



YEREVAN STATE MEDICAL UNIVERSITY AFTER MKHITAR HERATSI REGULATION OF THE SCIENCE COORDINATION COUNCIL

**Approved by Resolution № 18-11-14-13 of Session 14
Of the Scientific Council of “Yerevan State Medical
University after Mkhitar Heratsi” foundation
Dated on 7 November, 2018**

GENERAL PROVISIONS

1. The Science Coordination Council (hereinafter referred to as the Council) of “Yerevan State Medical University after Mkhitar Heratsi” foundation (hereinafter referred to as the University) has been created and acts to coordinate scientific activities of the University, to discuss and approve research projects of the departments, dissertations and other results of research activities. The Council performs the functions reserved to scientific councils of scientific institutions by “Regulation of Awarding Scientific Degrees in the Republic of Armenia” approved by Resolution № 327 adopted by the RA Government on 8 August, 1997.
2. The legal bases of the present Regulation are the RA laws of “On Scientific and Technical Activities”, “On Higher and Postgraduate Professional Education”, “On Education”, “Regulation of Awarding Scientific Degrees in the Republic of Armenia” approved by Resolution № 327 adopted by the RA Government on 8 August, 1997, the University Charter, the Rector’s orders, resolutions of the University Board of Trustees, the present Regulation and other legal acts.
3. The Chairperson and staff of the University Council shall be approved by the Rector’s order.

4. The positions of the Chairperson, the Deputy Chairperson, the Scientific Secretary, Chairpersons of Expert Committees are supposed to be in the staff of the Council.
5. Heads of the University structural departments and scientific laboratories, researchers experienced in scientific activities, representatives of the academic personnel, scientists, University employees, PhD students and students can become members of the Council.
6. Among the staff of the Council the Chairperson shall nominate Chairpersons of Expert Committees.

TASKS AND ACTIVITIES OF THE SCIENCE COORDINATION COUNCIL

7. In order to implement and regulate the tasks of scientific and research activities of the University, the Council shall be entitled to elaborate a draft strategy and policy of the development of science of the University, a schedule of activities rising from it, other development programs and to introduce them to the approval of the Scientific Council of the University.
8. The Council shall discuss and guarantee:
 - 1) Research and scientific-organizational activities carried out by the University departments, research groups and independent scientists;
 - 2) Scientific activities of the Student Scientific Society (SSS) and the Young Researchers' Union (YRU).
 - 3) Activities of Expert Committees and the Ethics Committee; shall approve their guarantees and resolutions;
 - 4) Activities of planning, preparing and training scientific specialists of the University, as well as of qualification and examination of research skills.
9. The Council shall discuss and approve:
 - 1) Paramount and primary scientific directions and projects of the University;
 - 2) Applications and reports of research topics conducted by research groups and scientific departments of the University;

- 3) Dissertation topics implemented at the University (free and paid), results of preliminary examination, current and final reports, as well as assessment and qualification standards of scientific specialists, attestation results;
- 4) Applications and reports of scientific projects submitted to competitions held on the RA state budget and other sources;
- 5) Recommendations, conclusions, resolutions of Expert Committees acting attached to the Council;
- 6) Programs of scientific events, collections of scientific publications, scientific monographs, scientific-methodical guidelines and manuals, as well as other scientific findings submitted to be published;
- 7) Plans and reports of the Student Scientific Society (SSS) and the Young Researchers' Union (YRU).

WORK REGULATION OF THE SCIENCE COORDINATION COUNCIL

10. As a rule, the Council sessions shall be convened by the Chairperson of the Council once a month or as needed.
11. The agenda of the Council shall be set by the resolution of the Council.
12. The Council shall approve its annual work plan and annual report on the performance of the passed resolutions.
13. The Council shall be headed by the Chairperson who shall be elected by the staff of the Council, provided more than half of the members present at the Council session vote in his/her favor.
14. The Chairperson of the Council:
 - 1) At his/her own request or at the request of 1/3 of the Council members shall convene, open and run Council sessions;
 - 2) Based on proposals shall form draft agendas of Council sessions;
 - 3) Shall put agendas of the Council session and resolutions to the vote;
 - 4) Shall sign resolutions, protocols of the Council;

