

APPROVED

**Scientific Council of the Educational
Complex of the Police of the RA on
11.02.2015 at Meeting N2**

**Chairman of the Scientific Council
of the Educational Complex of the
Police of the RA, lieutenant general
of the police
HOVH. VARYAN**

<< >> _____
2015

PROCEDURE

On students' dismissal, interruption of studies, returning and transfer from the Education
Complex of the Police of the RA

I. General Provisions

1. The procedure on students' dismissal, interruption of studies, returning and transfer (hereinafter referred to as the procedure) from the Education Complex of the Police of the RA (hereinafter referred to as the procedure) defines the procedure and conditions of dismissal of students, interruption of studies, returning for studies, transfer from full-time to part-time studies and transfer to Educational Complex from other HEIs.

II. Students' dismissal from the Educational Complex

2. The student serving as a police officer is dismissed from the Educational Complex by the decree of the RA Chief of Police:

1) in the cases provided for in Clause 45 of the Law of the Republic of Armenia "On Service in the Police";

2) for unapproved absences (including from internship and practice);

3. The student is dismissed from the Educational Complex by the decree of the Head of the Educational Complex:

1) due to insufficient progress:

a. During the examination period, he/she has got three unsatisfactory marks (not passed) from the differentiated test, exam, defense of the coursework, internship, practice, defense of the internship or test.

b. has got an unsatisfactory grade (not passed) three times from the same test provided in the 3rd clause, paragraph a.

c. has got an unsatisfactory grade (not passed) from an academic debt.

2) on a personal initiative, on the basis of a written report (application) on leaving the Educational Complex;

3) students of paid studies also in case of non-fulfillment of contractual obligations, in case of death;

4) (Sub-clause 4 was declared invalid by the decision of the Scientific Council on 12.02.2019, Protocol. No. 2)

5) in case of transfer to another educational institution;

6) in case of non-appearance within 10 days after the expiration of the academic leave period;

(Sub-clause 6 was changed by the decision of the Scientific Council on 12.02.2019, Protocol No. 2)

7) students of paid studies also in case of a sentence of imprisonment related to a sentence that has entered into force.

(Sub-clause 7 was amended by the decision of the Scientific Council on 12.02.2019, Protocol No. 2)

3.1. The student may be dismissed from the Educational Complex by the decree of the Head of the Educational Complex in case of violation of the internal disciplinary rules.

4. The part-time PhD student is dismissed from the Educational Complex:

1) in the cases defined by sub-clauses 1 and 2 of clause 2 of this procedure, sub-clauses 2 and 5 of clause 3 of this procedure, and clause 3.1;

(Sub-clause 1 was changed by the decision of the Scientific Council on 12.02.2019, Protocol No. 2)

2) in case of not passing the attestation.

5. The decree on dismissal of a student from the Educational Complex is given by the Head of the Educational Complex. Grounds for dismissal of a police officer and one copy of the decree is sent to the personnel department of the Police.

6. The decree on dismissal of a student serving in the police on the basis of major violation of internal disciplinary rules of the Educational Complex is issued by the Chief of the Police of the RA.

7. In case of dismissal of a student of the Educational Complex on the basis of Clause 45 of the Law of the Republic of Armenia "On Service in the Police", the respective personnel department of the RA Police sends a copy of the decree of dismissal to the Educational Complex, on the basis of which the student is dismissed from the Educational Complex.

III. Interruption of studies of the students of the Educational Complex

8. The learning of the student of the Educational Complex is interrupted:

- 1) due to health condition;
- 2) in case of pregnancy, childbirth, as well as in case of care of a child up to 3 years old.
- 3) in case of conscription of a student of paid studies.

9. In the cases provided for in Clause 8 of this procedure (justified by relevant documents), on the basis of the student's report (application), an academic leave is granted by the decree of the Head of the Educational Complex within the timeframe set by the legislation, after which the student can continue the studies.

10. During the study period, the learner can take an academic leave no more than once.

IV. Returning students

11. The student rights of the students, dismissed from the Educational Complex on the basis of their report (application), to which is attached the academic certificate or a copy of the record book, can be restored in case of scholarship holders by the decree of the Chief of the Police of the RA through the mediation of the Scientific Council. Based on the decree of the Chief of Police of the Republic of Armenia on re-admitting the student, and by the decree of the Head of the Educational Complex of the Police of the Republic of Armenia, s/he gets involved in the respective platoon of the given course.

(The 11th clause was changed by the decision of the Scientific Council on 12.02.2019, Protocol No. 2)

12. The student rights of the students, dismissed from the Educational Complex on the basis of their report (application), to which is attached the academic certificate or a copy of the record book, can be restored in case of paid studies by the decree of the Chief of the Police of the RA through the mediation of the Scientific Council by stating the year and group. Re-admission decree is provided after paying the tuition fee.

(The 12th clause was changed by the decision of the Scientific Council on 12.02.2019, Protocol No. 2)

13. In the personal file of the returned student, the student's application, academic certificate, copy of the decree on return, the contract concluded with the university, the graduation certificate of secondary or secondary professional education, and the receipt of tuition payment are kept.

14. Applications for restoration of student rights are submitted during the two weeks preceding the semester, and in the part-time studies, during the three weeks prior to the semester.

