

AFFIRMED
BY THE ACADEMIC COUNCIL OF YSU IB
at the meeting of 7 March 2002 / Transaction Number 1 /

PRESIDENT OF THE ACADEMIC COUNCIL, DIRECTOR OF YSUIB:
S. A. ARAKELYAN

CHARTER OF
IJEVAN BRANCH
OF THE
NON-COMMERCIAL STATE ORGANISATION
YEREVAN STATE UNIVERSITY

1. GENERAL THESES

1. Ijevan Branch of the State Non-Commercial Organization YSU, of the Ministry of Education and Science of the Republic of Armenia (RA), is the highest educational, scientific and cultural establishment and was created on 07.03.2002 by Decision Number 1 of the Academic Council of YSU, as a subsidiary company of Ijevan of YSU.

2. The activity of Ijevan Branch of YSU (YSUIB) is carried out in accordance with RA legislation relating to the regulations of YSU State Non-Commercial Organization and to this charter.

3. The Branch has full financial accountability, its own bank account, and is responsible for its income and expenses.

4. The Ijevan Branch of YSU utilizes a round seal bearing its name and mark with the image of the state seal of RA. The Branch seal includes the flag and the emblem of the self-governing establishment of YSU.

5. The full name of Ijevan Branch of Yerevan State University is:

Armenian- Երևանի պետական համալսարանի պետական ոչ առևտրային կազմակերպության Իջևանի մասնաճյուղ

Abbreviated- *ԵՊՀ ԻՄ*

Russian- Иджеванский филиал государственной некоммерческой организации Ереванский государственный университет

Abbreviated - *ЕГУИФ*

English- Ijevan Branch of the Non-Commercial State Organization Yerevan State University

Abbreviated - YSUIB

6. The address of Ijevan Branch of YSU is Ousanorakan Street 3, 4001 Ijevan, Tavush Marz, Armenia.

2. THE RESPONSIBILITIES AND RIGHTS OF THE BRANCH

7. The basic responsibilities of the Branch are:

a / the training and retraining of research and educational staff and specialists, in accordance with YSU standards and programmes;

b / carrying out of teaching and methodological, educational research in the areas of natural science and the humanities, as well as the achievement of new creations in the domain of applied arts;

c / the sharing of academic research and knowledge;

8. Corresponding to the Branch's responsibilities, the Branch:

a / decides and submits its structure, principles of control, curricula, and programmes for consideration by the YSU Academic Council;

b / recommends to YSU Branch candidates for Doctoral degree work, candidates for prizes or medals for academic achievement and teaching, and in addition, recommends Branch students for specific scholarships;

c / promotes cooperation in the international domain and fulfills its publishing responsibilities. YSUIB's charter does not allow activities of political or religious organizations.

3. MANAGEMENT OF IJEVAN BRANCH OF YSU

9. The management of the branch consists of:

- the Academic Council,
- the Authority
- the Director.

10. The Academic Council of the Branch is the highest authority and directs the activity of the Branch in the fulfillment of its main responsibilities.

The term limit is five (5) years. The meetings of the Council are convened at least bi-monthly.

11. The Academic Council of the Branch:

a / has a fixed term limit;

b / determines the main development of the Branch following the Director's instructions;

c / discusses and submits an estimated annual Branch budget for YSU consideration;

d / discusses yearly Branch activity, according to defined directives;

e / discusses and submits nominations of candidates for vice-director for the consideration by the YSU rector;

f / affirms the director's recommendation of the number of students admitted, including the allocation of scholarships available in each field or faculty, based on RA governance;

g / assesses recommended changes in the Branch's facilities and programmes submitted by the director—including the creation, demolition, and renovation of laboratories and classrooms, and other physical and structural changes—and the creation of additional departments and faculties, and presents said recommendations to the YSU rector for authorization;

h / affirms term limits and the structure of Branch subdivisions and the Branch's internal disciplinary rules;

i / discusses the roles of the professions and the areas of specialization covered by Branch curricula;

j / discusses the important and long-term direction of the Branch's academic activity in response to reported results of academic research and teacher training;

k / determines and submits recommendations to YSU's Academic Council honorary Doctoral degree candidates. along with recommended Branch recipients of prizes and medals, and recommends Branch students for important scholarships;

l / fulfills the Branch charter concerning regulations related to academic research and teacher training;

