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NAS RA

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PRESIDENT OF NAS RA

R.Martirosyan:/signed & sealed/

Dated: December 26, 2012

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Head of territorial department:/signed &  
sealed/P.Margaryan

***"INTERNATIONAL SCIENTIFIC-  
EDUCATIONAL CENTER OF NAS RA"***

**INSTITUTION**

**CHARTER**

(new edition)



Yerevan-2012

## I GENERAL PROVISIONS

1. "International Scientific-Educational Center of National Academy of Sciences of Republic of Armenia" institution (hereinafter the Institution or ISEC NAS RA) was founded under governmental resolution N 1530-Ն dated 12 October 2006 and is an autonomous scientific-educational institution of the National Academy of Sciences of the Republic of Armenia (hereinafter the Academy), has a status of RA NAS institution, it doesn't have a status of a legal entity and is subject to registration in the bodies implementing the registration of legal entities.
2. The founder of the institution is the National Academy of Sciences of the Republic of Armenia (hereinafter the Academy) as represented by the President of NAS RA.
3. The institution operates in compliance with RA Constitution, RA Civil Code, RA Laws "On the National Academy Sciences of the Republic of Armenia", "On Scientific and Technological Activities", "On Education", "On Higher and Postgraduate Professional Education", other laws, international agreements, RA NAS resolutions, set competences and this Charter.
4. The regulations between the Founder and the Institution are regulated by the legislation of the Republic of Armenia and this Charter.
5. In line with the laws and procedures set by the Republic of Armenia, the Institution performs educational, research, consultation, expert, scientific-production paid services and teaching.
6. The Institution has a round stamp with the image of the emblem of the Republic of Armenia and its name in Armenian, Russian and English, seal, property, estimate, balance, bank and treasury accounts, including in foreign currency.
7. The name of the Institution:
  - 1) Complete in Armenian: «ՀՀ ԳԱԱ Գիտակրթական միջազգային կենտրոն» հիմնարկ
  - 2) Short in Armenian: ISEC NAS RA
  - 3) Complete in Russian: учреждение "Международный научно образовательный центр НАН РА"
  - 4) Short in Russian: МНОЦ НАН РА.
  - 5) Complete in English: "International Scientific-Educational Center of NAS RA" institution
  - 6) Short in English: ISEC NAS RA.
8. The registered office of the Institution is as follows: 24d, Marshal Baghramyan Avenue, 0019, Yerevan City.

## II TASKS AND COMPETENCES OF INSTITUTION

9. The main tasks of the institution are as follows:
  - a) preparation of high-quality specialists, scientific and pedagogical potential, training of specialists having higher education and upgrading their qualifications,
  - b) Conducting scientific, educational and pedagogical research in natural sciences, social sciences and humanities,
  - c) Improvement of teaching content based on the integration of education and science, development and establishment of the system for professions and specializations.
10. The legal capacity of the Institution arises from the moment of entering into force the founder's legal act on approving its charter.
11. The rights and obligations of the Institution are laid down by the legislation of the Republic of Armenia, this Charter and international agreements.



12. On behalf of its founder, the Institution may have civil rights and civil obligations relevant with the objectives of its statutory objectives.
13. The civil rights owned by the Institution, including their protection, are performed by the Institution on the founder's discretion and on his behalf.
14. The rights of the Institution can be restricted only in statutory cases and as set by the founder's resolution.
15. In line with the set objectives, the Institution is entitled to:
  - a) carry out professional postgraduate education (including on paid bases) with degree programs for PhD, researcher and doctoral candidate in full-time, part-time, distance and low-residency forms,
  - b) carry out higher professional education (including on paid bases) with Master's degree programs in full-time, part-time, distance and low-residency forms,
  - c) conduct further education based on professional education beyond main study programs to ensure improvement of professional qualities and professional training and continuous improvement of an individual's professional qualifications,
  - d) conduct postgraduate professional, higher professional and further programs (including on paid bases) for the citizens of the Republic of Armenia and foreign citizens, as well as for people having no citizenship,
  - e) organize the admission of Master, PhD, Doctoral applicants to the Academy and/or ISEC NAS RA,
  - f) organize and control the educational process providing faculty staff, learning and teaching, as well as material facilities,
  - g) establish chairs, research groups, student council, department ensuring the activities of the Institution and other divisions in statutory procedure,
  - h) conduct scientific and technical research and developments,
  - i) set prizes and scholarships,
  - j) based on its signed agreements and contracts, build bilateral and multilateral ties with national and foreign universities, research organizations, governmental agencies and other organizations, legal and natural entities and performing various works (preparation of staff, teaching of students and PhD candidates, exchange of specialists, cultural and advocacy activities, organization of consultations and expeditions etc.),
  - k) manage its funds,
  - l) declare contests for the vacant positions of division heads as set by the legislation of Republic of Armenia,
  - m) acquire and exercise proprietary and personal non-proprietary rights and bear obligations,
  - n) sue and to be sued,
  - o) conclude contracts and bear obligations as set by the legislation of Republic of Armenia.
16. ISEC NAS RA coordinates research and educational works with the research organizations and relevant departments of NAS RA.
17. ISEC NAS RA organizes and controls the educational process, ensures faculty staff, learning and teaching, as well as technical facilities.
18. The founder bears liability for the Institutions's obligations in statutory procedure.
19. The Institution shall:
  - 1) Conduct accounting and submit reports as set by the laws and legal acts,
  - 2) Ensure the preservation of documents (charter, documents confirming the proprietary rights to the property, internal documents, annual reports, accounting documents, minutes of governance bodies, other documents as set by law and other legal acts).

