

**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
SOCIAL SUPPORT FOR STUDENTS OF
"SALYMBEKOV UNIVERSITY" INSTITUTION**

Bishkek 2020

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I. Regulation

1.1. The regulation was developed on the basis of the Charter of the “Salymbekov University” Institution (hereinafter referred to as “University”, the Law of the Kyrgyz Republic “On Education” and other regulatory legal acts regulating the activities of higher professional educational institutions.

1.2. This Regulation has been developed in order to provide social support to students and enhance students' motivation to achieve high educational results, as well as provide additional social guarantees to certain categories of University students.

1.3. This Regulation establishes a unified system of granting benefits for tuition fees for students from among the citizens of the Kyrgyz Republic studying at the University on a contract basis, and determines the procedure, types and terms of granting benefits to certain categories of students of the University.

1.4. Social support for students n Representing a provision of benefits to students in the form of lower pay the cost of tuition fees in the amount, expressed as a percentage of the installed cost of training.

1.5. Benefits for social support can be provided in the form of: free accommodation in a hostel, reduced price meals, etc. Benefits can be provided in the form of exceptions in other special cases if there are compelling reasons that the commission considers sufficient.

1.6. University provides social support to students and provides them with benefits to pay for tuition, based on the decision of a special commission, created and headed by the president of University.

1.7. All forms of social support, including benefits for tuition fees, are considered by a special commission and submitted for approval to the founders of the University.

1.8. The order, ides and amounts of social support provided to the students of the University are determined independently based on the financial capabilities of the University.

1.9. Social support can be provided to students of the University in the form of a deferral or installment plan when paying for tuition as advised by the heads of the educational departments of the faculties and in the absence of academic and financial arrears to pay for tuition for previous semesters.

1.10. The issue of granting an installment plan and deferred payment for tuition is decided by the president of the university or a person to whom the relevant powers have been delegated.

1.11. This Regulation does not apply to students receiving a second higher education, distance learning, short-term courses, as well as foreign students.

1.12. The founders of the university have the right, by their decision, to grant a benefit to a student who is not covered by this Regulation, if exceptional circumstances arise for him.

II. Student Social Support Commission

- 2.1. The Commission for Social Support of Students is a special commission of the University that considers issues of providing social support to students and carries out its activities on a voluntary basis.
- 2.2. Social support is provided on the recommendation of the Commission for Social Support of Students and is confirmed by the corresponding order of the President of the University.
- 2.3. The members and chairman of the commission for social support of students are appointed by the President of the University from among the staff and leaders of the University.
- 2.4. The working composition of the commission for social support of students can be determined or renewed annually.
- 2.5. The Commission meets twice a year: to provide social support for the fall semester - before September 1 of the current year, to provide social support for the spring semester - until January 15 of the current year.
- 2.6. In the event of a change in the financial situation at the University, the Social Support Commission may cancel its decision on granting benefits to students or revise the % discount rate for certain categories.
- 2.7. Decisions are taken by the commission by a majority of votes with a quorum of 2/3 of the list of members and are drawn up in minutes on the day of the meeting of the commission. With the same number of votes, the vote of the chairman of the commission is decisive.
- 2.8. The decision of the Commission on Benefits is drawn up in a protocol and signed by the chairman (deputy chairman) and the secretary of the commission. The protocol must justify the reasons for the refusal or granting of benefits.
- 2.9. The following duties are assigned to the secretary of the commission: organizing the work of the commission, providing lists of students applying for discounts, keeping minutes of the meeting of the commission.
- 2.10. The decisions of the commission are of a recommendatory nature and are the basis for making decisions by the President of the University on the provision of benefits (or refusal to provide benefits) based on the financial capabilities of the University.

III. Conditions of social support for students

- 3.1. An indispensable condition for the social support of students is excellent and good academic performance, academic discipline and active participation in research, cultural, sports and social work of the University.
- 3.2. Full-time University students who have only excellent grades in all disciplines based on the results of the previous academic year, as well as have no academic debt, are eligible for benefits.
- 3.3. Winners of republican and international olympiads, scientific competitions, grants can apply for a privilege provided they have excellent or good academic performance in all academic disciplines.
- 3.4. The benefit to students is provided upon the personal application of the student (subject to full documentary confirmation) for one academic semester not earlier than on the basis of the results of the first full year of study at the University on a general basis.
- 3.5. In exceptional cases and cases not specified in this regulation, the issue of granting benefits for tuition fees at the University is decided by the commission for social support of students by a collegial decision.
- 3.6. If a student is simultaneously eligible for a benefit on two or more grounds, its amount is determined on the basis that provides the largest discount or at the student's choice.

