

APPROVED

BY SCIENTIFIC COUNCIL OF ISEC NAS RA

13 September 2019, Meeting № 138

Director of ISEC NAS RA

_____ A. SARGSYAN

REGULATION

ON ORGANIZATION OF EDUCATIONAL CREDIT-BASED SYSTEM PROCESS AT INTERNATIONAL SCIENTIFIC -EDUCATIONAL CENTER OF NATIONAL ACADEMY OF SCIENCES OF RA

(New Edition)

YEREVAN - 2019

1. General Provisions

1.1 The given regulation (hereinafter the Regulation) defines the uniform organizational rules of the educational process of Master's credit-based study program at International Scientific -Educational Center of NAS RA (hereinafter the Center);

1.2 The Regulation includes the procedures on the organization of the educational process, knowledge testing and assessment system, academic performance standards, as well as the organization procedure of the final attestation;

1.3 The Regulation includes certain terms used in the credit system, the description of the system descriptors, specific functions and procedures.

2. The General Description of Credit System

2.1. The Fundamentals of Credit System

The following definitions and provisions of All-European ECTS¹ are adopted by the higher education system of Armenia and in the Master's study program of the Center.

¹European System of Credit Transfer and Accumulation

1. **Competence** is the dynamic combination of knowledge, abilities and proficiency, the formulation of which is the main objective of the study program. It can be professional (very specific to the given field of study) and generic.

2. **Learning outcome** is what the student needs to know, understand and be able to do at the end of the studies. The learning outcome is combined with appropriate evaluation criteria that enables to judge about acquiring the learning outcome defined in the course. The learning outcome and evaluation criteria together form requirements for credit award;

3. **The educational (learning) module** is the smallest, relatively independent unit for which credit is awarded. The duration of the educational module is 1 semester with compulsory assessment of learning outcomes defined therein. The educational module credits are awarded to the students as a whole rather than in parts.

4. **ECTS credit** is a universally accepted study load measurement unit expressed by the required learning hours for students to complete the course (educational module) and to achieve its learning outcomes that is awarded to the student as a result of positive assessment of the learning outcomes defined in the course.

5. The most important characteristic features of the **ECTS credit** are as follows:

- The study load defined by the ECTS credit involves all sorts of students' classroom, extracurricular and learning activities implemented independently including the participation in lectures, seminars, practicals, laboratory work, internship, final papers, preparation for and taking exams, individual research etc.;

- The credit measures only the student's study load: it does not evaluate the extent of the difficulty, importance and level of the course or that of the educational module, or its acquisition quality by the student (assessment);

- The credit is awarded to a student only after meeting the requirements of the learning outcomes assessment threshold criteria defined in the educational module. The student earns the full number of credits allocated for the educational module together with the examination results (examination marks or assessment scores);

- ECTS credit does not measure the workload of the lecturer's academic activities (teaching). It measures the student's academic performance (learning) volume;

- The credit does not substitute the assessment of a student with marks, and the number of credits earned by a student is not determined by the received marks (assessment scores).

- The credit does not reflect the quality of the knowledge received by the student, it is measured by grades/marks.

6. **The credit system** is a system of organizing educational process, accumulation and transfer system of recording (evaluating) of learning outcomes through academic credits, where the appropriate qualification is awarded after completing the required content and number of credits laid down in the curriculum.

7. **The ECTS credit transfer and accumulation system** is a pan-European unified credit system, where the student's full academic load is estimated to be 60 ECTS credits for 1 academic year. It is designed for the measurement, official recognition of the students' learning outcomes in the European Higher Education Area and the facilitation of credit transfer from one higher educational institution to another.

8. **The key features of ECTS system are as follows:**

- A student should earn the required number of credits defined in the study program for the successful completion of the semester, academic year or entire study program;
- Credits are allocated to all the constituent parts of the study programs that are subject to evaluation: courses, educational modules, internships, final papers etc.;
- The study program and all the terms describing its individual components such as the objective of the program, graduation requirements, learning outcomes and assigned credits, learning, teaching and assessment methods etc. are published in advance and are available for their users (students and the faculty).

2.2. **The main functions of the credit system:**

2.2.1. There are two main functions in the credit system:

a) **Transfer of credits:**

This function implies the expression of the workload of all the courses and educational modules in the study program (curriculum) through credits, which enables the transfer of learning outcomes between programs and higher education institutions measured in credits;

b) **Accumulation of credits:**

The implementation of this function implies the existence of gradual accumulation of educational credits, which is implemented with the help of a student's individual study program.

