

Unofficial translation

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



**REGULATIONS
on social support of
«Salymbekov University» Institution
students**

BISHKEK 2019



**REGULATIONS
on social support of students of
Salymbekov University Institution**

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I. General Provisions

1.1. The Regulation is developed on the ground of the Charter of the Salymbekov University Institution (hereinafter referred to as the University), the Law of the Kyrgyz Republic "On Education" and other normative legal acts regulating the activities of higher professional educational institutions.

1.2. This Regulation has been developed for the purpose of social support of students and strengthening the motivation of students to achieve high academic results, as well as providing additional social guarantees to certain categories of University students.

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

1.4. Student social support includes benefits to students in the form of a reduction in the cost of tuition fees by an amount expressed as a percentage of the established cost of tuition.

1.5. Social support benefits can be provided in the form of: free accommodation in a hostel, preferential meals, etc. Benefits may be granted in the form of exceptions in other special cases if there are good and strong reasons that the commission considers sufficient.

1.6. The University provides student social support in the form of benefits for tuition fees, based on the decision of a special commission created and headed by the President of the University for good and strong reasons, which the commission considers sufficient.

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

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

1.9. Social support can be provided to University students in the form of deferral or installments when paying for tuition on the recommendation of the heads of academic departments of faculties and the absence of academic and financial arrears in tuition fees for previous semesters.

1.10. The president of the university or the duly authorized person decides whether grant installments or defer tuition fees.

1.11. This Regulation does not apply to students receiving second higher education, studying on distance learning, studying on short-term courses, or 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 Provision, in case of exceptional circumstances.

II. Student Social Support Commission

2.1. The Commission for Student Social Support is a special commission of the University that considers the 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 Student Social Support and is confirmed by the relevant order of the President of the University.

2.3. The members and the chairperson of the Commission for Student Social Support are appointed by the President of the University from among the staff and managers of the University.

2.4. The working composition of the Commission for Student Social Support can be determined or updated annually.

2.5. The Commission meets twice a year: to provide social support for the autumn semester – until September 1 of the current year, to provide social support for the spring semester – until January 15 of 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 to grant benefits to students or revise the % discount rates for certain categories.

2.7. Decisions are made by the commission by a majority vote with a quorum of 2/3 of the list of members and are formalized by the minutes on the day of the commission meeting. With the same number of votes, the vote of the chairperson of the commission is decisive.

2.8. The decision of the commission on benefits is formalized by a minutes and signed by the chairperson (deputy chairperson) and the secretary of the commission. The minutes must justify the reasons for refusal or granting of benefits.

2.9. The secretary of the commission has the following responsibilities: organizing the work of the Commission, providing lists of students applying for discounts, keeping minutes of the commission meeting.

2.10. The commission's decisions are advisory in nature and are the ground for decisions by the President of the University to grant benefits (or refuse to grant benefits) based on the financial capabilities of the University.

III. Student Social Support Conditions

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, mass, sports and social affairs of the University.

3.2. Full-time University students who have only excellent grades in all subjects according to the results of the previous academic year, as well as those who do not have academic debt, have the right to receive benefits.

3.3. The winners of national and international Olympiads, scientific competitions, grants can apply for benefits provided excellent or good academic performance in all academic subjects.



3.4. The benefit is granted to students on the personal application of the student (subject to full documentary confirmation) for one academic semester no earlier than at the end of the first full year of study at the University on a general basis.

3.5. In exceptional cases and cases not stipulated by this regulation, the issue of granting benefits for tuition fees at the University is decided by the Commission for Student Social Support through a collegial decision.

3.6. If a student has the right to receive benefits on two or more grounds at the same time, its amount is determined on the basis that assumes the largest discount or at the student's choice.

3.7. Tuition benefits do not accumulate, but are provided annually if there are grounds and supporting documents, as well as the financial capabilities of the University.

3.8. Students who re-sit examination and get "A" mark may not claim benefits as "A" students.

3.9. Students, one of whose parents works at the University is a full-time employee, conscientiously perform their official duties, observe labor discipline can claim benefits.

3.10. When two or more children of the University staff study, benefits are provided to only one student. The student loses the right to receive benefits for continuing education if the parent quit his job 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 grant givers (sponsors), students cannot apply for benefits at the University.

3.12. When enrolling a student in the order of transfer from another university, a tuition fee for academic performance may be granted to a student no earlier than at the end of the first full year of study at the University on a general basis.

3.13. When a student re-admittance, the benefit may be granted to the student no earlier than at the end of the semester of study after the re-admittance.

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

- ✓ **Category I.** Full-time students who completed the academic year in all subjects with the "A" marks only;
- ✓ **Category II.** Loss-of-bread-winner students, orphans, group I and II disabled persons;
- ✓ **Category III.** 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 taking an active part in the social life of the university;
- ✓ **Category IV.** Students who regularly represent the University at competitions and contests of the republican, interregional and international level;
- ✓ **Category V.** Students entering the first year and especially distinguished themselves in the process of studying in schools, secondary vocational educational institutions and in various educational, sports and cultural competitions of the national and international level.

