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OF THE REPUBLIC OF ARMENIA

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ON PRIMARY VOCATIONAL (HANDICRAFT) AND SECONDARY VOCATIONAL
EDUCATION

CHAPTER 1

GENERAL PROVISIONS

Article 1. Subject matter of this Law

This Law shall regulate the principles of state policy of the Republic of Armenia, legal and organisational as well as financial and economic grounds, as well as rights and obligations

of legal and natural persons in the system of primary vocational (handicraft) (hereinafter referred to as “the handicraft”) and secondary vocational education and instruction.

Article 2. Legislation on handicraft and secondary vocational education

The field of handicraft and secondary vocational education shall be regulated by the Constitution of the Republic of Armenia, Civil Code of the Republic of Armenia, Laws of the Republic of Armenia “On education”, “On state non-commercial organisations”, this Law and other legal acts. Where international treaties of the Republic of Armenia provide for norms other than those envisaged by this Law, the norms of the international treaties shall apply.

Article 3. Main concepts used in the Law

The main concepts used in this Law shall be as follows:

“**handicraft education**” shall mean implementation of handicraft education programmes, except for apprenticeships, on the basis of at least basic general education;

“**secondary vocational education**” shall mean implementation of secondary vocational education programmes on the basis of at least basic general education;

“**professional (vocational) instruction**” shall mean process of instruction aimed at mastering and using knowledge and skills necessary to be engaged in professional activities;

“**supplementary vocational education**” shall mean academic process beyond the framework of basic vocational education programmes, which is aimed at improving professional qualities, ensuring professional re-qualification, increasing and complementing the qualification of a person;

“**student**” shall mean a person admitted to, in a prescribed manner, and studying at relevant educational institutions under basic programmes of handicraft or secondary vocational education;

“**attendee**” shall mean a person studying, in a prescribed manner, under supplementary programmes of handicraft or secondary vocational education and (or) a person attending courses on raising qualification (training, re-qualification);

“**lecturer**” shall mean a pedagogical worker of the system of vocational education and (or) instruction, who ensures the mastering of theoretical knowledge and contributes to the development of practical skills of the student (attendee);

“**master of practical instruction**” shall mean a pedagogical worker of the system of handicraft and secondary vocational education and (or) vocational instruction, who ensures handicraft skills of a person;

“**specialist**” shall mean a qualification degree of secondary vocational education, which is granted to persons having passed state final attestation in accordance with the secondary vocational education programmes;

“**craftsman**” shall mean a qualification degree of handicraft education which is granted to persons having passed state final attestation in accordance with the handicraft education programme and (or) qualification procedure;

“**vocational school**” shall mean an organisation or subdivision thereof with the status of a legal person implementing a handicraft education programme;

“**college**” shall mean an organisation or subdivision thereof with the status of a legal person implementing a secondary vocational education programme;

“**time period of studies**” shall mean minimum duration of studies determined in accordance with the vocational education standard concerned;

“**credit (standard)**” shall mean the volume of academic workload and mastering of knowledge;

“**credit (standard) system**” shall mean the system of organising the academic process, that of measuring, registering and transferring the outcomes of studies through credits, which includes teaching, practical and individual classes, consultations, preparation of course papers, other papers, preparation of final testing, assessment, etc.;

“distance learning” shall mean co-ordinated way of instruction, when the process of direct and indirect instruction between a student or attendee and a lecturer is conducted mainly through information technologies and means of communication;

“external studies” shall mean a way of education provided through self-education and interim, final assessment of knowledge and capacities in the institution of handicraft and secondary vocational education;

“student benefit” shall mean refund of the tuition fee of a student at the expense of the State Budget, allocations from vocational education institution, other legal and natural persons;

“quality assessment (attestation)” shall mean assessment of effectiveness of professions, educational programmes, instruction methods, staff and structure of institutions of handicraft or secondary vocational education;

“social partner” shall mean an organisation or union of organisations, including any type of educational institution supporting the system of handicraft and secondary vocational education and instruction, co-operating with and interested in the development of the system.

(Article 3 edited by HO-18-N of 19 May 2014)

Article 4. Principles of state policy in the field of handicraft and secondary vocational education and state guarantees for the rights of citizens

The State shall set conditions for smooth operation and development of the system of handicraft and secondary vocational education.

1. Principles of state policy in the field of handicraft and secondary vocational education and instruction shall be as follows:

(1) provision and protection of the right of citizens to vocational education enshrined in the Constitution of the Republic of Armenia;

- (2) ensuring the formation of a modern person and citizen, reproduction and development of mental potential and labour force of the society, the competitiveness in the labour market and social partnership;
- (3) ensuring the relevance of professional knowledge and skills of the student and attendee to the requirements of the economy and labour market;
- (4) uninterrupted, successive and continuous nature of the educational process;
- (5) transparency and collegial nature of management of the system of handicraft and secondary vocational education and instruction;
- (6) competitiveness and publicity;
- (7) legal equality of entities providing handicraft and secondary vocational education;
- (8) autonomy and observability of institutions of handicraft and secondary vocational education;
- (9) access to handicraft and secondary vocational education, including by means of providing and special conditions for education and inclusion;
- (10) co-operation with social partners;
- (11) bringing the qualifications of handicraft and secondary vocational education into compliance with the international standards;
- (12) ensuring access to handicraft and secondary vocational education and instruction for foreign citizens of Armenian origin (for Diaspora).