The above-mentioned functions are characterized by a number of features and accompanied by appropriate procedures.

2.2.2. **The key features of the credit transfer function are as follows:**

- Module-based study programs exist, where the workloads of all the components (courses, educational modules, final papers, internships etc.) are given in ECTS credits reflecting the student's full study load (classroom, extracurricular and self-study);
- An opportunity for mutual recognition of learning outcomes in credits and the transfer of specific number of credits from program to program within the same university or between universities in accordance with the requirements of admission program.

2.2.3. *The key features of the credit accumulation function are as follows:*

- Curricula consisting of compulsory and elective courses, the learning sequence of mastering each of them is determined in accordance with the course prerequisites;
- The availability of student's course selection and enrollment procedures;
- The availability of students' individual study programs;
- Selection opportunity for a student in case of more than one specialization depending on the course schedule and/or lecturer's preferences;
- Student learning intensity and, therefore, learning program length adjustment opportunity.

2.3. **Student Study Load and Workload of Study Programs**

1. The annual study load of a Master's Degree student at the Center is 1800 hours, which is equivalent to 60 ECTS credits;
2. 1 ECTS credit is equivalent to 30 full hours (classroom, extracurricular and self-study) load;
3. The academic year lasts 40 weeks, 32 out of which are intended for academic classes. The learning process consists of two semesters- autumn and spring and courses in each of these semester last 16 weeks, respectively,
4. The weekly full classroom study load of students makes up 14-18 hours²;
5. Students enrolled in the full-time educational system should have 30 credits study load (with 10% permissible deviation), and 60 credits for one academic year;
6. In some cases, students with high academic performance may have additional study load in accordance with the set procedure;
7. The total educational workload of a Master student is 120 credits.

3. **Courses and Educational Modules**

² Without additional courses

1. The courses or the educational modules involved in the curriculum are presented with allocated credits;
2. If needed, extensive courses are divided into individual educational modules lasting one semester;
3. The courses (educational modules) are divided into two main groups according to their acquisition nature:
 - a) Compulsory courses are fixed in certain semesters;
 - b) Elective courses are fixed in the Master's degree study program. The student selects them from the offered list.

4. Allocation of Credits

1. The allocation of credits of individual modules is based on the realistic prediction of the average working time (full academic load) required for a student to attain the learning outcome defined in the module;
2. There is no single connection between the allocated number of credits and the classroom (contact) hours. The number of credits, as already mentioned, also depends on the type of class (lecture, seminar, practical or laboratory classes etc.), learning, teaching and assessment methods etc.
3. The educational division developing the syllabus (the Chair) plans the student's academic work so that the number of the required hours needed for its implementation corresponds the hourly equivalent of credits allocated for the course;
4. The educational module credits should be submitted in whole numbers.

5. Study Program Graduation Requirements

1. A student of the Center should successfully accomplish 120 credits of the academic workload for the purpose of receiving a Master's degree as a result of implementing the study program in case the length of studies is 2 years and/or at least 90 credits of the length of studies is 1.5 years;
2. All students, regardless of the specialization, should collect at least 6 credits from the general study courses and 50 credits from research (including Master's thesis);
3. The remaining credits (up to 64 credits) contents is defined both by the compulsory and elective courses based on the requirements of professional knowledge and competences acquisition defined in the exit learning outcomes of a Master's degree program in the specific specialization. Moreover, for each program credits are allocated

separately (up to 18 credits for elective courses to carry out an individual learning in a certain specialization).

6. Knowledge Testing and Evaluation System

6.1. The fundamental provisions of the System

1. The system of regular knowledge testing and evaluation operates in the Center, whereas its main application objectives are as follows;

a) During the academic semester with the help of continuous knowledge testing and evaluation to organize working process adequate to learning, to promote the students' self-study, to introduce components of competition and improve the students' class attendance during the learning process;

b) By means of regular examinations and testing introduce diagnostic evaluation elements using the evaluation results by the lecturers and students as a feedback to promote the continuous improvement of teaching and learning processes and to enhance the performance, to improve the effective, reliable and substantiated assessment taking into account different learning components in the assessment system.

2. Knowledge assessment (testing) involves the following components;

a) The assessment of student participation taking into consideration class attendance;

b) Ongoing testing and assessment of course (learning module) subsections and that of performance and acquisition of individual tasks/assignment in the course of the semester (regular exams and tests);

c) Final assessment of the course or the educational module during the exam period;

d) Integration of testing results - formation of effective course (educational module) assessment based on students' participation extent, midterm and final assessments;

3. Based on the course (educational module) workload, type of classes, teaching methods intended for the professional educational plan and taking into account the course importance in building professional knowledge and skills, the courses are divided into two groups according to their type of assessment:

a) Courses with final assessment;

b) Courses without final assessment.

