

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC
"SALYMBEK UNIVERSITY" INSTITUTION**



APPROVED
at the meeting of the Academic council of
"Salymbekov University" Institution
Protocol No. _____ "____" _____ 20____

APPROVED
Rector of the "Salymbekov University"
Institution Zhumadilov E.Zh.
Order No. _____ "____" _____ 20____

**REGULATIONS
ON PROVIDING RE-EDUCATION**

BISHKEK 2019
I. General regulations

1.1. This Regulations is designed in accordance with the law "On Education" and the guidance on the use of ECTS in the Kyrgyz Republic, normative-legal acts regulating the activities of educational institutions of higher education, and regulates the terms, conditions, content and procedure of registration of re-trained students Ia.

1.2. The decision to grant the right to undergo a second course of study, to liquidate the academic difference is made for students of all courses, except for the first year and all forms of training by the rector or vice-rector for academic work, as advised by the dean's office and agreed with the head of the department (or the head teacher of the department).

II. Reason for providing refresher training

2.1. Higher medical education is the only type of higher education where there is no correspondence course, since a medical student is obliged to listen to all the material and complete all practical lessons that are included in the mandatory minimum of higher medical education. In cases where a student for any reason has not mastered the required program, has not acquired the knowledge, skills and abilities provided by the educational program, the student has the right to a second course of study in this section of the educational program.

2.2. Repeated training in this Regulation means teaching a student an educational program of a specific course and discipline that has not been completed in a timely manner.

2.3. The elimination of the academic gap means the teaching of the educational program by the transferred / restored student and the delivery of debts for the forms of educational activity to the head teacher of the department.

2.4. Repeated training is provided to students studying at the university with full reimbursement of costs, in cases of not mastering the curriculum in one discipline based on the results of the session, studied during the semester on the corresponding course, including for valid reasons:

- Temporary disability of a student due to illness, confirmed by an appropriate document;
- For family reasons, business trips, natural disasters, etc., directly resulting in the impossibility of passing exams and tests in a timely manner, confirmed by relevant documents.

2.5. Re-training is provided to the student by order of the rector of the university (or vice-rector for academic affairs) on the basis of the student's personal application, on the proposal of the dean's office, agreed by the head of the department. The right to retraining begins from the moment the order for retraining is issued.

2.6. The elimination of the academic difference arrears is carried out on the basis of the statement of the elimination of the academic difference with the calculation of the cost issued by the dean's office during the current semester at the relevant departments.

2.7. A student who has entered into an additional retraining agreement is not transferred to the next course, but is considered a student of the course in which he studied and did not complete the curriculum.

2.8. A repeated course of study in individual disciplines of the curriculum is implemented if the student has not completed 50% or less of the disciplines of the curriculum for a semester.

2.9. Repeated training of a student in one of the courses is allowed no more than 2 times during the entire period of the student's stay at the university and no more than 1 time in the same course.

2.10. A repeated course of study can be provided to students:

- those who received an unsatisfactory mark based on the results of the examination session in only one discipline;
- those who have not completed practical training in a timely manner for a good reason;
- having an academic difference when transferring or reinstating.

2.11. If debt elimination requires additional training (laboratory work, consultations), then all types of training are carried out on a paid basis.

III. Re-learning content

3.1. Calculations for the cost of a second course of study are made by the Department of Financial and Economic Affairs on the basis of the labor legislation of the Kyrgyz Republic and taking into account the number of hours required for its passage by students in one group.

3.2. The repeated course of study of individual disciplines of the curriculum is paid according to the price list and is implemented:

- repeated courses in the specified discipline are studied by students in a reduced volume (no more than 50% of hours of the basic program), based on the developed curriculum for the discipline. The form of the final control in the abbreviated program does not change;
- on-the-job training is carried out in full and at non-working hours (6 hours a day). A student who has not completed the internship program by the end of the semester of the academic year is subject to expulsion from the university on the basis of a report from the head of the internship department and the dean;
- the difference in hours for individual subjects and the final control, derived according to the curriculum according to the SES for specialties, should be eliminated during the current semester. If students have credits in certain disciplines and examination marks "good" and "excellent", the department is obliged to re-enroll. Accept be 1/ 2 of the total number of hours and the remaining are transferred to independent work.