2. Taking into account the composition and structure of the labour force market of the Republic of Armenia, the State shall guarantee for the citizens of the Republic of Armenia in the state institutions of handicraft and secondary vocational education the following:

- (1) handicraft and secondary vocational education, on a competitive basis, at the expense of the State Budget;

(2) handicraft and secondary vocational education and vocational instruction, upon the order and financing by the social partners;

(3) vocational instruction within the framework of state programmes at the expense of allocations from the State Budget;

(4) equal opportunities to receive vocational education and instruction by means of providing and special conditions for education and inclusion.

The State shall support the organisation of educational and practical internships, technological, pre-graduation practices of students, attendees of the organisations providing primary vocational handicraft and secondary vocational education.

3. Refund of tuition fee in the form of benefit shall be granted to the students having been admitted to institutions of handicraft and secondary vocational education, based on the results of the competition held, to those showing high academic performance upon the results of academic year and considered as socially disadvantaged, as well as to the students of borderline and highland settlements as prescribed by laws of the Republic of Armenia, in accordance with the number of seats and procedure approved by the Government of the Republic of Armenia .

(Article 4 supplemented by HO-52-N of 8 February 2011, amended by HO-39-N of 30 April 2013, edited and supplemented by HO-18-N of 19 May 2014)

Article 5. Tasks of the state policy in the field of handicraft and secondary vocational education

1. Tasks of the state policy in the field of handicraft and secondary vocational education in the Republic of Armenia shall be as follows:

(1) assuring the quality of handicraft and secondary vocational education and introduction of an appropriate system of improvement;

(2) support to preparation and training of specialists for priority and important fields, as well as for borderline and highland settlements;

(3) ensuring the uninterrupted nature, continuity, transparency and publicity of the educational process;

(4) developing the system of handicraft and secondary vocational education and instruction and increasing the competitiveness thereof;

(5) upbringing students in the spirit of national, moral and universal values.

2. The State shall ensure the development of handicraft and secondary vocational education and instruction in the following ways:

(1) improvement and updating of the system of handicraft and secondary vocational education and instruction;

(2) development and implementation of state development programmes of handicraft and secondary vocational education and instruction;

(3) bringing the programmes of handicraft and secondary vocational education into compliance with the requirements of labour market;

(4) financing of handicraft and secondary vocational education and instruction according to the requirements of the State;

(5) state financial support (educational allowances, student benefits, refund of tuition fee (full or partial (discount)) educational grants, loans) to students and attendees of the system of handicraft and secondary vocational education and instruction, in a prescribed manner;

(6) introduction of new methods of testing of knowledge, organisation of instruction, including introduction of credit system in the system of handicraft and secondary vocational education;

(7) introduction of new educational concepts and technologies.

(Article 5 supplemented by HO-52-N of 8 February 2011)

CHAPTER 2

SYSTEM OF HANDICRAFT AND SECONDARY VOCATIONAL EDUCATION

Article 6. System of handicraft and secondary vocational education

System of handicraft and secondary vocational education shall include:

- (1) state educational standards for handicraft and secondary vocational education, basic and supplementary educational programmes and state accreditation criteria;
- (2) educational institutions and other relevant organisations providing basic and supplementary handicraft and secondary vocational education and instruction;
- (3) authorised public administration bodies for handicraft and secondary vocational education (hereinafter referred to as “the authorised bodies”);
- (4) social partners of the system of handicraft and secondary vocational education and instruction.

Article 7. State educational standards and programmes of handicraft and secondary vocational education

1. State educational standards for handicraft and secondary vocational education shall be established in the Republic of Armenia, which shall ensure:

- (1) quality and grounds for assessment of handicraft and secondary vocational education;
- (2) unity of vocational education policy within the Republic of Armenia;
- (3) compatibility and adequacy of the grounds for mutual recognition, together with foreign States, of qualifications and graduation documents of handicraft and secondary vocational education.

2. State educational standards for handicraft and secondary vocational education shall include:

(1) general requirements to basic education programmes of handicraft and secondary vocational education;

(2) requirements concerning the mandatory minimum of the content of basic programmes of handicraft and secondary vocational education, the conditions for the implementation thereof, including those concerning the forms of theoretical instruction, educational, practical and pre-graduation internships and final attestation of graduates, level of preparation of graduates for each profession;

(3) time periods for organisation of academic process through basic education programmes of handicraft and secondary vocational education, whereas in case of availability of a credit system — the number of credits;

(4) minimum and maximum academic workload of learners.