6.2. Assessment Methodology

6.2.1. All the courses involved in Master's study program are accomplished with final assessment.

1. In parallel with the final examination taken during the exam period, 2 midterm exams are planned; at least one of them is based on a student's written paper/assignment and the other on the assessment of the oral presentation (tests, individual projects, projects etc). The type of the final exam is approved by the Head of the Chair based on the course lecturer's proposal.

2. The student's final (semester) assessment (Gr_{eff}) received for the course (module) is formed according to the following components in the course of the semester:

a) The activity level of a student participating in the classroom learning process of the course. In case of full engagement, the student earns 2 grades. The student's course participation Gr_{part} is determined according to the scale requirements shown in Table 1 (the number of grades awarded to a student studying with an individual timetable for the course participation is based on the student's individual work performance).

Table 1.

Participation Level (%)	Grade
91-100	2
81-90	1,5
71-80	1
61-70	0,5
< 60	0

Example 1. If a student has 32 classroom hours of learning workload, out of which 15 hours have been missed, then the student's participation level will make up:

$$[1-15/32] \times 100 \% = (1-0,47) \times 100\% = 53\%$$

According to the Table, $Gr_{part} = 0$.

Example 2. If a student has 12 hours of excused absence and 4 hours of unexcused absence out of 64 classroom hours of learning workload, then the student's participation level will make up:

$$[1-12/(64-4)] \times 100\% = (1-0,2) \times 100\% = 80\%$$

According to the Table, $Gr_{part} = 1$

b) The results of a student for 2 midterm exams (written paper and oral presentation) of the taught subject or one midterm and a test³, project, individual project (ΣEx_{mid}), the maximum number of points is 8;

c) The final exam results (Ex_{fin}) accounts for 10 points.

The course (learning module) final assessment grade is calculated as the aggregate of the points earned as individual assessment components:

$$Gr_{eff} = Gr_{part} + \Sigma Ex_{mid} + Ex_{fin}$$

Accordingly, the course involved in the Master's study program has the following grading scheme, where the possible maximum points for individual components are awarded. All the components are evaluated in whole points⁴.

Table 2.

Assessment component	Gr_{part}	$Ex_{mid.1}$	$Ex_{mid.2}$	Ex_{fin}	Gr_{eff}
Points	2	8		10	20

3. The quantitative correlation between the ongoing assessment forms on the distribution of points is determined by the lecturer delivering the course, which is recorded in the course description of the Master's program student guide (any amendment to the ongoing assessment structure of the course is forbidden after the publication of the guide).

4. The assessment method described above is applied for only component courses of the educational structure (except for the additional courses). The modules of the research block, including internships, are evaluated in the form of tests. The Master's thesis is evaluated according to the 20-point scale in accordance with the evaluation criteria of this Regulation.

6.3. Organization of Ongoing and Final Evaluation

³ The assessment move of a test assignment is at least 0.1 point

⁴ The assessment value of one task of the midterm exam is equal to 1 point, and the assessment step - 0.5 point

1. The content of the educational material subject to examinations/tests, examination modes, questionnaires and schedule, as well as evaluation methods and criteria are provided to students in advance (within the first 2 weeks of the semester);
2. The schedules of midterm and final exams are drawn up by the Chairs and approved by the Head of Educational Department. One copy of the approved exam schedule is submitted to Educational Department;
3. The midterm exams are held in weeks 7÷8 and 15÷16 of the academic semester;
4. The midterm exams for additional courses are held every 8 weeks. They are held by the lecturer delivering the course in compliance with the approved schedule (student is not exonerated from classes);
5. The final exams are held during the exam period of the semester - within 17÷20 weeks;
6. After the exam/test, the lecturer submits the course exam record sheet to the Chair;
7. From the moment the examination scores have been publicized, the student is entitled to appeal the grade to the lecturer or the exam committee. In case of disagreement with the latter, s/he can apply to the head of the corresponding chair in charge of the course or the Head of Educational Department the same day.

6.4. Evaluation Scale

1. For the assessment of the student learning outcomes a 20-point scale is used in the Center, which is shown below in Table 3:

Table 3.

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

Together with the efficient grade point the corresponding mark is also indicated in brackets in the course exam summary sheet, for instance, 18 (excellent).

2. If a student's efficient grade point for the given course is lower than 8 points or "not passed", then credits are not awarded to the student. For "Passed", a student doesn't earn *rating points*⁵, but it does not influence the student's Grade Point Average (GPA).

