

Annex  
to the Order of the  
RA Minister of Education, Science, Culture and Sports  
N 28-L dated July 12, 2023

**STATUTE**  
**OF THE HIGHER EDUCATION AND SCIENCE COMMITTEE**  
**OF THE MINISTRY OF EDUCATION, SCIENCE, CULTURE AND SPORTS**  
**OF THE REPUBLIC OF ARMENIA**

**I. GENERAL PROVISIONS**

1. The Higher Education and Science Committee (hereinafter referred to as "The Committee") is a state body functioning within the Ministry of Education, Science, Culture and Sports of the Republic of Armenia.

2. The Committee shall be established, reorganized and its activities shall be terminated pursuant to a law.

3. The Committee shall carry out its activities in conformity with the Constitution, legislation and other legal acts of the Republic of Armenia, as well as the present Statute.

4. The Name of the Committee shall be:

1) In Armenian: Բարձրագույն կրթության և գիտության կոմիտե;

2) In Russian: Комитет по высшему образованию и науке;

3) In English: Higher Education and Science Committee;

4) In French: Comité de l'Enseignement Supérieur et de la Science.

5. The Committee shall have its own round seal and letterhead that include the Coat of Arms of the Republic of Armenia and its name in Armenian, as well as its own symbol and other means of identification.

6. The Committee shall consist of the positions of the Chairman of the Committee (hereinafter referred to as "The Chairman"), the Deputy Chairmen, the Secretary General, the Deputy Secretary General, and the structural subdivisions.

*(amended by the Order of the ESCS Minister N 51-L dated November 02, 2023)*

7. In the manner prescribed by the Law of the Republic of Armenia, the Committee may be reserved a right of holding government stocks and shares.

8. The Committee shall be located at:

22 Orbeli Brothers Street, Yerevan, 0028, Republic of Armenia.

**II. GOALS AND OBJECTIVES OF THE COMMITTEE**

9. The goals of the Committee shall be the following:

1) participation in strategic planning and policy development in the fields of higher education and science;

2) implementation and evaluation the programs in the field of higher education and science, as well as providing support to students;

3) regulation of the fields of higher education and science and creation of an adequate legal framework for ensuring their functioning and improving their quality;

4) ensuring the proper functioning and progressive development of higher education and science as a crucial factor in the development of the economy and national security, raising country's competitiveness, educational and cultural development, as well as social progress;

5) enabling citizens to exercise their human and civil rights to higher and postgraduate professional education;

6) ensuring the compatibility of the degrees of higher and postgraduate professional education in the Republic of Armenia with international ones, as well as recognition of diplomas and diploma supplements issued in the Republic of Armenia in European and other foreign countries;

7) promotion of international academic mobility for students;

8) promoting and fostering academic freedom and autonomy of higher education institutions;

9) ensuring the proper implementation of the procedures for awarding scientific degrees;

10) assisting the process of qualification of scientific and academic personnel;

11) preserving and developing the scientific and academic potential of the Republic of Armenia, creating an effective system for training of scientific and academic personnel;

12) promotion of effective interaction and integration between the fields of science, education, and manufacturing.

10. The objectives of the Committee shall be the following:

1) implementation of reforms in higher and postgraduate professional education;

2) ensuring the development of higher and postgraduate professional education;

3) contributing to the improvement, modernization, and maintenance of quality standards of both academic content and educational process in higher and postgraduate professional education;

4) promoting the development of international scientific and academic cooperation and integration, particularly ensuring integration into the European Higher Education Area and the European Research Area;

5) implementation of measures aimed at increasing the transparency, accountability and efficiency of higher education institutions;

6) promoting the international visibility and attractiveness of higher education and science, creating an environment for encouragement of international cooperation;

