



REGULATION ON FINAL ATTESTATION OF GRADUATES OF YEREVAN "HAYBUSAK" UNIVERSITY

I. GENERAL PROVISIONS

1. The current Regulation regulates the relations referring to the final attestation of graduates of Yerevan "Haybusak" University (hereinafter as the University), formation of final attestation committees, and appeal of attestation results.

II. THE FORMS OF FINAL ATTESTATION

2. The final attestation is the examination of the graduate's knowledge, competences and skills which is carried out through the final (BA) paper, except for those students who have not passed the GPA threshold of excellence and they take final attestation exams; or through the MA thesis defense, while in case of uninterrupted and integrated programs ("General Medicine" and "Dentistry" specialties) the final attestation is carried out through final exams. The final attestation of the Gyumri "Shirakatsi" branch of the University is organized in the branch, according to the current Regulation.

3. The topics of final (BA) papers and MA theses are approved by the relevant Faculty Council. The topic and the supervisor of the final (BA) paper are approved in the first semester of the final academic year; and those of the MA thesis – by the end of the first semester of the first year.

4. The final (BA) papers and MA theses together with the written opinion of the supervisor are subject to review, moreover, in case of final (BA) papers they are subject to internal or external reviews, and in case of MA theses the external review is provided. Relevant specialists from the industrial field, from scientific institutions and others providing study programs in higher professional education are invited to review the final (BA) papers and MA theses. The composition of invited specialists is approved in the presence of the Head of the Chair at the chair session.

5. The questionnaires for final examinations are formed in accordance with syllabi developed on the basis of state educational standards.

III. THE FINAL ATTESTATION COMMITTEE

6. The Final Attestation Committee (hereinafter as the Committee) which is composed of the Chairman and members, is formed in accordance with the qualification levels for each profession or study program, for all the forms of education.

7. The Chairman of the Committee is appointed by the Rector of the University in the presence of the Dean of the Faculty. The Chairman is appointed from the specialists having a scientific degree and/or a title from partner organizations, departments and academic institutions of the relevant field. The specialists are appointed provided that they are not employees of the University and have not held the chairmanship of the given Final Attestation Committee in the last three years.

8. The composition of the Committee is approved by the Rector of the University at least three weeks prior to the final attestation.

9. The composition of the Committee can include representatives of employers and academic institutions of the given field, the Dean of the given faculty or his/her deputy, heads of chairs, representatives of the teaching staff. The Committee sessions are registered by the Secretary who is an employee of the given institution, is not a member of the Committee and is appointed by the order of the Rector of the University. At least 50% of the Committee members must be non-employees of the given institution.

10. In case of the Committee Chairman's absence, a deputy from the Committee members is appointed by the order of the Rector of the University.

11. During its activity, the Committee is guided by the current Regulation as well as by the procedures and methodical guidelines approved by the University.

12. The functions of the Committee are as follows:

- 1) to check the compliance of the graduate's level of preparedness with the goals and outcomes set by the study program;
- 2) to make a decision on awarding (or not awarding) a qualification and respective diploma of higher education to the graduates based on the results of final attestation;

- 3) to develop and submit proposals on further improvement of the quality of training of specialists in the given profession.

13. Each work schedule of the Committee that is agreed upon with the Committee Chairman, is approved by the Rector based on the proposal of the Dean of the Faculty, and the graduates are informed about it at least two weeks prior to the final attestation.

IV. THE ORGANIZATION AND CONDUCT OF FINAL ATTESTATION

14. The final attestation is allowed to graduates who have completed the study of the higher education program, have accumulated relevant credits and have achieved passing score in the pre-final examination. The list of graduates subject to final attestation is approved by the order of the Dean of the given faculty. The final exams, defense of final (BA) papers and the MA theses are held within the timeframe set by the curriculum.

15. The final exams, defense of final (BA) papers and MA theses are held in the open session of the Committee in the presence of not less than two thirds of the Committee members. The presence of the Chairman or his/her deputy is mandatory. The list of documents to be submitted to the Committee prior to the launch of final exams, defense of final (BA) papers and MA theses is defined by the Rector of the University.

