



YEREVAN STATE MEDICAL UNIVERSITY AFTER MKHITAR HERATSI REGULATION OF FINAL ATTESTATION

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Rector: A. A. Muradyan

1. GENERAL PROVISIONS

1. The relations in connection with Final Attestation of the graduates educated with higher professional educational programs of "Yerevan State Medical University after Mkhitar Heratsi" Foundation (hereinafter the University) are regulated by the present procedure. Final Attestation peculiarities of the educational programs of the Faculty of Public Health are established in accordance with the regulation "On the Defence of Master's Degree Thesis in the Faculty of Public Health".
2. The legal bases of the present regulation are the Constitution of the Republic of Armenia, the RA laws "On Higher and Postgraduate Professional Education", "On Education", the 07.11.2017 Order №1282-N of the RA Minister of Education and Science, the University Charter, other legal acts.
3. Final Attestation aims at checking the knowledge, abilities and skills of the graduate.

2. FINAL ATTESTATION COMMITTEE

4. The Final Attestation Committee (Chairman, Deputy Chairman and members) is formed according to the qualification levels, to each profession or educational program for all education forms.

5. Based on the Faculty Dean's presentation, the Rector appoints the Chairman of the Final Attestation Committee among the specialists having scientific degrees and (or) titles at the university or partner organizations, departments, academic institutions of the relevant field (sphere).
6. The University Rector approves the staff of the Final Attestation Committee 3 weeks prior to Final Attestation.
7. Representatives of academic institutions and employers of the given field, the dean and the vice-dean of the corresponding faculty, head of the departments, representatives of the academic personnel can be included into the staff of the Final Attestation Committee. The sessions of the Final Attestation Committee are recorded by the Secretary who works at the University and is not a Committee member.
8. In the absence of the Chairman of the Final Attestation Committee, the Deputy Chairman performs the duties of the Chairman.
9. Throughout its activities Final Attestation Committee is governed by the RA Law, the present regulation, methodological guidelines of the University.
10. The functions of the Final Attestation Committee are:
 - 1) Check whether the graduate's preparation level corresponds to the objectives and final outcomes fixed by the educational program of the given profession;
 - 2) Based on the results of Final Attestation, make a decision of awarding (or not awarding) qualification to the graduate and of giving a relevant diploma of higher education;
 - 3) Elaborate and present suggestions regarding further quality improvement in the preparation of specialists of the given profession.
11. Any work schedule of the Final Attestation Committee which is agreed with the Committee Chairman is approved by the Rector based on the Faculty Dean's presentation and the graduates are informed of it at least 2 weeks prior to the defence of Master's Degree Thesis.
12. For Final Attestation of the graduates of the Faculty of Military Medicine the Examination Committee Staff of the course of "Military Medicine" is approved by the joint order of the RA Minister of Defence and the Rector.

3. FINAL ATTESTATION PROCEDURE

13. The graduates who have completed their studies in higher professional educational program, have earned relevant credits and have no financial liability to the University are permitted to participate in Final Attestation. The list of the graduates of Final Attestation is approved by the Rector.

The defence of Master's Degree Thesis or Final Attestation is held within the time set by the academic plan.

14. The defence of Master's Degree Thesis or Final Attestation is held during the open session of the Final Attestation Committee in the presence of not less than 2/3 of the Committee members. The presence of the Chairman or the Deputy Chairman is mandatory. The exemplars of protocols and other necessary documents compiled by the Committee are approved by the Rector.

15. Final Attestation includes:

- 1) Course examinations of "Surgical Diseases", "Internal Diseases", "Obstetrics and Gynaecology" in order to award the qualification of "MD Physician" in the profession of "Medicine" of the Faculty of Military Medicine;
- 2) Course examinations of "Surgical Diseases", "Internal Diseases", "Military Medicine" (Battlefield Surgery, Battlefield Therapy, medical care management for the staff, medical services organization and tactics) in order to award the qualification of "MD Physician" in the profession of "Medicine in Armed Forces" of the Faculty of Military Medicine;
- 3) Course examinations of "Therapeutic Dentistry", "Surgical Dentistry", "Orthopaedic Dentistry" in order to award the qualification of "Dentist" in the profession of "Stomatology" of the Faculty of Stomatology;
- 4) In the Faculty of Pharmacy:
 - a) An interdisciplinary computer-based test examination of the courses of "Pharmaceutical Technology", "Pharmacy Management and Economics", "Pharmaceutical Chemistry" is held in order to award the qualification of "Bachelor's Degree in Pharmacy" in the profession of Pharmacy. During the final interdisciplinary test examinations the graduate's test package comprises 100 questions of which at least 51 correct answers shall be considered to be satisfactory. The test exam grade is rounded up.
 - b) Course examinations of "Pharmaceutical Chemistry", "Pharmaceutical Technology", "Pharmacy Management and Economics" either in the form