- 7) ensuring accessibility and affordability of higher education;
- 8) creating long-term and mid-term development programs in the field of higher and post-graduate professional education and science, and ensuring the assessment of the results thereof;
- 9) monitoring and revision of the National Qualifications Framework of Higher Education of the Republic of Armenia (hereinafter referred to as “NQF”) and ensuring its compatibility with the Qualification Framework of the European Higher Education Area, defining and including new qualifications in the NQF;
- 10) coordination of the self-certification process of NQF;
- 11) development and maintenance of national standards for the scientific degrees awarding process;
- 12) development and maintenance of national standards of the qualification of scientific and academic personnel;
- 13) creation of specialized councils awarding scientific degrees, providing guidelines, and supervising their activities;
- 14) elaboration and supervision of an efficient system for scientific and technical personnel training and certification;
- 15) fostering the formation and development of a modern infrastructure and information system in the field of scientific and technological activities, as well as their integration into the international scientific and technological area;
- 16) development and implementation of national policy in the field of scientific and technical expertise (hereinafter referred to as “Expertise”);
- 17) supporting the development of economically viable dual-use competitive high-technology products;
- 18) development and implementation of the principles for open science and open innovation;
- 19) monitoring the quality and efficiency of the functioning of the organizational system of scientific activities;
- 20) fostering the commercialization of scientific and technological output, as well as its integration into the economy.

### **III. FUNCTIONS OF THE COMMITTEE**

11. The Committee shall perform the following functions:

- 1) participation in the elaboration of the policy of the Government of the Republic of Armenia in the fields of higher education and science, as well as elaboration of draft legal acts of the Republic of Armenia in the fields of higher education and science;
- 2) establishing the list of seats for programs of higher and postgraduate professional education in accordance with relevant specialties and organizations with full compensation for tuition fees by the state (free of charge), and the submission thereof in

accordance with the established procedure for approval to the Government of the Republic of Armenia;

3) monitoring the provision of partial compensation for tuition fees by higher education institutions in the form of a student scholarship;

4) defining the descriptions of qualifications of higher and postgraduate professional education for various specialties and academic degrees, and the submission thereof for approval to the Minister of Education, Science, Culture and Sports of the Republic of Armenia (hereinafter – the Minister);

5) participation in the elaboration of the procedure for licensing education programs;

6) establishing the list of higher and postgraduate professional education specialties, methodological guidelines and corresponding qualifications granted on the basis thereof, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

7) elaboration of uniform procedures for admissions and knowledge assessment for applicants to higher education institutions, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

8) elaboration of procedures for the academic mobility of students in higher education institutions, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

9) establishing the national qualifications framework for higher education, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

10) elaboration of the procedure for the establishment of national standards for higher education, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

11) elaboration of standards for study in the distance learning and external studies formats, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

12) elaboration of the procedure for state accreditation of higher education institutions and organizations providing postgraduate professional education, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

13) participating in proposals for professional training, retraining and qualification improvement of scientific and academic personnel, and developing proposals for public funding aimed at the development of the scientific sector;

14) establishing the list of specialties and seats in priority and important areas for the state in higher education institutions, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia, as

well as ensuring compensation of tuition fees to students in accordance with the established procedure;

15) elaboration of the procedure for obtaining a second specialty, and the submission thereof for approval to the Minister;

16) elaboration of the procedure for admission to the public and private higher education institutions for Bachelor's and continuing and integrated education programs, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

17) elaboration of the procedure for admission to higher education institutions for the off-site Bachelor's and Master's programs and the submission thereof for approval to the Minister;

18) elaboration of the procedure for admission to postgraduate and doctoral studies, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

19) developing a standard model contract for postgraduate admissions, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

20) elaboration of the procedure for the employment of specialists who have studied and completed postgraduate programs within the frames of a state order in educational or scientific organizations engaged in higher and postgraduate professional education, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

21) establishing the list of higher and postgraduate professional education specialties, methodological guidelines and corresponding qualifications granted based on thereof, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

22) establishing the list of specialties disabling the possibility of the off-site, distance and external forms of education, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

23) elaboration of the procedure for the provision of financial resources, including compensation of tuition fees (full or partial (discounts)), scholarships, student loans, educational funds, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

24) defining the maximum amount of the tuition fee according to academic degrees and accreditation results, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

25) elaboration of the procedure for expulsion (dismissal) and reinstatement of students of higher education institutions, and the submission thereof for approval to the Minister;

26) developing the methodology for calculating the grade point average, and the submission thereof for approval to the Minister;

