

"APPROVED"

Vice-rector for Academic Affairs

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2018

INTERNAL REGULATIONS

for students at the International School of Medicine

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1. General Provision

1.1. These Rules are developed on the basis of the Law of the Kyrgyz Republic "On Education", the State Law "On Higher and Postgraduate Professional Education", the Model Regulations on the Educational Institution of Higher Professional Education (Higher Education Institution) of the Kyrgyz Republic, approved by the Government of the Kyrgyz Republic of April 30, 2003 No. 92, the Charter of the state educational institution of higher professional education ESPC "International University of Kyrgyzstan" (hereinafter - ISM) and other regulatory legal acts regulating the activities of participants in the educational process.

1.2. The Internal regulations for students are aimed at strengthening discipline among students, graduate students, doctoral students and students, rational use of study time, achieving high quality and efficiency of the educational process at the university, fostering a sense of responsibility for the results of educational and scientific activities.

1.3. The internal regulations for students are a local normative act of the university, regulating the following provisions in accordance with the law "On higher and postgraduate vocational education" and the Model Regulations on an educational institution of higher professional education (university) of the Kyrgyz Republic:

- categories of students;
- organization of the educational process;
- the rights and obligations of the parties - participants in the educational process;
- access control;
- responsibility of the parties in relations regulated on the basis of these Rules.

2. Categories of students

2.1. These Household Rules apply to students at ISM. Students at the university include persons receiving education in programs of higher professional education (students, listeners), in programs of postgraduate professional education (graduate students, doctoral students), as well as persons receiving education in programs of primary, secondary and additional vocational education. These Rules do not apply to persons enrolled in programs of primary and secondary vocational education.

A student is a person enrolled in the prescribed manner by order of the rector for training in the educational program of higher professional education.

Each student receives a student ID card and a standard grade book.

Students in need of living space may be provided with a place in a hostel. The order of residence in the hostel is determined by the Regulations on the student hostel and the internal rules of the student hostel.

2.2. The procedure for admitting students and listeners to the university is carried out in accordance with the requirements of the current legislation in the field of education, including orders of the Ministry of Education and Science of the Kyrgyz Republic. The admission rules, considering the requirements of the current legislation, are developed by the admissions committee and approved by the academic council of the university.

2.4. Persons who have completed training in educational programs of higher and postgraduate professional education and passed the final certification are issued documents of the established form.

3. Organization of the educational process

3.1. Educational programs of different levels are mastered at the university in various forms, depending on the volume of compulsory classes of a teacher with a student (full-time education).

For all forms of education, including in the case of their combination within a specific educational program, there is a single state educational standard.

3.2. The organization of the educational process at the university according to educational programs of higher professional education is regulated by the working curriculum in the direction of training (specialty) and the schedule of training sessions for each form of education, which are developed and approved by the university independently on the basis of the state educational standard of higher professional education, sample educational programs, approximate curricula in the direction of training (specialty) and discipline programs approved by the state educational administration. At the same time, approximate curricula and discipline programs are of a recommendatory nature.

The content of education is determined by general and individual curricula, curricula of disciplines (courses), drawn up on the basis of state educational standards. Curricula are approved by the rector after consideration and approval by the council of the relevant faculty.

Individual curricula are developed by the graduating department on the basis of state educational standards, corresponding working curricula with a full term of study, considering the wishes of the customer and the student.

3.3. The curricula of disciplines (courses) are approved by the scientific and methodological council of the university after their agreement with the educational and methodological commissions of the faculties and with the educational and

methodological management of the university. The issue of introducing specializations within a specific specialty is decided by the Academic Council of the University.

The educational tasks of the university are solved by teachers and staff in the course of joint educational, scientific, industrial and social activities of students, teachers and staff. The implementation of various forms of such activities is carried out through the collectives of departments, laboratories, departments, student groups, as well as student self-government bodies.

3.4. The university, through the purposeful organization of the educational process, the choice of forms, methods and means of teaching, the use of distance learning, creates conditions for the development of educational programs of a certain level and orientation. The use of inhuman, as well as dangerous for the life or health of students, teaching methods is prohibited.

3.5. The language of instruction at the university is English. Teaching foreign languages is determined considering the requirements of state educational standards, the university's capabilities to ensure the quality of student training.