3.15. Benefits for tuition fees when enrolling in the first year are provided only for the first semester of the academic year, and will be retained in the second semester, subject to good academic performance at the end of the first semester.



3.16. If there is a financial opportunity, based on the recommendation of the Commission for social support of students and the decision of the founders of the University, benefits may be provided to other students not specified in paragraph 3.9. of this Regulation.

IV. Benefits by Categories

No.	Benefit Types and student categories	Discount percentage of the total cost of tuition per semester
Category I. Full-time students who completed the academic year in all subjects with the “A” marks only		
1	Students with excellent academic performance at the end of 2 semesters	10%
2	Students with excellent academic performance at the end of 3 semesters	12%
3	Students with excellent academic performance at the end of 4 semesters	15%
4	Students with excellent academic performance at the end of 5 semesters	20%
5	Students with excellent academic performance at the end of 6 semesters	25%
6	Students with excellent academic performance at the end of 7 semesters	30%
7	Students with excellent academic performance at the end of 8 semesters	35%
8	Students with excellent academic performance at the end of 9 semesters	40%
9	Students with excellent academic performance at the end of 10 semesters	45%
10	Students with excellent academic performance at the end of 11 semesters	50%
Category II. Loss-of-bread-winner students, orphans, group I and II disabled persons		
1	Students who are orphans and children without parental care, provided they study well	NMT 30%
2	Group I disabled students, provided they study well	NMT 30%
3	Group II disabled students, provided they study well	NMT 20%
Category III. Students whose parents are full-time employees, managers and founders of the University		
1	Students whose parents have been working at the University for 2 to 5	5%



	years, subject to good academic performance	
2	Students whose parents have been working at the University for 5 to 10 years, subject to good academic performance	10%
3	Students whose parents have been working at the University for 10 to 15 years, subject to good academic performance	15%
4	Students whose parents have been working at the University for 15 to 20 years, subject to good academic performance	25%
5	Students whose parents have been working at the University over 20 years, subject to good academic performance	35%
Category IV. Students who regularly represent the University at competitions and contests of the republican, interregional and international level.		
1	Students who regularly represent the University at competitions of the republican and higher level, subject to satisfactory academic performance	5 to 30 %
2	Students, champions and prize-winners of the Asian and Olympic Games	NMT 100%
3	Students, national champions and prize-winners of student Olympiads	NMT 30 %
4	Students, winners of international student Olympiads in subjects	NMT 30%
Category V. Students entering the first year and especially distinguished themselves in the process of studying in schools, secondary vocational educational institutions and in various educational, sports and cultural competitions of the national and international level.		
1	Applicants who received a gold certificate based on the results of ORT (General Republican Testing)	NMT 50 %
2	Applicants with First Degree diplomas of the Republican School Olympiad of the final year	15 %
3	Applicants with Second Degree Diplomas of the Republican School Olympiad of the final year	10 %
4	Applicants with a certificate of secondary education with honors, first degree diplomas of the capital and regional school Olympiads of the final year	5 %
5	Students are orphans and children without parental care	NMT 30%
6	Group I disabled students	NMT 30%
7	Group I disabled students	NMT 20%
Special benefits of the founders to support talented and initiative students with excellent academic performance, who do not have academic debt or disciplinary penalties.		
1	Students - orphans and children without parental care, with excellent academic performance at the end of 6-11 semesters*	до 100 %
2	Students with group I disabilities, with excellent academic	до 100 %



	performance at the end of 6-11 semesters*	
3	Students in a family of 5 or more minor children or children – students of universities and colleges, with excellent academic performance at the end of 6-11 semesters*	до 50 %
4	Students with excellent academic performance and especially distinguished in educational, scientific, creative, cultural, sports and socially significant activities of the University following the results of 6-11 semesters*	до 50 %

Note:

Excellent academic performance –excellent grades in all subjects without valid excuses or re-sits, no academic debt or disciplinary penalties, social and scientific activity

Good academic performance – good grades in all subjects, no academic debt or disciplinary penalties, social and scientific activity.

Satisfactory academic performance - satisfactory grades in all subjects, no academic debt or disciplinary penalties, social and scientific activity.

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

V. Procedure for Granting Benefits and Necessary Documents

5.1. Benefits are provided on the basis of the recommendation of the Commission for Student Social Support and the decision of the President of the University, if funding is available.

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 faculties following the results of the academic year and the University Admissions Committee following the results of the enrollment campaign.

5.4. Tuition benefits for students studying at the University are provided only after the end of the first year of study based on the results of academic performance in previous semesters.

5.5. Decisions on tuition benefits for applicants entering the first year are made only after the completion of the admission company and enrollment of the applicant before the start of the educational process.

5.6. Students applying for benefits submit an application to the relevant deaneries addressed to the President of the University, to which, if necessary, attach documents confirming the existence of the necessary grounds for granting benefits.

5.7. Only one type of benefit can be set at a time in relation to the established tuition. If the applicant has rights to benefit on several grounds, he is given only one benefit of his choice.

5.8. Tuition benefits begin to take effect from the moment the relevant order of the President of the University is issued.