27) elaborating the procedure for the monitoring of the quality of education by organizations carrying out quality assessment or accreditation of the higher education institutions and organizations providing postgraduate professional education, and the submission thereof for approval to the Minister;

28) development of template documents of completion for higher and postgraduate professional education, as well as academic degrees and titles, and the submission thereof in accordance with the established procedure for approval to the Government of the Republic of Armenia;

29) elaboration of the procedure for organizing calls for proposals for scholarship slots established by interstate agreements in higher education institutions of foreign countries, and the submission thereof for approval to the Minister;

30) development of structural reform programs in the sphere of science;

31) elaboration and implementation of prospective and targeted science and technology programs aimed at the development of science, as well as realization of projects in the framework of international cooperation;

32) development of programs for improving the structure of scientific and technological potential and increasing the efficiency of their application, conducting research related to scientific personnel training, and submitting recommendations on the formation of public procurement programs;

33) elaboration of recommendations on development priorities in the field of science and technology and their submission to the Government of the Republic of Armenia for approval in a prescribed manner;

34) participation in the elaboration of draft state budget of the Republic of Armenia within its authorities;

35) elaboration of draft legal acts in the field of expertise;

36) defining requirements towards those responsible for organizing and carrying out expertise;

37) development of state accreditation procedure and criteria in the field of expertise;

38) development and approval of methodological, institutional and organizational-technical frameworks for state expertise;

39) signing international cooperation agreements in the field of expertise;

40) organization of the implementation of scientific and technological activities aimed at integrating science, education and industry;

41) participation in drafting international agreements (contracts) in the field of higher education and science and discussions thereof in accordance with procedure prescribed by law;

42) development and implementation of programs aimed at attracting the potential of foreign scientists, including those of the Diaspora;

43) implementation of the budgetary processes in the field of higher education and science within the scope of its competence;

44) organization of the elaboration, expertise and monitoring of military-technical programs implemented jointly with the Military-Industrial Committee and relevant state authorities;

45) development and approval of a procedure for maintaining a unified information system for the management in the field of science, resulting in collection of data on scientific and/or technological output, implementation of the scientometric analysis thereof, creation and maintenance of a complete accounting system

46) introduction of relevant administrative statistical reports (questionnaires, references, etc.), in a manner prescribed by law and other legal acts, and maintenance of an administrative statistical registry based on data and information collected thereby;

47) ensuring the creation of professional councils awarding scientific degrees and organization of their activities, as well as developing the procedures and criteria for awarding scientific degrees and titles and presenting them to the approval of the Government of the Republic of Armenia in the prescribed manner;

48) creation of the list of scientific specializations for awarding scientific degrees and scientific titles and submitting the list to the Minister for approval;

49) confirmation of scientific degrees and certification thereof with relevant diplomas based on the decisions of professional councils and the consideration of the applications for qualification;

50) confirmation of scientific titles and certification thereof with relevant diplomas based on the decisions of the scientific (scientific and technical) councils of HEIs and scientific organizations and the consideration of the applications for qualification;

51) issuing scientific degree certificates of the Republic of Armenia on the basis of scientific degree certificates of the former USSR;

52) presenting a conclusion to the Minister on matching a scientific degree certificate issued by a foreign state with the scientific degree certificate of the Republic of Armenia;

53) cooperation with relevant authorities of foreign states;

54) organization of activities for preserving the PhD theses and abstracts and publication of newsletters;

55) elaboration of working regulations of the professional council for awarding scientific degrees and the submission thereof to the approval of the Minister;

56) elaboration of criteria for the inclusion of scientific periodicals in the list intended for publishing the outputs and provisions of PhD theses and the submission thereof to the approval of the Minister;

57) organization and implementation of the Committee's information policy, public relations, and publicity programs;

58) with the aim of ensuring its statutory functions, creation of professional expert councils, commissions for calls for proposals, working groups, as well as the formation of professional and consultative bodies and the approval of their working procedure and composition.

#### IV. GOVERNANCE AND MANAGEMENT OF THE COMMITTEE

12. The Committee shall be governed by the Minister of Education, Science, Culture and Sports of the Republic of Armenia (hereinafter referred to as “the Minister”).