3. The procedure for formation and approval of state educational standards for handicraft and secondary vocational education shall be established by the Government of the Republic of Armenia (hereinafter referred to as “the Government”).

4. Handicraft and secondary vocational education shall be provided through the following educational programmes:

(1) basic handicraft education programme providing qualification of a craftsman;

(2) basic programme of secondary vocational education providing qualification of a specialist;

(3) supplementary education programmes of handicraft and secondary vocational education providing training, raising the qualification of and re-qualification of specialists.

5. Institutions of handicraft and secondary vocational education may also implement pilot vocational education programmes as prescribed by the authorised body.

6. Institutions of handicraft and secondary vocational education shall, on the basis of the recommendations of respective employers, draw up and approve the curricula and

syllabuses of the instructed professions and specialisations brought in compliance with state educational standards, which guarantee the process of studies for students in different educational stages (entry into and exit from the educational programme) by ensuring credit accumulation and transfer, as well as granting of qualification degrees.

7. The mobility of students within the system of secondary vocational education, namely that from secondary vocational education system to higher professional education system and from higher professional education system to secondary vocational education system, shall be ensured by means of credit accumulation and transfer.

Article 8. Qualification degrees, time periods and forms of studies of handicraft and secondary vocational education

1. Qualification degree of a “craftsman” for handicraft education and that of a “specialist” for secondary vocational education shall be established in the Republic of Armenia.

2. Time periods of studies for handicraft and secondary vocational education shall be defined according to state educational standards for professions of handicraft and secondary vocational education, depending on the characteristics of instructing a profession as well as previously received education and number of credits of a student.

3. For the purpose of being granted a qualification degree of a craftsman of handicraft education, the duration of instruction of basic education programme shall range from 6 months to 3 years.

Other grounds and other duration of instruction provided by handicraft education programme may be defined upon the decision of the Government.

For the purpose of being granted a qualification degree of a specialist of secondary vocational education, the duration of instruction of basic education programme shall range from 2 to 5 years.

4. Studies in different levels of the same profession of basic programme of handicraft or secondary vocational education shall not be considered as receiving second vocational education.

5. Persons having received a graduation document of relevant degree of handicraft or secondary vocational education shall be entitled to continue the studies, in a manner prescribed, under educational programme of the successive level.

6. Basic education programmes of handicraft and secondary vocational education may be implemented by means of different forms of instruction, namely on-site education, off-site education, distance learning or external studies, individual vocational instruction (apprenticeship). The combination of existing forms of receiving handicraft and secondary vocational education with other forms shall not be prohibited.

The lists of professions of and procedures for instruction in the form of distance learning, external studies, individual vocational instruction (apprenticeship) shall be approved by the Government.

Article 9. Professions of handicraft and secondary vocational education

1. The list of professions of handicraft and secondary vocational education shall be approved by the Government as proposed by the authorised public administration body for education and upon the recommendation of the authorised bodies of relevant fields.

2. The list of specialisations of handicraft or secondary vocational education shall be approved by the authorised public administration body for education upon the recommendation of the authorised bodies of relevant fields.

3. A new profession may be included in the list of professions of handicraft and secondary vocational education only in case of availability of relevant standard for the profession concerned.

Article 10. Handicraft and secondary vocational education institutions; the tasks and types thereof

1. State institution of handicraft and secondary vocational education shall be considered as a state non-commercial organisation.

Non-state institution of handicraft and secondary vocational education may have any legal and organisational form envisaged by law.

2. The following type of handicraft education institution, namely “vocational school” shall be defined in the handicraft education system.

The following type of institution of secondary vocational education, namely “college” shall be defined in the secondary vocational education system.

3. State authorised bodies for state institutions of handicraft and secondary vocational education shall be defined by the Government.

4. The main tasks of educational institutions of handicraft and secondary vocational shall be as follows:

(1) organisation of education in the spirit of national, moral and universal values, meeting the requirements of mental and spiritual development of a person.

(2) assuring the quality of handicraft and secondary vocational education and implementation of relevant improvement system thereof;

(3) ensuring the transparency and publicity of organisation of academic process;

(4) dissemination of knowledge among population, increasing the educational and cultural level thereof;

(5) ensuring cooperation with social partners;

(6) enrooting skills and sense of responsibility towards labour, in students.

Article 11. Admission to institutions of handicraft and secondary vocational education

1. Admission to institutions of handicraft and secondary vocational education shall be carried out upon applications submitted by persons with at least basic general education, on a competitive basis, as prescribed by legislation. Citizens of the Republic of Armenia holding dual citizenship shall, upon their choice, be admitted to institutions of primary vocational (handicraft) and secondary vocational education upon the conditions defined by the Government of the Republic of Armenia for the citizens of the Republic of Armenia or for foreigners.

2. The organisation implementing programmes of handicraft or secondary vocational education shall be entitled to announce admissions in case of availability of a licence.