(Clause 14 was changed by the decision of the Scientific Council on 31.08.2015, Protocol No. 4)

15. At the time of submitting the application (report) for returning, the materials for the restoration of student rights of students who are not police officers are prepared by the Educational Complex, and the materials for the restoration of student rights of students who are police officers are prepared by the personnel department of the Police.

(Clause 15 was amended by the decision of the Scientific Council on 12.02.2019, Protocol No. 2)

16. A dismissed student, as a rule, is returned to the semester from which he / she was dismissed, if at the time of returning the total amount of credits, and courses (modules) does not exceed the amount defined by the legislation due to course discrepancies. In case of exceeding it, the student is offered to return to the lower semester, except for the first semester of the first year.

17. A student with one or two academic debts may return in the next semester (course) if he / she passes the academic debts defined by the individual schedule to the committee formed by the decree of the Head of the Educational Complex before the beginning of the examination period of the given semester.

V. Transfer of students from full-time to part-time studies

18. The transfer from full-time to part-time is done after the end of the examination period in case of available places in the given course, on the basis of the student's report (references on the suggestions and outcomes of the studies in full-time faculty, and academic reference are attached to the report) on the approval of the Head of Educational Complex and respective department of the Police of the RA.

19. The Head of the Educational Complex may agree on the transfer based on the results of the study of the faculty of part-time studies, based on the recommendations on the transfer of the student. Full-time student's academic certificate is submitted to the faculty of part-time studies, on the basis of which the faculty conducts a study on the availability of places for the respective semester (course).

20. After issuing the decree by the Head of the respective department of the RA Police to appoint the student to the position of a junior group in the police, the student is transferred to part-time studies by the decree of the Head of the Educational Complex.

21. A student with one or two academic debts may be transferred to the next semester (course) of part-time studies, if he / she passes the academic debts defined by the individual schedule to the committee established by the decree of the Head of the Educational Complex before the beginning of the semester.

22. Student report and a copy of the decree on the transfer is kept in his / her personal file.

23. A student who has been transferred from full-time to part-time studies of the Educational Complex is provided with an record book by the respective faculty.

24. It is not allowed to transfer a student from part-time to full-time studies.

VI. Transfer of students to the Educational Complex from other HEIs

25. Only students of state-accredited non-state higher education institutions implementing accredited educational programs can be transferred to the paid studies of the Educational Complex. Transfer from the Educational Complex to another educational institution is carried out in accordance with the RA legislation.

26. Applications for transfer of students are accepted during the 2 weeks after and prior to the start of the respective semester of respective modes of study.

27. The transfer of a student to the Educational Complex is carried out according to the application addressed to the Head, which is accompanied by the academic certificate provided by the university or a copy of the record book. It is not allowed to transfer first-year students of the bachelor's degree program. Transfer of students with Master's degree program is allowed after the end of the first semester.

28. A student transfer is allowed if the number of course differences of studied and admitting education programs do not exceed 20 credits at the time of transfer. Otherwise, the

learner is offered a transfer to study in the lower semester, in which case the requirement on course differences are met. The academic differences are passed by the end of the semester according to the individual schedule approved by the decree (temporary decree) to the Head of the Educational Complex no later than the beginning of the examination period of the given semester.

29. In case of transfer of students from foreign universities, the number of exams and examinations to be passed does not include the courses of Armenology. Exceptions are the cases when the student has studied Armenological subjects in a foreign university as a professional.

30. The transfer of a student is allowed within the limits of admission (according to the mode of studies and qualifications) provided by the license for the given profession.

31. If the number of candidates for the given place is more than one, then attestation is organized, and a competition is held, where the priority is given to:

1) the one with the highest grade point average;

2) the holder of an the higher grade point average in the general professional courses of the given profession;

3) In case of equal conditions, knowledge is tested through a test.

32. When making a transfer, the difference between the curricula must be maintained, and the mandatory requirement of not to exceeding one academic year.

33. The following is registered in the decree of the transfer:

<< _____

_____ from the
university

transfer to _____ Faculty

_____ course _____ year with _____ mode of study, on a paid basis >>.

34. Sub-clause 2 of the decree indicates the academic differences (academic debt) and the deadline for passing them.

35. The transferred learner is allowed to participate in the academic courses of the respective group.

36. The Educational Complex provides the transferred student with a certificate of a defined sample so that s/he submits a copy of dismissal from his / her former university, the certificate of secondary education, documents related to the personal file and entrance

examinations. The student submits the mentioned documents in person or by mail from the former university, after which a new personal file of the student is compiled in the Educational Complex.

37. Within one week after submitting the academic differences (academic debt), concluding the contract, paying the tuition fee for the given semester, and submitting the necessary documents from the previous university, a decree is issued by the Head of the Educational Complex.

38. The Head of the Educational Complex allows the transferred student not to participate in certain courses that he / she has previously studied and has accumulated respective credits.

39. The respective department issues a new student ID record book to the student.

Template

Corner seal of the accepting HEI,
date, registration number
(or HEI's letterhead)

Reference

Given to _____ that
Name, Surname, Middle name
_____ awarded her/him _____

Full name of HEI _____

Academic certificate (copy of record book) and according to his/her application s/he was allowed to take part in attestation process and has pass it successfully.

_____ is admitted to
Name, Surname, Middle name
_____ studies.

Full name of accepting HEI and study department, paid, full-time studies _____
year

_____ profession, _____ mode, after submitting academic certificate, and certificate of secondary education:

Head of the Educational Complex _____
Seal

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