



Non-commercial educational institution  
Educational-scientific-productive complex  
«International University of Kyrgyzstan»

Quality management system  
Regulation on Summer Semester and providing repeat course for students of ISM IUK  
QMS-II-3.2.34

«Approved»  
Rector of NCEI-ESPC IUK  
Professor Savchenko E.Yu.  
« 16 » 2023 yr.



**Regulations**  
**on Summer Semester and providing repeat course for students of**  
**International School of Medicine**  
**International University of Kyrgyzstan**  
**QMS-II-3.2.34**

**Bishkek 2023**



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## 1. GENERAL PROVISIONS

### 1.1 List of abbreviations and designations

NCEI ESPC "IUK" - Non-commercial educational institution Educational Scientific and Production Complex "International University of Kyrgyzstan".

ISM IUK - International School of Medicine of the International University of Kyrgyzstan

GEP – General Educational Program

### 1.2 Purpose and scope of application

The present Regulation regulates the conditions and order of granting, content and procedure of registration of repeated training for the students of ISM IUK.

Repeat course is the training of a student on the educational program of a particular discipline, internship, not completed within the established time limits. Repeat course is provided to the students of ISM IUK, in cases when they have not mastered the curriculum (including for a valid reason) disciplines studied during the academic year in the corresponding course, for the following reasons:

- who received an unsatisfactory grade as a result of the examination session;
- who did not pass the internship in time or did not fully complete the program of internship.

### 1.3 Regulatory documents

- Law of the Kyrgyz Republic "On Education" dated April 30, 2003, No. 92;
- Resolution of the Government of the Kyrgyz Republic "On approval of normative and legal acts regulating the activities of educational organizations of higher and secondary vocational education of the Kyrgyz Republic" from February 3, 2004 № 53;
- Regulation on ECTS, approved by the order of the Ministry of Education and Science of the Kyrgyz Republic from August 6, 2009 № 824/1;
- Order of the Ministry of Education and Science of the Kyrgyz Republic "On credit-based learning technologies in educational organizations of higher and secondary vocational education" №557/1 dated 16.02.2023;
- Charter of the Non-commercial Educational Institution of Educational and Scientific Production Complex "International University of Kyrgyzstan" (NCEI ESPC "IUK"), approved in the Ministry of Justice of the Kyrgyz Republic dated March 22, 2019;
- ISO 9001-2015 Standard (ISO 9001:2015);
- Regulations on the organization of the educational process on credit technology of education in LEU UNPK "ICC" from 20.10.2021 № 73;
- Other normative local acts of NOU UNPK "ICC".



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## 2. CONDITIONS FOR GRANTING A REPEATED COURSE

1. Repeat course is granted to a student who accumulates less than 60 credits out of a possible 60 credits starting from 45 credits. The student may be promoted to the next course, with the condition of re-examination of the disciplines which are not accumulated during the next academic semester;
2. The repeated course is provided to the student on the basis of personal application on a paid basis, and after the dean's office submits a report on the repeated course, the rector's order is issued;
3. The right to take a repeated course comes from the moment the order on the repeated course is issued;
4. The student is allowed to take the repeated course after payment for certain credits in the discipline within 10 days and signing the Order;
5. The repeated course is organized, controlled by the dean's office, and conducted by the teacher in coordination with the head of the relevant department during off-hours according to the approved schedule;
6. The volume of the repeated course is determined on the basis of the curriculum and training program and includes 50% of the practical classes in the discipline. Topics included in the lecture course are studied by the student independently, while the success of mastering the material is controlled by the teacher;
7. The volume of repeated course should not exceed 4 academic hours per week;
8. Teaching of the repeated course is conducted in accordance with the thematic plan of the discipline;
9. The control over the completion of the repeated course is carried out by filling out the repeated course register and the examination report by the instructor;
10. The student is allowed to repeat the course no more than 1 time for one discipline for the entire period of study at ISM IUK;
11. The student, getting a repeated course is trained according to the current curriculum in the corresponding year of study.
12. The examination for repeated study of a discipline is accepted by the commission consisting of at least 2 teachers;
13. In case the student fails to pass the repeated course within the specified period of time or receives an unsatisfactory grade, the student is expelled from ISM IUK;
14. The calculation of the payment for the teaching staff is made by the accounting department according to the Regulations of hourly payment on the basis of the report of the dean's office.

