

## **APPROVED**

Scientific Council of the Educational  
Complex of the Police of the RA on  
29.09.2011 at Meeting N1

Chairman of the Scientific Council of  
the Educational Complex of the Police  
of the RA, lieutenant general of the  
police  
Hovh. Varyan

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## **RULES OF PROCEDURE**

### **OF THE SCIENTIFIC COUNCIL OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA**

#### **1. General Provisions**

1.1 Based on the decision 1791-N of the Government of the Republic of Armenia on November 9, 2006, this rule of procedure establishes the regulation for establishing the staff of the Scientific Council of the Educational Complex of the Police of the RA (hereinafter referred to as the Educational Complex), preparing meetings, and conducting the work.

1.2 The rules of procedure of the Scientific Council of the Educational Complex are approved by the Scientific Council of the Educational Complex on the basis of sub-clause "a" of Clause 22.5 of the Statute of the Educational Complex of the Police of the RA SNCO.

1.3 The Scientific Council of the Educational Complex has a round seal with its name.

#### **2. Authority of the Scientific Council of the Education Complex**

2.1 The Scientific Council of the Educational Complex (hereinafter referred to as the Scientific Council) solves the issues of organization, planning and administration of the educational-methodological and scientific-research activities of the Educational Complex.

2.2 The term of authority of the Scientific Council is 5 years. Meetings of the Scientific Council are organized at least once a month.

2.3 Scientific Council:

- a) approves its rules of procedure and makes amendments and changes in it;
- b) submits a proposal to the authorized state body on the rules of admission of applicants;

- c) develops the conditions for the final qualification of the students of the Educational Complex, the rules for applying for master's, postgraduate and doctoral studies;
- d) submits proposals to the head of the educational complex on the establishments, re-organization or closure of faculties, chairs, and structural departments;
- e) submits proposals to the Chief of Police of the Republic of Armenia on determining the number of part-time and paid enrollment places (without the right to defer from compulsory military service) beyond the number of places defined by the state decree;
- f) discusses the main and prospective directions of the scientific activities of the Educational Complex, listens to reports on scientific-research and scientific-methodological work;
- g) submits the proposals on the list of professions and specializations to the Head of the Educational Complex in order to submit them to the Government of the Republic of Armenia through the Police of the Republic of Armenia;
- h) awards the scientific titles of professor and associate professor to the individuals carrying out scientific-pedagogical activities in the Educational Complex, submits them to the Supreme Certifying Committee of the Republic of Armenia for approval;
- i) Approves the topics and potential scientific supervisors for the PhD students and candidates of the Educational Complex according to the approved procedure,
- j) Approves scientific work for publication;
- k) Discusses and develops the inter-university cooperation programs of the Educational Complex;
- l) Carries out other authorities related to the educational-methodological and research activities of the Educational Complex as defined by the legislation of the Republic of Armenia;
- m) Discusses and approves the curricula.

### **3. Structure of the Scientific Council**

3.1 According to Clause 22.3 of the Statute of the Educational Complex, the Scientific Council is composed of members assigned by position and elected members.

3.2 The members of the Scientific Council assigned by position are the Head of the Educational Complex (Chairman of the Council), the Deputy Heads of the Educational Complex, the Heads of the Faculty, the Chair holders, the Heads of other educational and scientific department, the Deputy Head of the Police Personnel Department, President of Student Council.

3.3 The other members of the Scientific Council are elected by the Head of the Educational Complex upon the proposal of the Deputy Heads of the Educational Complex or on his/her own initiative.

3.4 The number of members of the Scientific Council may not exceed 50. The number of members assigned by profession may not exceed 50% of the number of members of the Scientific Council. 25% of the members of the Scientific Council are the students of the Educational Complex, among whom are obligatorily included the winners of the "Best Student" competition held in accordance with the procedure on organizing and holding the "Best Student" competition of Educational Complex of the Police of the RA approved on December 13, 2018 at the meeting N8 of the Scientific Council.

