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EXAMPLE 2

***APPROVED***

By the decision №771-N  
of 30 June 2016 of the  
Government of the Republic of  
Armenia

***REGISTERED***

BY THE STATE REGISTER OF  
LEGAL ENTITIES OF THE  
REPUBLIC OF ARMENIA ON  
22.09.2016

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22.06.2016 registered charter  
number \_\_\_\_.

the amendments registered by the State

Register of Legal Entities "19"  
February 2020

employee:

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**CHARTER**

**OF "ARMENIAN STATE INSTITUTE OF PHYSICAL CULTURE AND  
SPORT" FOUNDATION**

**(By the decision № 1652-N of 21 November 2019 of the Government of the  
Republic of Armenia, with the changes made by the decisions № 1 of 2  
September 2019 and № 2 of 27 November 2019 of the Foundation's Board of  
Trustees)**

**CHARTER**  
**OF "ARMENIAN STATE INSTITUTE OF PHYSICAL**  
**CULTURE AND SPORT" FOUNDATION**

**I. GENERAL PROVISIONS**

1. "Armenian State Institute of Physical Culture and Sport" Foundation (hereinafter referred to as the Institute, ASIPCS) is an autonomous educational, research, higher educational institution, the activity of which is aimed at organizing educational processes and scientific researches in the field of physical culture and sport at higher and postgraduate professional levels in the manner prescribed by law and in accordance with the educational programs.

2. The Institute is the legal successor (in accordance with the transfer act) of "Armenian State Institute of Physical Culture" State Non-Commercial Organization (state registration number: 273.210.03321).

3. The Institute operates in conformance with the Constitution of the Republic of Armenia, the Civil Code of the Republic of Armenia, the Law of the Republic of Armenia "On Foundations" (hereinafter referred to as the Law), the Law of the Republic of Armenia "On Education", the Law of the Republic of Armenia "On Higher Postgraduate Professional Education", other legal acts and the present Charter.

4. The founder of the Institute is the Republic of Armenia, represented by the Government of RA. The authorized state government body acting on behalf of the Republic of Armenia is the Ministry of Education, Science, Culture and Sports of the Republic of Armenia.

**(4<sup>th</sup> point amended decision of the Government of RA 21.11.2019 №1652-N)**

5. The name of the Institute is:

1) in Armenian completely - «Հայաստանի ֆիզիկական կուլտուրայի և սպորտի պետական ինստիտուտ» հիմնադրամ.

2) in Armenian abbreviated: ՀՖԿՍՊԻ հիմնադրամ.

3) in Russian completely: «Государственный институт физической культуры и спорта  
Армении» фонд.

4) in Russian abbreviated: ГИФКСА фонд.

5) in English completely: "Armenian State Institute of Physical Culture and Sport" foundation.

6) in English abbreviated: "ASIPCS" foundation.

6. The location of the Institute is the Republic of Armenia, Yerevan city, 0070, Aleq Manukyan 11.

## II. LEGAL STATUS OF THE INSTITUTE

7. The Institute is considered established from the moment of state registration and operates for indefinite term.

**(7<sup>th</sup> point amended decision №2 of the Board of Trustees 27.11.2019)**

8. In The Institute can establish branches, representative offices, as well as institutions operating in accordance with the charters approved by the Board of Trustees of the Institute in the Republic of Armenia and beyond its borders.

9. The Institute is a legal entity, has estate separated from the estate of founder, which is included in the independent balance sheet, can acquire and exercise property and personal non-property rights on its behalf, bear responsibilities, appear in court as a plaintiff or defendant.

**(9<sup>th</sup> point supplemented decision №2 of the Board of Trustees 27.11.2019)**

10. The Institute has the right to open bank accounts in the banks of the Republic of Armenia and of foreign countries in AMD and (or) foreign currency in the manner prescribed by law.

11. The estate, that the founder passed on to the Institute, is used by the Institute in accordance with its charter and contract.

**(11<sup>th</sup> point edited decision №2 of the Board of Trustees 27.11.2019)**

12. Estate acquired from the Institute's own foundations or obtained from other sources, including monetary means, shares of stock, financial credit documents and mental objects belong to the Institute's property.

**(12<sup>th</sup> point edited decision №1 of the Board of Trustees 27.11.2019)**

13. The Institute can have a round seal with the image of the state coat of arms of the Republic of Armenia bearing Institute's name, a stamp, blanks and other means of personalization, as well as a symbol, the image and description of which are defined in the 135<sup>th</sup> Article of the present Charter.

14. The founder does not assume responsibility for the obligations of the Institute, and the Institute does not assume responsibility for the obligations of its founder. The Institute takes the responsibility for its obligations with its own estate.

15. The rights of the Institute can be restricted only to the extent permitted by applicable law.

## III. OBJECTIVES, ISSUES AND JURISDICTION OF THE INSTITUTE

16. The objectives of the Institute are:

1) The organization and implementation of higher and postgraduate professional education, as well as secondary general and middle professional, additional, continuing education.

2) The preparation of highly qualified specialists, also competitive in the appropriate labor market in the fields that comprise physical upbringing, sports pedagogy, education system, science and sports.

3) The accomplishment of creative, innovative, educational, methodical, consulting, research-scientific and scientific-pedagogical activities in the fields of sports pedagogy, physical culture, as well as in sports and social spheres.

4) The accomplishment of pedagogical, humanitarian, recreational, rehabilitation public activities.

