

**APPROVED**

Scientific Council of the Educational  
Complex of the Police of the RA on  
14.03.2019 at Meeting N3

Chairman of the Scientific Council of  
the Educational Complex of the Police  
of the RA, major general of the police

M.A.BABAYAN

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>> \_\_\_\_\_ 2019

**PROCEDURE**

**ON PREPARATION AND DEFENSE OF COURSEWORK**

**Yerevan-2019**

## **GENERAL PROVISIONS**

1. Coursework is one of the important components of a bachelor's degree program. It is a research activity, the implementation of which requires a certain amount of knowledge from the learner, and contributes to the development of his / her professional skills.

2. The coursework are carried out within the courses planned in the curricula of the Educational Complex of the Police of the RA (hereinafter referred to as the Educational Complex) in the respective semesters.

3. The purposes of the coursework are the following:

- 1) Improving the knowledge, skills and professional competencies of learners;
- 2) Developing of learners' ability to perform independent educational and research work;
- 3) Developing skills and competencies analysing and applying modern technologies, and processing information materials;
- 4) Developing the ability to analyze, interpret and make conclusions and recommendations based on research findings.

## **II. PROCEDURE ON APPROVAL OF THE COURSEWORK TOPIC AND DATES**

4. The topic of the coursework should correspond to the learning outcomes of the given profession.

5. The respective chair develops the list of the topics of the coursework and approves at the first meeting of the chair of the given semester by with clearly defining titles, and taking the number of students into account.

6. The topic assigned to each student is recorded in the register of test and courseworks of the chair, indicating the deadline for the assigned topic.

7. The topics of the coursework should be assigned to the students within 15 working days from the beginning of the classes of the given semester.

## **III. PROCEDURE ON DOING, CHECKING AND DEFENDING COURSEWORK**

8. The supervision of the implementation of the coursework is performed by the supervisor.

9. The full-time student must submit the coursework in a complete form no later than 2 months after the assignment of the topic by the chair, and the part-time student must submit the coursework no later than 5 working days before the start of the exams.

10. The supervisor is obliged to check the coursework submitted by the learner and to record on the title page his / her justified decision to approve (or not to approve) the work for the defense.

11. In case of non-approval of the coursework, the supervisor points out the specific shortcomings and sets the deadline for their elimination. The content and number of shortcomings are taken into account when determining this period, but in all cases the student must submit the course work to the chair at least 5 working days before the defense after eliminating the shortcomings.

12. The coursework may be returned to the learner by the supervisor to eliminate the shortcomings whenever the supervisor believes that the shortcomings significantly affect the content and (or) structure of the coursework.

13. Students who have submitted work in accordance with the requirements of this procedure within the defined period are allowed to defend the coursework.

14. During the defense of the coursework, the learner is given 10-15 minutes to speak. The learner's speech should contain information about the topic of the coursework, the rationale of its urgency, the findings and conclusions. After the student's speech, he / she can be asked questions on the topic of the coursework.

15. The coursework is assessed on a scale of 20 points, taking into account the following criteria for assessment points:

Nº	Criteria	Maximum point
1	Quality of presentation	6
2	Quality of structure	6
3	Level of independence of work	6
4	Rationale for relevance	2
<b>Total</b>		<b>20</b>

16. The final grade is recorded in the register, in the student's record book, in the register of tests and coursework, as well as on the coursework's title page, and is approved by the signature of the supervisor.

17. The coursework submitted through violation of the terms defined in this procedure, having an unsatisfactory grade or not submitted at all, are considered an academic debt.

18. In order to retake the coursework, the student must submit the coursework on the same topic to the supervisor no later than 5 working days before the scheduled date of submission.

#### **IV. SUPERVISING THE COURSEWORK**

19. Coursework supervisors are appointed by the chair holder when developing individual workload plans.

20. The functions of a supervisor are the following:

- 1) Providing practical assistance to students in choosing a coursework topic and developing a plan;
- 2) Supporting for the professional and precise definition of the purpose, objectives and focus of the research;
- 3) Assistance in research methodology;
- 4) assistance in the selection of literature;
- 5) assessment of coursework.