6.5. Academic Transcript

1. In order to validate the results of a student's academic activities and performance for a specific period of time or throughout the study period, the Educational Department of the Center together with the corresponding Chair runs a *academic transcript*⁶ for each student from the day of their admission, where after each examination period the studied courses, modules, earned credits and received final grades are recorded according to their educational modules and semesters. The transcript expresses the academic achievement quality of a student and the implemented educational workload (the copy of the academic transcript is attached to this Regulation, Appendix 3).

2. The student's earned credits are accumulated and signed in his/her academic transcript and remain in effect throughout the study period, regardless of the fact whether or not the student continues studies or possible changes in the given study program.

3. For the purpose of presenting the generalized results of the student's academic performance, after the semester results the complete academic data are entered into the Transcript for the given semester, as well as the complete final data of the preceding period including the following 4 quantitative indicators⁷:

- Credits towards program (CTP);
- Credits towards degree (CTD)
- Honor points (HP)
- Grade Point Average

4. The credits towards program are the aggregate of the student's earned credits to meet the graduation requirements.

5. Credits towards degree are the aggregate of credits calculated in numerical values

$$CTD = \sum \text{Credit}$$

⁵See Point 6.5 hereof for rating points

⁶The sample of academic transcript is attached to this Regulation (Appendix 3).

⁷See Academic Transcript in Appendix 3.

6. Honor points are calculated as the aggregate of the products of the CDP of individual courses (modules) and their efficient grades.

$$HP = \Sigma (\text{Credit} \times Gr_{\text{eff.}})$$

Where $Gr_{\text{eff.}}$ is the efficient grade the student earned from the module or the course.

For example, if a student has earned 12, 16 and 19 points from a 5, 4 and 6 credit-bearing courses, respectively, then the student's HP earned from that set of courses is equal to:

$$HP = 5 \times 12 + 4 \times 16 + 6 \times 19 = 238 \text{ 'out of 300 possible (} 5 \times 20 + 4 \times 20 + 6 \times 20 \text{)}$$

7. Grade Point Average (GPA): a weighted average indicator of student's progress calculated by the formula: $PA = HP / CTP$

For example, Grade Point Average for the previously observed set of courses will be

$$GPA = 238 / 15 = 15.87 \text{ out of possible 20}$$

8. Semester (calculated for the given semester separately) and efficient (calculated for the given study period) grades and GPAs are recorded in the Academic Transcript.

6.6. Academic performance

1. According to the academic performance, students are classified as follows:

Performing, students on probation and students subject to expelling.

2. A student is considered performing if:

a) has 30 credits from average learning workload (10% permissible deviation);

b) Has earned all the compulsory course credits intended for the given semester in compliance with the curriculum;⁸

3. A student is considered on probation, if he has not met any of the conditions specified in the previous clause and is allowed by the Educational Department to participate in exam resitting session.

⁸ see A) set of courses, point 3.3

4. A student on probation is granted a chance to correct the drawbacks and gaps and improve the academic performance according to the program requirements.
5. According to Master's program students may also be given additional time to resit the course.
6. A student on probation is considered to be subject to expelling if he doesn't overcome the probation status within the specified time period. The restitution of the student is done in the same semester keeping all the credits earned during the previous studies.
7. The academic performance of students with the same study load is compared by means of their GPAs (when assigning students' allowances, state and other types of scholarships), while the academic performance of students with different study load of the same study program is compared by their honor points.

8. Resitting Examinations and Course Repetition

1. According to the established order when determining the student's course participation level, the excused missed class hours are not taken into account, if a medical certificate attesting a student's excused missed classes is submitted within two working days after resuming his attendance;
2. Not sitting an exam or a test is considered excused, if a medical certificate or an application is submitted to the Educational Department according to the established order within 2 working days.
3. Re-examination of midterm exams or tests are not allowed during the exam resitting session;
4. If a student has not attended the midterm exam or the test for some excused reasons, he can take it within the period before the next midterm exam/test starts (accordingly, the second midterm exam is taken before the start of the final exam, and the second midterm test before the beginning of the exam session) having reached an agreement with the Educational Department and the course lecturer in advance;
5. If a student has attended the final exam for an excused reason, then he can take it during the exam resitting session;
6. Students not attaining the minimum threshold of 8 points in the final evaluation of the given course should retake the final exam during the exam resitting session with the chance of earning 10 points according to the set order.