17. The issues set in front of the Institute are:

1) The preparation of specialists in the fields of education, pedagogy, social sciences and culture, the elaboration and development of programs content and methods, the organization and enhancement of pedagogical process;

2) The preparation of highly qualified specialists in the field of physical culture and sports, as well as the formation of scientific-pedagogical personnel, the training of specialists with higher education and the upgrading of qualification;

3) The multilateral development of sports science;

4) The introduction of appropriate quality assurance systems for education.

5) The ensuring of consistency, sequence, continuousness, competitiveness of the educational process;

6) **(6<sup>th</sup> sub-clause has expired decision №2 of the Board of Trustees 27.11.2019)**

7) The introduction of scientific materials results in study and sports activities, the implementation of consulting activities.

18. In compliance with the problems posed, the Institute is liable:

1) to organize higher, postgraduate professional, as well as secondary general and middle professional, additional, continuing education programs;

2) to organize admission of applicants, including foreign citizens, and the whole study process according to the educational programs;

3) to develop and approve curricula/study plans, higher and postgraduate professional educational and subject programs in accordance with state educational standards;

4) to independently decide on the issues related to the organization of study process, the introduction of educational technologies, the current and final assessment of students, the selection of certification forms and regulations;

5) to award professional education qualification degrees defined by the Legislation of the Republic of Armenia;

6) to award honorary titles, prizes, nominal scholarships of the Institute, reward with the Institute medal and (or) a diploma;

7) to define its structure, the management procedure of structural units, in the manner prescribed by law create, reorganize and liquidate branches, Institutes, faculties, chairs, laboratories, centers, colleges, schools, as well as other structural units necessary for the implementation of other types of activities as provided by the present Charter and for the organization of educational processes.

8) to independently determine the staff list of employees of all categories, to carry out the selection, appointments, placement and certification of employees;

9) to elaborate and introduce the procedures for the selection of elective positions and teaching staff of the Institute in the manner prescribed by the legislation of the Republic of Armenia;

10) to manage its financial resources, to independently determine the directions of their use, including the regulation and amount of remuneration and material incentive of its employees;

11) to create necessary conditions for the health maintenance of students and employees, for the organization of daily routine, nutrition, rest, treatment, as well as for their physical and mental development;

12) to organize qualification upgrading, training and additional education programs for specialists;

13) to conclude contracts and agreements with foreign and local universities, scientific institutions, scientific-educational centers, state bodies, other organizations, legal entities and individuals, to establish separate units in foreign countries in accordance with the established procedure, etc.

14) to lease the estate provided to itself with the right of use in conformity with the procedure established by the Legislation of the Republic of Armenia. The lease term of the estate may not be set out for more than one year, except for the case defined by the founder. Leased estate income received as a result of transfer is deemed to be state property.

15) to build cooperation and carry out exchange of experience with foreign and local scientific and educational institutions, as well as to organize joint scientific, educational events and complex programs, comprising international seminars, conferences, meetings, scientific-educational exhibitions, etc.

16) to conduct other activities not prohibited by the Law of the Republic of Armenia and by the present charter.

19. The establishment and activity of socio-political, social-religious organizations, their organizational structures are prohibited in the Institute, with the exception of trade unions, professional, cultural, sports, student and graduate student organizations and corporations.

20. The Institute may personally engage in the following types of entrepreneurial activities:

1) organization of higher and postgraduate professional, as well as secondary general, middle professional, additional, continuing education;

2) organization of preparatory education of all levels for foreign applicants;

3) preparation, training and professional qualification upgrading of academic and pedagogical staff;

4) implementation of scientific research and scientific-pedagogical activities;

5) provision of consulting services;

6) conduction of publishing and printing activities and realization of its results;

7) organization and service of public nutrition, rest, treatment, daily routine for the employees, students and other individuals;

8) provision of computer information services, organization of teaching computer programs, languages and other courses.

#### IV. BENEFICIARIES OF THE INSTITUTE

21. The beneficiaries of the Institute are physical and legal entities relevant to the fields of education, science and scientific-production.

#### V. RIGHTS AND OBLIGATIONS OF THE INSTITUTE

22. The Institute is eligible:

1) to disseminate information about its activities without hindrance;

2) to establish press and other mass media outlets;

3) to receive information which is indispensable for the implementation of its statutory objectives, from state and local self-government bodies, social organizations in the manner prescribed by law;

4) **(4<sup>th</sup> sub-clause has expired decision №2 of the Board of Trustees 27.11.2019)**

5) to create economic companies or become part of them;

6) to join international and foreign non-governmental organizations in accordance with the legislation of the Republic of Armenia and its charter;

7) to involve investors on a contractual basis for the purpose of expanding the foundationamental and entrepreneurial activity of the Institute, moreover, excluding the pledge, alienation or transfer of gratuitous use of estate which includes buildings, constructions, lands handed over to the Institute for use by the founder;

8) to carry out any other activity not prohibited by law.

23. The Institute is obliged to:

1) **(1<sup>st</sup> sub-clause has expired decision №2 of the Board of Trustees 27.11.2019)**

2) publish an annual report on its activities, in the case provided by law, also the audit conclusion of financial statements;

3) conduct clerical work and accountancy in the manner prescribed by law;

4) in cases and in the manner prescribed by the Legislation of the Republic of Armenia, to submit information and reports to state bodies.

5) ensure the accessibility and transparency to get acquainted with the reports mentioned in the present clause;

6) to carry out other duties defined by law.

#### VI. BODIES OF THE INSTITUTE

24. The management of the Institute is based on its autonomy, in combination with the principles of sole and collegial management, with the implementation of functions of the founder, the Authorized Body, the Board of Trustees of the Institute, the Scientific Council of the Institute, the Rector of the Institute.