of computer-based tests and oral examination or in the form of computer-based tests and thesis paper defence in order to award the qualification of "Master's Degree in Pharmacy" in the profession of Pharmacy.

16. Final Attestation of the graduates of the Faculties of General Medicine, Stomatology, Military Medicine and Pharmacy consists of the following 3 stages (with the exception of the qualification of "Bachelor's Degree in Pharmacy"):

- 1) Assessment of practical skills;
- 2) Computer-based testing;
- 3) Oral examination.

These stages are implemented in the aforementioned succession according to the courses. Positive results of each stage of the given course secure the student's right to participate in the next stage. The final grade of each course (10-point system) is formed if the positive results of the 3 stages are available with the following proportion given to the stages (with the exception of the Faculty of Pharmacy):

- 1) Assessment of practical skills-10%;
- 2) Computer-based testing-40%;
- 3) Oral examination-50%.

17. The graduate, who has got "unsatisfactory" grade or has not attended the examination in any stage of Final Attestation, is not permitted to participate in the further stages of the given course.

18. Throughout Final Attestation getting "unsatisfactory" grade of any course or not attending it does not deprive the student of the right of taking other exams.

19. In the case of Final Attestation ending up with the defence of thesis paper, the graduate having an unsatisfactory result of the computer-based testing is not permitted to the defence.

20. The graduates' practical skills of the Faculties of General Medicine, Stomatology, Military Medicine and Pharmacy are attested according to the following requirements:

- 1) The graduate's practical skills of each course are attested according to the examination paper chosen by the student. In the Faculties of General Medicine, Military Medicine and Pharmacy the examination paper comprises 2 questions, and in the Faculty of Stomatology it includes 1 question;

- 2) The graduate has the right to take the examination paper once without the right of changing it;
 - 3) The graduate is given 5 minutes in order to get ready;
 - 4) In the Faculties of General Medicine and Military Medicine each question of practical skills is given 1-5 points and in the Faculty of Stomatology 1-10 points;
 - 5) The graduate's knowledge is assessed according to the average grade (which is not rounded up) given by the Committee members.
 - 6) In the Faculty of Pharmacy practical skill stage is attested through credits;
21. Tests are composed based on the requirements of the University regulation of "The arrangement of the academic process";
22. Oral examination is held in accordance with the following requirements:
- 1) Examination paper incorporates 3 questions;
 - 2) The graduate has the right to take the examination paper once without the right of changing it;
 - 3) The Committee members' additional or guiding questions should be within the framework of the examination paper questions;
 - 4) The graduate's knowledge is assessed according to the average grade (which is not rounded up) given by the Committee members;
 - 5) Each graduate is given 20 minutes to get ready for the examination paper questions;
 - 6) The Final Attestation Committee members are allocated 15 minutes to listen to the graduate's answer, to ask him/her questions and get the answers;
 - 7) All the Committee members simultaneously listen to one graduate's answer;
 - 8) During the examination the graduate is obliged to maintain academic honesty;
 - 9) The duration of the examination day should not exceed 8 hours.
- If the graduate informs the Committee that he/she refuses to answer the oral examination questions, the oral examination result is recorded as a negative answer (with 1 point).
23. If the students' internal disciplinary rules are violated, the student's examination is stopped, the student is considered unattested despite the content and volume of the previously given answer.
24. Rounding up Final Attestation grades is done once after the oral examinations according to set quotas of the Attestation stages.

