

<p style="text-align: center;">REGULATION OF THE UNIVERSITY COUNCIL OF YEREVAN HAYBUSAK UNIVERSITY</p> <p>I. GENERAL PROVISIONS 1. This Regulation sets out the procedure for forming the University Council (hereinafter "UC") of Yerevan Haybusak University (hereinafter "YHU") and for its operation, and the procedure for preparing and holding its meetings and adopting its decisions. 2. Amendments and additions to this Regulation are made by the UC.</p> <p>II. POWERS 3. The UC is a governing body of YHU that resolves the key issues of organizing, planning, and managing the University's activities, including financial matters. The UC's term of office is five years. 4. UC: 1) approves the charters of the structural subdivisions and the regulations of the UC itself and of the Academic, Student, and Scientific Councils; 2) on the Rector's proposal, decides to establish, reorganize, or dissolve institutes, colleges, high schools, and other educational institutions, as well as chairs and other subdivisions; 3) approves the University's strategy and long-term directions;</p>	<p style="text-align: center;">REGULATION OF THE ACADEMIC COUNCIL OF YEREVAN HAYBUSAK UNIVERSITY</p> <p>I. GENERAL PROVISIONS 1. This Regulation sets out the procedure for forming the Academic Council (hereinafter "AC") of Yerevan Haybusak University (hereinafter "YHU") and for its operation, and the procedure for preparing and holding its meetings and adopting its decisions. 2. Amendments and additions to this Regulation are made by the AC.</p> <p>II. POWERS 3. The AC is a governing body of YHU that regulates academic matters and oversees the compliance of the fulfilment of the YHU mission with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). The term of office of the AC is five years. 4. AC: 1) submits its regulation to the University council for approval; 2) adopts and reviews the admission, assessment, academic integrity, and other policies and procedures; 3) oversees the quality of education at the University and its compliance with the ESG; 4) approves the internal legal acts governing the main activities of YHU and its subdivisions and the educational process; 5) discusses and approves study programmes; 6) approves the procedures for electing subdivision directors, heads of chairs, and teaching staff; 7) hears and discusses the reports and communications of the vice-rectors, heads of chairs, subdivision directors, and other managers; 8) hears and discusses the communications of the Vice-Rector for Academic Affairs on the results of the class observation rounds and examination sessions;</p>	<p style="text-align: center;">REGULATION OF THE SCIENTIFIC COUNCIL OF YEREVAN HAYBUSAK UNIVERSITY</p> <p>I. GENERAL PROVISIONS 1. This Regulation sets out the procedure for forming the Scientific Council (hereinafter "SC") of Yerevan Haybusak University (hereinafter "YHU") and for its operation, and the procedure for preparing and holding its meetings and adopting its decisions. 2. Amendments and additions to this Regulation are made by the SC.</p> <p>II. POWERS 3. The SC is a governing body of YHU that resolves the key issues of organizing, planning, and managing research activities. The term of office of the SC is five years. 4. SC: 1) submits its regulation to the University council for approval; 2) proclaims the five-year strategic directions of YHU research; 3) submits to the Rector for approval proposals to establish, reorganize, or dissolve research centres, scientific laboratories, and other research subdivisions; 4) approves the charters of the scientific subdivisions and the other internal legal acts governing their main activities; 5) approves short- and medium-term research programmes; 6) hears the reports and communications of the heads of scientific subdivisions on the results of research, scientific-methodological, and creative work carried out within the priority research directions of YHU, and adopts decisions when necessary; 7) adopts decisions recommending the award of academic titles; 8) organizes the competitions to fill the positions of head of chair, professor, and associate professor (docent); 9) elects honorary and foreign members of the SC; 10) recommends the publication of scientific monographs, scientific-methodological works, textbooks, teaching manuals, and collections of scientific papers; 11) periodically hears the communications of the persons coordinating the work of the Research Resource Centre (RRC) and</p>
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<p>4) approves the decisions of the SC to establish, reform, or dissolve scientific subdivisions;</p> <p>5) on the Rector's proposal, adopts decisions to confer honorary titles and to award prizes and named scholarships;</p> <p>6) has other powers deriving from the legislation of the Republic of Armenia and the YHU Charter.</p> <p>III. COMPOSITION</p> <p>5. The UC is chaired by the Rector. The total number of UC members may not exceed 60, of whom at least 50 percent are elected members. The UC includes, ex officio, the Rector, the vice-rectors, the members of the Academic and Scientific Councils, the chief accountant, and the heads of branches and other structural subdivisions, as well as elected members in accordance with this Regulation.</p> <p>6. At least 25% of UC members are students, elected by the YHU Student Council in the manner set out in its charter.