#### **V. DOING THE COURSEWORK**

21. When doing the coursework, the learner is obliged to do the following:

- 1) follow the deadlines for submitting the work to the chair;
- 2) perform the tasks of the supervisor, be accountable to him / her about the work process;
- 3) to show independence in the selection and analysis of literature related to the topic.

22. The course work consists of the following interrelated stages:

- 1) appointment of a scientific supervisor;
- 2) approval of the topic of the coursework;
- 3) Approval of the coursework plan with the supervisor;
- 4) search for literature on the topic of coursework;
- 5) Analysis of theoretical materials, and analysis and summary of literature;
- 6) Submission of coursework to the supervisor;
- 7) Checking of coursework by the supervisor, and pointing out shortcomings;
- 8) Elimination of the shortcomings pointed out by the supervisor;
- 9) Preparation of the final version of the coursework and submitting to the chair;
- 10) Defense and assessment of the coursework.

#### **VI. STRUCTURING THE COURSEWORK**

23. The structure of the coursework must meet the following requirements: Paper size: A4 (210 mm x 297 mm), margins: 3.0 cm from left, 2.0 cm from right and 2.0 cm from top and bottom. The material is printed only on one side of the paper, in the volume of 25-30 sheets. The text is typed using Unicode fonts for GHEA Grapalat or GHEA Mariam in Armenian and Times New Roman for Russian and English. Headings and text should be typed in 12 pt font, and line spacing 1.5. Question titles are written in bold letters in the middle and in uppercase. Each question starts with a new page. Paragraphs are aligned on both sides, starting at a depth of 1 cm. All sheets, including attachments, are numbered at the bottom right. The numbering starts from the first page, but on the first page the page number is not written.

24. Links are written in 10 pt font size, and line spacing is 1. References include the following information: the author's last name in full, the initials of first name and middle name, the full title of the work, the place of publication, the year of publication, the pages where the quoted text is found (e.g. Poghosyan P.P. Law: Yerevan. 2014: pp. 26-27:). If a reference is made to a collection of scientific articles or a journal, it shall have the following form: full name of the author, the initials of first name and middle name, full title of the article, name of the collection or journal, series number of the scientific journal or journal, year of publication, pages numbers where the quoted text is found (e.g., Poghosyan P.P. Issues of proof in criminal trials // Jurisprudence issues: № 13 (79), 2014: pp. 26-27). When referring to the website, the internet address is indicated in full. For example: URL: [https://www.e-gov.am/u\\_files/arc\\_voroshum/Mar9-6\\_1.pdf.](https://www.e-gov.am/u_files/arc_voroshum/Mar9-6_1.pdf), Indicating the date of the last visit in parentheses.

25. The coursework should have a title page (according to the sample of Annex 1), content (according to the sample of Annex 2), introduction, main part, conclusion, references, also appendices, if necessary.

26. The introduction should contain the rationale of the topic, the definition of aim of the work and objectives, the description of the focus, information about the structure of the work.

27. The main part of the work is usually divided into 2-4 questions, which should end with the author's conclusions.

28. The conclusion of the work should contain the conclusions made on the basis of the study.

29. The references should include the normative legal acts, theoretical sources and empirical materials cited in the work.

**ACADEMY OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA**

**FACULTY OF LAW**

**CHAIR OF CRIMINALISTICS AND CRIMILA LAW**

# **COURSEWORK**

***On the course on “RA Criminal Law”***

***Topic: Intent and its types***

***Done by: full-time, scholarship holder students of the Faculty of Law of the Academy, year 3, platoon 2, police sergeant P. Poghosyan***

***Supervisor: Associate professor on the Chair of Criminalistics and Criminal Law, PhD, lieutenant colonel A. Meliksetyan***

**Y E R E V A N 2 0 1 9**

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