### **3. PROCEDURE FOR PROCESSING DOCUMENTS FOR REPEAT COURSES**

1. The student must write an application to the dean to take a repeated course in order to eliminate academic debts in the relevant disciplines;
2. The dean's office prepares a report indicating the student's full name, semester, name of the discipline and number of credits;
3. After the Rector's order is issued, the dean's office, together with students and faculty, prepares the schedule of the repeated course;
4. The student admitted to the repeated course is obliged to make payment to the accounting department according to the price list within 10 working days from the date of issuance of the Order. The amount paid for the repeated course is not included and does not count towards tuition for the semester/course. The student attaches a copy of the payment receipt to the application and submits it to the Dean's Office;
5. The schedule of the repeated course made by the dean's office is coordinated with the Department of Education and approved by the Vice-Rector for Academic and Administrative Affairs;
6. The teacher conducts classes according to the approved schedule in accordance with the thematic plan of the discipline;
7. The instructor evaluates the student, submits to the dean's office the completed the register of the repeated course and credit-examination sheet;
8. The dean's office submits a report for promotion from one course to another for students who have successfully eliminated academic debts.
9. The dean's office submits a report for payment to the instructors for conducting the repeated course.

### **4. CONDITIONS FOR THE SUMMER SEMESTER**

1. Students who have academic debts according to the results of examination sessions are not subject to expulsion, since, according to their personal application, they have the right to participate in the summer semester or repeat the course of study;
2. During the summer semester there is an opportunity to eliminate academic arrears at the expense of additional training, which is conducted on a paid basis at the initiative of the student. In order to eliminate the academic debt in the discipline, the student must during the summer semester again attend all types of classes provided by the working curriculum for this discipline, get admission and pass the credit/exam;
3. The student is given a period of 4-8 weeks to eliminate academic arrears through intensive re-learning;



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4. Registration for the summer semester for repeated study of disciplines is held at the end of the spring semester of the academic year;
5. A student who has accumulated at the end of the academic year, taking into account the results of the summer semester less than 45 credits, is expelled from the number of students;
6. The decision to promote students from one course to another is made after the summer examination session and at the end of the summer semester. The promotion of a student from one course to another should be carried out taking into account the accumulated credits (not less than 45 credits);
7. The cost of 1 credit in an additional semester is approved by the Rector's order for each academic year and is calculated based on the actual cost of studying the discipline and the number of students;
8. The student who has not gained the required number of credits in the fall semester shall take a repeated course or be expelled from the number of students.

#### **5. PROCEDURE OF FOR PROCESSING DOCUMENTS FOR THE SUMMER SEMESTER**

1. A student who is academically in arrears in courses applies to the Dean's Office for a transcript;
2. The student submits an application with the attached transcript to the Dean of ISM IUK on the intention to study in the summer semester;
3. The Dean's Office prepares a report indicating the student's full name, semester, discipline name, and number of hours;
4. After payment for certain credits in the discipline within 10 days and the Rector's Order is issued, the Dean's Office together with the faculty makes the schedule of the summer semester. The amount paid for the summer semester is not included in the tuition for the semester/course. A copy of the payment receipt is attached to the application and submitted to the dean's office;
5. The Dean's Office submits the schedule to the Vice-Rector for Academic and Administrative Affairs for approval;
6. The teacher conducts classes according to the approved schedule in accordance with the thematic plan of the discipline;
7. The instructor evaluates the student, submits to the dean's office a completed summer semester registers and credit and exam sheet;
8. The dean's office submits a report for reinstatement and promote to the next semester of the student who has successfully eliminated academic debts;
9. The dean's office submits a report for payment to teachers for the summer semester.



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### LIST OF AMENDMENTS

№ p/p	Document (date of change, page on which the change is reflected, brief description of the change).	Grounds for making changes	NAME, signature
1			
2			
3			
4			