The Academic Council of IBYSU is limited to 35 members, which includes the Branch director, the YSU vice-rector, vice-directors, the academic secretary, the teaching supervisor, the deans of the faculties, the chief accountant, the heads of all university departments, the head of the library, the trade union president, presidents of student councils, along with the heads of other subdivisions, as selected by the director. Others may include academic faculty and RA's leading academics and education specialists, constituting up to 15% of the council.

The number of ex officio members chosen by the director may not exceed 50% of Academic Council as a whole. Other members of the Academic Council are selected from the Branch's subdivisions, in accordance with the Academic Council term limits.

Academic Council Branch meetings may take place as long as two-thirds (2/3) of the membership is in attendance. Decisions are made by a simple majority vote and are enacted at the Director's affirmation.

12. The Branch's authority is as a consulting body to the Branch director. Between meetings of the Academic Council, authority relating to all activities of the Branch, especially relating to the execution of Academic Council decisions, resides with the Branch director. The Branch's core authority includes the director, vice-directors, academic secretary, the teaching supervisor, the chief accountant, the president of the trade union, and the deans of the faculties. The Branch director is responsible for carrying out decisions made by the authority of this group.

13. Daily and direct Branch management is carried out by the Branch director, who is appointed to and/or relieved of this post by the YSU rector.

14. The Branch director:

a / organizes and coordinates the work of all Branch management and subdivisions.

b / issues directives to be followed and fulfilled by Branch employees and students.

c / represents the Branch to YSU, to RA State institutions, and to other enterprises, including those in the international sphere, and is authorized to sign any corresponding documents.

d / assures fulfillment of State requirements for academic research work and the training of specialists, according to professional standards.

e / convenes meetings of the Academic Council and the Branch's Authority and ensures their close cooperation.

f / suspends the decisions of the Academic Council, the Branch's Authority, the Branch Faculties Council, and of the other subdivisions to the extent that they are not in accordance with and contradict RA legislation and YSU legislation and regulations.

g / appoints and dismisses on a contractual basis the heads of Branch subdivisions and other Branch employees and oversees disciplinary activity relating to both employees and students.

h / certifies all decisions related to student admissions, student advancement (or lack of advancement) from year to year, decisions relating to dismissal and re-admittance, and the formulation of a calendar of academic vacations.

i / with the approval of the Academic Council and the consent of the YSU rector, appoints and dismisses Branch vice-directors.

j / assigns to the Branch vice-directors the responsibilities of the director during his or her absence.

k / fulfills any other obligation as defined by RA legislation, YSU legislation, and the rules and regulations of this charter.

4. STRUCTURE OF IJEVAN BRANCH OF YSU

15. The structure of the independent teaching and academic subdivision units is the faculty, which is formed based on professional orientation and the nature of each academic activity.

The faculty structure includes department heads and other teaching and academic subdivisions.

16. The dean is the head of each faculty.

The dean is nominated by the Branch Academic Council and appointed by the director in accordance with appropriate regulations.

Each faculty dean:

a / represents his or her faculty within the Branch, to State institutions, and to organizations and to other enterprises.

b / presents for the director's confirmation candidates for deputy dean and secretary of the Council of the Faculty.

17. The Council of the Faculty is the body directed by the dean of a faculty, whose decisions are binding for the faculty's students and employees. The Council of the Faculty serves for five (5) years, based on the regulations affirmed by the Academic Council.

18. The Council of the Faculty:

a / presents to the director proposals regarding the nomination of the dean of the faculty or requests for early dismissal,

b / presents to the Branch director proposals concerning the creation, reorganization, and dissolution of departments, laboratories, and other structural subdivisions within the faculty.

c / addresses and resolves other questions related to the faculty's teacher training and academic research activity, according to the Branch charter.

