

Approved at
ISEC NAS RA Scientific Council N 63
30 May, 2014
ISEC NAS RA Director
_____ A. Sargsyan

RA NATIONAL ACADEMY OF SCIENCES
INTERNATIONAL SCIENTIFIC EDUCATIONAL CENTER

CHARTER ON FOREIGN AFFAIRS DEPARTMENT

Yerevan 2014

General Provisions

- 1.1 ISEC NAS RA Foreign Affairs Department (hereinafter Foreign Affairs Department) is a subdivision of International Scientific Educational Department of NAS RA which operates according to RA legislation, ISEC NAS RA charter and the charter of the Foreign Affairs Department.
- 1.2 To increase the efficiency of the work implementation, Foreign Affairs Department cooperates with other structural subdivisions of NAS RA and ISEC NAS RA as well as with different external organizations (including NGOs and international organizations) pursuant to the regulations laid down.
- 1.3 Amendments and appendices to this regulation as well as restructuring and dissolution of the department are carried out by the decision of the ISEC NAS RA Scientific Council.

Tasks and functions

The main objective of Foreign Affairs Department is to ensure ISEC NAS RA cooperation with the local and foreign educational institutions and scientific centers, to promote exchange programmes for students, faculty and administration, to encourage foreign students' admission and strengthening of the ISEC cooperation with other international structures, to promote solving tasks ISEC NAS RA faces.

Foreign Affairs Department

- 3.1. Provides and analyses information regarding grant projects, studies the projects of the registered international educational organizations in RA, analyses and regulates development of ISEC perspective directions.
- 3.2. Informs ISEC chairs as to the calls and grants for international educational projects from foreign Universities.
- 3.3. Makes preliminary preparation of the documents of ISEC relevant chairs for educational grant projects, provides reference letters, applies for the international grant calls, regulates and coordinates current grant projects.

- 3.4. Under the guarantee of the ISEC relevant chairs, keeps correspondence and exchanges official documents with scientific centers and foreign universities which are international educational contract holders.
- 3.5. Prepares drafts of partnership agreements, letters and certificates which are addressed to international institutions, universities, RA foreign embassies and representatives of international educational organizations.
- 3.6. Keeps communication and exchanges information between ISEC and foreign partners.
- 3.7. Conducts seminars and round table discussions, conferences, workshops, organizes target and additional training courses, offers advice on different issues and cooperates with organizations of the same profile with different projects.
- 3.8. Based on the official survey data collected from the RA foreign embassies and centers/organizations, provides information on the foreign citizens studying at the institutes and centers of the National Academy of Sciences as well as graduates.
- 3.9. Provides information on the number of NAS RA current foreign and Diaspora students to the RA Ministry of Education and Science and RA National Security Service.
- 3.10. Makes current ISEC foreign students' profiles for the latter updating, archiving and saving.
- 3.11. Publishes informative materials, makes announcements and provides translations within the competencies of the Foreign Affairs Department.
- 3.12. In cooperation with ISEC IT department updates the ISEC web site with the latest information.
- 3.13. Delivers a report on the status quo of the department to the ISEC director.
- 3.14. Cooperates with Foreign Affairs Departments of the local and international universities, shares experience, as well as performs other duties on request.
- 3.15. Participates in the reforming process of a researcher's educational block, including quality assurance, embedding of effective teaching methods based on innovation and best practices.

4. Structure and Management of the Foreign Affairs Department

Functions of the Head of Foreign Affairs Department:

- 4.1. General coordination of the department operations.
- 4.2. The department is managed by the Head of Foreign Affairs Department who is appointed and dismissed by the ISEC director.
- 4.3. The payroll of the department is appointed and is due to any changes by the ISEC director
- 4.4. In accordance with the functions of the department, the Head of the department arranges, performs and coordinates all the activities.

Functions of the senior specialist of Foreign Affairs Department:

- 4.5. Collects, inserts and saves foreign PhD students' education profiles in the electronic data management system.
- 4.6. Provides translation of announcements and other necessary documents on request.
- 4.7. Provides bilingual (Armenian, English) academic certificates for the foreign and Diaspora PhD students.
- 4.8. Keeps records and regular updates on the ISEC current foreign students' data.
- 4.9. In coordination with the NAS RA PhD department provides academic progress report for foreign students, also arranges qualification exams for external PhD students.
- 4.10. Performs other duties connected with the functions of the department on request.

Functions of the leading specialist of Foreign Affairs Department:

- 4.11. Compiles and registers necessary documents of foreign and Diaspora MA and PhD students for their visa and residence cards applications, further visa receiving and prolongation procedures.
- 4.12. Performs other duties connected with the functions of the department on request.

Final Provisions

The rights and responsibilities of the Foreign Affairs Department staff are defined by the work contract, ISEC charter, Foreign Affairs Department regulations and other legal regulations.