3.6. The distraction of students from academic studies to work not related to the educational process is not allowed.

3.7. Educational programs are implemented at the university at the appropriate levels.

The terms of mastering the basic educational programs of higher professional education are: to obtain the qualification "certified specialist" - five years.

3.8. The academic year at the university for full-time students begins on September 1 and ends according to the schedule of the educational process.

The Academic Council of the University has the right to postpone the start of the academic year, but no more than two months.

3.9. The maximum volume of a student's study load, including all types of his classroom and extracurricular (independent) educational work, is determined by the corresponding state educational standard and form of education.

3.10. The following types of training are established at the university: lectures, consultations, seminars, practical exercises, laboratory work, tests, colloquiums, independent work, trainings, consultations, exams, tests, research works, practices, other types of training sessions can be held. ...

Study sessions are held according to a semester schedule.

The duration of an academic hour should not exceed 1 hour 35 minutes.

For full-time students, vacations with a total duration of at least 7 weeks are set twice a year. The duration of semesters, the timing of examination (for full-time students) sessions, the timing and duration of vacations, internships are determined in accordance with the working curriculum, educational and production schedule and approved by the rector.

3.11. The University assesses the quality of the development of educational programs by monitoring progress, intermediate certification of students and final certification of graduates.

3.11.1. The current control of progress is designed to control and assess the level of knowledge and the degree of mastering by students of the educational material of the relevant discipline in the process of studying it with the help of tests, control tasks and works, homework, etc. The results of the current monitoring of progress are analyzed by the curators of the groups, the graduating departments, the deans of the faculties. Activities are carried out with students to improve the quality of mastering the material of disciplines.

3.11.2. Interim certification of students at the university is carried out in the form of exams and tests. For disciplines and types of educational work, for which the form of intermediate certification of students is an exam or differential credit, grades "excellent", "good", "satisfactory" and "unsatisfactory" are established; if the form of intermediate attestation of students is a credit, the marks are set: "passed" and "not credited".

The form of the test and exam: oral, written, testing, defense of work (project), etc. - is established by the department, which should be guided by the use of scientifically grounded multivariate examination technologies that provide students with the right to choose the form of control of knowledge and skills.

3.11.3. Specific requirements and options for technologies for assessing knowledge and skills, the organization of examination sessions, the procedure for issuing documentation are made in accordance with the Regulations on the current monitoring of progress and intermediate certification, approved by the academic council of the university.

The tests are carried out according to the schedule approved by the dean of the faculty, without allocating a special time budget.

The time allotted for the examination session is included in the schedule of the educational process. Examinations are held according to the schedule approved by the rector or vice-rector, agreed with the dean of the relevant faculty and the department of education of the university. Students are given at least 3 days to prepare for the exam. As an exception, by the decision of the academic council of the faculty, individual exams can be held during the period of theoretical training

upon completion of teaching the discipline. In this case, students are also given at least 3 days to prepare for the exam.

Students who are issued an individual schedule of classes, as an exception, within the general period of study, can take tests and exams in the intersessional period within the time frame established by the dean's offices of the faculties.

Credits serve as a form of summing up the results of the performance of laboratory and computational and graphic works by students, mastering the educational material of practical and seminars, successful completion of course projects (works), as well as a form of checking the passage of educational, industrial, pedagogical practice.

Examinations in the studied disciplines or their parts are aimed at assessing students' theoretical knowledge, testing their strength, and also assessing the development of creative thinking, the acquisition of skills in independent work, the ability to synthesize the knowledge gained and their application to solving practical problems.

Grade or credit can be given at midterm certification based on the results of the student's work during the semester. If the student disagrees with the assessment, the latter has the right to take a test or an exam on a general basis.

Failure to appear without a valid reason for the exam or test according to the established schedule is equivalent to the grade "unsatisfactory", "not passed".

A student who has not passed the credits established for the semester, as a rule, is not allowed to the session.

Retaking an unsatisfactory grade in the same discipline is allowed no more than two times within the time allotted for retakes. The student who fails to pass remains on the second course.

The replacement of the examiner, if there are valid reasons, is carried out by the head of the department with the consent of the dean. By the decision of the dean, the examination (test) can be taken by the commission.

The issue of recertification of previously passed disciplines for persons enrolled in the university in the order of transfer or restoration is decided by the certification commission in accordance with the Rules for the transfer and restoration of students at ISM.

Students studying at the university under the programs of higher professional education, with intermediate certification, take no more than 8 exams and 12 credits during the academic year. This number does not include exams and credits in physical education and optional disciplines.

