

"APPROVED"

Rector of IUK

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REGULATION

**on the procedure for transfer, expulsion and reinstatement of students of the
«International University of Kyrgyzstan»**

1. General Provisions

1. This Regulation establishes general requirements for the procedure of transfer, expulsion and reinstatement of students in higher educational institutions of the Kyrgyz Republic (hereinafter referred to as the university).
2. This Regulation applies to educational institutions of higher professional education that have state accreditation (certification).
- 2. The procedure for transferring students from one higher educational institution to other**
3. Transfer of students of higher educational institutions with state accreditation (certification) is carried out during the summer or winter holidays, if there are vacancies on the corresponding course in the specialty / direction of interest to the student, on a contractual basis with full compensation of training costs.

4. The university does not establish any restrictions related to the course and form of study, the type of the main educational program to which the student is transferred.
5. The total duration of a student's education at the expense of the state budget should not exceed the period established by the curriculum of the host university for mastering the basic educational program.
6. Transfer of citizens studying in non-accredited (uncertified) higher educational institutions to accredited universities for any form of study can be carried out after the exercise of the right to attestation in the form of an external study, with the exception of specialties / areas of higher professional education, training in which in the form of external studies is not allowed.
7. In the event of reorganization, liquidation of an educational organization, the transfer of students is provided by the founder, who is in charge of the university, together with the Ministry of Education and Science of the Kyrgyz Republic.
8. Transfer of students in the first and last year of study is not carried out.
9. Transfer of students studying on a paid basis to places at the expense of the state budget (grants) is not carried out.
10. Transfer of a student from one university to another university for continuing education, including accompanied by the transition from one main educational program of the specialty / direction to another, for all forms of study, as well as with their change, is carried out at the personal application of the student (Appendix 1).

The application is sent to the rector (vice-rector) to make a decision on the student's admission to certification. A photocopy of the record book is attached to the application (subsequently verified with an academic record). For universities using the European Credit Transfer and Accumulation System (ECTS), a transcript (score sheet) is attached.

11. Transfer of a student is carried out on the basis of attestation. Attestation of a student is carried out by the attestation commission by reviewing a photocopy of the grade book (transcript) of the grade sheet. The attestation commission is created as part of the vice-rector for academic affairs (chairman commission), the dean of the faculty / head of the issuing department / head of the educational program and employees of the educational department, student personnel department / office of the registrar (secretary of the commission).

The attestation commission must consider the student's application within 10 days from the date of application, but no later than the start of studies. To organize effective work, attestation commissions at the university should be created for related specialties or areas.

12. Based on the results of certification, when some disciplines cannot be re-read to the student or, due to the difference in curricula, unexplored disciplines (discipline sections) are found, the student must pass them, that is, eliminate the academic difference. To do this, the host university must develop and approve the student's individual curriculum, which must include a list of disciplines (or their sections) to be studied, their volumes and the established deadlines for passing exams / tests. The academic gap must be closed within the given academic year.

13. For universities using credit technology of education, the academic difference is established according to the received credits (credit units) on the basis of the transcript / assessment sheets with the provision of annotations of the studied disciplines. The academic difference is determined in credits (credit units) and is additionally included in the student's individual curriculum.

14. When translating, general humanitarian and socio-economic disciplines, including compulsory basic ones, are re-read in the amount studied by the student. When transferring a student to another university to the same basic educational program, according to which he studied earlier, or a related the main educational program, mathematics and general natural science disciplines (state component),

and all disciplines of the student's choice established by the university are also re-read.

When transferring a student to the same main educational program, according to which he studied earlier or a related main educational program, the academic difference must be passed:

- the difference in the curriculum of specialties / directions in the part, concerning the state component of the corresponding state educational standard in mathematical and general natural science, general professional and special disciplines, if it exceeds the limit within which the university (10% -20%) has the right to change the volume of disciplines;
- the difference in the curriculum of specialties / directions in the part, concerning the state component of the corresponding state educational standard in general professional and special disciplines.

When a student is transferred to an unrelated basic educational program, the list of disciplines subject to delivery (elimination of the academic gap) should not exceed 7 disciplines for universities that do not use credit technology of education. For universities using credit technology of education, the list of disciplines subject to retaking (elimination of the academic difference) is determined on the basis of credits (credit points), while the receiving university can validate / credit credits based on the content of the educational program (information package of the direction / specialty).

15. Based on the results of attestation, the attestation commission prepares the minutes of the meeting (Appendix 2).

16. In case of a positive decision on the transfer (the presence of an approved individual student curriculum), the receiving university issues the student a certificate of the established sample (Appendix 3).

The student submits the specified certificate to the higher educational institution in which he is studying, with a written application for expulsion in connection with the transfer, and for the issuance of an academic certificate and an educational document, on the basis of which he was enrolled to the university, from a personal affairs. Based on the submitted certificate and the student's application, the rector of the university from which the student is transferred, within 10 days from the date of submission of the application, issues an order for his expulsion with the wording: "Expelled due to with a transfer to ... a university. "From the student's personal file, a document on education is extracted and given to him on the basis of which he was enrolled in a university (hereinafter - a document on education), as well as an academic certificate of the established form is drawn up and issued. the personal file remains a certified copy of the education document and an extract from the expulsion order in connection with the transfer, as well as the student ID and record book handed over by the student.