For example, if a student has earned 2 points for the course attendance, accordingly 1 and 2 points for the midterm exams, and 2 points for the final exam, then the efficient grade of the course will be:

$$Gr_{eff.} = 2 + 1 + 2 + 2 = 7,$$

which is below the minimum threshold requirement (8 points). In this case during the exam resitting session the student retakes only the final exam for the purpose of earning 10 possible points with the change of the efficient grade for the final exam. For example, if after the re-examination the 2 points of the final examination increases to 5 points, then

$$Gr_{eff.} = 7 + (5 - 2) = 10$$

7. If the efficient grade of the Master's program is between 5 and 7, then the re-examination is possible according to the requirements laid down in the previous point. It should be noted that a student may have only one chance to resit the exam for each academic course. Students having earned only 4 or even lower points have to repeat the course of the Master's program;

8. A student, not having passed 2 courses during the first semester of the study program, is given a chance to repeat the courses according to the individual program to continue his study next autumn semester. Those not having passed any of the courses during the second and the third semesters are expelled from the Center;

9. Successfully earned credits are accumulated in the student's academic transcript regardless of the termination of the study due to poor academic performance;

10. Thanks to the credit accumulation function there is no need to repeat the whole semester for those who have discontinued the study for some reasons and want to continue it.

8. Procedure of Organizing Educational Part of Master' Degree Program

1. At the beginning of the first semester, the student studying in Master's degree program receives an individual study form from the head of the program, where the courses and modules of teaching and research parts have already been completed with the exception of elective courses.

2. The individual program lists the courses according to academic years and semesters and credits earned. Master's student's individual study form is in Appendix 1.

3. In the first week of his/her studies, the student together with his/her educational consultant completes elective courses in the individual study form, which is then approved by the head of the program and is submitted to the chair.

4. The enrollment of the students on the elective courses for the particular semester is carried out in the relevant chair. All the students must be enrolled till the end of the second week of the semester. All sorts of enrollments are stopped after the deadline.
5. During next semesters, if needed, the student can make amendments to his/her individual study form with the prior consent of the educational consultant and the head of the program. The amendment sheet of the individual study form is in Appendix 2.
6. The amendment to the course can be made upon the initiative of the educational division implementing the Master's degree program, if the sufficient number of students hasn't enrolled on the course.
7. The amendment to the individual program assumes non-attendance of the course, selection of a new course (addition) on the list, the implementation of which is as follows:
 - The consultant cannot attend the selected course with the consent of his/her educational consultant till the end of the second week of the studies,
 - For non-attendance from the third week to the end of the fourth week of the given semester the student must also receive the consent of the course lecturer and head of program,
 - The student can add a new course with the consent of his/her educational consultant and the course lecturer till the end of the second week of the studies.
8. If the students have changed the specialization they got in their Master's degree program, complementary courses can be completed in the first week of the studies. The matter of complementary courses is proposed by the head of Master's program and is agreed with the subject-specific educational division.
9. The student is responsible for the accurate and complete implementation of his/her individual study during the studies.
10. The Center is entitled to withdraw any course in the particular semester, if a sufficient number of students is not enrolled.

9. Organizing Procedure of Research Component of Master's Degree Program

1. During the first two weeks of the studies, the head of the master's program draws up and provides to students the research plan for the particular semester (the schedule of organizing research modules laid down in the research component of the program).
2. Attestation is applied for checking the performance of research modules laid down in the research component of the program. The attestation of the scientific supervisor's seminar, autonomous research work and internships are carried out by Master student's scientific supervisor, who hands in the attestation sheet to the chair in person.
3. At the end of the first semester of the studies, the student having failed the attestation of the research module is granted an opportunity to continue his/her studies in the second semester, meanwhile completing the workload laid down in the module. The

student having not attested in any research module in the second and third semesters is expelled from the Center.

10. Handbook of Courses

1. For each academic year the Center publishes the Center's handbook of courses, (printed or in electronic version on the Center's website), which is also the guidelines of studies with credit system.

2. The handbook of courses plans to make available the information on the study programs implemented at the Center to the students, faculty and administrative staff, as well as public at large, which contains:

a) general information about the Center – its status, educational divisions, proposed study programs, the schedule of the educational process, main internal rules (especially on the accumulation of credits, official recognition and transfer, etc.),

b) information about the study programs,

- General description - awarded qualification, threshold requirements of the entrance, the objectives of the program and planned learning outcomes, opportunities to continue education, the general structure and content of the program, examination rules and assessment procedure, final attestation forms, information about internships etc.,

- The description of the individual course – name and identification code, teaching semester, credits (including classroom hours per week according to study modes), the tasks of the course expressed in learning outcomes and expected professional and/or transferable knowledge and skills, the brief description of the course (content in brief/ topics), prerequisites, teaching and assessment methods and criteria, language of instruction etc.,

c) general information for students.

