

Approved  
at Session No. 6 of the YSU Academic Council,  
30 March 2017

Chairman of the YSU Academic Council  
A. H. Simonyan

**WORK ORDER**  
**OF THE STANDING COMMISSION ON QUALITY ASSURANCE**  
**OF THE ACADEMIC COUNCIL OF YEREVAN STATE UNIVERSITY**

**I. GENERAL PROVISIONS**

1. The Standing Commission (hereinafter referred to as “the Commission”) on Quality Assurance of the Academic Council of Yerevan State University (hereinafter referred to as “the YSU”) shall carry out its activities in accordance with the Charter of YSU, the internal legal acts of YSU, and this Work Order.

2. The purpose of the Commission’s activities shall be the examination and preparation of matters pertaining to its regulatory domain and the submission of conclusions thereon to the YSU Academic Council.

3. The Commission shall carry out the processes pertaining to its regulatory domain in accordance with the YSU Quality Assurance Policy, acting on its own initiative or upon assignment by the YSU Academic Council and/or the Rector.

4. The term of the Commission’s operation shall be five years. The Commission shall consist of seven members, one of whom shall be a YSU student. The nominal composition of the Commission shall be approved, or amendments thereto made, by the YSU Academic Council.

## **II. FUNCTIONS OF THE COMMISSION**

5. The functions of the Commission shall be:

1) To exercise the draft legal acts pertaining to the internal quality assurance of YSU and to submit the conclusions thereon to the YSU Academic Council for approval;

2) To examine expert conclusions regarding drafts of new or revised educational programmes at YSU and to submit conclusions thereon to the YSU Academic Council for approval of said programmes;

3) To exercise other powers as are assigned by the YSU Charter, internal legal acts, and this Work Order.

## **III. ORGANISATION OF THE COMMISSION'S ACTIVITIES**

6. The Commission shall organise its activities through sessions, which shall be convened as necessary. The first session of the Commission shall be convened by the Rector, at which a Chairman of the Commission shall be elected. Subsequent sessions shall be convened by the Chairman of the Commission.

7. Sessions of the Commission shall be deemed valid if attended by two thirds of the Commission's members. Decisions of the Commission shall be adopted by a simple majority of votes of the members present at the session. In the event of an equal division of votes, the Chairman of the Commission shall have a casting vote.

8. In the absence of the Chairman of the Commission, the session shall be chaired by a member of the Commission designated by the Chairman.

9. Sessions of the Commission shall be conducted according to the agenda proposed by the Chairman and shall be recorded in minutes.

## **IV. THE CHAIRMAN OF THE COMMISSION**

10. The Chairman of the Commission shall:

1) Convene and chair sessions of the Commission;

- 2) Coordinate the decision-making process of the Commission;
- 3) Invite relevant specialists and experts for the purpose of deliberating on specific matters;
- 4) Present before the YSU Academic Council the drafts discussed by the Commission;
- 5) Exercise other powers as are provided for by the YSU internal legal acts and this Work Order.

## **V. A MEMBER OF THE COMMISSION**

11. A member of the Commission shall:

- 1) Participate in deliberations on matters raised within the Commission;
- 2) Participate in decision-making through voting on the basis of deliberations conducted within the Commission;
- 3) Present before the YSU Academic Council, pursuant to the decision of the Commission, the drafts discussed by the Commission;
- 4) Exercise other powers as are assigned by the YSU internal legal acts and this Work Order.

12. With respect to matters deliberated upon within the Commission, a member of the Commission may hold a dissenting opinion and present it at a session of the YSU Academic Council.