16. The final exams, defense of final (BA) papers and MA theses are conducted according to the following procedural requirements:

- a) the final exams are held by tickets or tests in accordance with the requirements set by the given syllabus and respective qualification;

- b) each graduate is given at least 20 minutes to prepare for the oral exams;

- c) each graduate is given up to 20 minutes to present the content of his/her final (BA) paper or MA thesis. After presenting the content of the MA thesis to the members of the Committee, the graduate is given 30 minutes to answer the questions given by the Committee members;

- d) the duration of the day set for the final exam must not exceed 8 hours;

- e) the process of final attestation (except for exams with tests) is registered and recorded. The recording is kept for 6 months after the publication of results.

17. The results of final exams and those of the defense of final (BA) papers and MA theses are evaluated as "excellent", "good", "satisfactory", "unsatisfactory", according to the assessment scale endorsed by the University. The grades are announced the same day, within one hour after the protocol of the Committee session is made.

18. Based on the protocol on the positive result ("satisfactory", "good", "excellent") of final exams as well as those of the defense of final (BA) papers and MA theses, the Committee makes a decision on awarding the relevant qualification and respective diploma of higher education to the graduate. In case of the negative result ("unsatisfactory"), the graduate is not awarded a qualification and a higher education diploma.

19. The diploma of excellence is awarded to the graduates who have passed the final attestation with an "excellent" grade and who have achieved 90% of the maximum value of the grade point average (GPA).

20. The Committee's decisions are made in a closed session of the Committee. The grades of final exams, final (BA) papers or MA theses are determined by the arithmetic mean of the grades given by each member of the Committee.

21. The Secretary records all the decisions made by the Committee in accordance with the regulation established by the University. The protocols are signed by the Committee Chairman and the members who have participated in the session.

22. A graduate who has been allowed to take final exams, to defend the final (BA) paper or the MA thesis but who has not appeared in the exam or has been assessed as "unsatisfactory", is allowed to participate in a new defense at the end of the next academic year or in the following years according to the regulation and timeframe established by the University. The retake of exams is carried out according to the given Regulation.

23. The final attestation of graduates who have partially studied abroad according to the deadlines and privileges granted by the University, can be held within separate timeframes set by the Dean of the Faculty and approved by the Rector, according to the procedural requirements of the current Regulation.

24. A joint final attestation may be organized for the graduates who have studied joint study programs implemented by two and more institutions, in accordance with the procedures agreed

upon in advance between the institutions and validated by the relevant contract in compliance with the current rules.

25. The report of the Committee is discussed in the relevant Faculty Council and is submitted to the Rector of the University within two weeks after the completion of the final attestation. After the final attestation, the University submits brief information to the Ministry of Education and Science of the Republic of Armenia.

26. The final attestation assessment (unsatisfactory, satisfactory, good, excellent) is subject to additional discussion and appeal in accordance with the following procedural requirements:

1. the graduate has the right to request additional comments on his/her assessment from the Committee;
2. the graduate's appeal regarding the assessment is accepted and considered only in case the Committee has violated the procedural rules;
3. the appeal is submitted in a written form to the Chairman of the Committee within one hour after the publication of the final attestation results;
4. the Chairman of the Committee organizes the discussion of the appeal the same day;
5. the employee of the administrative staff of the University who is not a member of the given Committee, as well as the representative of the Student Parliament of the University whose candidacies are approved in advance by the Rector of the University, participate in the discussion of the written appeal;
6. the recording of the graduate's answer is heard in his/her presence and by open voting, with a simple majority of votes of the members of the Appeal Committee, and a decision is made to:
 - leave the grade unchanged;
 - raise the grade;
7. A protocol is formed on the made decision which is signed by the Committee Chairman, the administrative staff of the University, the representatives of the Student Parliament and the graduate. In case of disagreement on the made decision, a special written opinion is submitted which is provided as an attachment to the protocol;
8. In case the grade is changed, a respective note is made in the special register of protocols.