

**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 TRANSFER PROCEDURE,
EXPULSION AND REINSTATEMENT OF STUDENTS**

Bishkek 2019

1. General regulations

1.1. This Regulation has been developed in accordance with the Law of the Kyrgyz Republic "On Education"; Regulations on the procedure for transfer, expulsion and reinstatement of students of higher educational institutions, approved by the Resolution of the Government of the Kyrgyz Republic No. 346 dated May 29, 2012, the Charter of the Institution and other regulatory legal acts regulating the activities of educational institutions of higher professional education.

1.2. This Regulation establishes general requirements for the procedure for the transfer and restoration of students to the "Salymbekov University" Institution (hereinafter referred to as "University"), as well as the transition from one main educational program (direction, specialty) to another, regardless of the course, form (full-time, evening, correspondence, distance, external studies), including within the university.

1.3. The determining condition for the transfer and restoration of students to University is their readiness to master a specific (selected) basic educational program of vocational education, previous academic performance, as well as the availability of vacancies.

1.4. The total duration of a student's study should not exceed the period established by the University curriculum for mastering the main educational program.

2. The procedure for transferring students

2.1. Translation students of higher education institutions with state accreditation (certification) is carried out during the summer or winter break, only with the consent of both heads of universities, if there are vacancies in the relevant course in the specialty / direction of the interests of students, on a contractual basis with full compensation costs for studying.

Students who are transferred from other educational organizations (institutions) or from one specialty to another, as well as restored to the number of students after expulsion, pay an additional fee for eliminating the difference in curriculum. The amount of this payment is determined by calculation, depending on the difference in the teaching load and the size of the hourly pay rates for teachers.

2.2. 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.

2.3. Students who successfully completed the first year of study have the right to transfer to another educational program within the University, to a similar or another educational program from another university to the University, subject to meeting the requirements for admission to this educational program, the availability of vacancies and the consent of the leaders of both programs (universities). When transferring from another university to the University, only those disciplines corresponding to the professional cycle of the main educational program of University to which the transfer is carried out and for which the applicant has a satisfactory mark or higher are subject to transfer.

2.4. The transfer of students studying in non-accredited (uncertified) higher educational institutions to the University for any form of study can be carried out after the University has exercised the right to attestation in the form external studies, with the exception of specialties / areas of higher professional education, training in which in the form of external studies is not allowed.

2.5. In case of reorganization, liquidation of the University, the transfer of students is provided by the rector, who is in charge of the University, together with the Ministry of Education and Science of the Kyrgyz Republic.

2.6. Transfer of students in the first and last year of study is not carried out.

2.7. Transfer of students studying on a paid basis on grants is not carried out.

2.8. Transfer of a student to the University to continue 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 (attachment 1). The application is sent to the rector to make a decision on the admission of the student to certification. A photocopy of the grade book is attached to the application (it is subsequently verified with the academic transcript), a transcript (grade sheet) is attached.

2.9. The 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 of the commission), the dean of the faculty / head of the graduating 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 considers the student's application within 10 days from the date of application, but no later than the beginning of the studies.

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

2.11. In the case when it is impossible to re-enroll certain disciplines or there is the presence of unexplored disciplines (sections of disciplines), the University develops and approves an individual student's curriculum, which provides a list of disciplines (or their sections) to be studied, their volumes and the established deadlines for passing exams / tests. The list of disciplines subject to delivery (elimination of academic difference) should not exceed 7 (seven) disciplines. The academic gap must be closed within a given academic year.

2.12. For students enrolled in credit technology, the year of study is determined by the number of credits in the transcript.

2.13. 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.

2.14. When translating, general humanitarian disciplines, including compulsory basic ones, are re-read in the amount studied by the student. When a student is transferred to another university to the same basic educational program, according to which he studied earlier, or a related basic educational program, mathematics and general natural science disciplines (state component), and all disciplines of the student's choice are also re-read.

2.15. 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 terms of the state component, 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 scope of disciplines;
- the difference in the curricula of specialties / directions in terms of the state component, the corresponding state educational standard for general professional and special disciplines.

2.16. The list of disciplines subject to retaking (elimination of the academic difference) is determined on the basis of credits (credits), while the Institution can validate / credit credits based on the content of the educational program (information package of the direction / specialty).

2.17. In case of a positive decision on the transfer to the University (there is an approved individual student's curriculum), the University issues the student a certificate of the established form (attachment 3).

2.18. When transferring a student from the University to another university, the student submits a certificate of the established form (attachment 3) to the institution with a written application for expulsion in connection with the transfer, and for the issuance of an academic certificate and an educational document to him in connection with the translation, on the basis of which he was

enrolled, from a personal file. On the basis of the submitted certificate and student's application, the rector of the University, within 10 days from the date of submission of the application, issues an order for his expulsion with the wording: "Expelled in connection with the transfer to ... the university." From the student's personal file, a document on education is extracted and handed over to him, on the basis of which he was enrolled in the Institution "Salymbekov University" (hereinafter - the document on education), and also an academic certificate of the established form is drawn up and issued. In the personal file, 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, remain in the personal file.

2.19. The order on the student's admission to 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 / grade sheet of the academic transcript), which are attached to his personal application. Prior to 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."

