

INTERNATIONAL SCIENTIFIC-EDUCATIONAL CENTER OF NAS RA

ICM HANDBOOK FOR INCOMING STUDENTS

1.1 NOMINATIONS AND ACCEPTANCE

After your Home University officially notifies your nomination as an exchange student at the International Scientific Educational Center of the National Academy of Sciences of RA (ISEC NAS RA) , you will receive an **Invitation letter (if you are going to stay in Armenia more than 180 days)** which has to be used to obtain your VISA. The International Scientific Educational Center has to receive a photocopy of your passport to issue your invitation letter.

1.2 VISA

EU Citizens with **all types** of passports are **not required** to hold a visa when travelling to the Republic of Armenia. Citizens of Italy, for example, can stay in the territory of the Republic of Armenia for a maximum term of 180 days in a year. The passport needs to be valid during the whole period of stay in the Republic of Armenia.

If you stay in Armenia more than 180, then on the basis of study you can issue up to a one-year Armenian **temporary** resident card, which costs 105,000 AMD (about 200 Euros). More details are available at: <https://www.mfa.am/en/residency/>

1.3 ACCOMMODATION

If you are an Erasmus student, who plans to come to Armenia for a long term period, it would be better to arrange a room in any hotel, hostel or rent a flat before arrival.

Staying at the hotel

This option may be suitable for a short stay in Armenia as if you are planning a longer stay it may be considerably costly. Nevertheless, there is a variety of hotels to choose from. For a more detailed view about the prices and mapping of the hotels please visit:

- www.booking.com
- www.hotels.am
- www.agoda.com

The hostel costs, depending on the condition, can start at 20 euros per day.

Renting a flat

Private rentals are usually the first choice for staying in Armenia as they can easily be rented both for short/long -term stays by foreigners temporarily living in Armenia. For finding the most suitable apartment for your stay, please, visit:

1. www.list.am
2. www.estate.am
3. www.hyurservice.com
4. www.myrealty.am
5. www.akcern.am
6. www.bnakaran.com

The one room apartment rental cost, depending on the conditions, can start at 220 Euros per month. Before arrangement we recommend consulting with an Armenian coordinator, who can be useful to make a better choice.

1.4 LEARNING AGREEMENT

The Learning Agreement is the study plan agreed with the sending institution and guarantees the exams passed and the credits obtained during the exchange period to be recognized.

To find out the available course units you have to check ISEC's Course Catalogue available at: The Learning Agreement must be approved and signed by the sending University first and then by the Erasmus coordinator at ISEC, before starting your mobility. Here below the list of Erasmus coordinators:

ISEC ERASMUS COORDINATORs		CONTACTS
Arusyak Harutyunyan	for all Master's degree programs	e-mail: arusyak.harutyunyan@isec.am phone: (+374 60) 623598 Skype ID: kaisera25

Davit Pipoyan	For Environmental Sciences	e-mail: david.pipoyan@cens.am dpipoyan@yahoo.com phone: (+37496) 760770
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1.5 TEACHING CALENDAR AND COURSE TIMETABLE

The academic year at ISEC lasts 40 weeks; 32 weeks out of 40 are intended for academic classes. The learning process consists of two semesters autumn and spring. Courses in each of these semesters last 16 weeks. The academic year usually starts in September and finishes in May.

The 1st semester starts in September, the 2nd semester starts in February. The examination period starts in January (for the 1st semester) and in May (for the 2nd semester). There are 2 mid term exams during each semester. For the 1st semester, one midterm is in October and the 2nd midterm is in December. For the 2nd semester, one midterm is in March, and the 2nd midterm is in May. The examination period starts from the end of May and lasts till the end of June. Each Master Degree programme has its own course timetable and exam timetable depending on the Master Degree programme. Some of the programmes take 1,5 year (3 semesters), while there are programmes which last 2 years (4 semesters). There are no classes for the last semester of the programmes and ICM cannot be implemented during this period.

The information on timetables is available on the ISEC webpage <https://isec.am/admissions/master/student1.html>

1.6 ORGANIZING YOUR TRIP

Your mobility must start/end according to the starting/ending date of your courses and exam sessions.

NOTICE: THE ACADEMIC CALENDAR IS THE FOLLOWING:

- 1st SEMESTER: 4 months from September to December
 - EXAM SESSION January
- 2nd SEMESTER: 4 months from February to May
 - EXAM SESSION June

The starting date of your exchange period corresponds to the date of your Check-in, i.e. when you register your arrival at the Foreign Affairs Department. At the beginning of each semester, you have the opportunity to participate in the “welcome sessions” for exchange students. The dates of the sessions are notified when Checking-in.

The departure date corresponds to the date you check out at the Foreign Affairs Department, where you will receive your final certificates. You must be there in person.

Remember you can leave at the end of your department exam session.

It is not necessary to be enrolled in the courses to attend lessons, but it is recommended to submit your study plan to the Foreign Affairs Department in order to check the availability of the course units you choose.

1.7 PAYMENT OF YOUR SCHOLARSHIP

You will receive the payment of your scholarship by the Sending Institution based on specific scheduled deadlines.

1.8 CHECKING-IN

Upon your arrival, you have to go to Foreign Affairs Department at ISEC

Bring with you:

- your passport;
- boarding cards;

1.9 HEALTHCARE IN ARMENIA AND INSURANCE, MEDICAL CARE

As an exchange student, you are insured against the accidents that might occur on the university premises or any other place where you carry out your study and research activities, authorized by the University, as well as for civil liability towards third parties while performing institutional activities.

NOTICE: You are always required to have a private health insurance for the duration of your mobility period. Health insurance **MUST** include repatriation and Dental Care.