3.11.4. The final certification of a university graduate is mandatory and is carried out after mastering the educational program in full.

The final certification of a university graduate is carried out by the state certification commission in accordance with the Regulation on the final state certification of graduates of higher educational institutions of the Kyrgyz Republic.

After completing theoretical training in the main educational program provided for by the state educational standard, and the final state certification, students are expelled from the university.

After passing the final attestation, the student, upon his personal application, can be provided with vacations within the period of mastering the main educational program of higher professional education, after which they are expelled from the student body.

3.12. A state diploma on the level of education and (or) qualifications is issued to a university graduate who has passed the final state certification in accordance with the established procedure. The basis for issuing a diploma is the decision of the state attestation commission.

Persons who have not completed the development of the basic educational program are issued an academic certificate of the established form. The academic transcript is not issued to students (listeners) expelled from the university before the end of the first semester and / or not certified in any discipline during intermediate certification after the first semester.

A diploma with honors is issued to a graduate of a university on the basis of grades entered in the appendix to the diploma, including grades in disciplines, term papers, practices and final state certification. According to the results of the final state attestation, a university graduate should only have an "excellent" grade. At the same time, the marks "excellent", including marks on the final state attestation, should be at least 75%, the rest of the marks should be "good". Offsets are not included in the percentage calculation.

4. Rights and obligations of the parties - participants in the educational process

4.1. Rights and obligations of students

4.1.1. University students have the right to:

- to receive education in the chosen direction of training (specialty) in accordance with the state educational standard by mastering the corresponding educational

program of vocational education, including, in agreement with the leadership of the relevant departments and faculties according to individual training plans;

- to participate in the formation of the content of their education, subject to the requirements of state educational standards of higher professional education. This right may be limited by the terms of an agreement concluded between a student and an individual or legal entity assisting him in obtaining education and subsequent employment;

- to master, in addition to academic disciplines in the selected areas of training (specialties), any other academic disciplines taught at the university, with the permission of the vice-rector for academic affairs, in the manner prescribed by the charter of the university, as well as taught in other higher educational institutions (as agreed between their leaders);

- participate in the discussion and solution of the most important issues of the university's activities, freely express their own opinions and beliefs, including through public organizations and university governing bodies;

- take part in all types of research work, scientific and practical conferences, symposia, submit their works for publication, including in the publications of the university;

- choose optional (optional) for a given field of study (specialty) and elective (mandatory) courses offered by the relevant faculty and department, attend any additional types of training sessions held at the university;

- use the library, services of educational, scientific, medical and other departments of the university free of charge in the manner prescribed by the charter;

- for annual vacations with a total duration of at least 7 weeks, including at least two weeks in winter;

- to grant academic leave for medical reasons and in other exceptional cases in accordance with the Procedure for granting academic leave, established by order of the Ministry of General and Vocational Education of the Kyrgyz Republic.

- for expulsion at their own request, including in connection with a transfer to another educational institution or in connection with a deterioration in health and illness;

- to appeal against the orders and orders of the rector of the university in the manner prescribed by the legislation of the Kyrgyz Republic.

4.1.2. Reinstatement in the number of university students expelled of their own free will or for a valid reason is carried out by the rector's decision within 5 (five) years from the date of expulsion with the preservation of the basis of study on

which he studied before expulsion, subject to the availability of vacancies. Reinstatement of students expelled for academic failure or for no valid reason may be made subject to the availability of vacancies in the relevant course.

Disrespectful reasons are recognized:

- failure of the student to pass the final state certification within the prescribed time frame;
- gross or repeated violations of these internal regulations and the university charter;
- imprisonment by court verdict;
- violation of the terms of the contract by a student studying with full reimbursement of costs.

4.1.3. The student has the right to a translation, which is carried out on a personal application, subject to the availability of vacancies and subject to the elimination of the difference in programs within the time frame established by the dean's office.

The student is guaranteed the freedom to transfer to another higher educational institution with the consent of that higher educational institution and the successful completion of the certification.

The transfer of a student from one higher educational institution to another is carried out in the manner established by the educational management body, unless otherwise provided by the legislation of the Kyrgyz Republic. At the same time, the student retains all rights as a student for the first time at a given level of higher professional education.