If, based on the results of certification, the need to eliminate the academic difference is identified, the transfer order will contain a record of the approval of the student's individual curriculum.

2.20. At the University, a new student's personal file is formed and registered, in which an application for transfer, an academic transcript, an education document and an extract from the enrollment order by way of transfer are entered, as well as an agreement on full compensation of tuition costs. 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. Expulsion of students

3.1. A student can be expelled from the University on his own initiative by the order of the rector, at the personal application of the student (attachment 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.

3.2. Dismissal on the initiative of the administration is carried out by order of the rector, upon submission of the report of the head of the corresponding educational unit (attachment 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 in a hostel;
- 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.

When expulsion is initiated by the administration, the student must be notified in writing of the reasons and timing of expulsion.

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

4. Reinstatement as a student

4.1. Restoration is carried out after the end of the semester, subject to the availability of places on the corresponding course in the specialty / direction of interest to the student, upon the student's personal application (attachment 6) and the presentation of an academic certificate. The possibility of recovering students who were previously expelled from the same University is considered on the basis of the student's student card / transcript. The application is sent to the rector to make a decision on the admission of the student to certification.

4.2. Student reinstatement is carried out on the basis of attestation. Attestation is carried out by the attestation commission by reviewing the academic transcript. When determining the course, the difference in curricula should not exceed 7 disciplines. To this end, the University develops and approves an individual student's curriculum, which provides 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.

4.3. For the University, the academic difference is established according to the credits received on the basis of the transcript / score sheets, with the provision of an annotation 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 (attachment 2). In case of a positive decision on the issue of restoration, an order of enrollment is issued in connection with the restoration.

4.4. If a student has been studying at the University for less than two semesters before the date of enrollment, then he is not eligible for reinstatement to continue his studies. Recovery for the first year / year of study is not carried out.

4.5. The corresponding educational unit forms a new personal file of the student, in which the application for restoration, academic transcript, document on education, an extract from the order for enrollment in the order of restoration, and an individual curriculum are entered. The student is issued a student card and, if necessary, a record book.

Attachment 1

Rector of the "Salymbekov
University" Institution
from _____ year student
of _____ faculty
of group No _____

(full name)

STATEMENT

I would like to ask you to enroll me in the order of transfer from _____

in the specialty / direction _____ , _____ year, _____ forms
of study for the _____ year to _____ specialty
/direction _____ forms of study.
(specify: full-time, part-time, evening)

Date: " ____ " _____ 20 ____

Signature: _____

A protocol of a meeting

(name of the structural unit of the university)

Based on the certification, it was revealed that _____
 (last name, first name, patronymic of the student)
 may be (or may not) be transferred to _____ function/
 direction, and can be recalculated the following disciplines:

No.	Name of the discipline	Hours/credits	Form of control
1	2	3	4
1.			
2.			
3.			

The academic difference is disciplines: _____
 (indicate quantity)

No.	Name of disciplines	Hours/credits	Form of control	Terms of liquidation
1	2	3	4	5
1.				
2.				
3.				

Supervisor's signature

" _ " _ 20 _

Date of issue_____

Registration number _____

REFERENCE

Issued for_____

the fact that he on the basis of a personal statement and a photocopy of the record
book_____

(date of issue and registration number of the grade book)

issued _____

(full name of the university)

was admitted to certification, which he successfully passed.

This person will be enrolled by transfer to continue education in the main educational program in
the direction of training (specialty)

(name in accordance with the current list and specialties of higher professional education)

after presentation of the educational document and academic certificate.

Rector

(signature) _____

Attachment 4

Rector of the "Salymbekov
University" Institution
from _____ year student
of _____ faculty
of group No _____

(full name)

STATEMENT

I would like to ask to expel me from the _____ year of the specialty / direction

(name of specialty / direction)

form of education _____

(specify: full-time, part-time)

by reason of _____.

(indicate the reason)

Date: _____

Signature: _____

Attachment 5

Rector of the "Salymbekov
University" Institution
from _____ year student
of _____ faculty
of group No _____

(full name)

REPORT

I would like to ask to expel student _____

(Full Name)

Specialties _____

(name of specialty / direction)

_____ year forms of study _____

(specify: full-time, part-time)

by reason of _____.

(indicate the reason)

Signature of the head of the relevant educational unit:

"__" _____ 20__

Attachment 6

Rector of the "Salymbekov
University" Institution
from _____ year student
of _____ faculty
of group No _____

(full name)

STATEMENT

I would like to ask to allow to reinstate to the specialty / direction

(name of specialty / direction)
_____ full-time education.

Was expelled for _____
(indicate the reason for expulsion)

from the _____ year
(name of the university)

specialties / directions _____
(name of specialty / direction)

forms of study _____
(specify: full-time, part-time, evening)

Date: " ____ " _____ 20__

Signature: _____

APPROVAL AND RECOGNITION SHEET

" ____ " _____ 20____

Rector of "Salymbekov University"
Institution

Zhumadilov E.Zh.

Vice-President of the
"Salymbekov University" Institution

Esenamanov U.E.

Dean of the Faculty

Head of Educational-methodical department

Akmatova A.T.

Head of department NH

Kasymalieva K.K

Registration of changes

[illegible]