3.7. Benefits for tuition fees are not accumulated, but are provided annually subject to the availability of substantiated and supporting documents, as well as the financial capabilities of the University.

3.8. Students who retake excellent marks are not eligible to qualify for benefits as excellent students.

3.9. Students, one of whose parents works at the University full-time or is a full-time employee, faithfully perform their official duties, observe labor disciplines and can apply for benefits.

3.10. When teaching two or more children of University employees, benefits are provided to only one student. A student loses the right to receive benefits for continuing education if the parent has volunteered to leave work at the University, with the exception of employees who have worked at the University for at least 10 years.

3.11. In the case of providing financial support for target groups by other donors (sponsors), students cannot apply for benefits at the University.

3.12. When a student is enrolled by transfer from another university, the tuition fee benefit for academic performance can be granted to the student no earlier than following the results of the first full year of study at the University on a general basis.

3.13. When a student is reinstated, the benefit can be provided to the student no earlier than by the end of a semester of study after recovery.

3.14. The University establishes the following categories of students to whom benefits in tuition fees are provided:

I category. Full-time students who completed the academic year in all disciplines only with excellent marks;

II category. Students who have lost their breadwinner, full-time orphans, invalids of I and II groups;

III category. Students whose parents are full-time employees of the University who have made a significant contribution to improving the quality of training of specialists, research work, as well as actively participating in the public life of the University;

IV category. Students who regularly represent the University in competitions and competitions of the republican, interregional and international levels;

V category. Students entering the first year and especially distinguished themselves in the process of education in schools, secondary vocational educational institutions and in various educational, sports and cultural competitions of the republican and international levels.

3.15. Exemptions from tuition fees when enrolling for the first year give only for the first semester of the academic year, and will be retained in the second semester, provided good performance in the first semester.

3.16. When available funding on the basis of recommendations of the commission on social support of students and the decision of the founders University and may be granted privileges to other students, not referred to in paragraph 3.9. of this Regulation.

IV. Benefits by category

No	Types of benefits and categories of students	Percentage of discount from the total tuition fee per semester
<u>Category I.</u> Full-time students, finished the academic year in all disciplines only with excellent marks		
1	Students with excellent academic performance at the end of 2 semesters	10 %

2	Students with excellent academic performance following the results of 3 semesters	12 %
3	Students with excellent academic performance following the results of 4 semesters	15%
4	Students with excellent academic performance following the results of 5 semesters	20 %
5	Students with excellent academic performance following the results of 6 semesters	25%
6	Students with excellent academic performance following the results of 7 semesters	30 %
7	Students with excellent academic performance following the results of 8 semesters	35%
8	Students with excellent academic performance following the results of 9 semesters	40 %
9	Students with excellent academic performance following the results of 10 semesters	45%
10	Students with excellent academic performance following the results of 11 semesters	50 %
II category. Students who have lost their breadwinner, full-time orphans, invalids of I and II groups		
1	Students - full orphans and children left without parental care, subject to good academic performance	up to 30%
2	Students, disabled people of group I, subject to good academic performance	up to 30%
3	Students, disabled people of the II group, subject to good academic performance	up to 20%
III category. Students whose parents are full-time employees, leaders and founders of the University		
1	Students whose parents work at the University from 2 to 5 years, subject to good academic performance	5 %
2	Students whose parents work at the University from 5 to 10 years, subject to good academic performance	10%
3	Students whose parents work at the University from 10 to 15 years old, and subject to good academic performance	15 %
4	Students whose parents work at the University for 15 to 20 years, subject to good academic performance	25 %
5	Students whose parents 's work at the University of 20 years or more, etc., and provided good performance	35 %
IV category. Students who regularly represent the University in competitions and competitions republican, interregional and international level		
1	Students who regularly represent the University at republican and higher level competitions, subject to satisfactory academic performance	from 5 to 30%
2	Students, Champions and Medalists of the Asian and Olympic Games	up to 100%
3	Students, national champions and winners of student olympiads	up to 30%
4	Students, winners of international student competitions in disciplines	up to 30%
V category.		