- Opportunities for financial aid, terms and conditions of reducing tuition fees and compensations, existing student services, learning and laboratory facilities available for students etc.

11. Final attestation of Study Programs

1. The student's acquiring of professional knowledge and skills relevant to the learning outcomes of the Master's degree program is approved by the implementation and defense of the Master's thesis,

2. The appointment of the scientific supervisor of the Master's thesis and the approval of the thesis topic is carried out in the first semester. The relevant procedure includes:

- Conducting consultations with the head of the study program, where the Master student's research interests are specified, meetings are held with the thesis supervisors of the particular Master's degree program,

- Conducting consultations on the selection of the topic with the scientific supervisor,
- The agreed Master's theses topics and candidacies of scientific supervisors are submitted to the relevant chair (intra-chair committee) for approval, appointment of scientific supervisors and issuing decrees.

3. Preparation and submissions to the chair the Master's thesis topic proposal as agreed with the scientific supervisor by the Master's student for the discussion and approval (in intra-chair committee), which is carried out in the second semester. The proposal shall contain the status quo in the field, the objective of the work, putting forward and defining derivative tasks, their probable solutions, researching methods and list of literature. The work on the thesis is continued in the third and fourth semesters.

4. The last four weeks of the studies are allotted for organizing the defense of Master's thesis, when it's planned to do as follows:

a) the submission of a Master's thesis to the educational division implementing the study program for discussions four weeks prior to the defense. The scientific supervisor's opinion is submitted with the Master's thesis, which shall include the positive opinion on the carried out work,

b) the initial discussion of the Master's thesis in the specialized chair (intra-chair committee) with the compulsory participation of the Master's program head, Master student's scientific supervisor and the Master student within one week /first week/. In case essential observations are available, the seeker of a Master's degree must supplement and amend the work within two weeks and submit it for additional discussions. As a result of additional discussion and issuing a positive opinion, the educational division implementing the Master's degree program recommends for defense,

c) organizing an external review of the thesis by the educational division implementing the Master's degree program and submitting to the intra-chair committee not later than three days before the defense,

d) Public defense of the master's thesis at the meeting of final committee and awarding a Master's degree.

5. The defense of the Master's thesis is carried out in compliance with the procedure set out by RA Ministry of Education, Science, Culture and Sports.

6. The assessment of the Master's thesis is carried out by 20-point scale laid down in Table 4.

7. The following scales of assessment scores are laid down in the general qualitative criteria of Master's thesis assessment starting from 2021.

Table 4.

Number	Criteria	Maximum Score
1	Substantiation of topic novelty and literature	2

	review	
2	Implementation of research and findings	6
3	Quality of formulation (narrative and layout)	4
4	Public defense of thesis	8
	Total	20

8. The members of the final attestation committee assess the Master's theses in compliance with the sample form (see Appendix 4).

12. Transfer of Credits

1. Credits of Master's degree programs from other HEIs to International Scientific-Educational Center of NAS RA are transferable for individual courses, set of courses and certain terms of studies (semesters, academic years). The transfer is carried out based on the student's application with the reciprocal agreement of both HEIs adhering to rules of ECTS credit transfer rules.

2. Credits from other study programs can be transferred to International Scientific-Educational Center of NAS RA, if the contents are similar or content differences are available, but final learning outcomes are adequate.

3. If the Center's student shall study in other HEI a certain period of studies (semester, academic year), the study program for the certain period is the subject of three-party agreement – student, International Scientific-Educational Center of NAS RA and accepting HEI.

4. For the transfer of credits and intra-academic mobility of students, the International Scientific-Educational Center of NAS RA appoints an ECTS coordinator, whose main activities and functions are regulated in a separate document (if needed).

13. Service of Educational Consultants

5. To support students in studying with credit system the chair organizes the service of educational consultants, which includes specialists well aware of master's degree program(s).

6. The number of educational consultants for Master's degree program(s) is set by the Center based on the correlation of the number of students enrolled on study program and the potential of the faculty staff.

7. The educational consultant provides educational services for one or several specializations and controls the academic progress of the students during their studies.

8. The consultant presents the educational interests of the students, regularly organizes group and/or individual consultations in regard with various educational matters (twice per month), helps them to select courses and draw up individual study programs.