5.9. The benefit is granted from the semester of the current academic year, before which the application and relevant documents were submitted. The benefits apply only for the period specified in clause 3.4. of this Regulation.

VI. Documents Required for Social Support.

6.1. Documents required to provide benefits to students with “A” marks:



- ✓ student's application addressed to the president for granting benefits;
 - ✓ description, petition of the head of the department and dean;
 - ✓ a copy of the academic record 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 University employees:
- ✓ Student's application addressed to the president for granting benefits;
 - ✓ copies of passport and birth certificate;
 - ✓ a copy of the parents' passports.
 - ✓ Letter of recommendation for a student, the petition of the head of the department and the dean;
 - ✓ Letter of recommendation for an employee claiming benefits for paying for a child's education, signed by the head of the structural unit;
 - ✓ information about a family composition;
 - ✓ a copy of the academic record card;
 - ✓ a certificate from the HR 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 student athletes who have won prizes:
- ✓ Student's application addressed to the president for granting benefits;
 - ✓ Letter of reference, petition of the head of the department and dean;
 - ✓ a copy of the academic record card;
 - ✓ certificates and other copies of documents confirming the existing regalia.
- 6.4. Documents required to provide social support to orphan students:
- ✓ Student's application addressed to the president for granting benefits;
 - ✓ passport or birth certificate (copy);
 - ✓ parents' death certificate (copy), notarized;
 - ✓ letter of reference, petition of the head of the department and dean;
 - ✓ a copy of the academic record card;
- 6.5. Documents required to provide social support to students without parental care:
- ✓ Student's application addressed to the president for granting benefits;
 - ✓ passport or birth certificate (copy);
 - ✓ certificate of residence and family composition;
 - ✓ or the parents' death certificate (copy) certified by a notary;
 - ✓ or a court decision recognizing the parents as missing or declaring them dead;
 - ✓ or a court decision on the deprivation of parental rights of parents (with an indication of the terms);
 - ✓ or a document confirming the fact that the parents have served their sentence in institutions executing the punishment in the form of deprivation of liberty;
 - ✓ or Expert Examination of Labour Capacity certificate for incapacitated parents.
 - ✓ Letter of reference, petition of the head of the department and dean;
 - ✓ a copy of the academic record card;
- 6.6. Documents required to provide social support to students with group I and II disabilities:
- ✓ Student's application addressed to the president for granting benefits;



- ✓ conclusion of Expert Examination of Labour Capacity on disability for this year (copy);
- ✓ pension certificate (copy).
- ✓ Letter of reference, petition of the head of the department and dean;
- ✓ a copy of the academic record card.

6.7. Documents required to provide social support to students with group I and II disabilities:

- ✓ student's application addressed to the president for granting benefits;
- ✓ passport or birth certificate (copy);
- ✓ certificate of residence and family composition;
- ✓ parents' salary certificate;
- ✓ copies of birth certificates of minor children;
- ✓ Letter of reference, petition of the head of the department and dean;
- ✓ a copy of the academic record card.

6.8. All documents are submitted in originals and copies, the originals of the documents are returned to the applicant, certified copies remain in the case record.

6.9. Applications with the relevant documents are submitted within 10 calendar days from the end of the session (winter, summer) or after the completion of the reception company. Applications submitted later than the specified period are not subject to enrollment campaign.

6.10. Deaneries accept applications and documents, draw up lists of applicants, check the submitted documents and submit the document to the commission for Student Social Support. Deans of faculties are responsible for the accuracy of submissions.

VII. Procedure for Benefit Cancellation

7.1. Tuition fees and other social support benefits are canceled automatically after the expiration of their validity period, no supporting document is required for this.

7.2. In case of expulsion of a student from the University for any reason and his subsequent reinstatement to the University, the benefit previously granted to him is not retained.

7.3. The tuition fee benefit and other forms of social support are canceled upon termination of the grounds for the benefit or non-fulfillment of the conditions for granting benefits during the current semester in the case of:

- ✓ violation of the charter and internal regulations of the University and other orders and decrees issued by the University administration, the application of administrative penalties to it;
- ✓ in case of violation of academic discipline: absences without valid excuse, work-outs, unsatisfactory current and final grades;
- ✓ decrease in academic rating;
- ✓ in case of a change of social status (marriage - marriage).

7.4. In the event of circumstances that are the basis for the abolition of social support before the end of the period for which it was provided, the Dean of the Faculty submits a memo to the President of the University on the abolition of the benefit to the relevant student.

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



7.6. The Dean's Office introduces the student with the order to deprive him of benefits against signature, as well as the order to cancel the benefit is communicated to the accounting department and all relevant structural divisions of the University.

7.7. The Dean of the Faculty is responsible for the timely deprivation of benefits for contract education.

APPROVAL SHEET

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Agreed with:

Rector:

E.Zh. Zhumadilov

Acting Dean of Department:

K.K. Kasymalieva

Head of Academic Services Office:

A.T. Akmatova

Head of Development Department:

A.A. Kazakov

Head of HR and Office Work Department:

N.Zh. Zhunushalieva

Head of Student Department:

M.I. Kunasova