17. The order on the student's enrollment in the university in connection with the transfer is issued by the rector after receiving the educational document and academic transcript (the head of the relevant educational unit checks the correspondence of the copy of the grade book / transcript / assessment sheet to the academic transcript), which are attached to his personal application. Before receiving the documents, the rector of the university has the right to admit the student to classes by his order. An entry is made in the enrollment order: "Enrolled in the order of transfer from ... a university, to a specialty (direction) ..., to ... a course, to ... a form of study."

In the event that, based on the results of certification, the need to eliminate the academic difference is revealed, the transfer order must contain a record of the approval of the student's individual curriculum.

18. At the university, a new student's personal file is formed and registered, in which an application for transfer, an academic transcript, a document on education

and an extract from the order for enrollment in the order of transfer, as well as an agreement on full compensation of tuition costs are entered. The transferred student is issued a student card and a record book.

Records on disciplines (discipline sections), practices, course projects (works), as well as on the elimination of the academic difference, transferred from the academic transcript, are entered in the prescribed manner in the student's grade books / transcripts and other accounting documents with marks (credits).

3. The procedure for transferring students within the university

19. The transition of a student from one main educational program to another (including with a change in the form of study) within the university is carried out after the end of the semester, if there are vacancies in the corresponding course in the specialty of interest to the student, in accordance with this procedure (with the exception of paragraphs 16 and 17 of this Regulation) upon the student's personal application and presentation of the grade book / transcript.

When a student moves from one main educational program to another, the rector of the university issues an order with the wording: "Transferred from ... a course of study in a specialty (direction) ... to ... a course and form of study in a specialty (direction) ..."

The transfer order may also contain a special record on the approval of the student's individual plan for the delivery of the necessary educational material (elimination of the academic difference).

An extract from the order is entered into the student's personal file.

20. The student retains his student card and grade book / transcript, in which appropriate corrections are made, certified by the signature of the rector (vice-rector) and the seal of the university, as well as records of the delivery of the difference in the curriculum. The university draws up a new student's personal card.

21. If a student studied under an agreement with an organization, then his transfer must be preceded by the consent of the organization.

4. Expulsion of students

22. A student can be expelled from the university on his own initiative by order of the rector, at the personal application of the student (Appendix 4):

- of their own free will (without specifying specific reasons);
- in connection with the transfer to another university;
- due to illness (based on a certificate from a medical institution);
- due to family circumstances.

23. Dismissal on the initiative of the administration is carried out by order of the rector, upon presentation of the report of the head of the relevant educational unit (Appendix 5):

- for academic debt;
- for violation of academic discipline (failure to meet the schedule of the educational process, loss of connection with the university, absence from academic leave at the end of its term); for violation of internal regulations, rules of residence c. hostels;
- due to the failure to pass the state final certification;
- for committing illegal actions after the entry into legal force of a court verdict by which the student was sentenced to imprisonment, or to another punishment that excludes the possibility of continuing his studies;
- due to non-reimbursement of training costs.

In case of expulsion at the initiative of the administration, the student must be notified in writing of the reasons and timing of expulsion.

24. When a student is expelled, he is given the original document of education and, upon his request, an academic certificate of the established form.

5. Readmission in the number of students

25. Readmission is carried out after the end of the semester, if places on the corresponding course in the specialty / direction of interest to the student, at the student's personal application (Appendix 6) and the presentation of an academic certificate. The possibility of restoring students who were previously expelled from the same university is considered on the basis of the student's card / transcript.

The application is sent to the rector (vice-rector) to decide on the student's admission to certification.

26. Attestation is carried out by the attestation commission by examining the academic transcript.

When determining the course, the difference in curricula should not exceed 7 disciplines. To do this, the host university must develop and approve the student's individual curriculum, which must include a list of disciplines (or their sections) to be studied, their volumes and the established deadlines for passing exams / tests. The academic gap must be closed within the given academic year.

27. For universities that use credit technology of education, the academic difference is established according to the credits received on the basis of the transcript / score sheets, with the provision of annotations of the studied disciplines. The academic difference is determined in credits (credit units) and is additionally included in the student's individual curriculum.

Based on the results of attestation, the attestation commission prepares the minutes of the meeting (Appendix 2).

In case of a positive decision on the issue of restoration, an order of enrollment is issued in connection with the restoration.

28. If, prior to expulsion, a student studied at a university for less than two semesters, then he is not entitled to reinstatement to continue his studies.

29. The corresponding educational unit forms a new personal file of the student, in which the application for restoration, academic certificate, document on education, an extract from the order on enrollment through recovery, individualized curriculum.

The student is issued a student card and, if necessary, a record book.

30. A student expelled from one university that does not have state accreditation may be reinstated in another university in accordance with this Regulation

The Regulation was developed on the basis of the Regulation on the procedure for transferring, deducting the restoration of students of higher educational institutions of the Kyrgyz Republic, approved by the resolution of the Government of the Kyrgyz Republic dated May 29

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