25. In the event of an unsatisfactory grade of the oral examination and thesis paper defence, the negative grade of the oral examination or thesis paper defence is given as a final grade.
26. The questionnaires for Final Attestation Examinations are composed by the professional departments in accordance with the course programs based on the final outcomes of the given educational program. They are approved in the Academic Councils of the Faculties and prior to 3 months of Final Attestation are provided to the graduates by the relevant departments. The examination papers of the oral examinations are approved in the Academic Councils of the Faculties prior to 1 month of the Final Attestation start.
27. The defence of Master's Degree Thesis is organized in the following way:
1. For the qualification of "Master's Degree in Pharmacy" in the Faculty of Pharmacology the defence of Master's Degree Thesis is defined if the student has chosen the method of computer-based test for passing the exam method and the defence of the thesis paper in accordance with the present regulation.
 2. The defence of final Master's Degree Thesis of the Faculty of Public Health is organized by the regulation of "On the defence of Master's Degree Thesis of the Faculty of Public Health".
28. The topics of Master's Degree Thesis are decided by the professional departments of the relevant faculty. A supervisor is appointed to complete the thesis paper. The topic of the thesis paper and the candidacy of the supervisor are approved by the Academic Council of the Faculty at least 9 months prior to Final Attestation. With the supervisor's written opinion the thesis paper is subject to be reviewed by the specialists having Master's Degree in Healthcare, Science as well as Public Health, Pharmacy and Management, the staff of which is approved by the Dean of the Faculty.
29. The final grade of the graduate defending Master's Degree Thesis is formed from the arithmetic average of written and oral presentations of computer-based test Master's Degree Thesis. As a result, the final score is rounded up. This rule is an exception for the specialization of "Management of Medical Institutions" in case of which the final grade is formed from the arithmetic average of written and oral presentations of Master's Degree Thesis. As a result, the final score is rounded up.
30. The defence of the Master's Degree Thesis is carried out according to the following requirements:
1. Each student is given 20 minutes for introducing orally the content of the Master's Degree Thesis.

2. After the introduction of the content the members of the Final Attestation Committee are given up to 30 minutes for asking questions to the graduate and getting responses.

3. All the members of the Final Attestation Commission are simultaneously listening to only one response of the graduate.

4. The duration of the examination day should not exceed 8 hours.

31. The results of the Final Attestation and the defence of Master's Degree Thesis are estimated "excellent", "good", "satisfactory", "unsatisfactory" according to a ten-division scale accepted at the University. Grades are announced on the same day, at the end of the examination of the given group after drawing up the protocol of the Final Attestation Committee by the Committee Chairman in the presence of the whole group.

32. On the basis of the protocol on the positive (satisfactory, good, excellent) results of the defence of the Master's Degree Thesis and (or) on subject oral exam in accordance with the requirements of the present regulation the final attestation Committee makes a decision whether to award the graduate with the relevant qualification and a diploma of higher education.

33. In case of negative (unsatisfactory) result, the student is not awarded with the qualification and a diploma of higher education.

34. "Diploma of Honor" is awarded Final Attestation excellently passed those graduates who have provided at least 90% of the maximum value of the Grade Point Average (GPA).

35. The decisions of the Final Attestation Committee are made in a closed session.

36. All the decisions made by the Final Attestation Committee are recorded by the Secretary. The protocols are signed by the Chairman of the Committee and all the participating members. The protocols are kept in the University for a period defined by the RA Law. The grades of Final Attestation and (or) Master's Degree Thesis, asked questions, special opinions, awarded qualification, degree, the type of the Diploma of the University graduate and other information provided in the exemplar are mentioned in the protocol.

37. The final decision about awarding the graduate with the relevant qualification, who has passed the Final Attestation with positive result, is made by the Attestation Committee on the day of the final exam or that of the defence.

38. The Diploma, approved by the Rector and the Chairman of the Final Attestation Committee, is awarded to the graduate by the Dean or Vice-dean of the Relevant Faculty within 15 days after the final examination.

39. The inauguration ceremony takes place during the session in the Academic Council following the Final Attestation.

4. APPEAL OF THE FINAL ATTESTATION RESULTS.

40. The grade (unsatisfactory, satisfactory, good, excellent) of Final Attestation can be appealed at the University and further discussed in accordance with the following procedural requirements:

1. The graduate has the right to request additional clarifications about his/her grade from the Attestation Committee;
2. The graduate has the right to submit a substantiated complaint in case of procedural violations committed by the Final Attestation Committee;
3. The graduate applies to the Chairman of the Committee for appealing for the grade of the Final Attestation or Master's Degree Thesis immediately after the publications of the Final Attestation results. The Chairman of the Appeal Committee organizes the discussion on the same day immediately after the end of the examinations.