</p> <p>7. The proportion of elected members and the number of seats allocated to YHU subdivisions are determined by the UC, and the representatives of the subdivisions are elected in the manner set out in the subdivision's charter.</p> <p>8. Leading specialists in science, education, and culture may be included in the UC at the Rector's choice.</p>	<p>9) submits proposals to the authorized body on the main directions of YHU activity, including the introduction of educational programmes in new specialities;</p> <p>10) discusses issues relating to the public, political, educational, scientific, and cultural life of the Republic and its most important events, and adopts statements as necessary;</p> <p>11) has other powers deriving from the legislation of the Republic of Armenia and the YHU Charter.</p> <p>III. COMPOSITION</p> <p>5. The AC chairperson and secretary are appointed by the Rector for a term of five years.</p> <p>6. The AC is composed of:</p> <ul style="list-style-type: none"> - the heads of YHU subdivisions, ex officio - two representatives of each subdivision, elected in the manner set out in its charter - the heads of chairs - elected student representatives, who make up at least 25% of AC members - elected staff representatives - other ex officio members, as provided in the YHU Charter. <p>7. The proportion of elected members and the number of seats allocated to YHU structural subdivisions are determined by the AC, and the representatives of the subdivisions are elected in the manner set out in the subdivision's charter.</p> <p>8. The composition of the AC is approved by order of the Rector for a term of five years.</p> <p>IV. RULES OF PROCEDURE</p> <p>9. The AC exercises its powers through regular and extraordinary meetings.</p> <p>10. Regular meetings of the AC are convened at least six times a year.</p> <p>11. AC meetings are prepared by the AC chairperson and secretary.</p> <p>12. The AC secretary notifies AC members in writing of the convening of a regular or extraordinary AC meeting and of</p>	<p>the Student Scientific Society (SSS), and adopts decisions when necessary;</p> <p>12) has other powers deriving from the legislation of the Republic of Armenia and the YHU Charter.</p> <p>III. COMPOSITION</p> <p>5. The SC chairperson and secretary are appointed by the Rector for a term of five years.</p> <p>6. The SC is composed of:</p> <ul style="list-style-type: none"> - the heads of chairs conducting research in the strategic directions, ex officio - the heads of the research centres, the Centre for Development and Education Quality Assurance, the RRC, and the laboratories, ex officio - representatives of institutions cooperating with YHU in the strategic research directions - Doctors and Candidates of Sciences elected by YHU subdivisions. <p>7. Ex officio members make up 51% of SC members, and members from cooperating institutions 20%.</p> <p>8. The proportion of elected members and the number of seats allocated to YHU subdivisions are determined by the SC on the proposal of the Vice-Rector for Research, and the representatives of the subdivisions are elected in the manner set out in the subdivision's charter.</p> <p>9. The composition of the SC is approved by order of the Rector for a term of five years.</p> <p>IV. RULES OF PROCEDURE</p> <p>11. The SC exercises its powers through regular and extraordinary meetings.</p> <p>12. Regular meetings of the SC are convened at least four times a year. Meetings are prepared by the SC chairperson and secretary.</p> <p>13. The SC secretary notifies SC members in writing of the convening of a meeting and of its agenda at least five days before a regular meeting and at least three days before an extraordinary meeting. The documents on the items to be discussed at the SC meeting (draft decisions, explanatory notes, etc.) are sent to SC members at least three working days before the meeting.</p>
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<p>IV. RULES OF PROCEDURE</p> <p>9. The UC exercises its powers through regular and extraordinary meetings.</p> <p>10. Regular meetings of the UC are convened at least twice a year.</p> <p>11. UC meetings are prepared by the Rector and the UC secretary.</p> <p>12. The UC secretary notifies UC members in writing of the convening of a meeting (regular or extraordinary) and of its agenda at least five days before a regular meeting and at least three days before an extraordinary meeting. The documents on the items to be discussed at the meeting (draft decisions, explanatory notes, etc.) are sent to UC members at least three working days before the meeting.</p> <p>13. Extraordinary meetings of the UC are convened as necessary by the UC chairperson or on the written request of at least one third of its members, with the agenda and within the time frame they propose.</p> <p>14. A UC meeting is quorate if two thirds of the members attend.</p> <p>15. The attendance of UC members is registered by the UC secretary before the meeting begins. If a quorum is not reached, the UC chairperson may extend registration by up to 30 minutes; if there is still no quorum after that, the meeting is postponed.</p>	<p>its agenda at least three working days before the meeting. The documents on the items to be discussed at the meeting (draft decisions, explanatory notes, etc.) are sent to AC members at least three working days before the meeting.