**(Clause 3.4 was changed by the decision of the Scientific Council on January 29, 2019, protocol No. 1)**

#### **4. Working procedure of the Scientific Council and preparation for the meetings**

4.1 The authority of the Scientific Council is operationalized through regular and special meetings.

4.2 Regular meetings of the Scientific Council are held once a month, and specific meetings if necessary, are held by the head or at the written request of one third of the members of the Scientific Council.

4.3 The meetings of the Scientific Council are prepared by the Head of the Educational Complex and the Scientific Secretary.

4.4 The members of the Scientific Council are informed about holding the meeting and its agenda no later than two days in advance, in the written form.

#### **5. Regulation on special meetings of the Scientific Council**

5.1 The written request submitted to the head of the educational complex to hold a special meeting should define the issues proposed for the agenda of the Scientific Council, the motives for raising these issues along with the signatures of the members of the Scientific Council requesting the specific meeting.

5.2 Within 7 days after receiving the written request of the members of the Scientific Council, the Head of the Educational Complex must make a decision on holding a meeting of the Council or rejecting it.

5.3 The Head of the Educational Complex makes a decree on rejecting to hold the meeting of the Scientific Council, if:

a) the procedure for submitting a request to hold a specific meeting is not followed;

- b) none of the issues proposed for the agenda of the special meeting is within the authority of the Scientific Council;
- c) the issue proposed for the agenda of the special meeting does not comply with the requirements of the RA legislation.

A written notice of refusal to hold a special meeting of the Scientific Council is sent to the members requesting to hold the meeting of the Council.

## **6. Chairman of the Scientific Council**

- a) Approves the agenda of the meeting of the Scientific Council and chairs the meeting of the Scientific Council;
- b) Signs the decisions of the Scientific Council;
- c) Holds the specific meetings of the Scientific Council;
- d) Coordinates the implementation of the decisions of the Scientific Council;
- e) Organizes the cooperation of the committees of the Scientific Council;
- f) Represents the Scientific Council in relations with state authorities, and other external organizations;
- g) Resolves other issues related to the activities of the Scientific Council in accordance with this rules of procedure and normative legal acts.

## **7. Secretary of the Scientific Council'**

- a) Arranges the meetings of the Scientific Council;
- b) Develops the draft agenda of the meeting of the Scientific Council; and submits it to the approval of the Chairman of the Scientific Council;
- c) Returns the draft decisions for amendments that were submitted with violation of the established procedure;
- d) Introduces draft decisions and other documents for discussion during the meetings of the Scientific Council;
- e) Oversees the implementation of the decisions of the Scientific Council;
- f) Reports to the Scientific Council on the implementation of the adopted decisions;
- g) Carries out other tasks assigned to him/her by the decision of the Scientific Council.

## **8. Voting in the meetings of the Scientific Council**

8.1 The meeting of the Scientific Council is valid if two thirds of the members of the Council participate in it.

8.2 The presence of the members of the Scientific Council is registered by the Scientific Secretary before the beginning of the meeting. If the quorum is not met, the registration may be extended until the quorum is met or the meeting may be postponed by the decision of the Head.

8.3 The meeting of the Scientific Council that is postponed due to no quorum is held according to the general procedure with the same agenda.

## **9. Procedure of the meetings of the Scientific Council**

9.1 By opening the meeting, the Head of the Educational Complex announces the quorum and puts the agenda to a vote.

9.2 The members of the Scientific Council may propose issues for the agenda, which are put to a vote.

9.3 The procedure for discussing the issues of the agenda, the main and related reports, and speeches are decided by the Scientific Council upon the proposal of the Chairman.

## **10. Voting rules in the Scientific Council**

10.1 Decisions of the Scientific Council are made through the majority of votes of the members present at the meetings of the Council by open voting, unless the Council establishes another procedure for voting.

10.2 Voting for scientific titles may be closed or secret.

10.3 Before the closed, secret voting, a counting committee is established from among the members of the Scientific Council by the decision of the Scientific Council,

10.4 The counting committee organizes, and holds the voting, clarifies the voting procedure and issues arising during the voting, oversees the voting procedure, prepares a protocol on the voting result, and submits it to the Scientific Council for approval.

