

APPROVED

Scientific Council of the Educational  
Complex of the Police of the RA on  
15.03.2017 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

<< >> \_\_\_\_\_ 2017

## **PROCEDURE ON ORGANISING EDUCATION PROCESS WITH CREDIT SYSTEM**

**Ph.D. education program**

**Yerevan-2017**

Taking into account 23<sup>rd</sup> part of article 3 of the RA law “On Education”, 4<sup>th</sup> part of article 9, 3<sup>rd</sup> part of article 3 of RA law “On Higher and Tertiary Professional Education”, RA Government Decision N 238N on 25 February 2016, and the Decree of Minister of Education and Science N 1167N on 21 July 2010 on “Introducing credit system in the third cycle of higher and tertiary professional education of the Republic of Armenia”, scientific-educational structured program on Ph.D. studies have been developed with educational and scientific components and workload with ECTS credits.

## **1. General Provisions**

1. This procedure (hereinafter referred to as the procedure) defines the rules for organizing a credit-based educational process of Ph.D. scientific-educational program at the Educational Complex of the Police of the RA.
2. The procedure includes the procedures for organizing the educational process, the knowledge testing and assessment system, the criteria for academic progress, as well as the procedure for organizing the current and final attestations.
3. Through Appendix 1 of this procedure, the sample of the Ph.D. student individual scientific-academic study plan is approved.
4. The educational process on the credit-based scientific-academic Ph.D. education program at the Educational Complex of the Police of the RA is overseen and coordinated by the Department of Scientific Works of the Educational Complex of the Police of the RA.

## **2. Workload of the Ph.D. student and the workload of scientific-educational program**

1. In Ph.D. cycle (Ph.D.) the annual workload of the student is defined to be 1350 hours which is equivalent to 45 ECTS credits.
2. 1 ECTS credit is equivalent to 30 hours of full (classroom, extracurricular and independent) student workload.
3. The duration of the academic year is 40 weeks. The educational process is organized in 2 semesters: autumn and spring.
4. The maximum weekly full-time student workload is 33.75 hours, which is equivalent to 1,125 academic credits.

(5<sup>th</sup> sub-clause has lost its force by the decision of the Scientific Council dated 07.07.2017, Protocol number 7).

### 3. Assessment system and scale

1. To assess the learning outcomes of the Ph.D. student in the Educational Complex, a 5 grade scale is applied which is introduced below:

Assessment mark	Grade
5	« <i>Excellent</i> »
4	« <i>Good</i> »
3	« <i>Satisfactory</i> »
2	« <i>Unsatisfactory</i> »
NS.	« <i>No show</i> »
P/NP	« <i>Passed</i> » « <i>Not Passed</i> »

In Ph.D. student's record book and in course exam registrar besides the assessment mark, the grade is also written in parenthesis (e.g. 5 (exc.))

2. The courses that the student has been graded 3 or lower or has been graded as "Not Passed", do not accumulate credits.

### 4. Progress of Learning

1. The Ph.D. student is considered to be progressing and is moved to:

- a) the second year, if he / she has accumulated 24 credits based on the results of the first academic year, out of which at least 14 credits from the educational component and 10 from the research component;
- b) the third year, if he / she has accumulated 60 credits based on the results of the first and second semesters, out of which at least 35 credits are from the educational component and 25 from the research component;

c) the fourth year, if he / she has accumulated 79 credits based on the results of three academic years, out of which at least 39 are from the educational component and 40 from the research component;

d) During the fourth year, the postgraduate student accumulates 180 credits based on the results of 4 academic years, out of which 50 are from the educational component and 130 from the research component.

Table 1. Sample of proportion between educational and research components of Ph.D. program

Year of study	I	II	III	IV	Total
<b>Educational Component</b>					
Mandatory courses	4	8	-	8	20
Optional courses	10	10	-	-	20
Practice	-	3	4	3	10
<b>Research Component</b>					
Minimum necessary published work on the topic of the dissertation	5	10	10	5	30
Annual attestation	5	5	5	5	20
Dissertation and positive reference of the organization that approved the dissertation	-	-	-	80	80
Total, credits	24	36	19	101	180

(Clause 4 and Table 1 have changed by the decision N7 of the Scientific Council dated 07.07.2017)