14. Students' Rights and Obligations

1. The student shall

- read this regulation on studies with credit system and strictly adhere to its requirements,
- perform the requirements set for courses and examinations,
- regularly attend all the courses included in his/her study program.

2. The student is entitled to:

- select elective courses offered by the Center for the particular Master's degree program in compliance with the requirements of the study program,
- internal and/or academic mobility for a certain period of time (semester, academic year) to study in another HEI (including foreign HEI),
- transfer to another HEI (including foreign HEI) as set by the Armenian Government,
- continue his/her education at International Scientific-Educational Center of NAS RA in compliance with the procedures,
- apply and receive his/her academic record on substantiated grounds for completed or incomplete part of his/her study program,
- receive a diploma supplement in two languages – Armenian and English together with the final document (diploma) certifying awarded Master's degree and relevant qualifications.

15. Final Provisions

These rules are in force starting from 2019 to organize the education of the students enrolled on the study programs at International Scientific-Educational Center of NAS RA.

INTERNATIONAL SCIENTIFIC-EDUCATIONAL CENTER OF NATIONAL ACADEMY OF SCIENCES
OF REPUBLIC OF ARMENIA

INDIVIDUAL STUDY PLAN OF A MASTER'S STUDENT

Specialization

Student

Admitted to Master's Studies

_____20_____

Family Name

Name, Father's Name

Previous Qualification

Awarded Previous Qualification

Specialization (Major)

Narrow specialization (Minor)

20_____

Graduated HEI

Master's

"Master's Qualification Awarded"

Specialization (Major)

20_____

Narrow specialization (Minor)

"Student's Individual Study Plan Checked"

Educational Consultant

Program Head

Family Name, Name, Scientific Degree

Family Name, Name, Scientific Degree

Signature

Signature

_____20_____

_____20_____

EDUCATIONAL SECTION (54 credits)				
General and Professional Courses			(6 credits)	
Course/Educational Module	Credit/ Grade	Omission/ Complementing	Semester/Year	
Informational Technologies in Professional Research	3		F	
Professional Issues in Philosophy	3		F	
Additional Courses			(0 credit)	
Course/Educational Module	Credit/ Grade	Omission/ Complementing	Semester/Year	
English for Specific Purposes /English/ 1	0	passed	F	
English for Specific Purposes /English/ 2	0	passed	S	
Compulsory Courses			(46 credits)	
Course/Educational Module	Credit/ Grade	Omission/ Complementing	Semester/Year	

Elective Courses			(18 credits)			
Course/Educational Module	Credit/ Grade	Omission/ Complementing	Semester/Year			

RESEARCH SECTION (51 credits)

Research components			(51 credits)			
Course/Educational Module	Credit/ Grade	Omission/ Complementing	Semester/Year			
Seminar of Scientific Supervisor 1	12					
Research	18					
Research Internship	3					
Pedagogical Internship	3					
Defense of Master's Thesis	15					

120 CREDITS

Student _____
signature

_____ 20__

Note* The copy of approved "Omission/complementing" form is attached to the individual study plan.

INTERNATIONAL SCIENTIFIC-EDUCATIONAL CENTER OF NATIONAL ACADEMY OF SCIENCES OF
REPUBLIC OF ARMENIA

INDIVIDUAL STUDY PLAN
AMENDMENTS

(Completed only if needed)

Student		Master's degree program name			
Family name		specialization			
Name, Father's name					
Amendment to Individual Study		Plan Confirmed			
Educational Consultant		Program Head			
Family Name, Name, Scientific degree		Family Name, Name, Scientific degree			
Signature ___ 20__		Signature ___ 20__			
Number and Name of Educational Module		Credit	Omission/ Supplementing	Semester/ Year	
	Total		Credits		

Student _____
signature

INTERNATIONAL SCIENTIFIC-EDUCATIONAL CENTER OF NAS RA

ACADEMIC TRANSCRIPT N _____

Master's Program

Registration « » _____ 20

Lookup ID	Name Surname
USU080212029	Regina Avanesyan
Specialty (Specialization)	
080200 Management	

First Semester

Fall Semester 2011

Catalog Number	Course Title	Credits	Grade	Score
18/M03	Foreign Language for Specific Purposes (French) 1	-	Passed	-
15/M04	State Regulation of Economy	2	Good	15
17/M26	Essentials of Political Science	2	Good	15
15/M01	Psychology of Management	3	Satisfactory	10
15/M02	Monetary Systems and Relations	3	Satisfactory	11
15/M16	Management	3	Excellent	19
15/M28	Optimal Management of Securities Portfolio	3	Satisfactory	10
15/M90	Scientific leader seminar 1	3	Passed	-
15/M91	Scientific research work 1	3	Passed	-
05/M01	Information Management	4	Good	17
15/M03	Theory of Management	4	Satisfactory	11
Program Credits		Credits Towards Degree	Honour Points	Semester GPA
30		24	322	13.42