Students entering the first year and especially distinguished themselves in the process of education in schools, secondary vocational educational institutions and in various educational, sports and cultural competitions of the republican and international level		
1	Applicants who received a gold certificate according to the results of ORT	up to 50 %
2	Applicants with diplomas of the Republican School Olympiad of the final year of the 1st degree	15 %
3	Applicants with diplomas of the Republican School Olympiad of the final year of the 2nd degree	10 %
4	Applicants with a certificate of secondary education with honors, diplomas of the capital and regional school Olympiads of the final year of the 1st degree	5 %
5	Students - full orphans and children left without parental care	up to 30%
6	Students, disabled people of group I	up to 30%
7	Students, disabled persons of the II group	up to 20%
Special Founder Benefits to support talented and proactive students with excellent academic performance and no academic debt or disciplinary action		
1	Students - full-time orphans and children left without parental care, with excellent academic performance at the end of 6-11 semesters *	up to 100%
2	Students, disabled people of group I, with excellent academic performance at the end of 6-11 semesters *	up to 100%
3	Students, in a family of 5 or more minor children or children - students of universities and colleges, with excellent academic performance based on the results of 6-11 semesters *	up to 50 %
4	Students with excellent academic performance and particularly distinguished themselves in educational, scientific, creative, cultural, sports and socially significant activities of the University based on the results of 6-11 semesters *	up to 50 %

Note:

Excellent academic performance – excellent grades in all disciplines without missed excuses and retakes, no academic debt and disciplinary sanctions, social and scientific activity.

Good academic performance - good grades in all disciplines, absence of academic debt and disciplinary sanctions, social and scientific activity.

Satisfactory academic performance - satisfactory grades in all disciplines, absence of academic debt and disciplinary sanctions, social and scientific activity.

* - are considered only subject to the available financial capacity of the university in the year and excellent academic performance in all semesters.

V.The procedure for granting benefits and the necessary documents

- 5.1. Benefits are provided based on the recommendation of the Student Social Support Commission and the decision of the President of the University, subject to availability of funding.
- 5.2. The University has the right, based on its financial capabilities, to independently determine the number of quotas and the amount of benefits.
- 5.3. Applications for benefits are submitted by the deans of the faculties at the end of the academic year and by the University admissions committee at the end of the admissions company.
- 5.4. Tuition benefits for students studying at the University are provided only after the completion of the first course of study based on the results of the previous semesters.
- 5.5. Decisions on benefits for tuition fees for applicants entering the first year are made only after the completion of the admission company and the enrollment of the applicant before the start of the educational process.
- 5.6. Students applying for benefits submit an application addressed to the president of the University to the relevant dean's offices, to which, if necessary, attach documents confirming the existence of the necessary grounds for granting benefits.
- 5.7. At the same time, only one type of benefits can be established in relation to the established tuition fees. If the applicant has the right to a benefit on several grounds, he is provided with only one benefit of his choice.
- 5.8. The tuition fee benefit starts from the moment the corresponding order is issued by the President of the University.
- 5.9. The benefit is provided from the semester of the current academic year, before the start of which the application and the relevant documents were submitted. The benefits apply only to the period specified in clause 3.4. of this Regulation.

VI. Documents required for the provision of social support.

- 6.1. Documents required to provide benefits to students who are excellent students:
- ✓ a student's application addressed to the president for a benefit;
 - ✓ characteristics, petition of the head of the department and the dean;
 - ✓ copy of the student's progress card;
 - ✓ supporting documents on the participation and results of the student's participation in intellectual, creative sports and cultural competitions and events.
- 6.2. Documents required to provide social support to the children of the University employees:
- ✓ a student's application addressed to the president for a benefit;
 - ✓ copies of passport and birth certificate;
 - ✓ copy of the parents' passport.
 - ✓ characteristic for the student, the petition of the head of the department and the dean;
 - ✓ description of an employee applying for benefits in paying for the education of a child, signed by the head of the structural unit;
 - ✓ certificate of family composition;
 - ✓ copy of the student's progress card;
 - ✓ certificate from the personnel department confirming the work experience of a parent who works at the University.
 - ✓ supporting documents on the participation and results of the student's participation in intellectual, creative sports and cultural competitions and events.
- 6.3. Documents required to provide social support to students and athletes who won prizes:

