Attestation Commission, by the order of the Rector of the University, a replacement shall be appointed from among the members of the Commission.
8. The final attestation commission during its activity is guided by the following order and procedures approved by the University, methodological guidelines.
9. The functions of the final attestation commission are:
  - to check the compliance of the graduate's level of preparation with the goals and outcomes set by the educational program,
  - to make a decision with the results of the final attestation to award a qualification (or not to award) to a graduate and to give (or not to give) a corresponding diploma of higher education,
  - to develop and submit proposals for further improvement of the quality of training of specialists in the given profession.

10. The schedule of work of each final attestation commission, which is agreed with the chairman of the commission, is approved by the rector of the faculty upon the presentation of the dean of the faculty, and the graduates are informed at least two weeks before the final exams.

#### IV. Organizing and conducting the final attestation

1. Final attestation is allowed to those graduates who have completed the full course of education with the main professional educational program and accumulated relevant credits.
2. The list of graduates subject to final attestation is approved by the order of the head of the institution, the rector of the university, upon the presentation of the dean of the faculty.
3. The final exams are held in the open session of the final attestation commission in the presence of not less than two thirds of the members of the commission. The presence of the President or his successor is mandatory.
4. The final attestation process is recorded, which is kept for 6 months after the publication of the results.
5. The results of the final attestation are evaluated as "excellent", "good", "satisfactory", "unsatisfactory" according to the evaluation scale accepted at the university.

The final attestation assessments are announced on the same day, within one hour after the minutes of the final attestation commission meeting are drawn up.

6. Based on the protocol on the positive results of the final attestation the final attestation commission makes a decision on awarding the relevant qualification to the graduates and giving them a diploma of higher education. In case of a negative / "unsatisfactory"/ result, the graduate is not awarded a qualification, a diploma of higher education is not awarded.
7. A diploma of excellence is awarded to those graduates who have passed the final attestation with "excellent" grades and who have achieved 90% of the maximum value of the average quality grade (GPA).
8. The decisions of the final attestation commission are made in a closed session of the commission. The final attestation grade is determined by the arithmetic mean of the grades assigned by each member of the committee.
9. All the decisions of the final attestation commission are registered by the secretary according to 2,3,4 forms (forms are attached to this Order). The minutes are signed by the chairman of the commission and the members participating in the sitting. The minutes are kept at the University.
10. The graduate admitted to the final attestation but not presented or assessed as "unsatisfactory" is allowed to take part in the final subject exams or exams organized in the following academic year at the end of the next academic year or in the following years, from the subjects that were included in the curriculum in the year of graduation.

11. The report of the final attestation commission is discussed and approved by the Academic Council of the University. After the final attestation, the University submits summary information to the RA Ministry of Education and Science.
12. The completion of the grade of the given final exam is made after the oral examination, calculating the arithmetic mean of the grades of the two stages, giving the student their corresponding rating points and letters /see "The knowledge testing and assessment order of the UTM", table 9, table 3 of this order/.
13. The duration of the final exam day should not exceed 8 hours.
14. The final attestation examinations are conducted according to the following procedural requirements:
  - a/ test of practical skills;
    - the graduate's practical skills in each subject are certified by an examination ticket, which includes 2 questions,
    - the graduate has the right to change the exam ticket only once, but it reduces the final grade by one point,
    - the graduate is given 10 minutes to prepare,
    - Each question of the practical abilities of the subject is evaluated as "excellent" /10-9/, "good" /8-7/, "satisfactory" /6-5/ and "unsatisfactory" /4/, after which the arithmetic mean is calculated in accordance with which grade-forming points are given /see table 1 of this regulation/.
    - Additional or guiding questions for committee members should be included in the ticket,
    - All committee members hear only one graduate's response at a time,
    - The course of practical skills is recorded, which is maintained for at least 6 months after the publication of the results.
  - b/ oral exams of the subjects;
    - The ticket includes 3 questions and one situational problem,
    - The graduate has the right to change the exam ticket only once, but it reduces the final mark by 1 point,
    - The graduate is given up to 20 minutes to prepare for the oral exam,
    - Additional or guiding questions for committee members should be included in the ticket,
    - Each question of the ticket is evaluated as "excellent" /10-9/, "good" /8-7/, "satisfactory" /6-5/ and "unsatisfactory" /4/, after which the arithmetic mean of the 4 questions is calculated in accordance with which grade-forming points are given /see table 2 of this regulation/.
    - All committee members hear only one graduate's response at a time.
15. Each subject examination of the final certification is carried out in the sequence indicated below, according to the subjects:
  - test of practical skills,
  - oral exam.

A positive result of each stage of a given subject ensures the student's right to participate in the next stage. The final mark of each subject (with a 10-point system) is formed by the sum of the mark-forming points corresponding to the positive grades of the stages, in the following proportion allocated to the stages:

- assessment of practical skills: 30% - a maximum of 3 assessment points
- oral exam of the subject: 70% - a maximum of 7 assessment points.

The mark points for each stage are formed according to the tables below.