41. The Appeal Committee is formed in advance by the order of the Rector, which includes:

1. The Vice-Rector for the Academic Affairs, as a Chairman;
2. The employee of the Academic Affairs Department, who is not a member of the examination Committee;
3. The representative of the Legal Department of the University;
4. The representative of the relevant professional subject, who is not a member of the given Final Attestation Committee;
5. The representative of the University Student Council.

42. During the appeal the chairman of the Appeal Committee invites the Chairman and members of the relevant subject examination Committee.

43. The Appeal Committee watches the video in the presence of the appealing graduate, discusses and one of the following decisions is made in open voting, by the majority of votes of the members of the Committee:

1. Leave the grade unchanged or
2. Curve up the grade.

44. A protocol is drawn up according to the decision made by Appeal Committee, which is signed by the Chairman and members of the Committee. The decision of the Appeal Committee is definitive.

5. FINAL PROVISIONS

45. The graduate who has got “unsatisfactory” grade or has not attended Final Attestation and (or) allowed to the defence of Master’s Degree Thesis and got “unsatisfactory” grade or has not attended is permitted to retake the failed stages of the relevant subject and (or) defend a new Thesis at the end of the next academic year or in the further years according to the procedures and terms defined by the University in accordance with the Final Attestation Regulation with the relevant final academic year:

- in case of the graduates of the 2021-2022 academic year: two stages (attestation of practical skills, oral attestation of knowledge (questions of 3 subjects in the same examination paper));

- in case of the graduates of the 2019-2020 academic year: one offline oral stage (questions of 3 subjects in the same examination paper);

- in case of the graduates of the academic years preceding 2019-2020: three stages (attestation of practical skills, computer-based test exam, oral exam), according to separate subjects;

- in case of the graduates of “Bachelor’s Degree in Pharmacy”, educational program, interdisciplinary test exam.

46. In order to retake Master’s Degree Thesis the graduate gets a new Thesis topic from the relevant Faculty and a supervisor is appointed at the beginning of the new academic year.

47. The Chairman of the Final Attestation Committee after the Final Attestation submits a report to the Rector within 2 weeks which is discussed in the Academic Council of the relevant Faculty as well. After Final Attestation the University submits brief information to the RA Ministry of Education, Science, Culture and Sports.

48. The graduate, who has got “unsatisfactory” grade in the Final Attestation, is given an academic transcript within 5 working days in case the graduate or his/her authorized person submits an application to the Rector of the University.

49. The graduate, who has got “unsatisfactory” grade in any subject of the Final Attestation, in order to be prepared for the attestation of the second semester of the following academic year can voluntarily participate in paid courses at the University (if the dates allow him/her) by the following procedure:

For the qualification of “MD Physician” degree in the profession of “Medicine”:

- 1) Internal diseases 6 weeks:
 - Cardiology- 2 weeks;
 - Nephrology- 1 week;
 - Pulmonology- 1 week;
 - Gastroenterology- 1 week;
 - Rheumatology- 2 weeks;
- 2) Surgical Diseases- 2 weeks;
- 3) Obstetrics and Gynecology- 2 weeks.

For the qualification of “Dentist” degree in the profession of “Stomatology”:

- 1) Therapeutic Dentistry - 2 weeks;
- 2) Surgical Dentistry - 2 weeks;
- 3) Orthopaedic Dentistry - 2 weeks.

For the qualification of "Bachelor's Degree in Pharmacy" and "Master' Degree in Pharmacy":

- 1) Pharmaceutical Chemistry - 2 weeks;
- 2) Pharmaceutical Technology - 2 weeks;
- 3) Pharmacy Management and Economics - 2 weeks.

The fee for one week course for each subject defined by present clause is 35.000 (thirty-five thousand) AMD.

50. The whole process of Final Attestation is videotaped, which is reserved at the University at least 6 months after the publication of results.

51. Students expelled from the Faculty of Military Medicine cannot get readmitted to the same faculty.