



YEREVAN STATE MEDICAL UNIVERSITY AFTER MKHITAR HERATSI

REGULATION ON THE DEPARTMENT OF INTERNATIONAL COOPERATION

Approved

By Resolution № 23_05_08_08

Passed by the Scientific Council of YSMU

Dated on 31.05.2023

Rector: A.A. Muradyan

1. GENERAL PROVISIONS

1. The Department of International Cooperation (hereinafter referred to as the Department) of “Yerevan State Medical University after Mkhitar Heratsi” foundation (hereinafter referred to as the University) is a structural division of the University.

2. In order to carry out its activities, the Department shall be governed by the RA law of “On Foundations”, by the University Charter approved by Resolution № 1407-N passed by the RA Government on November 27, 2014, by resolutions of the Scientific Council, by the Rector’s orders, by the present Regulation and by other legal acts.

II. TASKS AND OBJECTIVES OF THE DEPARTMENT

3. The main tasks and objectives of the Department are:

1) to ensure the fulfillment of functions and activities reserved to it aimed at the application of the internationalization policy and development of external affairs of the University;

2) to provide international and educational, research and healthcare structures of individual states with information on the University.

III. FUNCTIONS OF THE DEPARTMENT

4. The Department shall perform the following functions:

1) Shall ensure the participation of the University in grant programs and projects in the field of higher medical education and healthcare awarded by the European Union; shall submit applications for new programs offered by the University;

2) Shall carry out activities for the purpose of establishing direct links with international higher medical educational and healthcare institutions in the fields of program, research, training, exchange processes, summer schools, as well as of developing joint programs and projects;

3) Shall draw up cooperative contracts, agreements and MoUs;

4) In compliance with the fields of the University activities, shall prepare draft applications aimed at the overseas recognition of the qualification awarded by the University in order to submit them to state authorities of student “exporting” countries;

5) Within the framework of internationally accepted procedures, shall provide certificates and information on international students to state structures and institutions (embassies, consulates, educational and healthcare state structures of foreign countries, national boards of medicine, banks, employer of the student’s parent and the like) of the student’s country; shall ensure documentation;

6) Shall check the official email address of the University; shall ensure the online correspondence of letters and records received by foreign countries;

7) Shall periodically provide information on the working domain of the Department to the official website of the University;

8) Shall provide required documents in foreign languages to University employees leaving overseas for the purpose of business trips, working visits, for professional and other purposes;

9) Shall ensure documentation with regard practice and voluntary work (to be undergone at YSMU) of students who study in international higher medical educational institutions;

10) Shall do foreign language translations of records, letters, guidelines, invitation letters and other documents;

11) Shall assist in the organizational process of international conferences held at the University;

12) Shall periodically submit reports to the University authorities in connection with the activities of direct cooperation and external affairs between the University, international structures and HEIs and healthcare units of foreign countries.

IV. ORGANIZING THE ACTIVITIES OF THE DEPARTMENT

5. The overall Head of the activities of the Department shall be the Rector of the University.

6. The Department shall be composed of the Head of the Department, Specialists (hereinafter referred to as the Employees).

7. The Head of the Department and Employees shall be appointed by the Order of the University Rector in accordance with the procedure established by the RA Labor Code.

8. Job descriptions of the Head of the Department and Employees shall be defined by the University legal acts.

9. The Employees of the Department shall be appointed by the Rector either by a competitive procedure or without a competition in accordance with the procedure established by the RA Labor Code and the University Charter.

10. Relations with the Employees of the Department shall be regulated in accordance with the RA Labor Code.

11. The Employees of the University:

1) Shall perform functions arising from the tasks and objectives of the Department and prescribed by their job descriptions;

2) Shall complete assignments given by the Rector, the Vice-Rector for External Affairs and International Partnerships, the Head of the Department;

3) Shall perform other functions provided by the legal acts of the University.

12. The Employees of the Department shall be obliged to obey the requirements of the RA Labor Code, of the University Internal Disciplinary Rules and of other legal acts.

13. In accordance with the RA Labor Code, the University shall be entitled to implement Employees' Attestation in order to test the compliance of their professional knowledge, skills and working abilities. The Employees' Attestation shall be carried out through documentation, testing or interview.

V. MANAGEMENT OF THE DEPARTMENT

14. The general management of the Department shall be carried out by the Vice-Rector for External Affairs and International Partnerships of the University.

15. The Department shall be directly managed by the Head of the Department, who shall be appointed by the Rector of the University upon the introduction of the Vice-Rector for External Affairs and International Partnerships and shall be dismissed in accordance with the procedure established by the University Labor Code.

16. The Head of the Department

1) Shall manage, plan and organize the activities of the Department;

2) Shall give assignments to the Employees of the Department and supervise their activities;

3) Shall represent the Department in representative and management bodies of the University, in other institutions, departments, local and international organizations;

4) Shall implement other activities confirmed by the job description.

17. In case of the absence of the Head of the Department, his/her powers shall be temporarily implemented by one the Employees by the Rector's order.

VI. FINAL PROVISIONS

18. The present Regulation, its amendments and supplements shall be adopted by the Scientific Council of the University.

19. The Activities of the Department can get terminated, the Department can get reorganized, as well as its functions can get supplemented or diminished in accordance with the procedure established by the RA Law and the University legal acts.

* * *