

“VANADZOR STATE UNIVERSITY AFTER H. TUMANYAN” FOUNDATION

Appendix

Vanadzor State University after H. Toumanyanyan Foundation

The rector's 29.29.2021 N973 Ն/Մ Order

PROCEDURE

ON THE ORGANIZATION AND CONDUCT OF THE ANNUAL COMPETITION ENTITLED
"EXCELLENCE AWARD", WHICH AIMS TO IMPROVE TEACHING METHODS AND VIDEO
COURSES AT "VANADZOR STATE UNIVERSITY AFTER H. TOUMANYAN" (VSU)

Adopted by the Academic Council of VSU

Protocol No. 2 23.09.2021

Vanadzor
2021

I. GENERAL PROVISIONS

1. This procedure defines the strategy of organization and conduct of the annual competition entitled Award of Excellence for the Improvement of Teaching Methods and Video Courses at Vanadzor State University after the H. Toumanyan Foundation (VSU) (hereinafter "the University"), which aims to promote the use of innovative teaching methods, to contribute to their improvement, to the dissemination of good practices.
2. The legal bases of this regulation are the RA legislation, the following procedure, and the internal regulatory acts. For the purposes of this Procedure, the term "inducement" is interpreted in the context of inducement referred to in article 219 of the Labor Code of the Republic of Armenia.
3. This procedure was developed within the framework of the **PRINTEL (ERASMUS +) project ("Change in the Classroom: Supporting Innovative Teaching and Learning to Improve Student Experience in the Eastern Partnership Countries")**.

II. COMPETITION ORGANIZATION PROCEDURE

4. The competition is organized and held once a year, in November-December.
5. The competition is open to professors working at the University. The members of the tender commission may not participate in the tender.
6. The start of the competition is given by the decision of the rector with an announcement made in accordance with the provisions of this order. The announcement is disseminated through the University's internal and external media (internal network, university website, social networks).
7. For the purposes of carrying out the call for tenders, a call for tenders committee (hereinafter the Commission) was set up by order of the Rector, based on the provisions of Part IV of this Procedure.
8. The competition is held in two stages.
 - 8.1. Selection of first-round winners according to the requirements of the submitted application.
 - 8.2. Second stage - evaluation of one class video of the professional course according to the criteria defined by this procedure (Appendix 1).
9. The Rector, based on the results presented by the President of the Commission (written), within 7 days orders the winners of the tender with encouragement.
10. The results of the competition are summed up in three prizes: first, second and third.

III. PROCEDURE FOR PARTICIPATION IN THE COMPETITION

11. Within 10 days after the publication of the announcement on participation in the competition, the candidate submits the relevant documents and materials with the feedback mentioned in the announcement (general section).
12. The candidate participating in the competition must submit:
 - 12.1. Application:
 - 12.2. Curriculum vitae (CV)
 - 12.3. The teaching-methodological package of the presented assessment course
 - 12.4 List of innovative methods used during the course, as well as a brief description of the increase in efficiency in the associated teaching phase (in 1 page for each method).
 - 12.5. Using the method (s) mentioned in the training package (s) of the given course, 1 video lesson on a USB key or via the e-mail address indicated in the announcement.
 - 12.6. Student work carried out according to the method presented (if available).
13. The lecturer who wishes to participate in the competition can record his lesson on video with the help of the computer center of the University, using the resources of the University. The work is organized in the event of a written request to the rector.

14. Candidates' documentation must be delivered to the President of the Commission within three days.
15. The proposing professor, on a proposal from the commission, can eliminate the deficiencies of the incomplete file within two working days by submitting the documents without defect through the general office of the university. If the bidder does not correct the deficiencies within the specified period, the application will be considered rejected.
16. The results of the competition are published in the internal and external media of the University.

IV. COMPETITION COMMITTEE STAFF AND WORKSHOP

17. By decree of the Rector of the University, a competition commission is established, made up of the Rector, the Vice-Rector for Academic Affairs, the Head of the Department for the Management of Educational Processes, the Head of the Educational Reform and Training Center, lecturers of professional chairs. If necessary, an expert may be invited, whose participation in the work of the committee is determined by an ordinance.
18. The organization of the work of the Commission, the convening of sessions, and direct supervision are ensured by the President of the Commission.
19. The committee meeting is valid in the presence of at least two-thirds of the committee members.
20. The decisions and conclusions of the committee are approved by a simple majority of the votes of the members with an open ballot system.
21. Candidates are assessed according to the assessment system defined in appendix 1 to this procedure. The winners are the candidates with the most points.
22. The decision of the Commission may concern:
 - 22.1 with regard to each participant
 - a) to be awarded a prize: to award a prize
 - b) non-recognition of the winner
 - 22.2. to consider the competition unsuccessful.
23. The Commission publishes the results within one month of the deadline for submitting the documentation package.
24. The President of the Commission submits the results of the competition to the Rector in writing.

V. FINAL PROVISIONS

25. The present regulations come into force after having been approved by the Academic Council of the University.
26. The cases not provided for by the Regulations are governed by the Statute of the University in accordance with the procedures established by the regulatory acts of the RA.

Candidate rating scale

Criteria	Maximum score
1. Description of methods	4
2. Student involvement during the lesson, feedback evaluation	4
3. Lecturer experience, skill	4
4. General organization of the class (algorithm, sequence, management of student activities)	4
5. The duration of the video.	4
• up to 10 minutes	1
• 11-15 minutes	2
• 16-20 minutes	3
• more than 21 minutes	4
Overall maximum score	20