25. The Institute carries out its activities through its bodies.

26. The governing bodies of the Institute are:

- 1) the Board of Trustees of the Institute;
- 2) the Scientific Council
- 3) the director (hereinafter referred to as the rector).

**(26<sup>th</sup> sub-clause has expired decision №2 of the Board of Trustees 27.11.2019)**

27. The senior management and supervisory body of the Institute is the Board of Trustees, whose term of authorities is limited to 5 years. The Board of Trustees is formed by representatives of academic staff, students, founder and Authorized Body of the Institute. The number of the Board members is 24.

28. The structural units of the Institute nominate candidates for the membership of the Board of Trustees among from academic staff. The nominees are elected in the Scientific Council sessions to be represented to the Authorized Body. Members of the Board of Trustees elected from the academic staff make up 25% of the members of the Board.

29. The student councils of the faculties nominate candidates for the membership of the Board of Trustees among from students of the Institute. As a candidate for the membership of council can be nominated any high-progress student with an active public position. The Student Council elects the candidates nominated by student councils of the faculties to represent them to the Authorized Body. The members of the Board of Trustees elected by students make up 25% of the board members and exercise powers of the board member during their studies at the Institute.

**(29<sup>th</sup> sub-clause has expired decision №2 of the Board of Trustees 27.11.2019)**

30. The Prime Minister of the Republic of Armenia nominates members of the Board of Trustees on behalf of the Founder among from persons holding state positions (25% of the Board members).

31. The Authorized Body nominates members of the Board of Trustees among from outstanding representatives from various fields of education, science, culture and economy, as well as employers cooperating with the Institute (25% of the Board members).

32. On the basis of nominated persons' candidacy the composition of the Board of Trustees is approved by the Prime Minister of the Republic of Armenia by presentation of the Authorized Body.

33. For the membership of the Board of Trustees may apply competent individuals over 18 years old who may not be members of another body of the Institute.

34. The Board of Trustees elects a Chairman among from the Board members (except for the student representatives) by a simple majority of the votes.

35. The members of the Board of Trustees of the Institute perform their duties without remuneration on a voluntary basis. Members of the Board of Trustees may be reimbursed for expenses relevant to the performance of their duties as a member of the Board. The reimbursement procedure is determined by the Board.

36. The members of the Board of Trustees are eligible:

- 1) to present proposals on the session agenda and the issues in question of the Board of Trustees;

2) to prepare and present for discussion to the Board of Trustees issues, proposals and draft decisions;

3) to receive information on any issue concerning the activities of the Institute;

4) to receive reimbursement of expenses conditioned by the performance of its duties.

37. The members of the Board of Trustees are obliged:

1) to participate in the sessions of the Board of Trustees;

2) to act in the interests of the Institute during the performance of their duties.

38. The powers of the Board member are terminated:

1) according to his application;

2) in case of expiration of the term of authorities;

3) in case of being declared incapable by a court decision entered into legal force;

4) if the powers of half or more than half of the total number of the Institute Board members have been terminated;

5) in case of being nominated according to the position, in consequence of dismissal;

6) in case of his death;

7) in case of non proper performance of his/her duties, by at least 3/4 of the votes of the Board remained/other members.

39. In case of termination of the powers of the Board of Trustees members, a new member shall be appointed in his place according to the same procedure of appointment as for the former member no later than within 30 days after receiving the rector's notification of a vacancy for the Board of Trustees member. No later than within 10 days after being notified of the vacancy for the Board of Trustees member, the Rector shall inform the founder, the individuals or bodies who have appointed the Board members and the bodies of the Institute.

40. The Board of Trustees carries out its activities through sessions, which are convened at least once a year by the Chairman of the Board of Trustees. Sessions of the Board may be convened upon the request of 1/3 of the Board members within 30 days after the appropriate request has been presented by the Chairman of the Board of Trustees. Sessions of the Board of Trustees may be held by applying other means of telecommunications and information technologies, as well as by inquiry. Decisions of the Board of Trustees are adopted by a majority vote of the members present at the session. A session of the Board is valid if attended by more than half of the Board members. Each member of the Board of Trustees has right of one vote. If at the board session it is discussed an issue relevant to the estate or other interests of any member or a person affiliated with him, the given member of the Board does not participate in the voting.

41. The Board sessions are recorded.

42. The competences of the Board of Trustees are:

1) the approval of its work order;

2) the development and approval of the Rector's election regulations, organization of the election, adoption of decisions on the early termination of the Rector's election and powers;

3) the listening and evaluation of the Rector's annual report;



- 4) the approval of Institute's annual activity and strategic plans;
- 5) the confirmation of Institute's structure;
- 6) the approval of Institute's staff list;
- 7) the approval of Institute's income and expenses annual estimate and its amendments, annual financial reports and Institute's annual activity reports and annual balance sheet;
- 8) the adoption of a decision on the establishment of or participation in economic companies, as well as decision on the establishment and the approval of branches', representative offices', institutions' Charters.
- 9) the supervision of the Institute's activities, including financial and economic ones, the selection of an individual conducting the audit of financial statements;
- 10) the adoption of decisions on the early termination of the powers of the Board of Trustees members;
- 11) the suspension and invalidation of the Rector's orders, directives and instructions contradicting the legislation of the Republic of Armenia;
- 12) the control of implementation process of its decisions;
- 13) the adoption of a decision to apply to court for dissolution of the Institute;
- 14) the appointment of the Institute dissolution commission (dissolving body), the definition of dissolution procedure and terms, the approval of interim dissolution balance and dissolution balance sheets;
- 15) the approval of estate management procedure of the Institute;
- 16) the approval of contracts exceeding the limit of twenty million drams or equivalent foreign currency;
- 17) the exercising of powers prescribed by law and the present Charter, as well as not reserved to other bodies of the Institute as stated by law.