## II. INSTITUTION STRUCTURE

20. The structure of the Institution includes: Scientific Council, Educational Department, Dean's Office, as well as PhD Department, Quality Assurance Department, Foreign Affairs Department, Information Technologies Department, Alumni and Career Development Department, Accounting Department, Human Resources Department, Economic Department, Chairs and Research Groups.

## III. INSTITUTION GOVERNANCE

21. The Institution is governed by the Academy, the executive body of the Institution – Director and Scientific Council of the Institution.

22. The competences of the Academy are as follows:

- a) defining the governance system of the Institution,
- b) approving the charter of the Institution,
- c) exercising control of the activities of the Institutions,
- d) suspending or annulling the Director's decrees and instructions which contradict to legislation of the Republic of Armenia,
- e) Establishing Liquidation Committee and approving liquidation balance.

23. The Director is in charge of administering the current activities of the Institution.

24. The Director of the Institution is elected in line with RA Law "On National Academy of Sciences of RA" and presidium resolution no. 815-Ն dated on 26 May 2011.

25. RA NAS Presidium and the Center's Scientific council are entitled to put forward candidacies for the position of the Director.

26. 21. The Director of the Institution:

- 1) Acts in line with the legislation of the Republic of Armenia, this Charter and the Founder's instructions,
- 2) Carries out the overall management of the Institution,
- 3) Is in charge of the implementation of the Institution's educational and research programs,
- 4) Enforces the decisions of the Scientific Council and higher bodies,
- 5) Supervises financial and technical state of the Institution,
- 6) Reports to the RA NAS Presidium for the activities of the Institution,
- 7) Acts on behalf of the Institutions within the competences prescribed by the legislation of the Republic of Armenia and this Charter, manages the property of the Institution (including funds), concludes contracts and transactions on behalf of the Founder
- 8) Presents the Institution in the Republic of Armenia and foreign countries,
- 9) Acts without a power of attorney,
- 10) Issues powers of attorney to act on the behalf of the Institution,
- 11) Concludes employment contracts with the employees of the Institution in line with the legislations of the Republic of Armenia,
- 12) Within his/her competencies, issues decrees and instructions mandatory for implementation and supervises their enforcement,
- 13) Imposes disciplinary sanctions towards the employees of the Institution or rewards them in line with the legislation of the Republic of Armenia,
- 14) Issues decrees arising from legal relations of employment on providing holidays, sending them to business trips, as well as his/her own business trips in the territory of the Republic of Armenia,





15) Performs other activities prescribed by the legislation of the Republic of Armenia and this Charter.

26. The Founder exercises control over the activities of the Institution in line with the legislation of the Republic of Armenia.

27. The Scientific Council is a collective body coordinating the scientific and technical activities of the Institution, the chairperson of which is the Director.

The elections of the members of the Scientific Council are conducted within two months after the appointment of the Director.

The number and candidates of the Scientific Council members is approved by RA NAS Presidium on the Director's proposal.

The Director, Deputy Director and the Scientific Secretary of the Institution are members of the Council based on their positions. The Scientific Secretary of the Institution is also the Secretary of the Scientific Council.

The number of the invited members and position-based members of the Council shall not exceed one third of the members of the Scientific Council.

28. The Scientific Council is competent to reach decisions, if at least two thirds of the members have attended the meeting. The decision of the Scientific Council is adopted, if over half of the present members vote for it.

The decision is adopted by open voting, if the Scientific Council doesn't reach a decision on secret balloting.

The decisions of the Scientific Council on appointments and financial and economic activities of the Institution are formulated with the Director's relevant decree.

The disputes between the Director and Scientific Council are settled in RA NAS Presidium.