3. The organisation implementing programmes of handicraft or secondary vocational education shall be obliged to introduce its licence, Statute and internal regulations, as well as state accreditation certificate (if any) to the applicant, the information whereon shall be stated in the admission documents of the applicant.

4. Admission procedure for state institutions of handicraft and secondary vocational education shall, as of educational programmes, be established by the authorised public administration body for education.

5. Admission to institutions of handicraft and secondary vocational education shall be carried out in compliance with the list of professions approved by the Government, by applying the principles of accessibility, publicity, justice, reliability, transparency and equality.

(Article 11 supplemented by HO-113-N of 23 June 2010)

Article 12. Organisation of handicraft and secondary vocational education

1. Handicraft education and instruction shall be provided by the masters possessing relevant licence and providing individual vocational instruction in vocational schools,

colleges, other vocational education institutions, educational centres of organisations and in penitentiary institutions.

2. Secondary vocational education and instruction shall be provided in colleges, higher education institutions (in separated subdivisions thereof) providing education with regard to relevant professions, in case of availability of a licence.

3. Handicraft and secondary vocational education shall be organised through curricula and syllabuses drawn up and approved by relevant educational institution on the basis of state educational standards and recommendations of the employers.

4. Practices (educational internship, practical internship, educational and practical internship, technological practice, pre-graduation practice, etc.), provided for by state educational standards and programmes of handicraft and secondary vocational education, and implemented in institutions and organisations, shall be provided according to contracts concluded with these institutions and organisations.

5. State final attestation of a person having received education through educational programmes without state accreditation or through self-education, shall be carried out as prescribed by the authorised public administration body for education.

Article 13. Graduation documents of handicraft and secondary vocational education

1. The person having accomplished studies through programmes of handicraft and secondary vocational education and has passed state final attestation, shall be granted with graduation document of handicraft or secondary vocational education by the vocational education institution concerned or the organisation providing vocational education.

2. Graduation documents of handicraft and secondary vocational education and instruction shall be as follows:

(1) diploma and its supplements of handicraft education;

(2) diploma and its supplements of secondary vocational education;

(3) qualification certificate of vocational instruction, including apprenticeship.

3. The person having not completed the basic or supplementary programme of handicraft or secondary vocational education, shall be granted an academic statement of information with indication of studied subjects, courses, amount of hours and outcomes thereof.

CHAPTER 3

MANAGEMENT OF HANDICRAFT AND SECONDARY VOCATIONAL EDUCATION

Article 14. Management system of handicraft and secondary vocational education

The management of handicraft and secondary vocational education system shall be carried out by:

(1) the Government;

(2) the authorised public administration body (bodies) of the Republic of Armenia;

(3) the public administration and territorial administration bodies of the Republic of Armenia under the subordination whereof institutions of primary (handicraft) or secondary vocational education operate;

(4) the executive body of handicraft and secondary vocational education institution.

Article 15. Competences of the Government in the field of handicraft and secondary vocational education

The Government shall, in the field of handicraft and secondary vocational education:

(1) approve the strategy of handicraft and secondary vocational education and instruction;

- (2) establish, reorganise and liquidate state institutions of handicraft and secondary vocational education, as prescribed by the legislation of the Republic of Armenia;
- (3) approve model Statutes of state institutions of handicraft and secondary vocational education;
- (4) approve the procedure for setting and approving state educational standards for handicraft and secondary vocational education;
- (5) approve generalised descriptions and lists of professions of handicraft and secondary vocational education, as of educational programmes, instruction bases, forms and duration of instruction, as well as the list of professions which prohibits instruction in the form of off-site education, distance learning, external studies;
- (6) approve the lists of qualifications granted as of professions of vocational education;
- (7) approve the procedure for and criteria of state accreditation of handicraft and secondary vocational education institutions and that of organisations providing handicraft and secondary vocational education, as well as the validity period of the accreditation certificate;
- (8) approve the licensing procedure for the institutions of handicraft and secondary vocational education and organisations providing handicraft and secondary vocational education and instruction, that for the educational programmes instructed therein;
- (9) ***(Point repealed by HO-18-N of 19 May 2014)*** ;
- (10) approve the procedure for providing funds, including the procedures for refunding the tuition fees, setting educational allowances, allocating student benefits and student loans, financing educational funds;
- (11) approve the list of professions and procedures for providing handicraft and secondary vocational education in the form of on-site education, off-site education, distance learning, external studies and individual vocational instruction (apprenticeship), as well as those for secondment to borderline and highland settlements;

- (12) ensure the development of handicraft and secondary vocational education;
- (13) exercise other powers as prescribed by the laws of the Republic of Armenia.