Insurance:

NOTICE: Before visiting Armenia, it is necessary to have travel insurance, which will cover the main medical expenses during your stay in Armenia. In case of emergency, you can be assisted in any medical centers in Armenia and then be remunerated by your insurance company. The

healthcare system in Yerevan provides national care hospitals, regional hospitals, and primary healthcare providers. In the city, there are numerous hospitals and medical centers, including the internationally recognized ones.

If you plan a long-stay in Armenia and you need Health insurance, you can arrange it during your stay in Armenia. There are a handful of insurance companies that also offer health insurance both for citizens and foreigners in Armenia. Most of the companies offer online operating systems and online application forms which can be easily found on the official websites and lead to time-saving. The only note for you is to be attentive and read all the points of terms and conditions for avoiding any misunderstandings in the future. By choosing any of the below-listed companies you can easily access the list of their partner medical centers in their websites.

- [Rosgosstrakh Armenia](#)
- [SIL Insurance](#)
- [INGO Armenia](#)
- [Nairi Insurance](#)

More: <https://www.euraxess.am/armenia/information-assistance/health-insurance>

Medical care:

Foreign citizens and stateless persons in the Republic of Armenia have the right to receive medical care and services under the legislation of the Republic of Armenia, as well as following the international treaties of the Republic of Armenia.

Armenia's health care system features three principal components: the national or “republican” service level, which provides tertiary care hospitals and an epidemiological service; the regional service level, which provides hospitals; and the municipal and community service level, which has primary health care providers. The key components of the system are the large private hospitals.

Emergency: If you are seriously ill and require an ambulance, the number to call is **103**.

"Ambulance" CJSC carries out the non-hospital quick medical aid to the population. Armenia uses **911** to handle all types of emergency situations as well. At this telephone number, operators do speak English, so you should not hesitate to call immediately if there is an emergency situation.

The polyclinics: If you need a treatment and would like to go to polyclinic you can register even online. For registration first, you have to choose the nearest [polyclinic](#).

Pharmacies: In case of emergency, some pharmacies work for 24 hours and you can easily use Google Search for finding the nearest one. Besides, there are also mobile pharmacy applications for more facilitated online orders - Alfa Pharm, Med911.am.

Some of the pharmacies have an online system here is the list:

- [Online Pharmacy](#) (Only Armenian and Russian languages available)
- [Med911](#) (Only Armenian and Russian languages available)
- [Alpha Pharm](#)

Dental Care: If you need to visit a dentist you can find [here](#) information on all the dental clinics available in Armenia with more than 200 qualified dentists that provide high quality dental services.

For more details: <https://www.euraxess.am/armenia/information-assistance?fbclid=IwAR1bwmgokbkktFkENDqSE32IxX5Ts978n3v8TYe4hI3BJVuVdey8slSfpSw>

1.10 RESIDENCE PERMIT

If you stay in Armenia more than 180, then on the basis of study you can issue up to a one-year Armenian **temporary** resident card, which costs 105,000 AMD (about 200 Euros). <https://www.mfa.am/en/residency/>

1.11 LANGUAGE REQUIREMENTS

ISEC does not require any language certificate but English language knowledge at B2 level (as to CEFR language level descriptors) is a necessary prerequisite for mobility students to participate in Master Degree programmes. Language courses are held during the first year of studies in the 1st and 2nd semesters.

As an alternative service, the Center provides an opportunity for mobility students to upgrade the level of the English language at ISEC Foreign Language Club (see the link <https://isec.am/en/english-club/>). Armenian language courses can also be organized for international students on demand.

1.12 CHECKING OUT

Before leaving, after taking the exams, you must go to Foreign Affairs Department to check-out.

YOU MUST CHECK OUT IN PERSON. You cannot send a friend to do it for you! When checking-out your departure will be registered by the staff, while verifying if all the exams have been recorded properly. If so, the digital Transcript of Records will be immediately e-mailed to your home university.

In case any grades are missing, the staff of the Foreign Affairs Department will complete the recording of your exams and send the Transcript of Records to your home university afterwards. Even if some grades will be missing, you must check-out if the end your mobility period is approaching.

Upon check out, you will receive:

- the Certificate of Departure required by the hosting and sending universities to calculate the actual duration of your exchange period. Please show your flight tickets.
- The Transcript of Records

1.13 TRANSCRIPT OF RECORDS

The Transcript of Records will be issued in English in the end of the academic mobility period. It certifies student's personal data, arrival date, list of exams with the dates, grades and credits obtained in ECTS.

The Transcript provides explanatory information of the Armenian grade points converted into the ECTS grades and credits accordingly.

1.13.1 GRADES AND CERTIFICATES OF ATTENDANCE OF TEACHING ACTIVITIES

The annual study load of the ISEC Master Degree student is 1800 hours, which is equivalent to 60 ECTS credits. 1 ECTS credit is equivalent to 30 full hours (classroom, extracurricular and self-study) load.

Students enrolled in the full-time educational system should have 30 credits study load (with 10% permissible deviation), and for one academic year-60 credits. In some cases students with high academic performance may have additional study load in accordance with the established order. The total educational workload of a Master student is 120 credits.

A 20-point scale is used in ISEC for the assessment of the student learning outcomes. Students with high academic performance (20/20) are awarded honours. If a student's grade for the

given course is lower than 8 points or “Not Passed”, then he/she is not given credits. The mark “Pass” is not transformed into a numerical grade, thus it does not influence the student’s Grade Point Average (GPA).

See below Table 1:

Table 1.

Efficient Grade Point	Mark
18-20	"Excellent"
13-17	"Good"
8-12	"Satisfactory"
0-7	"Unsatisfactory"
0	"Absent"
-	"Passed/Not Passed"