

APPROVED
Scientific Council of the Educational
Complex of the Police of the RA on
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Chairman of the Scientific Council of the
Educational Complex of the Police of the
RA, lieutenant general of the police

Hovh. Varyan

<< >> _____ 2017

PROCEDURE

ON DEVELOPING SYLLABUS OF BACHELOR'S, MASTER'S AND VOCATIONAL EDUCATION PROGRAMS AT THE EDUCATION COMPLEX OF THE POLICE OF THE RA

1. FOREWORD

The procedure on the development of syllabus (hereinafter referred to as the procedure) for vocational, bachelor's and master's degree programs at the Educational Complex of the Police of the RA defines the concept, course requirements and objectives, quality, structure, procedure for approval and publication of the syllabus of vocational, bachelor's and master's educational programs at the Educational Complex of the Police of the RA.

2. THE DEFINITION OF SYLLABUS

Syllabus is a document designed by the lecturer for students, based on the requirements of the educational program that contains necessary information about the course (module).

3. OBJECTIVES OF THE SYLLABUS

3.1 Objectives of the syllabus are the following:

- a) define the acquired knowledge, skills and competencies as a result of studying the course;
- b) define the entry requirements of the course;
- c) define the learning outcomes;
- d) determine the distribution of workload of the course;
- e) define the assessment of the attainment level of the course.

4. QUALITY REQUIREMENTS FOR THE SYLLABUS

4.1 The syllabus should meet the following requirements:

- a) meet the minimum requirements of state professional educational standards;
- b) identify the sequence of parts of the course;
- c) correspond to the modern achievements of science and modern requirements of education;
- d) contain modern teaching methods;
- e) contain the objectives of studying the course.

5. STRUCTURE OF THE SYLLABUS

5.1 The structural parts of the syllabus are the following:

- a) the title page;
- b) information on the prerequisites and distribution of credits and classes (methods of work with students: lectures, seminars, laboratory work, practical training, coursework, essays, assignments, tests, etc., which are planned in the curriculum);
- c) brief content;
- d) the goals and objectives of the given course;
- e) learning outcomes;
- f) list of literature (main and additional);
- g) components of assessment and their weight, scale, criteria and mechanisms of assessment;
- h) other information;
- i) Thematic division map.

5.2 The title page of the syllabus contains the following:

- a) the name and index of the course;
- b) the name of the faculty;
- c) profession, also specialization, if any;

- d) the name of the chair (e-mail);
- e) Name, surname and middle name of the author(s), academic degree and title, contact details (phone number and e-mail);
- f) academic year and semester;
- g) respective education level;

6. APPROVAL AND PUBLICATION OF THE SYLLABUS

The syllabus is approved at the meeting of the respective chair. The syllabus (in hard copy and / or electronic version) should be available to students the week before the start of the course. The syllabus is published on the website of the Educational Complex of the Police of the RA.