(Article 15 supplemented by HO-22-N of 4 February 2010, HO-52-N of 8 February 2011, amended by HO-153-N of 11 May 2011, by HO-39-N of 30 April 2013, HO-18-N of 19 May 2014)

Article 16. Competences of the authorised public administration body for education in the field of handicraft and secondary vocational education

The authorised public administration body for education in the field of handicraft and secondary vocational education and instruction shall:

- (1) elaborate the strategy of handicraft and secondary vocational education and instruction;
- (2) approve state educational standards and descriptions of qualifications for professions of handicraft and secondary vocational education, as of professions and educational degrees;
- (3) approve the lists of specialisations of professions of handicraft and secondary vocational education;
- (4) elaborate and approve, within the scope of its competences, other legal acts regulating the operation of handicraft and secondary vocational education and instruction system;
- (5) approve the procedure for admission to institutions of handicraft and secondary vocational education;
- (6) approve the procedure for transferring students (attendees) from one institution of vocational education to another educational institution;

- (7) exercise, within the scope of its competences, supervision over fulfilment of the requirements of state educational standards in institutions of handicraft and secondary vocational education, as well as over final attestation of graduates and quality of preparation thereof;
- (8) approve the procedure for quality assessment in organisations providing handicraft and secondary vocational education and (or) that for carrying out the process of education quality assurance by organisations carrying out accreditation;
- (9) carry out the licensing of programmes of handicraft and secondary vocational education, except for the programmes of secondary medical vocational education, as well as the state accreditation of vocational education institutions;
- (10) approve the procedure for implementation of pilot educational programmes of handicraft and secondary vocational education;
- (11) approve the procedure for receiving more than one handicraft and secondary vocational education;
- (12) assist in establishing management bodies of institutions of handicraft or secondary vocational education as prescribed by the Statutes of institutions of handicraft or secondary vocational education;
- (13) exercise powers as prescribed by laws and other legal acts of the Republic of Armenia.

(Article 16 supplemented by HO-22-N of 4 February 2010)

Article 17. Competences of other management bodies in the field of handicraft and secondary vocational education

Other management bodies authorised by the Government shall, in the field of handicraft and secondary vocational education:

(1) participate, within the scope of their competence, in the implementation of the following processes:

- elaboration of state educational standards for handicraft and secondary vocational education, establishment of lists of professions and specialisations, as well as qualification requirements to specialists, requirements to the knowledge, capacities and skills of students, organisation of education and instruction of adults;

- state final attestation of and granting qualification degrees to graduates;

- organisation of qualification raising and re-qualification of employees of the field concerned;

(2) ensure the implementation of educational and practical internships, technological, pre-graduation practices and practical works for students and attendees;

(3) examine labour market demand and submit recommendations on specialists and conditions for the preparation thereof to the authorised public administration body for education;

(4) approve the Statutes of institutions of handicraft and secondary vocational education operating under their subordination;

(5) main employers of specialists with handicraft and secondary vocational education may develop the grounds (mechanisms) for co-operation with organisations providing vocational education and instruction and recommend them to relevant authorised body and organisation.

Article 18. Powers and management of institutions of handicraft and secondary vocational education

1. The institution of handicraft and secondary vocational education shall, in accordance with the laws of the Republic of Armenia, this Law, other legal acts and its Statute:

(1) exercise, as of educational programmes and forms of instruction, the admission of students and attendees, ensure the organisation and conduct of their academic process, interim and state final attestation based on the requirements deriving from state educational standards;

(2) ensure training, raising of qualification of lecturers, masters of practical instruction;

(3) implement programmes contributing to the development of handicraft and secondary vocational education;

(4) assist the self-management of students, participation of students in the programmes implemented by an educational institution;

(5) implement educational and instruction programmes for adults.

2. The management of the institution of handicraft and secondary vocational education shall be carried out by the founder, the state authorised body thereof, by the executive body (director) of the institution and the board of the educational institution (hereinafter referred to as “the Board”).

3. The Board shall be considered to be the collegial management body of given educational institution which shall be established for a period of five years. The Board shall be formed from the pedagogical staff, student representatives, as well as from representatives of the founder and those of the authorised public administration body for education.

The procedure for establishment of the Board shall be defined by the authorised body. The number of the members of the Board shall be defined by the Statute of the educational institution concerned but shall not comprise more than 20 persons.

The Board shall have the power to approve the Budget of the educational institution, strategic programmes, tuition fees, to elect a director, as well as other powers prescribed by the Statute of the educational institution.

Academic councils shall be established upon the decision of the founder or under the Statute of the educational institution, as well as advisory and supervisory bodies may be established.

The procedure for the appointment (election) and removal from office of the executive body, *i.e.* the director of the institution of handicraft and secondary vocational education, as well as the rules of procedure thereof shall be defined by the Statute of the educational institution concerned.

4. The employment contract with the director of the state institution of handicraft and secondary vocational education shall be concluded by the head of the authorised body.

Article 18.1. Director of the institution of handicraft and secondary vocational education and competences thereof

1. The person reserved with the right (certificate) to exercise the management of an institution of handicraft and secondary vocational education (hereinafter referred to as “the Certificate”) may be elected or appointed as a director of handicraft and secondary vocational education institution, except for the heads of relevant subdivisions of the police educational institution.

