



I APPROVE
THE RECTOR OF THE UNIVERSITY
OF TRADITIONAL MEDICINE,
THE PRESIDENT OF SCIENTIFIC COUNCIL

N. KH. SARIBEKYAN

26 12 2023թ.

ORDER

ACADEMIC MOBILITY OF STUDENTS AT UNIVERSITY OF TRADITIONAL MEDICINE

I. Basic provisions and general requirements

1. In this order, the terms of academic mobility of a student studying in the specialties "General Medicine" and "Dentistry" with the continuous and integrated educational program implemented at University of Traditional Medicine (hereinafter referred to as the University), as well as those studying at another educational institution are defined.
2. Academic mobility is the continuation of a student's education in another educational institution for the purpose of study.
3. According to the purpose or period of study, the academic mobility of students with a continuous and integrated educational program /hereinafter mobility/ can be for a certain period of time or basic /hereinafter transfer/.

II. The mobility of learners

4. The mobility of learners does not lead to an increase in the prescribed period of study.
5. One of the ways to implement the mobility of university students is to send them to partner educational institutions on the initiative of the university as well as the individual student,
 - to study within the framework of double graduation educational programs /two graduation documents/;
 - to study with joint graduation educational programs /with one certificate/;
 - to study within the framework of inter-university cooperation, including academic exchange programs;
 - to undergo educational/production/practice.
6. Candidates are selected in a competitive manner, taking into account their academic performance and knowledge of the host language/or foreign language.
7. In order to participate in the mobility program, a tripartite educational agreement is concluded between the student and the University and the host educational institutions. The agreement specifies the subjects

that students must study at the host institution. At the same time, the student's obligations regarding the repayment periods of academic differences are indicated.

8. As a result of mobility, the educational results expressed in credits should not exceed 50% of the educational program of the continuous and integrated educational program of the total educational load necessary to obtain the relevant qualification.
9. After the end of the study period at the receiving university, the student must submit to the University the list of subjects and courses studied, as well as the academic certificate confirming the credits and grades received, in order to prepare the academic recognition document.

III. Student transfers. General requirements

10. Student transfer applications are accepted in the appropriate form during the 2 weeks preceding and following the study sessions of the study semesters. The student submits the transfer application to the rector of the University to receive an academic reference. An academic reference is provided by the university within 7 working days.
11. The transfer of the student is allowed if the number of subject differences due to the difference between the contents of the program studied and the host program at the time of transfer does not exceed 20 credits. Otherwise, the student is offered to transfer to a lower semester or to study in another related major, in which case the stated requirement of subject inconsistencies is met. In case of transfer of students admitted to the university with the right of deferment from military service, the granted deferment right is not changed.
12. Student transfers are not permitted in freshmen and graduate years.
13. The transfer of the student is allowed within the limit of admission places allocated by the license in the given profession / according to the forms of education and qualification levels /.
14. a/ Armenology subjects are not included in the number of tests and exams to be passed in case of transfer of students from foreign universities.
b/ Traditional medicine courses are not included in the tests and exams to be passed in case of transfer of students.
15. The list of credit-based subject distinctions is determined by the host university. The student must study and pass the resulting subject differences according to the individual schedule set by the host university, but no later than before the beginning of the examination period of the given semester.
16. It is not allowed to transfer a student from non-state universities that do not have educational programs accredited by majors to state or non-state universities that have educational programs that are accredited by majors.

17. At the end of each academic year, the university submits information on all forms of student mobility to the Ministry of Education and Science of the Republic of Armenia (hereinafter referred to as the Ministry) according to the educational program, the form of study, the profession and the transfer of the course of study.

IV. Intra-university transfers

18. The transfer of a student within the university, during which a transition from one profession to another can be made, is carried out by the rector's order, according to the student's personal application.
19. Intra-university transfers are carried out in accordance with the general requirements for student transfers, as defined in this order.

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

20. The transfer of a student from one university to another, during which a transfer can be made in the same profession, from one profession to another, is carried out according to the student's personal application addressed to the rector of the receiving university, to which the academic reference provided by the studied university is also attached.
21. If the number of free places in the given specialty and course in the University is less than the number of people who want to transfer, then certification is organized and a competition is held, as a result of which students who will continue their studies are selected. The procedure and conditions of certification and competition are defined by the University. Until the subject differences are handed over by the transferred students the rector of the university has the right to temporarily assign the student to the relevant academic group and allow him to participate in the training sessions. The order also mentions the list of academic subject differences, their individual repayment schedule, after which an order is issued within a week.
22. To the transfer student, the University issues a certificate of the prescribed sample according to the form. The student submits the mentioned certificate to the university he studied, the rector of which issues an order on release within three days with the following wording: "Student _____ is released in connection with the transfer to _____ university. A copy of the release order, a prescribed sample academic transcript, a high school graduation certificate, personal file documents, and documents related to entrance exams are delivered to the student in person or by mail. A copy of the release order and university-approved high school graduation certificate, student ID card, verification booklet, and list of sent documents remain in the student's personal file.
23. The rector of the University executes the decree of the transferring student after receiving the student's application, the secondary education graduation certificate and the academic reference (before that, the correspondence of the copy of the academic reference and the verification book is checked). In the

transfer order, the following entry is made: on _____, _____ was transferred from _____ university to _____ course of _____ specialty of _____ faculty on a paid/free basis. A new personal file of the student is created at the university. The student is given a new student ticket and check-in booklet.

**VI. Transfers from foreign universities to
University of Traditional Medicine**

24. The transfer of students from foreign state and non-state higher educational institutions accredited by professions, implementing educational programs, is carried out on the principle of paid education.
25. In case of a positive opinion, the university submits the student's academic certificate to the Ministry. The decision on transfer is made by the Minister of Education and Science of the Republic of Armenia after receiving a positive response to a written request from the relevant foreign university.
26. The transfer of the student is carried out in accordance with the provisions set forth in sub-points 10 to 12, 20 to 23 and 25 of this order. If the personal file of the student is not subject to delivery, then a corresponding document is sent to the University about it, and the student's decree is made based on his application and academic reference.

VII. Completion and submission of student subject differences

Completion and submission of subject differences raised as a result of the academic mobility of transferring students is carried out:

1. in the form of paid classes,
2. by self-study, in which case the relevant chair provides the student with the necessary materials.

The choice of the form of filling in the subject differences is made by the student.

Paid classes are organized outside the classroom.

- The amount paid by the student for additional classes is determined by the decision of the rector or the order of the rector.

VIII. Table of transferring grades

Mark	Table of 100 point
"Excellent"	96 90
"good"	80 70
"satisfactory"	60 51
"unsatisfactory"	50 and below

- Test-completed subjects that appear in an academic bulletin are calculated by the grade point average of that bulletin.

Corner seal of the receiving university,
date, registration number
/or university form

REFERENCE

It is given to _____ that he
/name, patronymic, surname: full/

Issued by _____
/university full name/ /checkbook registration

_____ copy of inspection booklet and as per application was allowed
/number and date/
participate in the certification process that he has successfully passed.

_____ will be ordered _____
/name, patronymic, surname/

_____ of learning
/full names of the receiving university and faculty, existing, part-time, remote/

_____ course: _____ specialty,
/full name of profession/

_____ principle, academic reference and secondary education
/free, paid/
after submitting the graduation certificate.

Rector _____
/signature/ /name, surname/

_____ 20