10.5 Closed, secret voting is prepared by the Scientific Secretary prior to the meeting of the Scientific Council.

10.6 The ballot paper indicates the date, ordinal number of the meeting of the Scientific Council, the clear definition of the question to be voted for, and voting options (for, against).

10.7 The reverse side of the ballot paper is signed by the Scientific Secretary and, if necessary, by the chairman of the counting committee and the members.

10.8 A ballot is considered valid if one option has been voted on.

10.9 Prior to the voting, the Scientific Secretary (or the chairman of the counting committee) provides information on the voting procedure and filling in the ballot paper.

10.10 The members of the counting committee or the Scientific Secretary open the ballot box in a separate room and record the voting results.

10.11 The results of the voting are recorded in the protocol of the counting committee, signed by all members, and are announced at the meeting of the Scientific Council for approval.

## **11. Decisions of the Scientific Council**

11.1 The decisions of the Scientific Council are implemented by the decrees of the Head of the Educational Complex.

11.2 The Head of the Educational Complex has the right to suspend the decisions of the Scientific Council, which do not comply with its authority, contradict the current legislation of the Republic of Armenia, the statute of the Educational Complex, the Code, this rules of procedure, and other acts of the Educational Complex.

11.3 The decrees of the head of the educational complex on the suspension of the decisions of the Scientific Council must be justified, indicating which provisions of other legal acts have been violated.

11.4 The suspended decisions of the Scientific Council are put to re-discussion and re-voting at the meeting of the Scientific Council.

## **12. Control over the implementation of the decisions of the Scientific Council**

12.1 All documents submitted to the Head of the Educational Complex that related to the activities of the Scientific Council, which require execution and imply a response are subject to control.

12.2 The decisions made by the Scientific Council are subject to control over their implementation.

12.3 The Heads of the departments of the Educational Complex are obliged to ensure the implementation of the decisions made by the Scientific Council concerning their department, as well as to submit the materials and information required by the Chairman of the Scientific Council or the Scientific Secretary necessary for the preparation or implementation of draft decisions.

12.4 The document is taken out of control by the Chairman of the Scientific Council if the issues contained in it are completely resolved or its author has actually been answered. The interim answer, as well as the partial fulfillment of the questions contained in the document, are not grounds for taking the document out of control.

12.5 The basis for removing the document from control is the response document issued by the Head of the Educational Complex or his/her deputy or the reference on implementation issued by the Head of the respective department of the Educational Complex.

### **13. Protocol of the Scientific Council**

13.1 The protocols of the Scientific Council (in 2 copies) are developed by the Scientific Secretary within 3 days after the end of the meeting of the Scientific Council. The protocol is signed by the Head of the Educational Complex and the Scientific Secretary.

13.2 The protocols should state the time of the meeting, the voting staff, the chairman, the scientific secretary, the agenda of the meeting, the main provisions of the speeches, the voting questions, the voting results, and the adopted decisions.

### **14. Committees of the Education Complex adjunct to the Scientific Council**

14.1 In case of necessity, by the decision of the Scientific Council, committees are established, the status, structure, competence, and working rules of which are defined by the RA legislation, the statute and the code of the Educational Complex, as well as by this rules of procedure.

14.2 The objectives of the committees of the Educational Complex are to study and prepare issues in a certain field, to submit them to the Scientific Council through a proposal.

14.3 Meetings of the Committees of the Education Complex are valid in the presence of at least half of the committee members. The meetings of the committees are recorded.

14.4 Documents of the Committees of the Educational Complex and conclusions are approved by a majority of votes of the members present at the meeting. In case of equality of votes, the vote of the chairman of the committee is decisive.

14.5 The members of the committee have the right to include a special opinion in the protocols of the committee, and to inform the Scientific Council about it.

### **15. Transitional Provisions**

15.1 Changes and amendments to the rules of procedure of the Scientific Council are made by the decision of the Scientific Council.

15.2 The issue of making changes and amendments in the rules of the Scientific Council is included in the agenda of the regular meeting of the Scientific Council.

15.3 The rules of procedure adopted by the Scientific Council are valid until the adoption of the new rules of procedure.