43. Issues within the competence of the Board of Trustees cannot be transferred to another body.

44. The Board of Trustees is eligible to get acquainted with all the documents of the Institute.

45. The Chairman of the Board of Trustees:

- 1) convenes the sessions of the Board of Trustees and holds the presidency;
- 2) signs the decisions of the Board of Trustees;
- 3) with the consent of the Board of Trustees, can establish ad hoc committees and appoint their chairmen, particularly as provided by the present Charter for the purpose of financial and economic activity control of the Institute (check up, study, etc.), for preliminary discussions on issues specified in the 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> sub-clauses of the 42<sup>nd</sup> point of the present Charter and presenting conclusions (references) concerning the raised issues to the Board of Trustees.

**(3<sup>th</sup> sub-clause supplemented decision №2 of the Board of Trustees 27.11.2019)**

- 4) organizes the Board session minutes conduction;
- 5) presents to the Board of Trustees for discussion the draft decision on termination of the powers of the Board members;

6) signs an employment contract with the Rector on behalf of the Institute.

46. In the absence of the Chairman, according to the Board decision his duties shall be performed by one of the Board members.

47. The Scientific Council of the Institute (hereinafter referred to as the Scientific Council) is formed in compliance with the present Charter and is a collegial body that plans, coordinates and regulates curricular, scientific, scientific-research and scientific-pedagogical activities.

48. The Scientific Council is chaired by the Rector. The term of authorities of the Scientific Council is limited to 5 years. The sessions of the Scientific Council are convened at least once a month.

**(48<sup>th</sup> sub-clause amended decision №2 of the Board of Trustees 27.11.2019)**

49. The Scientific Council:

- 1) approves its Regulations;
- 2) presents proposals to the Board of Trustees on creating, recognizing and dissolving structural units as determined by the Rector;
- 3) discusses and adopts decisions on the admissions according to the educational programs and specialties of the Institute, within the scope of the overall number allocated;
- 4) approves Structural Unit Charters, including those of faculties, centers, laboratories, chairs, as well as other internal legal acts regulating the educational process;
- 5) discusses and approves academic programs according to specialties, determines the amount of tuition fees;
- 6) discusses basic and advanced areas of the scientific activity, listens to scientific reports on the results of the most important scientific-research and scientific-methodical works carried out in the Institute;
- 7) adopts decisions on awarding honorary titles, prizes, granting nominal and other scholarships, rewarding with the Institute medal and nominating candidates for republican and international awards and titles;
- 8) approves the procedures and policy of the elections of faculty deans, heads of chairs, academic staff;
- 9) awards academic ranks, approves the results of competitions for the vacancies of faculty deans, heads of chairs, professors;
- 10) in accordance with the activity areas, objectives and issues of the Institute, presents to the authorized body proposals on the basic directions of the Institute's activity, including the implementation of educational programs in new specialties;
- 11) presents proposals to the Rector on Institute's income and expenses annual draft estimate;
- 12) reviews and recommends the publication of monographs, textbooks, manuals, handbooks and other materials;
- 13) if necessary, establishes permanent and ad hoc commissions acting under the Scientific Council, defines their structure, work order and policy of membership;
- 14) exercises other authorities arising out from the Law of the Republic of Armenia and the present Charter.

50. Ex officio members of the Scientific Council are the Rector who is the Chairman of the Scientific Council, Vice-Rectors, the Heads of the relevant units, the Secretary of the Scientific Council, as well as elective members in accordance with the regulations of the Scientific Council. Ex officio members appointed by the Rector shall not exceed 50% of the total number of Scientific Council members. 25% of the Scientific Council members are students who are nominated and elected by the Student Council of the Institute. The total number of members of the Scientific Council is 34.

**(50<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

51. The session of the Institute Scientific Council is deemed valid in the presence of 2/3 of its members. The decisions are adopted by a majority vote of the present members of the Council, by open ballot, unless a decision is taken on secret ballot.

52. The Secretary of the Scientific Council is appointed by order of the Rector.

53. Extraordinary session of the Scientific Council may be convened on the proposal of the Chairman, also as and when requested by 1/3 of the Scientific Council members. The Chairman of the Scientific Council is obliged to ensure the convening of the session within 10 days after receiving the request to convene an extraordinary session.

54. The current activities of the Institute are managed by the Rector of the Institute. The Rector organizes the implementation of the Board of Trustees decisions.

55. The rights and duties of the Rector are defined by law, by the present charter and according to the contract concluded with him.

56. The powers of the Rector comprise:

1) managing educational, scientific, productive, economic, financial, international and other activities of the Institute;

2) supervising the Institute estate, including financial means, conclusion of transactions on behalf of the Institute;

3) representing the Institute in the Republic of Armenia and overseas;

4) appearing without a power of attorney;

5) opening payment (including foreign currency) and other accounts of the Institute in banks;

6) organizing the activities of the Scientific Council, the Rectorate and structural units of the Institute, ensuring their harmonious realization, convening sessions of the Institute Scientific Council and the sessions of the Rectorate.

7) presenting an annual report to the Institute Board of Trustees.