2. The director of an institution of handicraft and secondary vocational education shall be elected under a competition-based procedure approved by the Government of the Republic of Armenia.

3. The director of a non-state institution of handicraft and secondary vocational education, as well as the head of subdivision of an educational institution implementing programmes of handicraft and secondary vocational education shall be appointed as prescribed by the Statute of the educational institution.

4. A person having undergone training and having received a Certificate as prescribed by the authorised public administration body for education may participate in the competition called for the vacant position of director of an institution of handicraft and

secondary vocational education, and may be appointed as a director of an institution of handicraft and secondary vocational education, as well as a head of subdivision of an educational institution implementing programmes of handicraft and secondary vocational education.

5. A person with higher education, having been granted — as prescribed by this Law — a training certificate and possessing, in total, at least five years of service in pedagogical activities, or at least three years of service in the field of management of education, or at least five years of service in the field of management, or at least five years of service of relevant profession, in total, over the last ten years may apply to receive a Certificate.

6. The organisations selected (guaranteed) as prescribed by the authorised public administration body for education may implement the training of the person having applied to receive a Certificate.

7. Certification shall be conducted by the following stages:

(1) recognition of compatibility of documents, in accordance with the list of documents defined by the authorised public administration body for education;

(2) exam to be held through testing and interview;

(3) granting of Certificate for a period of five years.

8. The procedures for organisation of exams on certification and those for certification, as well as the procedure for the establishment of the certification commission and the rules of procedure thereof shall be established by the authorised public administration body for education.

9. Certification shall be organised at least once a year.

10. The announcement on the process of certification shall be promulgated via press with a print run of at least three thousands copies and other mass media outlets not later than one month prior to holding the exams.

11. The content of the questionnaire for exams on certification shall be drawn up with the purpose of checking knowledge of the law, management, pedagogical matters, psychology and methodology of instruction and for checking the practical skills.

12. A Certificate shall be granted to the person having passed the exam on certification under the procedure for certification.

13. The list of persons having received a Certificate shall be promulgated by the authorised public administration body for education within time period defined by the procedure for certification.

14. The results of the exam on certification may be appealed against through judicial procedure or to the authorised public administration body for education, in accordance with the procedure established by the authorised public administration body for education.

15. The person having received a Certificate may, within five years following the day of receipt of the Certificate, participate in the competition held for the vacant position of director of a state institution of handicraft and secondary vocational education, whereas in case of a non-state education institution, as well as a subdivision implementing programmes of handicraft and secondary vocational education of an educational institution — be appointed to the position of the head of subdivision as prescribed by the Statute.

16. In order to participate in the competition held for the vacant position of director of a state institution of handicraft and secondary vocational education the candidate for director shall submit to the Board:

(1) documents in accordance with the list defined by the authorised public administration body for education;

(2) the Certificate;

(3) five-year development plan for the educational institution.

17. In order to check the practical management skills of the candidate for director of a state institution of handicraft and secondary vocational education the Board shall conduct an interview based on the questionnaire defined by the authorised public administration body for education.

18. The director of a state institution of handicraft or secondary vocational education having won the competition and having signed an employment contract with the head of the authorised body as prescribed by legislation shall hold office until the termination of his or her powers irrespective of the expiry of the five-year validity period of the Certificate, whereas the director of a non-state education institution, as well as the head of a subdivision implementing programmes of handicraft and secondary vocational education of an educational institution shall hold office until the expiry of the validity period of the Certificate.

19. The person having received a Certificate may apply and undergo certification in a prescribed manner prior to expiry of the validity period of the Certificate.

20. A person may not be nominated and elected (appointed) as a director of an institution of handicraft and secondary vocational education, if he or she:

(1) has not received a certificate on the right to exercise the management of an educational institution;

(2) has been recognised as having no active legal capacity or having limited active legal capacity under the judicial procedure;

(3) has been deprived of the right to engage in pedagogical or administrative activities under the judicial procedure;

(4) suffers from a disease that may hinder the pedagogical or administrative activities. The list of these diseases shall be approved by the Government;

(5) has been convicted of a crime, and the conviction has not expired or been cancelled, except for the cases of having been convicted of unintentional crime.

21. The director of a state institution of handicraft and secondary vocational education:

(1) shall submit to the consideration of the Board the financial-economic statement of the institution of handicraft and secondary vocational education, the statement of information regarding the results of external and internal assessment and the budget request for the following year;

(2) shall be responsible for organising relevant education and instruction ensuring the programme implementation standards of modular instruction aimed at raising state educational standards of vocational education (qualification standards) and building capacities, maintaining the health of students, selecting staff members and observing the requirements of the Labour Code of the Republic of Armenia, as well as ensuring the fulfilment of other obligations prescribed by law and the Statute of an institution of handicraft and secondary vocational education;

(3) shall direct the pedagogical council of the institution of handicraft and secondary vocational education, support the activities of advisory bodies of the given educational institution;

(4) shall draw up the staff list and cost estimate of an institution of handicraft and secondary vocational education and submit them to the authorised body upon approval by the Board of the given educational institution;

(5) shall submit the development plan of the institution of handicraft and secondary vocational education to the approval of the Board;

(6) shall exercise other powers reserved thereto by law and the Statute of the given educational institution.