- ✓ a student's application addressed to the president for a benefit;
 - ✓ characteristics, petition of the head of the department and the dean;
 - ✓ copy of the student's progress card;
 - ✓ certificates and other copies of documents confirming the existing regalia.
- 6.4. Documents required to provide social support to orphans students:
- ✓ a student's application addressed to the president for a benefit;
 - ✓ passport or birth certificate (copy);
 - ✓ death certificate of parents (copy), certified by a notary;
 - ✓ characteristics, petition of the head of the department and the dean;
 - ✓ copy of the student's progress card;
- 6.5. Documents required to provide social support to students left without parental care:
- ✓ a student's application addressed to the president for a benefit;
 - ✓ passport or birth certificate (copy);
 - ✓ certificate from the place of residence and the composition of the family;
 - ✓ or death certificate of parents (copy), certified by a notary;
 - ✓ or a court decision recognizing parents as missing or declaring them dead;
 - ✓ or a court decision on deprivation of parental rights of parents (with an indication of the terms);
 - ✓ or a document confirming the fact that the parents have served their sentences in institutions executing sentences of imprisonment;
 - ✓ or VTEK's certificate of incapacitated parents.
 - ✓ characteristics, petition of the head of the department and the dean;
 - ✓ copy of the student's progress card;
- 6.6. Documents required to provide social support to students with disabilities of I and II groups:
- ✓ a student's application addressed to the president for a benefit;
 - ✓ conclusion of VTEK on disability for this year (copy);
 - ✓ pension certificate (copy).
 - ✓ characteristics, petition of the head of the department and the dean;
 - ✓ copy of the student's progress card.
- 6.7. Documents required to provide social support to students with disabilities of I and II groups:
- ✓ a student's application addressed to the president for a benefit;
 - ✓ passport or birth certificate (copy);
 - ✓ certificate from the place of residence and the composition of the family;
 - ✓ certificate of parents' wages;
 - ✓ copies of birth certificates of minor children;
 - ✓ characteristics, petition of the head of the department and the dean;
 - ✓ copy of the student's progress card.
- 6.8. All documents are submitted in originals and copies, originals of documents are returned to the applicant, certified copies remain in the file.
- 6.9. Applications with the attachment of the relevant documents are submitted within 10 calendar days from the day of the end of the session (winter, summer) or after the end of the admission company. Applications submitted later than the specified deadline are not subject to consideration.
- 6.10. Deans' offices accept applications and documents, draw up lists of applicants, check the submitted documents and submit a document to the commission for social support of students. Deans of faculties are responsible for the accuracy of the submitted materials.

VII. Cancellation of benefits

7.1. Benefits for tuition fees and other social support are canceled automatically after their expiration, no supporting document is required for this.

7.2. In the event that a student is expelled from the University for any reason and subsequently reinstated to the University, the previously granted privilege will not be retained.

7.3. The tuition fee benefit and other forms of social support are canceled when the grounds for the benefit cease or the conditions for granting benefits are not met during the current semester in the event of:

- ✓ violation of the charter and internal regulations of the University and other orders and orders issued by the management of the University, the application of an administrative penalty to it;
- ✓ in the event of a violation of the academic discipline: the presence of absences for an unjustified reason, work off, unsatisfactory current and final assessments;
- ✓ decrease in academic rating;
- ✓ in the event of a change in social status (marriage).

7.4. In the event of circumstances that are the basis for the cancellation of social support before the end of the period for which it was provided, the dean of the faculty submits to the President of the University a memorandum on cancellation of the benefit to the corresponding student.

7.5. Cancellation of the privilege is formalized by the order of the President of the University. In this case, the privilege is canceled from the date of the actual occurrence of the circumstances that are the basis for canceling the privilege, which is indicated in the order. The rest of the training period is paid by the student, in proportion to the remaining training time, excluding the benefit.

7.6. The dean's office acquaints the student with the order to deprive him of benefits against signature, as well as the order to cancel the benefits is brought to the attention of the accounting department and all interested structural divisions of the University.

7.7. The dean of the faculty is responsible for the timely withdrawal of benefits for contract education.

APPROVAL AND RECOGNITION SHEET

" ____ " _____ 20____

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Registration of changes

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