8) presenting to approval of the Institute Board of Trustees the income and expenses annual estimate, strategic development programs, draft decisions on the Institute Charter or on making amendments and supplementations to it, the Institute structure and the staff list;

9) ensuring the implementation of the Institute Board of Trustees and the Scientific Council decisions;

10) presenting to approval of the Institute Board of Trustees projects on the establishment, reorganization or dissolution of structural units.

11) defining employees' powers and official duties;

12) issuing orders for admission, expulsion, reinstatement of students, orders on granting appropriate leave, incentives, as well as on applying disciplinary sanctions, awarding a qualification degree, providing student pension;

**(12<sup>th</sup> sub-clause amended decision №2 of the Board of Trustees 27.11.2019)**

12.1) adopting internal legal acts relevant to the Institute activities

13) accepting for employment and dismissing employees, applying incentives and disciplinary sanctions towards employees, organization of employees attestation.

14) concluding employment contracts with elected Deans, Heads of Chairs and scientific-pedagogical staff;

15) concluding contracts limited to the amount of twenty million (20,000,000) drams or equivalent foreign currency. Contracts exceeding the mentioned limit are subject to approval by the Board of Trustees.

16) concluding a collective agreement with the Trade Union Chairman;

17) assigning the performance of the Rector's duties to one of the vice-rectors in his absence;

18) issuing powers of attorney to act on behalf of the Institute, along with the right of re-authorization;

19) exercising powers which do not contradict the Legislation of the Republic of Armenia and are not reserved for other governing bodies of the Institute.

**(56<sup>th</sup> clause supplemented decision №2 of the Board of Trustees 27.11.2019)**

57. Each competent adult citizen of the Republic of Armenia having received a scientific degree and title can be elected in the position of the Rector. The same person may not be elected more than twice in a row.

**(57<sup>th</sup> clause edited decision №1 of the Board of Trustees 02.09.2019)**

58. The Rector is elected through open competition at the Board of Trustees session, by secret ballot, for a term not exceeding 5 years. The candidate who has received the majority of the Board members votes is considered elected in the position of the Rector.

59. The powers of the person elected as Rector shall be terminated in accordance with the decision of the Board of Trustees as stated by law.

60. In case the results of the Rector election are declared invalid, a new election of the Rector shall be appointed in accordance with the established procedure.

61. The powers of the person elected as Rector shall be terminated in accordance with the decision of the Board of Trustees as stated by law, if:

1) he/she applies for it;

2) he/she has been elected or appointed to another position with his/her written consent or has taken another job incompatible with his/her position;

3) due to temporary incapacity for work, he/she has not come into the workplace for more than four consecutive months;

4) on the basis of a court decision entered into force, he/she has been declared incapable, partially incapable, unknown absentee or dead;

5) in cases prescribed by the Legislation there are available appropriate bases.

**(61<sup>st</sup> clause supplemented decision №2 of the Board of Trustees 27.11.2019)**

62. The Rectorate of the Institute is an advisory body attached to the Rector formed by the order of the Institute Rector. During the period between the Institute Board of Trustees and the Scientific Council sessions, the Rectorate in accordance with its regulations and within the scope of its own powers shall discuss the issues related to all fields of the Institute's activity. The Institute Rectorate staff includes the Rector, the Vice-Rectors, the Secretary of the Scientific Council, the Rector's Assistant, the Deans of the Faculties, the Head of the Trade Union, the Chief Accountant, the Chairman of the Student Council, and the heads of scientific, educational and administrative units.

**(62<sup>nd</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

## **VII. MAKING AMENDMENTS AND SUPPLEMENTS TO THE CHARTER OF THE INSTITUTE**

63. The founder and the Board of Trustees of the Institute as well, can make amendments and supplements to the Charter by a majority vote of its members.

64. Amendments to the Institute Charter made by the Board of Trustees cannot pertain to the goals or beneficiaries of the Institute.

## **VIII. ACTIVITY OF THE INSTITUTE**

65. The Institute independently plans its activities, works on development perspectives and makes decisions on its activities.

66. All affair relations between the Institute and other legal entities, individuals, as well, are established on a contractual basis.

67. The Institute independently chooses the subject and terms of the contracts that are to be concluded by the Institute.

68. While carrying out its statutory activities, the Institute has the right to adopt any decision on its own initiative that does not contradict the Legislation of the Republic of Armenia.

69. The Institute carries out entrepreneurial activity only in cases when it corresponds to and (or) serves the implementation of its statutory goals. The foundation may conduct entrepreneurial activity or establish economic companies for that purpose or become part of them.

**70. (70<sup>th</sup> clause has expired decision №2 of the Board of Trustees 27.11.2019)**

**71. (71<sup>st</sup> clause has expired decision №2 of the Board of Trustees 27.11.2019)**

**72. (72<sup>nd</sup> clause has expired decision №2 of the Board of Trustees 27.11.2019)**

**73. (73<sup>rd</sup> clause has expired decision №2 of the Board of Trustees 27.11.2019)**

74. Transactions exceeding 20% of the value of total assets which are property of the Institute and handed over to the Institute for use, shall be concluded with the consent of the Government of RA.

75. The property of the Institute may not be used to the benefit of the Institute Body Members, as well as the employees of the Institute, except for the salaries of employees and for expenses driven by the performance of duties of the Institute Body Members and

subject to reimbursement, and be it further in cases when the Institute Bodies Members, as well as the employees of the Institute are beneficiaries prescribed by the present Charter.

## **IX. ORGANIZATION AND FOUNDATIONING OF EDUCATIONAL AND SCIENTIFIC PROCESS AT THE INSTITUTE**

76. The Institute may organize its education in the mode of stationary, distance, remote and external learning.

77. The Institute defines the following types of classes: lecture, methodical, practical (seminar), laboratory and individual trainings, educational, pedagogical, coaching, clinical research, other established practice, counseling, etc.