## **5. The procedure of organizing the educational component of the program**

1. At the beginning of the first semester, the Ph.D. student enrolled in the Ph.D. program, together with his / her supervisor, fills in the form of his / her individual study program, where the courses of educational and research components and scientific-educational modules are mentioned according to the academic years.
2. In the individual program, the list of courses is given according to the years of study and semesters, with the credits allocated to them. The sample of the individual postgraduate study program included in the Ph.D. program is presented in Ph.D. student's individual study plan.
3. In the first week of study, the postgraduate student, together with his / her supervisor, chooses the optional courses and fills in his / her individual study program, which is submitted to the Department of Scientific Works after being approved in the chair. The Ph.D. student chooses 4 optional courses during the study. The optional courses are planned in the curriculum approved by the Scientific Council of Educational Complex of the Police of the RA.
4. The registration of Ph.D. students for the courses / modules that are included in the individual program of the given semester is done in the Department of Scientific Works, and the courses that are to be held in another educational institution, in the department of Ph.D. studies of the given university. All Ph.D. students must be registered by the beginning of the semester. After the set deadline, all types of registrations to participate in the courses are stopped.
5. During the following semesters, if necessary, the postgraduate student can make changes in his / her individual study program with the prior consent of the supervisor and the chair holder. The template of changes in the individual study program is given in the individual research plan of the Ph.D. student.
6. The postgraduate student is responsible for ensuring the accuracy and completeness of his / her individual study program.

**(The title of the 5th clause, and the 1st and 3rd sub-clause were changed by the decision N7 of the Scientific Council on 07.07.2017).**

## **6. The procedure of organizing the research component of the program**

1. At the beginning of the academic year (during the first two weeks) the supervisor of the Ph.D. student compiles and provides the student with the research plan for the given academic year

(the schedule of organizing the scientific-educational modules planned in the research component of the program) according to the template of introduced in Ph.D. student's individual educational-scientific plan.

2. Attestation is used to check the performance of the scientific-educational modules planned in the research component of the program. The attestation of the scientific seminar, independent research work and internships is performed by the scientific supervisor of the Ph.D. student, who personally submits the completed attestation sheet to the Department of Scientific Works.

3. Approval of the topic of the dissertation and appointment of the supervisor is carried out in the 1st semester of study, no later than 3 months after the day of admission of the Ph.D. student, according to the regulation approved by the SCC.

4. The relevant procedure includes:

- Arranging consultations with potential academic supervisors on the selection of topics for PhD dissertation in the professional chair,
- Introduction of the topic of the dissertation and the nomination of the supervisor to the approval of the professional chair, the appointment of the scientific supervisor.

5. As a rule, the scientific supervisor may be the doctor of sciences or, as defined by the RA Ministry of Education and Science, the candidate of sciences, with the permission of the SCC.

6. According to the work plan, the Ph.D. student is attested by the chair every year on the basis of a report. The postgraduate report is heard and discussed in the relevant chair. The results of the attestation are presented by the Ph.D. student to the Department of Scientific Works. The Ph.D. student who has not passed the attestation is excluded from the Ph.D. program by the decree of the head of the Educational Complex of the Police of the RA.

7. The defense of the dissertation is carried out in accordance with the regulations established by the SCC of the RA.

**(The title of clause 6, sub-clause 1 was changed by the decision N7 of the Scientific Council on 07.07.2017).**

## **7. Final Provisions**

1. Terminate the "The Procedure on organizing the educational process of the Ph.D. studies of the Department of Scientific Works of the Educational Complex of the Police of the RA" approved at the 2nd meeting of the Scientific Council of the Educational Complex of the Police of the RA on 11.02.2015.

2. The provisions of this procedure apply only to Ph.D. students admitted from the 2017-2018 academic year. Credits of current graduate students are accumulated according to the curricula approved by the Scientific Council of the Educational Complex of the Police of the RA.