</p> <p>13. Extraordinary meetings of the AC are convened as necessary by the AC chairperson or on the written request of at least one third of its members, with the agenda and within the time frame they propose.</p> <p>14. An AC meeting is quorate if a majority of the members attend.</p> <p>15. The attendance of AC members is registered by the AC secretary before the meeting begins. If a quorum is not reached, the AC chairperson may extend registration by up to 30 minutes; if there is still no quorum after that, the meeting is postponed.</p> <p>15. An AC member who is absent without good reason from more than half of the AC meetings may be removed from the AC and replaced by another member nominated by the relevant subdivision.</p> <p>16. On opening the meeting, the AC chairperson announces whether a quorum is present and puts to a vote the approval of the minutes of the previous meeting and the agenda of the current meeting.</p> <p>17. AC members may propose that other items be included in the agenda; such proposals are put to a vote in the established manner.</p> <p>18. The order in which agenda items are discussed and the time allowed for main reports, co-reports, and speeches are determined by the AC on the chairperson's proposal.</p> <p>V. DECISIONS</p> <p>19. AC decisions are adopted by a simple majority of the votes of the members present, by open vote, and are implemented by orders of the Rector.</p> <p>20. The Rector has the power to suspend AC decisions that fall outside its powers or that contravene the legislation in force in the Republic of Armenia, the YHU Charter, this Regulation, or other internal legal acts.</p>	<p>14. Extraordinary meetings of the SC are convened by the SC chairperson or on the written request of at least one third of SC members, with the agenda and within the time frame they propose.</p> <p>15. An SC meeting is quorate if at least half of the SC members attend.</p> <p>16. The attendance of SC members is registered by the Scientific Secretary before the meeting begins. If a quorum is not reached, the SC chairperson may extend registration by up to 30 minutes; if there is still no quorum after that, the meeting is postponed.</p> <p>17. An SC meeting postponed for lack of a quorum is convened with the same agenda on the general terms set out in this Regulation.</p> <p>18. On opening the meeting, the SC chairperson announces whether a quorum is present and puts the agenda to a vote.</p> <p>19. SC members may propose that other items be included in the agenda; such proposals are put to a vote in the established manner.</p> <p>20. The order in which agenda items are discussed and the time allowed for main reports, co-reports, and speeches are determined by the SC on the chairperson's proposal.</p> <p>V. VOTING PROCEDURE</p> <p>21. SC decisions are adopted by a simple majority of the votes of the members present at the SC meeting, by open vote, unless the SC has set a different voting procedure for that decision.</p> <p>22. Competitions to fill research and academic positions, nominations for academic titles, and other competitions are decided by closed, secret ballot.</p> <p>23. Honorary and foreign members of the SC take part in meetings in an advisory capacity.</p> <p>24. The ballot papers for a closed, secret ballot are prepared by the Scientific Secretary before the SC meeting.</p> <p>25. The ballot paper states the date of the SC meeting, its serial number, the content of the question put to the vote, and the voting options ("for", "against").</p> <p>26. The Scientific Secretary signs the reverse of the ballot paper.</p> <p>27. Before the vote, a chairperson and two members of the counting committee are elected from the SC membership list.</p>
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<p>16. A UC meeting postponed for lack of a quorum is convened with the same agenda on the general terms set out in this Regulation.</p> <p>17. On opening the meeting, the UC chairperson announces whether a quorum is present and puts the agenda to a vote.</p> <p>18. UC members may propose that other items be included in the agenda; such proposals are put to a vote in the established manner.</p> <p>19. The order in which agenda items are discussed and the time allowed for main reports, co-reports, and speeches are determined by the UC on the chairperson's proposal.</p> <p>V. DECISIONS</p> <p>20. UC decisions are adopted by a simple majority of the votes of the members present, by open vote, and are implemented by orders of the Rector.</p> <p>21. The Rector has the power to suspend UC decisions that fall outside its powers or that contravene the legislation in force in the Republic of Armenia, the YHU Charter, this Regulation, or other internal legal acts.</p> <p>22. UC decisions that the Rector has suspended because of procedural violations during their adoption are put up for reconsideration and a new vote at the same or another UC meeting.</p>	<p>21. AC decisions that the Rector has suspended because of procedural violations during their adoption are put up for reconsideration and a new vote at the same or another AC meeting.</p> <p>22. The Rector's orders suspending AC decisions must be justified and reasoned.</p> <p>VI. MINUTES OF MEETINGS</p> <p>23. Minutes are kept of AC meetings. The AC secretary draws up the minutes within five days after the meeting. The minutes are signed by the AC chairperson and the secretary.