78. The Institute provides higher education with the core educational bachelor and master programs in accordance with the state academic standards.

79. Admission to the postgraduate course of the Institute is based on the qualification of a master or diploma awarded specialist, according to the results of the applicants' competitive entrance examinations, the policy and specialty list of which shall be determined by the Government of RA.

80. The transition from one level of education to another is carried out in accordance with the procedure established by the Legislation of the Republic of Armenia.

81. The Institute conducts scientific research activities, holds scientific conferences, consultations, seminars coordinated and organized by research institutions, which also exercise authorial control over the results of scientific and academic research.

82. The lecturers, researchers, students, PhD, post-graduate, master students of the Institute and other specialists invited by contract as well, can take part in the research work.

83. The Institute has an internal quality assurance and control system leading to the continuous improvement of educational quality.

84. The educational and scientific activity of the Institute is financed from the following sources:

- 1) the state budget of the Republic of Armenia.
- 2) on a paid basis services delivered by the professional activity of the Institute;
- 3) donations and grants assigned by individuals, institutions and organizations of the Republic of Armenia and of foreign countries.
- 4) foundations for charitable purposes;
- 5) means provided for initiative research;
- 6) other sources not prohibited by the Legislation of the Republic of Armenia.

## **X. STRUCTURE OF THE INSTITUTE**

85. The units of the Institute consist of faculties, chairs, units, departments, laboratories, library, museum, sports clubs, centers, etc. The competences of the Institute structural units are defined by the present Charter, as well as by the charters regulating their activity.

**(85<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

86. The Institute, along with all its units, is an educational, scientific and productive entirety, which supervises the organization of educational, research and scientific-research processes with the obligatory participation of all its units.

87. The Faculty of the Institute is a structural unit ensuring the organization and implementation of educational and research processes at diverse levels of higher education in different specialties and specializations and in all forms of teaching and learning.

88. The Faculty has the right to make independent decisions within its competence, if they do not contradict the Legislation of the Republic of Armenia, the regulatory

enactments of the state education management authorized body, the present Charter, the internal and (or) individual legal acts adopted by the governing bodies of the Institute.

89. The faculty is made up of chairs, laboratories, educational and other units.

90. Governing bodies of the Faculty are the Faculty Board and the Dean of the Faculty. The formation and activity of the Faculty Board staff is regulated by the faculty charter. The Chairman of the Faculty Board is the Faculty Dean.

91. Faculty Board:

1) presents proposals to the Rector on the establishment, reformation and dissolution of chairs (laboratories, departments) and other structural units incorporating the faculty structure;

2) **(2<sup>nd</sup> sub-clause has expired decision №2 of the Board of Trustees 27.11.2019)**

3) discusses and gives solutions to the issues concerning educational, scientific affairs, international relations and other activities of the faculty;

4) presents to the Rector for approval at the Scientific Council the faculty curricula;

5) develops and presents to the Rector the draft list of and study support staff of the faculty;

6) carries out election of the faculty teaching staff in accordance with the established procedure;

7) proposes candidates to be enrolled in the Council and elects the faculty representatives at the Scientific Council;

8) discusses the faculty charter and presents to the Scientific Council for approval;

9) listens to the Dean's annual reports, evaluates his/her activities;

10) gives solutions to other issues related to the academic and scientific-research activity of the faculty arising out from the present Charter.

92. The session of the Faculty Board is deemed valid in the presence of at least 2/3 of the Faculty Board members. Decisions in the Faculty Board shall be adopted by a simple majority vote of the members present at the session.

93. The Faculty activities are organized and managed by the Faculty Dean within his/her competence in conformance with the present Charter. The position of Faculty Dean is elective. The Faculty Dean election is organized according to the procedure approved by the Scientific Council. On the basis of election results the Rector of the Institute appoints the Dean and concludes a 5-year contract in accordance with the established procedure. The Dean may hold office no more than twice in a row.

**(93<sup>rd</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

94. The Faculty Dean:

1) supervises educational, scientific, productive, international and other types of activities of the faculty;

2) ensures the implementation of regulatory enactments adopted by the relevant bodies;

3) in accordance with the established policy presents to the Rector proposals on transferring students from course to course, expelling, reinstating them and (or) discontinuing their studies.



4) executes other authorities as stated by the Legislation of RA, the present Charter, the Faculty Charter.

95. Chairs (departments, laboratories) are the main structural units organizing the Faculty academic process and operate on the basis of the present Charter and the Faculty Charters.

96. The scientific-pedagogical staff of the chair consists of professors, associate professors, assistants, lecturers.

97. The position of the Head of Chair is elective. The election is carried out in accordance with the policy established by the Scientific Council. On the basis of election results the Rector of the Institute appoints the Head of the Chair and concludes a 5-year contract in accordance with the established policy. The Head of the Chair can hold his position for no more than 2 consecutive terms.

98. The chair, based on the volume and forms of pedagogical, scientific, study support activities, in conformance with the established criteria, develops the educational workload of its employees and presents it to the Rector of the Institute for approval.

99. The recruitment of teaching staff members in the chairs of the Institute and their employment relations between the Institute are established on a contractual basis. The conclusion of an employment contract is preceded by an open competitive selection.

100. The procedure for nominating candidates for the position of the Head of the Institute Chair, holding elections and issuing orders for the position of the Head of the Chair shall be defined by the election of the heads of the chairs.