**(Clause 7 was changed by the decision N7 of the Scientific Council on 07.07.2017).**

**Appendix 1**

**Sample  
of the Individual Plan of Scientific-Educational Work of the Ph.D. Student**

**MINISTRY OF EDUCATION AND SCIENCE OF THE RA**

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

**DEPARTMENT OF SCIENTIFIC WORKS**

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**INDIVIDUAL PLAN  
OF SCIENTIFIC-EDUCATIONAL WORK  
OF THE PH.D. STUDENT**

YEREVAN 20--

Approved

Head of the Department of Scientific Works

<< \_\_\_\_ >> \_\_\_\_\_ 20 \_\_\_\_

PERSONAL DATA OF THE PH.D. STUDENT

Chair \_\_\_\_\_

Mode of study (full-time/part-time)

\_\_\_\_\_

Department \_\_\_\_\_

Start of studies << \_\_\_\_ >> \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_

1. Surname, Name, Middle Name \_\_\_\_\_

2. Awarded \_\_\_\_\_ qualification

\_\_\_\_\_

*(Masters, certified specialist)*

And \_\_\_\_\_ specialty

3. Ph.D. \_\_\_\_\_ Specialty

\_\_\_\_\_

*(In accordance with SCC*



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*(list of professions)*

4. Topic of the Dissertation \_\_\_\_\_  
*(is filled in after the approval of the topic in the council)*

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*(by mentioning the date and document number)*

5. Scientific Supervisor \_\_\_\_\_  
*(Surname, Name, Middle name)*

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*(scientific degree, title )*

## INDIVIDUAL STUDY PROGRAM OF THE PHD STUDENT

PhD student's profession \_\_\_\_\_

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		CREDIT
EDUCATIONAL COMPONENT		50
MC.00	Mandatory Courses and Exams	30
MC.00	Mandatory Courses	10
MC.00	Exams	10
MC.01	Profession. with the number of dissertation topic	4
MC.02	Scientific Research Methods	2
MC.03	Professional Foreign Language	2
MC.04	New Education and Information Technologies	2
M.00	Practice <sup>1</sup>	10
OC.00	Optional Courses and Tests <sup>2</sup>	20
OC.00	Optional Courses	12
OC.00	Tests	8



date \_\_\_\_\_ 20\_\_\_\_

date\_\_\_\_\_20\_\_\_\_

(is filled in only if necessary)

[illegible]

TOTAL			credit		

PhD Student

signature\_\_\_\_\_

date \_\_\_\_\_20\_\_

“The individual study program of the PhD student is checked:

**Scientific Supervisor`**  
**Works**

\_\_\_\_\_

\_\_\_\_\_  
Name, Surname, scientific degree, title

signature`\_\_\_\_\_

date \_\_\_\_\_20\_\_

**Head of the Department of Scientific**

Name, Surname, scientific degree, title

signature\_\_\_\_\_

date\_\_\_\_\_20\_\_

**BRIEF RATIONALE OF THE TOPIC**

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**AIM OF THE TOPIC**

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**OBJECTIVES OF THE TOPIC**

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PhD student

Scientific Supervisor

# PLAN OF PHD STUDENT'S RESEARCH ACTIVITIES AND ITS IMPLEMENTATION BY YEARS OF STUDY

## STUDY YEAR 1

	Name of planned activities	Brief description / content of the work
1.	Getting ready to qualification exams and taking them	
2.	Working on the dissertation	theoretical
		empirical
3.	Pedagogic Practice	
4.	Other scientific and pedagogic work	

PhD Student \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>> \_\_\_\_\_ 20\_\_  
 Signature name, surname, middle name

Scientific supervisor \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>> \_\_\_\_\_ 20\_\_  
 Signature name, surname, middle name

	Implementation dates and mode of report	Notes on the work done
1.		
2.		
3.		
4.		

Scientific supervisor \_\_\_\_\_ <<\_\_>>\_\_\_\_\_20\_\_

Brief reference of the chair\_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Protocol number \_\_\_\_ of the meeting of the chair council on <<\_\_>>\_\_\_\_\_20\_\_





# PLAN OF PHD STUDENT'S RESEARCH ACTIVITIES AND ITS IMPLEMENTATION BY YEARS OF STUDY

## STUDY YEAR 2

	Name of planned activities	Brief description / content of the work
1.	Getting ready to qualification exams and taking them	
2.	Working on the dissertation	theoretical
		empirical
3.	Pedagogic Practice	
4.	Other scientific and pedagogic work	

PhD Student \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>> \_\_\_\_\_ 20\_\_\_\_  
 Signature name, surname, middle name

Scientific supervisor \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>> \_\_\_\_\_ 20\_\_\_\_  
 Signature name, surname, middle name

	Implementation dates and mode of report	Notes on the work done
1.		
2.		
3.		
4.		