13. The Minister shall:

1) approve the Statute of the Committee, including the structure, and make changes to the Statute, unless otherwise provided by law;

2) define the main activities of the Committee in accordance with the spheres of activity, goals and objectives stipulated by law and other legal acts;

3) exercise supervision over the activities of the Committee;

4) accept reports on the activities of the Committee, as well as shall review the findings of the inspection of the activities thereof;

5) exercise supervision over the protection of state property attached to the Committee or handed over for use;

6) approve the annual balance sheet, unless otherwise provided by law.

14. The Committee shall be managed by the Chairman.

15. The Deputy Chairmen, the Secretary General, the Assistant of the Chairman, the heads of the subordinate organizations and institutions and the heads of structural subdivisions shall be directly accountable to the Chairman.

16. The heads of supporting professional structural subdivisions and the Deputy Secretary General shall be accountable to the Chairman.

***(amended by the Order of the ESCS Minister N 51-L dated November 02, 2023)***

17. The Chairman shall be accountable to the Government of the Republic of Armenia, the Prime Minister of the Republic of Armenia and the Minister.

18. The Chairman shall:

1) be responsible for the implementation of the objectives and functions set out for the Committee;

2) within the scope of his/her authorities, act on behalf of the Republic of Armenia without a power of attorney, as well as issue a power of attorney, including those with the right of reauthorization, for acting on behalf of the Republic of Armenia;

3) sign documents on international cooperation in the field of science;

4) manage the organizations and institutions subordinated to the Committee;



5) in cases provided by law or the Statute of the Committee, appoint and dismiss the Committee's employees, apply incentives and impose disciplinary sanctions on them;

6) approve the internal disciplinary guidelines;

7) in cases provided by law, adopts normative, individual and internal legal acts;

8) in cases provided by the legislation of the Republic of Armenia, establish consultative bodies to the Committee;

9) suspend or repeal the orders of the Secretary General that contradict the provisions of the legislation of the Republic of Armenia;

10) suspend or repeal the assignments of the Deputy Chairman and Secretary General;

11) suspend or repeal the decrees, directives, instructions, executive orders and assignments of the heads of its subordinate organizations and institutions that contradict the requirements of the legislation of the Republic of Armenia;

12) accept the reports of the structural subdivision and its subordinate organizations and institutions, shall review the findings of inspection of the activities thereof, unless otherwise provided by law;

19. In the absence of the Chairman, he/she is replaced by the Deputy Chairman.

20. The staff list of the Committee shall be approved by the Minister upon the proposal of the Chairman.

21. The Deputy Chairman shall:

1) exercise the powers delegated by the Chairman, and coordinate the activities in the field assigned to them;

2) within the scope of his/her competence for coordination, forward the Chairman's assignments to the structural subdivisions of the Committee, the organizations and institutions subordinated to the Committee; shall provide the performance of the Chairman's assignments by the structural subdivisions of the Committee, the organizations and institutions subordinated to the Committee; shall, within the scope of his/her powers for coordination, issue assignments and exercise supervision over implementation thereof, informing the Chairman about the results;

3) within the scope of his/her powers for coordination, receive the support of the Secretary General and cooperate with other entities and organizations;

4) within the scope of his/her powers for coordination, submit recommendations to the Chairman;

5) implement the executive orders and assignments issued by the Chairman.

22. The Committee shall, within the scope of its competence, obtain property rights and personal non-property rights, as well as other civil law obligations, and shall exercise them through the Secretary General.

23. The Secretary General shall, in a manner prescribed by the RA legislation, be responsible for the implementation of the organizational, personnel management,

financial and economic functions of the Committee and the participation in civil-law relations.

24. Supporting professional structural subdivisions shall be directly accountable to the Secretary-General.

25. The Secretary General shall, in a manner prescribed by law, bear pecuniary liability for the damage caused to the state at his/her fault. Termination of the powers of the Secretary General shall not be a ground for not fulfilling the obligation to compensate the damage caused. The person terminating the powers of the Secretary General shall be obliged to resolve the issue of compensation for the damage caused to the state by the latter. The damage caused to the state due to non-fulfillment of this requirement shall be compensated by the person who violated the requirement of this article.