(Article 18.1 supplemented by HO-18-N of 19 May 2014)

Article 19. Quality assurance of handicraft and secondary vocational education and instruction and state supervision over them

1. The organisation of quality assurance of handicraft and secondary vocational education and instruction shall be carried out by the educational institution concerned or by the organisation providing vocational education and instruction.

2. State supervision over handicraft and secondary vocational education and instruction shall be aimed at ensuring single state policy in the field of handicraft and secondary vocational education, increasing the quality of preparation of specialists, using effectively state budgetary and other funds allocated for financing the system of handicraft and secondary vocational education and instruction.

3. State supervision over the quality of handicraft and secondary vocational education and instruction shall be exercised by the authorised public administration body for education as well as authorised bodies by organisation of licensing and accreditation, as well as quality assurance processes through the organisations carrying out quality assessment and (or) accreditation.

4. Objective, uninterrupted nature, transparency, uniformity and publicity of assessment shall be considered as the principles of quality assurance processes in the system of handicraft and secondary vocational education and instruction.

Article 20. Licensing of vocational education activities (educational programmes) and accreditation of institutions of handicraft and secondary vocational education

1. Handicraft and secondary vocational education activities (educational programmes) may be carried out only in case of availability of a licence.

2. The authorised public administration body for education shall, in accordance with the legislation of the Republic of Armenia, license the institution of handicraft or secondary vocational education and instruction.

3. The licensing of handicraft and secondary vocational education activities shall be carried out separately for each profession of the educational programme concerned.

4. State accreditation of institutions of handicraft and secondary vocational education, the professions and educational programmes provided thereby shall be carried out in case of availability of a licence as of the educational institutions and professions provided thereby.

5. Educational programmes for craftsmen and specialists shall be subject to state accreditation in the handicraft and secondary vocational education system of the Republic of Armenia.

6. *(Part repealed by HO-153-N of 11 May 2011)*

7. State accreditation certificate shall attest the compliance of the level of educational programmes implemented by the institution of handicraft and secondary vocational education, the content thereof and the quality of education of graduates with the requirements of state educational standards.

8. Branches of educational institutions shall be accredited under general grounds, on the basis of the application submitted by the vocational education institution having a branch.

9. Institutions of handicraft and secondary vocational education and the branches thereof established in the Republic of Armenia with the participation of institutions of handicraft and secondary vocational education of the Republic of Armenia and (or) those of other foreign countries, of other organisations, shall be deemed as equal to state institutions of handicraft and secondary vocational education and shall be licensed and accredited by the laws of the Republic of Armenia, this Law, unless otherwise provided for by international treaties of the Republic of Armenia.

10. The fact of accreditation of an educational institution, individual professions provided thereby shall be indicated in the graduation document (diploma) issued by the institution of handicraft and secondary vocational education.

11. The institution of handicraft and secondary vocational education may also obtain public accreditation which shall be considered as recognition of compliance of qualitative standards of the activities of vocational education institution with the standards and requirements introduced by the organisations carrying out public accreditation.

(Article 20 amended by HO-153-N of 11 May 2011)

CHAPTER 4

ENTITIES OF THE SYSTEM OF HANDICRAFT AND SECONDARY VOCATIONAL EDUCATION AND INSTRUCTION; RIGHTS AND OBLIGATIONS THEREOF

Article 21. Students and attendees of the system of handicraft and secondary vocational education and instruction

1. The student of handicraft and secondary vocational education institution shall have the right to:

- (1) choose courses deemed as compulsory (elective) and non-compulsory (optional) for the instruction of the given profession or specialisation provided by educational institutions;
- (2) participate in the formation of the content of his or her education upon fulfillment of the requirements of state educational standards on the professions of vocational education;
- (3) participate in the activities of relevant management bodies of the institution of handicraft and secondary vocational education;
- (4) in addition to educational courses of the chosen profession, undergo any other educational course, as prescribed by the educational institution;
- (5) be transferred from fee-paid instruction system to free of charge instruction system;
- (6) avail of the right to partial or complete refund of annual tuition fee (in the form of student benefits) as prescribed by the Law of the Republic of Armenia “On education” and the Statute of the educational institution;
- (7) avail of specified amount of, including the nominal educational allowances, benefits and loans, donations and grants, as well as those granted by legal or natural persons having sent them for studies;

(8) a refund of tuition fee in the form of benefit shall be granted to students having been admitted to higher education institutions on the basis of competition results, showing high academic performance based on the results of relevant academic year, to those considered as socially disadvantaged, as well as to students of borderline and highland settlements as prescribed by the laws of the Republic of Armenia, in accordance with the quantity of seats and under the procedure approved by the Government of the Republic of Armenia.