4.1.4. University students are required to:

- comply with the academic discipline, attend all types of training sessions provided for by the schedule; free attendance of classes is allowed only if there is an individual training plan provided by the decision of the vice-rector for academic affairs and the dean;
- to comply with the provisions of the charter, these Rules of the internal order of students, the rules of the internal order of the student hostel;
- to fulfill during the training the requirements of the educational program of higher professional education in the chosen specialty;
- to take tests and exams on time, eliminate academic debt within the timeframe established by the dean's office;
- constantly strive to improve general culture, moral and physical perfection;

- to preserve and enhance the best traditions of the university;
- take good care of the educational and other property of the university;
- behave with dignity in relation to other students, graduate students, teachers and university employees, be polite in communication, do not allow personal insults, refrain from actions that prevent others from fulfilling their duties;
- not to violate the accepted ethical norms of behavior, to get up when the teacher enters the classroom to conduct classes;
- to prevent the use, storage and distribution of alcoholic beverages, narcotic and other toxic substances that affect the state of health. Smoking of tobacco on the territory and in the premises of the university is prohibited;
- disconnect mobile communications during training sessions;
- comply with safety requirements during all types of classes and practical work, fire and electrical safety rules, industrial sanitation and personal hygiene.

4.4. University rights and obligations

The University exercises its rights and obligations in solving current issues of all types of educational activities, including the implementation of curricula, programs, intermediate and final certification, research work, teaching students, their implementation of these Rules in accordance with the legislation of the Kyrgyz Republic and the Model Regulations on educational institution of higher education, the Ministry of General and Professional Education of the Kyrgyz Republic and the charter of the university and other local acts in relations with students.

The general management of the university is carried out by an elected representative body - the Academic Council.

The direct management of the higher education institution is carried out by the rector.

In order to clearly consolidate the functions of managing the educational process and securing powers for the vice-rectors, the university issued an order on the distribution of responsibilities between the leaders, including between the vice-rectors for academic affairs, overseeing the activities of faculties and branches.

Students are admitted on personal matters by the rector of the university, vice-rectors for academic affairs, and vice-rector for administrative work.

The rector accepts:

- daily - from 09.00 to 15.00.

The Vice-Rector for Academic Affairs accepts:

- daily - from 09.00 to 15.00.

Dean:

- daily - from 09.00 to 15.00.

5. Pass mode

Entrance to academic buildings and other premises of the university is allowed with ID cards, student ID cards and ACS cards issued to students.

When holding conferences, classes with students of other educational institutions, exhibitions, seminars and other events, the admission of participants to the university is coordinated with the security department. The organizers are responsible for the observance of the order and requirements of these Rules when carrying out the above events.

6. Responsibility of the parties regulating relations based on these Rules

6.1. For violation by students and listeners of the charter of the university and these Rules, disciplinary sanctions, reprimand, reprimand, expulsion from the university may be applied to them.

A disciplinary penalty can be applied to a student at the university after receiving a written explanation from him. If, after two days, the specified explanation is not provided by the student, then a corresponding act is drawn up and the dean (deputy dean) of the faculty prepares a memorandum on the fact of violation by the student (listener) of the order and rules established at the university. Failure to provide an explanation is not an obstacle to disciplinary action.

Disciplinary sanction is applied no later than one month from the date of discovery of the offense, not counting the time of the student's illness and (or) being on vacation. The disciplinary sanction cannot be applied later than six months from the date of the misconduct. The expulsion of students during their illness, vacation, academic leave or maternity leave is not allowed.

Students and listeners can be expelled from the university on the following grounds:

a) for academic failure:

- did not pass exams in the session in three or more disciplines or three times in one discipline;

- those who did not liquidate their academic debt within the terms established by the rector (dean of the faculty);
 - those who did not pass the tests by the beginning of the examination session in three or more disciplines for disrespectful reasons or were not certified at the end of the semester in three or more disciplines;
 - those who have not completed the practice program;
- b) those who did not pass the final attestation within the prescribed time frame;
 - c) for gross or repeated violations of the internal regulations of the university and its charter;
 - d) in case of imprisonment by a court verdict;
 - e) for violation of the terms of the contract (for students studying with full reimbursement of costs).

6.2. Persons guilty of destruction or damage to the property of the university are held accountable (disciplinary, material, criminal) in accordance with the current legislation of the Kyrgyz Republic.

6.3. The University administration is liable for violation of these Rules in accordance with the legislation of the Kyrgyz Republic.