

APPROVED

Scientific Council of the Educational
Complex of the Police of the RA on
13.12.2018 at Meeting N8

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

M.A.BABAYAN

<< >> _____ 2018

PROCEDURE

On Organizing and Holding the Competition for “Best Student” of the Educational Complex of the Police of the RA

I. General Provisions

1. The procedure for organizing and conducting a "Best Student" (hereinafter referred to as "Best Student") competition of the Educational Complex of the Police of the RA (hereinafter referred to as Procedure) defines the process of organizing and conducting the competition.

2. The "Best Student" competition is organized once a year based on the results of the previous 2 semesters.

3. The aim of the "Best Student" competition is to encourage students' progress in the Educational Complex, research and social activity and discipline. The results of the competition are summed up at the beginning of each academic year, in the last ten days of September.

4. The "Best Student" competition is held for the students of the academy and college of the Educational Complex. The best student from the academy is selected one student from each of the fee-paying students and students with a scholarship. The best student from the college is selected according to the requirements of this procedure.

II. Structure and Activity of the Committee of the “Best Student” Competition

5. A committee (hereinafter referred to as the Committee) is established for the purpose of organizing and conducting the "Best Student" competition.

6. The members of the Committee are:

1) The First Deputy Head of the Educational Complex of the Police of the RA (Chairman of the Committee);

2) Deputy Head of the Service Department of the Educational Complex;

3) Deputy Head of the Educational-Methodological and Development Department;

4) Deputy Heads of the College of the Academy of the Educational Complex;

5) Deputy Head of Human Resources and Department of Work with Staff of the Educational Complex;

6) Chairman of the Student Council;

7) The representative of the Education Quality Assurance Department.

7. The nominal structure and the secretary of the Committee are approved by the decree of the Head of the Educational Complex.

8. The Committee decides on the date and time of the competition and notifies the members at least 3 days before the announcement of the competition to select the best candidate nominated through the respective procedure.

9. The meeting of the Committee is valid if 2/3 of the members of the Committee participate in the meeting.

10. The decisions of the Committee are adopted by the majority of votes of the members present at the meeting and it is not subject to publication.

11. The Committee is authorized to check the authenticity of the documents submitted for the "Best Student" competition.

III. Procedure on nominations of a candidate for the “Best Student” competition

12. At least 20 days before the day of the "Best Student" competition, the Secretary of the Committee sends the application template (template 1) to the Heads of the Faculties to nominate a candidate (hereinafter referred to as the candidate);

13. The candidates for the "Best Student" competition are approved in the meeting of the respective Faculty Council.

14. No later than 10 days after receiving the application for the nomination of the candidate, the Faculty council submits to the "Best Student" competition Committee the list of candidates for the competition, who have been students of the Educational Complex of the Police of the RA for at least the previous 2 semesters, have shown excellent progress in the previous 2 semesters and do not have ongoing disciplinary penalties.

15. The Head of the Faculty submits the following documents to the Secretary of the Committee with the application for the nomination of a candidate:

- 1) an extract from the minutes of the Faculty Council meeting on the nomination of a student;
- 2) a justified reference, approved by the head of the respective educational department;
- 3) the student's academic certificate.

16. Within two working days after the expiration of the deadline defined in clause 14 of the Procedure, the Committee publishes the list of candidates for the "Best Student" competition submitted by the faculties on the website of the Educational Complex of the Police of the RA.

IV. The Selection Criteria and Assessment of the Candidates of the “Best Student” Competition

17. The Committee selects the winner of the "Best Student" competition taking the following criteria into account:

- 1) academic progress;
- 2) ability to carry out scientific research;
- 3) student's social activity;
- 4) behavior.

18. The academic progress of the nominated candidate is awarded with 8-10 points, taking into account the exceptionally excellent progress in the previous 2 semesters (in the academy, in case of 18, 19, 20 points of GPA, 8, 9, 10 points are allocated, respectively, and in the college, taking the average into account: in case of 9, or 10 average grades, 9-10 assessment points are allocated) the result of the student's MOG.

19. The ability of the nominated candidate to perform research work is awarded with 5, 6, 7, and 8 points.

1) 5 points are awarded to the candidate who has participated in intra-university conferences, seminars, forums with a report and / or whose article was published based on the results of the given event.

2) 6 points are awarded to the candidate who has participated in republican or inter-university conferences, seminars, forums with a report and has an article(s) published on the given topic in the respective event or other published journals (periodical);

3) 7 points are given to the candidate who has participated in international conferences, seminars, forums with a report and / or whose article was published as a result of the given event.

4) 8 points are awarded to a candidate who has an article published in an international scientific journal or has won a prize in various competitions, Olympiads or similar events.

20. In case of availability of research work, the candidate is awarded with 5 points, if that work was done according to a pre-approved plan and had a supervisor.

21. A candidate receives 5 points if he / she has been awarded for services to protect the public order.

22. 8 points are awarded to the candidate who participated in the detection of a crime or the search for a wanted person during his / her studies.

23. The social activity of the nominated candidate is awarded with 1-5 points. By social activity it is needed to understand the student's participation in social activities, the activities of various student groups, intellectual, sports, cultural and other events.

24. The criterion for assessing student behavior is the absence of a penalty, which is confirmed by a certificate provided by the HR department of the Educational Complex of the Police of the RA.

25. In case of equality of points, the advantage shall be given in sequence to the criteria provided for in clauses 18 and 19 of the Procedure.

26. The Committee makes a decision on the winner of the "Best Student" competition on the basis of which, by the decree of the Head of the Educational Complex, the winners of the "Best Student" competition of the college and academy are announced.

The name of the winner is announced in a solemn manner. The winner is awarded with a diploma and a medal meant for the winners of the annual "Best Student" competition. The winner can also receive other incentives. The winners get involved in the Scientific Council of the Educational Complex of the Police of the RA by the decree of the Head of the Educational Complex of the Police of the RA.

V. Procedure for Appealing Decisions Made by the Committee and Deadlines

27. Decisions made by the commission may be appealed on the basis of a written report (application) to the Head of the Educational Complex of the Police of the RA within three days after the publication of the final decision.

28. In case of finding violations, the Head of the Educational Complex invalidates the decision of the Committee and announces a new competition within 10 days.

29. The new competition is held in accordance with this procedure.

Approved

Head of Faculty _____

Application for the “Best Student” Competition

Name, Surname, Middle Name	
Date of Birth Phone number, email	
Academic Department	
Faculty	<input type="checkbox"/> Fee-paying <input type="checkbox"/> Scholarship Year _____
Academic Progress /GPA/, Behavior	
Social activity: students’ scientific clubs, intellectual, sports, cultural and other events	
Research activities: intra-university inter- university, international conferences, forums, seminars, courses, scientific conferences, competitions, olympiads, etc.	

Applicant _____ / _____ /
(Name, Surname, Middle name)