

Approved

At the meeting N3 on 2021 on the Academic
Council of the Educational Complex of the Police
of the RA

Head of Academic Council
Major General of the Police

M. Babayan

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REGULATION

ON INTERNATIONAL TRIPS OF LEARNERS AND STAFF OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA

1. GENERAL PROVISIONS

1.1. The current regulation defines the rules of planning, registering the international trips of the learners and staff of the Educational Complex of the Police of the RA (hereinafter referred to as 'the Educational Complex'), as well as the costs and reports related to it.

1.2. The international trips of the staff and learners of the Educational Complex are regulated with the decrees of the Head of the Educational Complex, the current regulation and other legislative acts.

1.3. International trips are arranged for the following reasons:

- a) to deliver lectures and implement academic-methodological activities,
- b) for research activities (including together with international colleagues)
- c) for internships, to enhance professional skills, training and learning
- d) to take part in international scientific-practical conferences, cultural, sports and other activities
- e) to make negotiations on starting international cooperation
- f) to learn best practices and make comparative analysis
- g) for other invitations by international organizations.

International trips arranged on the basis of the above-mentioned objectives are implemented in the frames of inter-department agreements, inter-university cooperation agreements, as well as other invitations.

- 1.4. Financial means of international trips are the following:
- a) aimed funding from the state budget,
 - b) planned costs and revenue of the Educational Complex for international trips
 - c) grants
 - d) by foundations and other sources.
 - e) by inviting parties or organizers (fully or partially)
 - f) by personal means in the agreement by the traveler.

2. REGULATION ON PLANNING INTERNATIONAL TRIPS

2.1. International trips are planned for every half of the year, 20 days by the the end of the ending half based on the invitations, half-year plans of international events on the international partner universities or justified reports of the heads of the departments of the Educational Complex.

2.2. There can be unplanned international trips.

3. REGULATION ON REGISTERING INTERNATIONAL TRIPS

3.1. International trips are registered by the respective department in the availability of a decree on that.

3.2. In case the staff membbbers of the Educational Complex are abroad, their respective duties are transferred to the head of the department.

3.3. International trips of the learners of paid education of the Academy of the Educational Complex are registered by the Human Resources Management department of the Educational Complex upon the availability of the copy of the invitation and the report by the head of the International Cooperation and IT unit.

3.4. All learners and staff are obliged to present the required documents to register their trips to the International Cooperation and IT unit of the Educational Complex at least 15 working days before the departure.

3.5. International Cooperation and IT unit of the Educational Complex, if needed, supports the staff and learners to get visa from the embassies and consulates of the country of the trip. Dates and regulations of getting the visa are defined by the rules of accepting country and it is the duty of the traveler to meet the rules.

3.6. The learners and staff of the Educational Complex are obliged to follow the rules and dates of the trip and they can be punished for breaking the rules.

3.7. If the international trip has been canceled, the respective department is informed by the Head of the Educational Complex and in case of the learners of paid education, by the Head of the Educational Complex through the International Cooperation and IT unit.

4. COSTS RELATED TO THE INTERNATIONAL TRIPS

4.1. The amount of reimbursement and sources of costs for the international trips are defined by the legislation of the RA.

4.2. The costs of the trip of the staff or learners of the Educational Complex can fully or partially be covered by the Educational Complex. In this case, the costs are reimbursed by the decree of the Head of the Educational Complex, in the amount as defined in the set standards and upon the availability of justifying documents.

5. THE REGULATION ON REPORTING ON THE INTERNATIONAL TRIP

5.1. The staff and learners of the Educational Complex must present a report to the International Cooperation and IT unit after they return from the trip as defined in the decree of the Head of the Educational Complex 3310-A on 27.11.2020.

5.2. Within one month after the international trip, the staff member of the Educational Complex introduce a reference to the International Cooperation and IT unit on adapting positive practices in improving the academic programs or other fields in of the Educational Complex based on their trip outcomes.