#### ASSESSMENT OF PRACTICAL SKILLS

Table 1

Mark	Mark	Mark forming points
Satisfactory	5-6	1
Good	7-8	2
Excellent	9-10	3

#### ASSESSMENT OF SUBJECT'S ORAL EXAM

Table 2

Mark	Mark	Mark-forming points
Satisfactory	5-6	4
Good	7-8	6
Excellent	9-10	7

The final score of the final certification is formed by the sum of the mark-forming points collected in each stage. Then, according to table 3, the student is given the appropriate rating points and letter mark:

#### FORMATION OF FINAL GRADES AND LETTER MARKS FOR THE FINAL CERTIFICATION

Table 3

Mark	Mark-forming points	Rating points of assessment	Letter mark of assessment
Satisfactory	5	55	C
Satisfactory	6	65	C+
Good	7	75	B
Good	8	85	B+
Excellent	9	95	A
Excellent	10	100	A+

16. A student who is "unsatisfactory" with the practical ability of a subject or fails to appear for a disrespectful reason is not allowed to take the oral exam in that subject.
17. In case of "unsatisfactory" grade of the oral exam, a negative mark is assigned as the final grade.
18. Getting "unsatisfactory" in the final exam of any subject does not deprive the graduate of the right to take the exams in other subjects.

19. Within 5 working days, the graduate who receives a "unsatisfactory" grade from the final attestation is given an academic certificate upon submission of an application by the graduate or his / her authorized person to the Rector of the University.
20. Within one hour after the publication of the assessment of each stage of the final attestation ("unsatisfactory", "satisfactory", "good", "excellent"), it is subject to additional discussion and appeal in accordance with the following procedural requirements:
- The graduate has the right to request additional comments on his/her assessment from the final attestation commission,
  - The graduate's complaint about the assessment is accepted and considered only by the final attestation commission in case of procedural violations,
  - The appeal is submitted to the President of the final attestation, the discussion of which is organized on the same day of the subject examination,
  - Together with the final attestation commission, the administrative staff of the University participates in the discussion of the appeal; the employee who is not a member of the given commission and the representative of the Student Council of the University, whose candidacies are approved in advance by the Rector of the University.
21. Procedure for further discussion of the assessment and appeal:
- The recording of the answer is heard in the presence of the graduate. As a result of the appeal, a decision is made by open voting, by a simple majority of votes of the commission members;
    - a/ the mark is remained unchanged,
    - b/ upgrade the mark,
  - A minutes is drawn up on the decision made, which is signed by the chairman of the commission, the administrative staff of the University, the representatives of the student council and the graduate. In case of disagreement with the decision, a special opinion shall be submitted in writing and attached to the minutes.
  - In case of change of the grade, a corresponding entry is made in the special register of minutes.

PROTOCOL N \_\_\_\_  
SESSION OF THE FINAL EXAMINATION COMMISSION  
(it is completed during each final attestation exam)

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held session (hour \_\_\_\_\_ from minute to hour \_\_\_\_\_ minute)

\_\_\_\_\_

\_\_\_\_\_ about of the final exam of the subject

\_\_\_\_\_ (specialty)

The examined graduate

\_\_\_\_\_ (Last Name, First Name, Middle Name)

Questions

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

General description of the questions asked to the graduate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accept that the graduate has passed the final exam \_\_\_\_\_ with the mark.

Special opinion of the members of the final attestation commission \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman \_\_\_\_\_ (signature)

- The members of the final exam attestation 1. \_\_\_\_\_ (signature)
- 2. \_\_\_\_\_ (signature)
- 3. \_\_\_\_\_ (signature)
- 4. \_\_\_\_\_ (signature)
- 5. \_\_\_\_\_ (signature)
- 6. \_\_\_\_\_ (signature)

Secretary's signature \_\_\_\_\_

PROTOCOL N \_\_\_\_  
SESSION OF THE FINAL EXAMINATION COMMISSION

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On awarding qualifications to the graduates who have passed all the attestation exams

Participation; President \_\_\_\_\_

Members' \_\_\_\_\_

\_\_\_\_\_

1. Graduate \_\_\_\_\_  
(Last Name, First Name, Middle Name)

Passed the final final exams with the following grade:

1. \_\_\_\_\_  
(name of the exam subject) (grade) (date)

2. \_\_\_\_\_  
(Name of the exam subject) (grade) (date)

3. \_\_\_\_\_  
(Name of the exam subject) (grade) (date)

Admit that the graduate \_\_\_\_\_  
(Last Name, First Name, Middle Name)

has passed \_\_\_\_\_ for specialization

all the subjects of the final attestation exam provided by the curriculum.

To \_\_\_\_\_ is awarded \_\_\_\_\_  
\_\_\_\_\_ qualification.

Special opinion of the members of the final attestation commission \_\_\_\_\_  
\_\_\_\_\_

Give a diploma \_\_\_\_\_  
(excellent, non-excellent)

Chairman \_\_\_\_\_ (signature)

The members 1. \_\_\_\_\_ (signature)

of the final exam 2. \_\_\_\_\_ (signature)

attestation 3. \_\_\_\_\_ (signature)

4. \_\_\_\_\_ (signature)

5. \_\_\_\_\_ (signature)

6. \_\_\_\_\_ (signature)

Secretary's signature \_\_\_\_\_



THE REPORT OF THE FINAL CERTIFICATION COMMITTEE

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\_\_\_\_\_ the number of graduates who participated in the final certification exam

The grades of the graduates who passed the exam.

«excellent» \_\_\_\_\_

«good» \_\_\_\_\_

«satisfactory» \_\_\_\_\_

«unsatisfactory » \_\_\_\_\_

Amended assessments as a result of the appeal \_\_\_\_\_

The recommendations of the commission for further improvement of the quality of training of specialists;

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DIRECTOR OF FCC \_\_\_\_\_

(signature)