Cumulative Results After Semester (Fall 2011)

Program Credits Completed	Credits Towards Degree Completed	Honour Points	Cumulative GPA
30	24	322	13.42

Second Semester

Spring Semester 2012

Catalog Number	Course Title	Credits	Grade	Score
18/M03	Foreign Language for Specific Purposes (French) 2	-	Passed	-
15/M06	Operational Management	3	Good	17
15/M07	Banking Management	3	Satisfactory	8
15/M08	Personnel Management	3	Excellent	20
15/M18	Management of Innovations and Investments	3	Excellent	19
15/M22	Financial Analysis	3	Good	13
15/M90	Scientific leader seminar 2	3	Passed	-
15/M05	Econometrics	4	Satisfactory	8
15/M09	International Finance	4	Good	14
15/M91	Scientific research work 2	4	Passed	-
Program Credits		Credits Towards Degree	Honour Points	Semester GPA
30		23	319	13.87

Cumulative Results After Semester (Spr 2012)

Program Credits Completed	Credits Towards Degree Completed	Honour Points	Cumulative GPA
60	47	641	13.64

Third Semester

Fall Semester	2012
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Catalog Number	Course Title	Credits	Grade	Score
15/M12	Strategic Management	2	Excellent	18
15/M14	Public Management	2	Good	17
15/M21	Corporate Management	2	Good	16
15/M54	Crisis management	2	Good	15
15/M10	Financial Management	3	Excellent	19
15/M11	The basics of administrative management	3	Satisfactory	9
15/M13	Production Management	3	Good	13
15/M15	Securities Market and Stock Exchange Industry	3	Satisfactory	9
15/M53	Mathematical modeling of management processes	3	Satisfactory	9
15/M90	Scientific leader seminar 3	3	Passed	-
15/M91	Scientific research work 3	4	Passed	-
Program Credits	Credits Towards Degree	Honour Points	Semester GPA	
30	23	309	13.43	

Cumulative Results After Semester (Fal 2012)

Program Credits Completed	Credits Towards Degree Completed	Honour Points	Cumulative GPA
90	70	950	13.57

Fourth Semester

Spring Semester	2013
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Catalog Number	Course Title	Credits	Grade	Score
15/M90	Scientific leader seminar 4	3	Passed	-
15/M92	Scientific research practice	3	Passed	-
15/M93	Scientific pedagogical practice	3	Passed	-
15/M91	Scientific research work 4	9	Passed	-
15/M99	Master's thesis defense	12	Excellent	18
Program Credits	Credits Towards Degree	Honour Points	Semester GPA	
30	12	216	18.00	

Cumulative Results After Semester (Spr 2013)

Program Credits Completed	Credits Towards Degree Completed	Honour Points	Cumulative GPA
120	82	1166	14.22

Final Results

Accumulated Program Credits	Accumulated Credits Towards Degree	Honour Points	Accumulated GPA
120	82	1166	14.22

Reason for termination of studies:

END OF TRANSCRIPT
NOT VALID WITHOUT THE SEAL OF

Registrar _____

Head of Chair _____

Head of Educational Department _____

INTERNATIONAL SCIENTIFIC-EDUCATIONAL CENTER OF NAS RA
Defense of Master's thesis
ASSESSMENT SHEET

Student

Family Name, Name and Father's Name _____

Specialization, Group _____

Thesis Topic _____

Scientific Supervisor _____

(Family name, Name, scientific degree)

Chair of Final Attestation Committee

Family Name, Name _____

Scientific degree, title _____

Position _____

Thesis Assessment Results According to Set Qualitative Criteria

	Members of Committee (Family Name, Name)	Assessment Grade According to Set Qualitative Criteria				Signature
Average Grade						

Average Grades According to Qualitative Criteria

	Qualitative Criteria	Set Amount of	Ave rag	Aggre gate	
	Substantiation of topic novelty and literature review	2			
	Implementation of research	6			
	Quality of formulation (narrative and layout)	4			
	Public defense of thesis	8			

Grade according to aggregate point

Aggregate Point	
Grade	

Final Attestation Committee reaches a decision on awarding the qualification of a Master's degree (diploma)

_____ Awarding/not awarding (to fill in) _____

Committee Chair _____
(signature)

«_____» _____ 20