The Government shall approve the list and quantity of professions of priority and important fields, as well as shall refund the benefit of these students in a prescribed manner.

State educational allowance shall be granted to students showing excellent and good academic performance, for engaging in social activities, for showing proper conduct, as well as to students of borderline and highland settlements. The procedure for and the amount of state educational allowance shall be defined by the Government of the Republic of Armenia;

(9) students may avail of other rights prescribed by laws and the Statute of the educational institution concerned.

2. Due to health conditions or other exceptional cases the student may be granted an academic leave during which he or she shall preserve his or her right to act as a student. The procedure and time periods for granting an academic leave shall be defined by the public administration body for education.

3. The right of a person having not completed his or her studies due to any reasons, may be restored, as prescribed by the public administration body for education.

4. The transfer of a student to a vocational education institution having obtained state accreditation, may be carried out from another vocational education institution having obtained state accreditation.

5. Attendees shall avail of the rights prescribed for students, in respect of receiving vocational education services.

6. The student or attendee shall bear responsibilities as prescribed by the Law of the Republic of Armenia "On education", this Law, the Statute of the educational institution and the internal rules.

(Article 21 supplemented by HO-52-N of 8 February 2011)

Article 22. Employees of handicraft and secondary vocational education system

1. Pedagogical, administrative and economic, production, support and other staff shall be provided for in organisations implementing programmes of handicraft and secondary vocational education.

2. The pedagogical staff of the organisations implementing programmes of handicraft and secondary vocational education shall include lecturers, masters of vocational instruction.

3. The requirements for categories and positions of pedagogical workers, the procedures for organising and conducting competitions, training and attestation shall be approved by the authorised public administration body for education.

4. The employees of vocational education system may avail of other rights as prescribed by laws and the Statute of the vocational education institution concerned.

CHAPTER 5

Economic Bases of the System of Handicraft and Secondary Vocational Education

Article 23. Relations pertaining to ownership for the system of handicraft and secondary vocational education and instruction

1. The founder (founders) shall, under the right of ownership or use (gratuitous or non-gratuitous) provide the educational institution with buildings, premises, transport, land parcels, equipments, as well as consumer, social, cultural and other property, with a view of ensuring the activities envisaged by the Statute of institutions of handicraft and secondary vocational education.

The founder (founders) shall provide the state institutions of handicraft or secondary vocational education with property under the right of unlimited and gratuitous use.

2. Institutions of handicraft or secondary vocational education shall have the right of ownership over funds, property and other objects of ownership, other resources not prohibited by law, having been transferred by natural and legal persons to institutions of handicraft or secondary vocational education in the form of a donation, contribution or will, as well as over the income derived from the own activities and over the property acquired through this income.

Article 24. Financing of the system of handicraft and secondary vocational education

1. The financing of the institution of handicraft and secondary vocational education shall be carried out by the founder (founders) as prescribed by law.

2. The system of handicraft and secondary vocational education shall be financed at the expense of the State Budget and other means not prohibited by law, in the amounts and as of allocations defined by the Government.

3. Additional sources of financing shall be as follows:

(1) own funds arising from entrepreneurial activities and other types of activities not prohibited by law;

(2) investments, grants and loans made by legal and natural persons of the Republic of Armenia and foreign countries;

(3) budgets of the communities of the Republic of Armenia.

4. Institutions of handicraft and secondary vocational education shall carry out, in a prescribed manner, the accounting of their economic and financial activities.

5. The supervision over economic and financial activities in the organisations providing handicraft and secondary vocational education shall be exercised by the authorised bodies within their powers.

6. The authenticity of annual financial statement on the activities of the organisations providing handicraft and secondary vocational education may be subject to auditing, as prescribed by the Government.

CHAPTER 6

TRANSITIONAL AND FINAL PROVISIONS

Article 25. Transitional provisions

1. Part 3 of Article 18 of this Law shall enter into force from 25 May 2008.

2. Part 1 of Article 20 of this Law shall, in respect of handicraft education programmes, enter into force from 1 January 2006.

3. Part 4 of Article 20 of this Law shall, in respect of handicraft education programmes, enter into force from 1 January 2006.

4. Point 5 of part 1 of Article 21 of this Law shall enter into force from 1 September 2007.

5. Part 4 of Article 21 of this Law shall enter into force from 1 September 2009.

6. Secondary vocational education institutions implementing vocational education programmes shall be renamed as colleges before 1 January 2006.

7. This Law shall enter into force from the thirtieth day following the official promulgation.

(Article 25 amended by HO-57-N of 30 April 2008)

President

of the Republic of Armenia

R. Kocharyan

13 August 2005

Yerevan

HO-164-N