- 5) Shall exercise other powers provided by the present Regulation.
15. The Chairperson of the Council shall introduce each year's Council to the execution of the annual work plan of the Council.
16. The Chairperson of the Council shall head its sessions and current activities.
17. Council sessions shall be competent, provided 2/3 of its members participate in them.
18. Resolutions with regard to issues discussed by the Council shall be passed by a simple majority of votes of members participating in the Council session. In case of equal votes, the Chairperson's vote shall be decisive.
19. Council resolutions shall be signed by the Chairperson and the session Secretary and shall also be approved by the Rector's order in certain cases resolved by the Rector.
20. Responsible persons and deadlines for performing the resolution can be mentioned in the resolution of the Council.
21. The Deputy Chairperson of the Council shall coordinate the activities of the Expert Committee.
22. The Deputy Chairperson of the Council shall substitute for the Chairperson by the latter's resolution and in case of his/her absence.
23. The Deputy Chairperson:
 - 1) Shall prepare draft resolutions with regard to issues discussed by the Council;
 - 2) Shall organize the preparatory work of the Council session;
 - 3) Shall coordinate the activities of secretaries of Expert Committees;
 - 4) Shall transcribe Council sessions, issues put to the vote, results of discussions, approved resolutions;
 - 5) Shall compose a protocol to be signed by the Chairperson and the Secretary and shall send the copies of the Council resolution as appropriate and to interested persons;
 - 6) Shall maintain a register for Council resolutions;
 - 7) Shall manage the administration of the Council's activities;
24. Protocols of Council sessions shall embrace the date of the session, its number, information on persons present at the session, the agenda and adopted resolutions.

WORK REGULATION OF EXPERT COMMITTEES¹ OF THE SCIENCE COORDINATION COUNCIL

25. In order to apply for a scientific degree (topic approval including an educational program with credit system (180 credits) and research plan, preliminary examination), applications of applicants for a scientific degree addressed to the University Rector can get involved in the agenda of the Expert Committee's session, provided the work complies with the established procedure and requirements.
26. Attached to the application addressed to the University Rector, it is required to submit a checklist on the availability of documents required for the given process which shall be verified by the YSMU Department of Science (Department of Planning and Preparing Scientific Specialists).
27. Before submitting the dissertation for preliminary examination, the supervisor shall submit a conclusion on the dissertation's being final (published articles, applied methods and materials, scientific novelty, originality of the work, achievements and the part of the applicant for a scientific degree).
28. All conclusions submitted for preliminary examination and topic approval should be made within the last 6 months (maximum).
29. In order to check the credibility of scientific publications, the Chairperson of the Expert Committee shall organize an examination². If needed, an additional examination can also get implemented with the agreement of the Vice-Rector and with the assistance of the Department of Science.
30. In case of the preliminary examination of doctoral dissertations, the applicant's oral report in the session of the Science Coordination Council is mandatory.

¹ There exists an Expert Committee of examining scientific projects containing confidential information which acts within the Science Coordination Council and in accordance with the RA law of "On State and Official Secrets".

² Supplemented version of the guideline approved by the Science Coordination Committee's Session №8 dated on December 25, 2015, Session №1 dated on March 2, 2016 and Session №4 dated on June 7, 2017.

31. In order to submit the peer reviewer's opinion (2 copies) on the dissertation, 7-10 days are set in case of topic approval and 10-15 days in case of preliminary examination.
32. As a rule, sessions of Expert Committees shall be convened once in the last 10 days of each month. If needed, a regular session can be convened at the initiative of the Chairperson of the Expert Committee and with the agreement of the Vice-Rector for Science.
33. 10 days prior to the session the Secretary of the Expert Committee, in case of topic approval, shall introduce the Secretary of the Science Coordination Council to the scientific work plan, and in case of preliminary examination, the presentation and report of the dissertation to be posted on the website.
34. If needed, the scientific work can remain in the agenda of the Expert Committee up to 3 months and afterwards the applicant shall be provided with a written response.
35. The applicant's and the supervisor's (advisor's) comments, the peer reviewer's opinion, current remarks, recommendations, justifications and separately submitted opinions shall be submitted attached to the protocol of the session of the Expert Committee in the written form and signed.
36. Other persons can participate in the session of the Expert Committee only at the invitation and with the agreement of the Chairperson.
37. The Chairperson of the Expert Committee shall include in the agenda of the Science Coordination Council a conclusion voted and passed by resolutions regarding the scientific work (topic approval, preliminary examination) which shall be verified by the Chairperson of the Science Coordination Council.
38. The conclusion of the Expert Committee shall be considered to be positive, provided at least two third of the Committee members is present at the Committee session and more than half of the present members vote for it. In case of equal votes, the Chairperson's vote shall be decisive.

39. Corresponding information on the scientific work (topic approval, preliminary examination) shall be posted on the University official website by the Scientific Secretary of the Science Coordination Council.
40. At least 3 months are required to submit the scientific work (topic approval, preliminary examination) for double examination in the agenda of the Expert Committee.
41. If the Chairperson of the Expert Committee is the supervisor of the scientific work being discussed, the Chairperson of the Science Coordination Council shall assign the Secretary or some other member to run the session.
42. Secretaries of Expert Committees shall ensure the process of informing Committee members and others participating in the session by notifying them via email of the agenda and activities involved at least 10 days prior to convening the session (also notifying the Department of Science at the email address science@ysmu.am).