19. The department is the main organizational subdivision of the teaching and academic work of the Branch, uniting lecturers and researchers within similar

professional spheres. The department may be also Branch-wide and report directly to vice-directors.

20. The head of a department is appointed by the Branch director for a five-year (5) term, subsequent to confirmation by the Academic Council of the Branch.

5. ORGANIZATION OF TEACHING TRAINING AND ACADEMIC PROCESS

21. Student admission to the Branch is based on RA legislation.

22. Teaching and educational processes of the Branch are structured according to YSU legislation.

23. The Branch's system corresponds to a bachelor's degree programme. Diplomas with the YSU rector's signature are awarded to Branch graduates according to their qualifications.

24. Advancement from Ijevan Branch to the next level of YSU higher education is done by the authority of the Branch's Academic Council, following YSU regulations.

25. The academic activity of the Branch is financed from the following sources:

a / from the State budget.

b / from donations;

c / from special funds created for Branch research.

d / from other sources, as allowed by RA legislation.

26. Lecturers, academic staff, and contracted specialists may contribute to the research and academic work of the Branch.

6. THE COLLECTIVE OF IJEVAN BRANCH OF YSU

27. The professors, assistant professors, assistants, lecturers, the academic and teaching staff, the administrative employees, and students together form the collective of the branch.

28. The rights and responsibilities of the employees of the branch are determined by the regulations of the Academic Council of the Branch, in accordance with RA legislation.

29. Ijevan Branch students enjoy the same students' rights and responsibilities as all YSU students.

30. The Student Council is the body representing the interests of Branch students' self-governance and their social interests, and which

a / provides for student participation in the management of the Branch;

b / forwards questions regarding students to the various governing bodies of Branch management.

31. The formation and activity of the Student Council is guided by its regulations and is subject to confirmation by the Branch's Academic Council, acting upon the director's recommendation.

32. Students admitted outside of the State Order Grant System, as well as transfer students from other higher educational institutions, returning students, and students pursuing a second profession, will pay tuition as defined by university regulations. The amount of tuition is defined by legislation of the authority of the Branch, with affirmation of the YSU rector. Branch students who are admitted by the State Order Grant System receive grants as defined by university regulations.

Foreign students and those who are not Armenian citizens fall under the paid system of tuition, with tuition-based contracts signed by the rector.

33. Following graduation, Branch graduates may find work independently or by taking advantage of contracts signed by the Branch with certain enterprises and organizations.

7. THE HOLDINGS AND FINANCIAL AND ECONOMIC ACTIVITY OF IJEVAN BRANCH OF YSU

34. Ijevan Branch manages, possesses, and uses its holdings and financial means corresponding to the acting legislation of RA.

35. Acquisition sources are:

a / designated from the State budget;

b / income from services, as well as from other economic activities allowed by the legislation of RA;

c / charitable investments in and donations by RA enterprises and outside organizations and citizens;

d / other sources allowed by the legislation of RA.

36. The financial income of the Branch derives from both budgetary and off-budget sources.

37. The off-budget income of the Branch comes from:

a / tuition income;

b / income from services rendered.

38. The Branch may provide supplementary payable services according to contracts signed with enterprises, state institutions, organizations, and individuals.

39. All Branch expenses and income are provided and used based on confirmed budget estimates.

40. Ijevan Branch is a State Non-Commercial Enterprise, which qualifies it to:

a / form foundations, including a foundation of extra-budgetary salaries, coming from all sources of financing except those assigned by the State budget and corresponding to budget estimate confirmed by the Branch's Academic Council;

b / have the right to rent goods for its own use and to rent goods to others, with the permission of YSU;

c / be accountable to YSU, with Branch accounts and balance sheets being entered into the accounting and balance sheets of YSU.

8. CESSATION OF BRANCH ACTIVITY

41. The rebuilding and liquidation of Ijevan branch of YSU is made by the acting legislation of RA and, after meeting creditors' demands, all Branch holdings and goods will belong to YSU.