Scientific supervisor \_\_\_\_\_ <<\_\_\_\_>>\_\_\_\_\_20\_\_

Brief reference of the chair\_\_\_\_\_

\_\_\_\_\_

Protocol number \_\_\_\_ of the meeting of the chair council on <<\_\_\_\_>>\_\_\_\_\_20\_\_



# PLAN OF PHD STUDENT'S RESEARCH ACTIVITIES AND ITS IMPLEMENTATION BY YEARS OF STUDY

## STUDY YEAR 3

	Name of planned activities	Brief description / content of the work
1.	Getting ready to qualification exams and taking them	
2.	Working on the dissertation	theoretical
		empirical
3.	Pedagogic Practice	
4.	Other scientific and pedagogic work	

PhD Student \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>> \_\_\_\_\_ 20\_\_\_\_  
 Signature name, surname, middle name

Scientific supervisor \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>> \_\_\_\_\_ 20\_\_\_\_  
 Signature name, surname, middle name

	Implementation dates and mode of report	Notes on the work done
1.		
2.		
3.		
4.		

Scientific supervisor \_\_\_\_\_ <<\_\_>> \_\_\_\_\_ 20\_\_

Brief reference of the chair \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Protocol number \_\_\_\_ of the meeting of the chair council on <<\_\_>> \_\_\_\_\_ 20\_\_



## PLAN OF PHD STUDENT'S RESEARCH ACTIVITIES AND ITS IMPLEMENTATION BY YEARS OF STUDY

## STUDY YEAR 4

	Name of planned activities	Brief description / content of the work
1.	Getting ready to qualification exams and taking them	
2.	Working on the dissertation	theoretical
		empirical
3.	Pedagogic Practice	
4.	Other scientific and pedagogic work	

PhD Student \_\_\_\_\_ / \_\_\_\_\_ / <<\_\_\_\_>>\_\_\_\_\_20\_\_\_\_  
Signature name, surname, middle name

Scientific supervisor \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ <<\_\_\_\_>> \_\_\_\_\_ 20\_\_\_\_  
Signature name, surname, middle name

	Implementation dates and mode of report	Notes on the work done
1.		
2.		
3.		
4.		

Scientific supervisor \_\_\_\_\_ <<\_\_>> \_\_\_\_\_ 20\_\_

Brief reference of the chair \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Protocol number \_\_\_\_ of the meeting of the chair council on <<\_\_>> \_\_\_\_\_ 20\_\_





PhD Student

\_\_\_\_\_  
(Surname, Name, Middle Name)

1. Has graduated the PhD studies<sup>1</sup> on <<\_\_\_\_>> \_\_\_\_\_20\_\_

Has taken the following qualification exams.

Foreign Language (\_\_\_\_) <<\_\_\_\_>> \_\_\_\_\_20\_\_թ.

\_\_\_\_\_  
(mark)

Informatics <<\_\_\_\_>> \_\_\_\_\_20\_\_թ. \_\_\_\_\_  
(mark)

Profession (\_\_\_\_) <<\_\_\_\_>> \_\_\_\_\_20\_\_թ. \_\_\_\_\_  
(mark)

2. Submitted the dissertation to the professional council on <<\_\_\_\_>> \_\_\_\_\_20\_\_

3. Has defended the dissertation on <<\_\_\_\_>> \_\_\_\_\_20\_\_

Approval by the SCC on <<\_\_\_\_>> \_\_\_\_\_20\_\_ Diploma Number \_\_\_\_\_

4. Exempted from PhD studies due to expiration of the term on <<\_\_\_\_>> \_\_\_\_\_20\_\_

5. Exempted from PhD studies ahead of schedule <<\_\_\_\_>> \_\_\_\_\_20\_\_

Chair holder \_\_\_\_\_

\_\_\_\_\_  
Head of the Department of Scientific Works \_\_\_\_\_

<<\_\_\_\_>> \_\_\_\_\_20\_\_

\_\_\_\_\_  
<sup>1</sup> The deadline has been extended <<\_\_\_\_>> \_\_\_\_\_20\_\_ Decree Number \_\_\_\_\_