29. The Scientific Council of the Institution:

- a) discusses and approves matters of preparation of scientific brainpower, researches and international research cooperation of the Institution,
- b) discusses and approves the strategy plan of the Institution,
- c) discusses and recommends the monographs, articles etc. of the Institution staff for publishing,
- d) at least once a year discusses and approves the reports and proposals of the Director and Heads of scientific divisions on the educational and research activities of the Institution.

30. The Heads of the scientific divisions at the Institution are elected by the Scientific Council for five years. An announcement is published in the mass media on the election, terms and time period one month in advance.

31. The Director, Scientific Council or the staff of the division are entitled to nominate candidacies for the heads of the scientific divisions.

The documents of the candidates are submitted to the Scientific Secretary of the Institution. Those candidates are registered, who give a written agreement to take part in the elections.

The decision to elect a head of the division at the Institution is adopted by the Scientific Council in secret balloting with simple majority of votes. If the election is not held during two stages, the Director makes a decision on appointing an acting head of scientific division (for two years).

32. The Director appoints RA NAS members in the positions of the heads of scientific divisions without any contest and elections for 5 years.

#### IV. PROPERTY AND FUNDS OF INSTITUTION

32. In compliance with the objectives and tasks of the activities of the Institution, within the competences set by NAS RA, the Institution possesses and uses the property provided by NAS RA and obtained during its activities in line with their significance. The property of the institution is owned by the Founder.

33. The Institution can own and possess any property, except for individual types of property, which can be owned by the Institution according to law. The number and value of the property owned by the Institution are not limited, except for statutory cases.

34. The property and funds of the Institution are formed from:

- a) funds allotted from the state budget of the Republic of Armenia and NAS RA,
- b) income obtained from economic and publishing activities,
- c) services provided in education, including funds arising from paid services and teaching,
- d) income obtained from the commercialization of its own developments,
- e) contractual works conducted with the legal and natural entities in the country and abroad,
- f) donations, grants, as well as wills of legal and natural entities (including foreign),
- g) financial means and funds obtained through international educational and research grants (including in foreign currency),
- h) income obtained from the property and proprietary rights of the organization,
- i) other means not contradicting to the legislation of the Republic of Armenia.

35. The funds obtained from the paid services offered by the Institution and other extra-budgetary earnings are for the individual administration of the Institution as set by NAS RA and are settled in individual balance.

36. The Institution makes payments from the funds obtained from providing paid services to the competent body in the amount and procedure prescribed by the Scientific Council of ISEC NAS RA and the resolution of the competent body – NAS RA.

37. Each year the Institution submits a report to the Presidium of NAS RA on its activities.

#### V. REORGANIZATION AND LIQUIDATION OF INSTITUTION

38. The Institution can be re-organized or liquidated based on the founder's resolution as set by the legislation of the Republic of Armenia.

39. In case the Institution is liquidated, the property it owns is attached to NAS RA.

40. The activities of the Institution are considered to be ceased from the day set by the Founder.

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Translated by Karen Navasardyan

Verification inscription about the truth of the authenticity of the translator's signature.

On this eighteenth day of December of two thousand and fifteen, I, NUNE SARGSYAN, "Kentron" territory Notary Public, certify the present signature of the translator from Armenian into English known to me.

According to the 68<sup>th</sup> article "About Notary" of Republic of Armenia, I certify not the facts written in the text but the fact that translation is done by the translator trusted to me.

Registration № 29451

State duty and service payment is levied according to the laws of RA "About State duty" and "About Notary"

Notary Public (Official seal & signature)

Թարգմանեց՝ Կարեն Նավասարդյան

Վավերացման մակագրություն թարգմանչի ստորագրության իսկությունը վավերացնելու մասին:

Երկու հազար տասնհինգ թվականի դեկտեմբերի տասնութին Ես՝ Երևան քաղաքի «Կենտրոն» նոտարական տարածքի նոտար ՆՈՒՆԵ ՍԱՐԳՍՅԱՆՍ հաստատում եմ տվյալ տեքստի հայերեն լեզվից անգլերեն լեզվով թարգմանչի ստորագրության իսկությունը:

ՀՀ «Նոտարիատի մասին» օրենքի 68-րդ հոդվածի համաձայն հաստատում եմ, ոչ թե փաստաթղթում շարադրված փաստերը, այլ այն, որ թարգմանությունը կատարել է հիմ հայտնի թարգմանիչը:

Գրանցված է սեղանամատյանում 29451 համարի տակ

Գանձված է պետական տուրքի և ծառայության վճար համաձայն ՀՀ «Պետական տուրքի մասին» և «Նոտարիատի մասին» օրենքների:

Նոտար