101. The Head of the Chair organizes and directs the educational, scientific and other activities of the Chair, represents his/her staff among other units of the Institute, as well as within relations between non pan-institutional organizations.

**(101<sup>st</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

102. The chair of the Institute can be also pan-institutional. The policy of formation and activity of the pan-institutional chair is defined by the latter's Charter.

103. The main educational and scientific issues of the Chair are discussed through the sessions. Merely teaching staff members have the right to vote on the issues subject to be voted during the Chair sessions. The study support staff members of the Chair participate in the sessions with the right of consultative vote. The Chair session is deemed valid if attended by more than half of the members. Decisions of the Chair shall be adopted by a simple majority vote of the members present at the session.

104. The policy of formation and activity of other units of the Faculty is defined by the Faculty Charter.

105. The activities of the Institute Trade Union and other social organizations are regulated by the Legislation of RA and by their charters.

## **XI. EMPLOYEES AND STUDENTS OF THE INSTITUTE**

106. Teaching staff and scientific-pedagogical personnel, scientific, study support, administrative-economic employees and those of other categories as well, form the whole Institute employees.

**(106<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

107. The students of the Institute are students, external students, post-graduate students, researchers and PhD students.

108. The rights and duties of the Institute employees and students are stated by the Law of the Republic of Armenia, the present Charter, internal rules, collective agreements and other regulatory enactments.

109. The employees of the Institute are eligible to:

1) be provided with organizational and logistical conditions for professional and work activity;

2) elect and be elected in the Institute Council, in the Scientific Council, in the Councils of Faculties;

3) participate in the discussion of issues related to the Institute activities and in the work of elective bodies;

4) join trade unions and other social organizations;

5) use the services of library and the Institute scientific, cultural, social-housing units;

6) be granted a leave on a paid basis and without pay in the prescribed manner;

7) receive salaries, supplemental payments, extra charges in the determined amount at the scheduled time, as well as rewards, incentives (including monetary) as stated by the Legislation of the Republic of Armenia, the present Charter and in the cases defined by the Institute collective agreement;

8) other rights prescribed by the Legislation of the Republic of Armenia, the present Charter and other regulatory enactments.

**(109<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

110. The Institute teaching and scientific-pedagogical staff, the researchers and students are endowed with academic freedoms.

**(110<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

111. Favorable conditions are created for scientific-pedagogical staff, students, post-graduate, doctoral and PhD students to carry out research work, to compile and disseminate their results, within the means allocated for those purposes.

112. In addition to the mentioned rights, the teaching and scientific-pedagogical staff of the Institute has:

1) the right to logistics assurance and professional activities organization;

2) the right to academic freedom of scientific research;

3) the right to independently determine the content of educational courses and to develop programs in accordance with the standards of state education;

4) the right to free choice of teaching methods and resources, formulation of material consistent with individual characteristics and ensuring high quality of the educational process,

5) the right to accomplish joint scientific, pedagogical activities and those of a different nature, as well;

6) other rights prescribed by the Legislation of the Republic of Armenia, the present Charter and other regulatory enactments.

**(112<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

113. The Institute staff is awarded prizes for outstanding achievements in the fields of science, pedagogy and sports.

A separate award is established for young scientists.

114. The employees of the Institute are obliged to:

1) adhere to and comply with the requirements of the present Charter, the Institute internal disciplinary rules and other internal regulatory enactments;

2) implement the decisions of the Governing Bodies;

3) permanently improve their professional qualification, at least once every 5 years, pass trainings or upgrade qualifications in accordance with the established procedure;

4) preserve and use the Institute property efficiently and economically;

5) accomplish all assignments and tasks within the established deadline;

6) maintain the good reputation of the Institute;

7) adhere to the coexistence rules and contribute to the observance of the society's moral norms;

8) perform other responsibilities specified by the Legislation of the Republic of Armenia, the present Charter and other regulatory enactments.

115. The Institute students are eligible to:

1) acquire knowledge, skills and competences consistent with up-to-date requirements;

2) in compliance with the established procedure choose a specialty, the form of education, interrupt or continue the higher and postgraduate professional education at any level of study;

3) according to their preferences participate in student research activities held at the Institute;

4) assess the efficiency of teaching staff activities, present proposals to the Institute Governing Bodies on improving the quality of education.

5) be included and take part in activities of the Institute Governing Bodies in the manner prescribed by the Legislation of the Republic of Armenia, the present Charter and other regulatory enactments.

6) free of charge use of the Institute library, laboratories, information archives, educational, scientific, therapeutic, sports, sanatorium, educational-productive services and those of other units, as well.

7) join student councils, student scientific societies and other student organizations.

8) exercise the right to full or partial reimbursement of tuition fees in the form of student pension in the manner prescribed by the Legislation of the Republic of Armenia;

9) receive a scholarship of a defined amount (including nominal) in the manner prescribed by the Legislation of the Republic of Armenia and by the Institute.

10) get acquainted with the Institute Charter and other legal documents;

11) if required receive academic leave for a period of up to one year in accordance with the procedure established by the Authorized Body, with the exception of cases prescribed by the Legislation of the Republic Armenia.

12) in case of stationary mode of study during the given academic year be on leave at least twice with the total duration of not less than seven weeks.

13) be transferred to another higher education institution in accordance with the established procedure, including higher education institutions of foreign countries;

13.1) participate in the formation of his/her education content (selection of study courses and specialty), adhering to the requirements of the state educational standards of higher professional education.

14) other rights prescribed by the Legislation of the Republic of Armenia, the present Charter and other regulatory enactments.