26. The Secretary General shall:

1) act — without a power of attorney — on behalf of the Republic of Armenia and represent its interests, conclude transactions, issue letters of authorization concerning the matters reserved to his or her competence, under part 1 of Article 12 of the Law of the Republic of Armenia "On regulation of administrative legal relations";

2) dispose the state property attached to the Committee, including the financial resources, as prescribed by law, other legal acts and the Statute;

3) provide the implementation of the functions related to personnel management in accordance with the legislation on civil service and other legal acts;

4) appoint and dismiss relevant employees of the Committee, provide incentives and impose disciplinary penalties thereon in cases provided for by law;

5) submit the annual balance sheet of the Committee to the Chairman;

6) submit recommendations on organizational issues concerning the functioning of the Committee's structural subdivisions to the Chairman;

7) submit the activity reports of supporting professional structural subdivisions, as well as information, falling under his or her competence, on other subdivisions, and in cases provided for by the RA legislation – shall also submit a report;

8) co-operate with the Deputy Chairman, other public bodies and organizations within the scope of his or her powers;

9) convey the assignments of the Chairman to the structural subdivisions, subordinate public bodies, organizations and institutions within the scope of his or her powers, or give assignments within the scope of his or her powers and exercise supervision over the execution thereof, by informing the Chairman of the results;

10) endorse, as necessary, the documents drafted by the structural subdivisions, as well as those drafted on his/her own behalf or on the behalf of the Chairman and the Deputy Chairmen, unless otherwise provided for by law;

11) adopt individual legal acts and issue assignments in cases provided by law;

12) be replaced by the Deputy Secretary General in his/her absence. The Deputy Secretary General is directly subordinate to the Secretary General. The Deputy Secretary General reports directly to the Secretary General.

*(amended by the Order of the ESCS Minister N 51-L dated November 02, 2023)*

27. The Assistant of the Chairman shall:

- 1) in coordination with the Chairman, assist to the preparation of the Chairman's current and prospective work plans and present them to the Chairman;
- 2) assist to the organization of the Chairman's consultations, meetings, visits and trips;
- 3) in cooperation with the employees of the structural subdivisions of the Committee, prepare informational and analytical materials for the Chairman;
- 4) carry out other instructions issued by the Chairman.

## **V. STRUCTURAL SUBDIVISIONS OF THE COMMITTEE**

28. The main professional structural subdivisions of the Committee are as follows

- 1) Department for Higher Education and Science Policy;
- 2) Department for Expertise and Analytics;
- 3) Department for Program Implementation.

29. The supporting professional structural subdivisions of the Committee are as follows:

- 1) Unit for Budgeting and Procurement;
- 2) Unit for Financial-Economical and Accounting Issues;
- 3) Unit for Public Relations and Information;
- 4) Unit for Personnel Management;
- 5) Secretariat:

30. It is defined hereby that the Secretariat shall function in a capacity of a Unit.

31. The competencies of the structural subdivisions of the Committee are defined by the Chairman through the approval of their statutes.

## **VI. PROPERTY OF THE COMMITTEE**

32. The Committee shall have a separate balance sheet.

33. The property of the Committee shall consist of the property assigned (attached) to the Committee for the possession and use, as prescribed by the legislation of the Republic of Armenia.

34. Composition and amount of the property assigned to the Committee shall be determined by the Government of the Republic of Armenia.

35. The Committee shall possess, use and — in cases provided for by other legal acts — dispose the property assigned thereto.

36. The purchases made for the needs of the Committee shall be made in the manner prescribed by the Law of the Republic of Armenia "On procurements". Procurement process shall be coordinated by the Secretary General.

## **VII. ACCOUNTING AND REPORTS**

37. The Committee shall maintain accounting and shall submit accounting reports as prescribed by law.

38. The authenticity of financial reports of the Committee may be subject to verification in the manner and cases prescribed by law.

39. The Committee shall perform its financial operations through the Treasury system.

40. The Secretary General, who exercises the powers prescribed by the Law "On the Treasury System", shall be responsible for implementing financial operations.