</p> <p>24. The minutes must record the date of the meeting, the chairperson, the secretary, the voting members present, the agenda, the main points of the speeches, the content of the questions put to a vote, the voting results, and the decisions adopted.</p> <p>VII. COMMITTEES</p> <p>25. By decision of the AC, standing or temporary committees may be established on quality assurance, the development of regulations, ethics, and other matters; their status, composition, structure, powers, and rules of procedure are determined by the AC.</p> <p>26. The purpose of the committees is to study and prepare matters within their remit and to submit proposals on them to the AC.</p> <p>27. The committees have the right to request and receive the necessary documents and materials from YHU governing bodies, subdivisions, and officials.</p> <p>28. Committee documents and conclusions are approved by a simple majority of the votes of the members present. In the event of a tie, the committee chairperson has the casting vote.</p> <p>29. Committee members have the right to hold a dissenting opinion on matters discussed in the committee and to submit it to the AC.</p> <p>VII. REPORTING</p>	<p>28. A ballot paper is valid if only one option has been marked on it.</p> <p>29. The members of the counting committee open the ballot box and count the votes.</p> <p>30. Minutes of the voting results are drawn up and signed by all members of the counting committee.</p> <p>31. The voting results are approved by the SC at the same meeting.</p> <p>VI. DECISIONS</p> <p>31. SC decisions are implemented by orders of the Rector.</p> <p>32. The Rector has the power to suspend SC decisions that fall outside its powers or that contravene the legislation in force in the Republic of Armenia, the YHU Charter, this Regulation, or other internal legal acts.</p> <p>33. SC decisions that the Rector has suspended because of procedural violations during their adoption are put up for reconsideration and a new vote at the same or another SC meeting.</p> <p>34. The Rector's orders suspending SC decisions must be justified and reasoned.</p> <p>VII. MINUTES OF MEETINGS</p> <p>35. Minutes are kept of SC meetings. The Scientific Secretary draws up the minutes within five days after the SC meeting. The minutes are signed by the SC chairperson and the Scientific Secretary.</p> <p>36. The minutes must record the date of the meeting, the chairperson, the secretary, the voting members present, the agenda, the main points of the speeches, the content of the questions put to a vote, the voting results, and the decisions adopted.</p> <p>37. The minutes are sent to SC members with the materials for the next meeting, the first agenda item of which is a vote on approving the minutes of the previous meeting, taking into account any proposed amendments.</p> <p>VIII. COMMITTEES</p>
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<p>23. The Rector's orders suspending UC decisions must be justified and reasoned.</p> <p>VI. MINUTES OF MEETINGS</p> <p>24. Minutes are kept of UC meetings. The UC secretary draws up the minutes in two copies within five days after the meeting. The UC chairperson and the secretary sign the minutes.</p> <p>25. The minutes must record the date of the meeting, the chairperson, the secretary, the voting members present, the agenda, the main points of the speeches, the content of the questions put to a vote, the voting results, and the decisions adopted.</p>	<p>30. The AC reports to the UC on academic matters.</p> <p>31. Minutes are kept of AC meetings. The AC secretary draws up the minutes within five days after the meeting.</p> <p>32. The minutes must record the date of the meeting, the participants, the voting members present, the agenda, the main points of the speeches, the content of the questions put to a vote, the voting results, and the decisions adopted.</p> <p>33. The minutes are sent to AC members with the materials for the next meeting, the first agenda item of which is a vote on approving the minutes of the previous meeting, taking into account any proposed amendments.</p> <p>34. The AC presents an annual report to the University community.</p> <p>VIII. AMENDMENTS</p> <p>35. Amendments to this Regulation are approved by a majority of AC votes.</p> <p>36. Amendments must comply with the YHU Charter.</p>	<p>38. By decision of the SC, standing or temporary committees may be established as necessary; their status, structure, powers, and rules of procedure are determined by the UC.</p> <p>39. The task of a committee is to study and prepare matters within its remit and to submit proposals on them to the SC.</p> <p>40. The structure and composition of a committee are determined by the SC.</p> <p>41. The committees have the right to request and receive the necessary documents and materials from YHU governing bodies, structural subdivisions, and officials.</p> <p>42. Committee meetings are quorate if at least two-thirds of the committee members are present.</p> <p>43. Committee documents and conclusions are approved by a simple majority of the votes of the members present. In the event of a tie, the committee chairperson has the casting vote.</p> <p>44. Committee members have the right to hold a dissenting opinion on matters discussed in the committee and to submit it to the SC.</p>
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