3.3. At the request of the student, agreed by the dean of the faculty and the vice-rector for academic affairs, if there is a payment for the semester, the student can obtain permission to attend the classes of the next course / semester without the right to pass the current and semi-annual attestation until the academic debt for the previous semester / course is fully paid. In the draft order, the dean of the faculty sets the deadline for the elimination of academic debt.

Provided that the debt is eliminated within the prescribed timeframe, at the request of the student, the presentation of the dean of the faculty, the student can be transferred to the next course or admitted to the examination session, otherwise, he is expelled from the academy due to academic failure.

A student left for a second course of study of certain disciplines of the curriculum has the right to receive advice from a teacher on academic disciplines in accordance with the approved schedule and an individual plan agreed with the dean of the faculty.

3.4. The repeated course of study is organized in the period between semesters outside of working hours for teachers and free time for students.

3.5. Repeated courses in the specified disciplines are studied by students in a reduced volume (no more than 50% of hours of the basic program, except for practical training) on the basis of developed curricula in disciplines. The final control form without the right to retake the abbreviated program does not change.

3.6. If a student has academic debt in excess of 50% of the disciplines of the curriculum for the semester, re-training is possible only from the new academic year following the one in which the student did not complete the curriculum.

3.7. A student left for retraining is obliged to complete all tasks, laboratory work, listen to a course of lectures and pass exams with the right to take one retake and tests (including practical training in full):

- By disciplines for which unsatisfactory grades were obtained;
- For disciplines that were not passed due to failure to appear for exams and tests for a good reason;
- For the disciplines introduced in this academic year, due to changes in the curriculum of the corresponding course.

3.8. The university has the right to:

- To admit a student left for a second course of study of certain disciplines of the curriculum to early delivery of tests and exams;
- For early transfer of a student left for re-training of certain disciplines to the next course, subject to the elimination of the existing academic debt.

- 3.9. If a student has not liquidated his academic debt in the process of retraining within the established timeframe, he is expelled from the university due to academic failure.
- 3.10. Repeated training of a student in one course is allowed no more than once.

IV. Conditions for granting retraining

- 4.1. The cost of re-teaching individual disciplines of the curriculum and types of educational activities is determined by recalculating the cost of studying these disciplines in proportion to their volume in the academic semester (in accordance with the annual curriculum).
- 4.2. Students left by the order of the rector for retraining with the right to attend the classes of the next semester / course are obliged to pay its cost (in this case, the amounts contributed to the payment for retraining are not counted towards the payment of the next course).
- 4.3. The cost of 1 credit for a refresher course is determined for each academic year based on the current amount of tuition fees. Payment is due 1/5 of the cost of one discipline credit.

$$1 \text{ credit} = \text{contract amount per year} / \text{total number of credits per year}$$

V. Registration of repeated training

- 5.1. For retraining, a student who has academic debt at the end of the session must write an application addressed to the rector or vice-rector for academic affairs with a request for retraining. The application must be submitted to the dean's office of the faculty within one month from the start of the semester or from the start of the next academic year.
- 5.2. When registering for repeated training:
- For individual disciplines of the curriculum, the dean of the faculty (deputy dean) indicates the classroom hours as a whole for the semester, for disciplines that are being re-studied and sets the deadline for the elimination of academic debt;
 - From the new academic year, the dean of the faculty (deputy dean) puts a visa: "leave for repeated training in the ____ semester of the ____ academic year and indicates the hours as a whole for the semester, the disciplines that are being studied again."
- 5.3. The transfer of a student to the next course, left for retraining, is formalized by the order of the rector, which is brought to the attention of the student by the dean of the faculty and entered into his personal file.
- 5.4. For these disciplines, the dean's office, together with the head of the department, is given the right to independently determine the teachers who will conduct classes for the repeated course, including attracting other teachers.
- 5.5. In the grade book / transcript of a student left for retraining, the dean makes a mark - "left for a re-course". On the same sheet of the record book, a record of disciplines is made with the results of repeated exams and tests.

APPROVAL AND RECOGNITION SHEET

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Rector of "Salymbekov University"

Institution

Zhumadilov E.Zh.

Dean of the Faculty

Head of Educational-methodical department

Akmatova A.T.

Department of accountant on financial and
economic issues

Stalbekova T.S.

Head of department NH

Kasymalieva K.K.

Lawyer

Registration of changes

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