**(115<sup>th</sup> clause amended decision №2 of the Board of Trustees 27.11.2019)**

116. The students of the Institute are obliged to:

1) accomplish the assignments arising out from the present Charter and other legal acts of the Institute;

2) implement the decisions of the Institute Governing Bodies;

3) ensure the efficiency of educational process and the conducted scientific researches;

4) attend the courses provided for by the educational programs;

5) treat carefully the Institute estate;

6) maintain the good reputation of the Institute, observe the norms of public coexistence and morality;

7) perform other responsibilities specified by the Legislation of the Republic of Armenia, the present Charter and other regulatory enactments.

117. Education of foreigners and non-citizens on a paid basis is carried out in accordance with the Legislation of the Republic of Armenia.

118. Students are eligible to receive a scholarship in compliance with the Legislation of the Republic of Armenia. The Institute has the right to establish nominal scholarships, state scholarship supplements, as well as other forms of moral and material incentives that motivate education.

119. It is prohibited to involve students in activities not specified in the educational process, without the consent of the latter and (or) their parents (adoptive persons and trustees), as well as to exert physical or psychological pressure on students.

120. Persons having completed the academic program of additional professional education and having passed the final attestation are given a graduation document (diploma, certificate) of the Institute in the prescribed sample.

121. Students receiving education on a paid basis are obliged to pay the tuition fee within the period stipulated by the contract, the amount of which is determined by the Institute in the manner prescribed by the Legislation of the Republic of Armenia. Students can be expelled from the Institute in case they do not pay the tuition in due time.

122. Students who do not accumulate the required summing up credits provided for by the curriculum during the semester examination period (s), show insufficient academic

progress, violate the internal disciplinary rules of the Institute, by the Rector order may be subject to disciplinary sanctions, up to and including expulsion. It is not allowed to expel a student in the period of illness, leave or in other cases defined by the Legislation of the Republic of Armenia.

123. Students having completed the relevant educational program and passed the final attestation are awarded the appropriate qualification and a graduation document (diploma) in the prescribed sample with the relevant supplementary sheet (insert).

124. The Institute students' self-governing body, which protects their interests, is the Student Council. It also ensures the involvement of students in Institute governance and addresses student-related issues to relevant Institute management units.

125. A student of the Institute is deemed to be a person admitted in accordance with the established procedure and enrolled in any higher professional education program.

## **XII. SUPERVISION AND PUBLICITY OF THE INSTITUTE ACTIVITY**

126. Supervision over the Institute activities is carried out as stated by the Law of the Republic of Armenia. Supervision over the Institute compliance with requirements "On Foundations" set by the Law of the Republic of Armenia carries out the Ministry of Justice of the Republic of Armenia, and in case stated by law, also other competent state bodies in accordance with the procedure of their competencies, verifications and studies provided by law. The financial activity of the Institute is examined by an independent auditor or another person defined by the Law of the Republic of Armenia at least once a year. Upon the request of 1/3 of the Institute Board of Trustees members an extraordinary audit may be conducted. The audit executing person is selected by the Institute Board of Trustees in accordance with the requirements defined by the Legislation of the Republic of Armenia.

127. Annually no later than the 25<sup>th</sup> of March of the year following the reporting year, the Institute is obliged to publish on the official website ([www.azdarar.am](http://www.azdarar.am)) of Public Notices of the Republic of Armenia:

1) a report on its activities, which must contain information on the implemented programs, sources of financing, the total amount of foundations used in the given financial year, the members of the Board of Trustees, the Rector, as well as names and surnames of employees included in the Institute staff, if they have made use of foundations and services of the Institute during the reporting year.

2) the audit conclusion of financial statements, if the value of Institute assets exceeds ten million drams.

## **XIII. REORGANIZATION AND DISSOLUTION OF THE INSTITUTE**

128. The Institute may be reorganized only by joining another foundation or incorporating into another foundation.

129. The Institute may be reorganized by the decision of the Founder in the manner prescribed by law.

130. The Institute dissolution is the cessation of its activities without transferring its rights and responsibilities to other persons by way of legal succession.

131. Decision on dissolution of the Institute can be made only by a court upon the application of the interested persons. The Board of Trustees can act on behalf of the Foundation as an interested person.

132. The Institute may be dissolved in conformance with the Law of the Republic of Armenia.

133. The Institute may also be dissolved in other cases provided by the “Law on Foundations” of the Republic of Armenia.

134. After meeting the creditors’ requirement, as in case when at the time of approving the interim dissolution balance sheet the Institute has no obligations towards the creditors, the estate is used for the purposes as prescribed by the Institute Charter, and in case of its impossibility it is transferred to state budget of the Republic of Armenia.

#### **XIV. THE INSTITUTE SYMBOL**

135. Image and description of the Institute symbol: is a circular image and includes name of the Institute in Armenian: ՀԱՅԱՍՏԱՆԻ ՖԻԶԻԿԱԿԱՆ ԿՈՒԼՏՈՒՐԱՅԻ ԵՎ ՍՊՈՐՏԻ ՊԵՏԱԿԱՆ ԻՆՍՏԻՏՈՒՏ, in Russian: ГОСУДАРСТВЕННЫЙ ИНСТИТУТ ФИЗИЧЕСКОЙ КУЛЬТУРЫ И СПОРТА АРМЕНИИ and in English: ARMENIAN STATE INSTITUTE OF PHYSICAL CULTURE AND SPORT, in the center there is a picture of a burning sports torch, the state flag of the Republic of Armenia, an open book, on which the written number 1945 refers the foundation year of the Institute.