

Unofficial translation

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



AGREED

at the Board of Founders meeting
"Salymbekov University"

Protocol №. ____ dated on " ____ " ____ 20 ____ .

APPROVED _____

Rector of "Salymbekov University"
Zhumadilov E.Zh

" ____ " ____ 20 ____ .

**REGULATIONS ON CURRENT CONTROL
AND INTERIM CERTIFICATION OF
STUDENTS**



Bishkek 2019

These Regulations on the process of current control and intermediate certification of students of the Institution "Salymbekov University" determine the procedure for processing ongoing control, intermediate certification and liquidation of academic debts of students of the University.

1. General provisions

1.1. The regulation was developed on the basis of the Law of the Kyrgyz Republic "On Education" dated April 30, 2003 No. 92, Decree of the Government of the Kyrgyz Republic No. 346 dated May 29, 2012 (according to Appendix 10), the Charter of the University and local regulations of the University, as well as other existing legal acts of the Kyrgyz Republic in the area of education.

1.2. The regulation on the ongoing monitoring of progress and intermediate certification of students of the University (hereinafter referred to as the Regulation) defines:

- 1.2.1. the form of current monitoring of progress and intermediate certification of students;
- 1.2.2. requirements for the organization of current control;
- 1.2.3. the procedure for conducting ongoing monitoring;
- 1.2.4. the rules for assessing and using the results of ongoing monitoring;
- 1.2.5. requirements for the organization of intermediate certification;
- 1.2.6. the procedure for conducting intermediate certification;
- 1.2.7. the procedure for eliminating academic debts;
- 1.2.8. the procedure for transferring students to the next course.

1.3. Organization, preparation and processing of ongoing monitoring of progress and intermediate certification of students are mandatory elements of theoretical practical training of students.

1.4. The results of current monitoring of progress and intermediate certification of students are used by the rector, deans of the faculty and heads of departments as documented information to analyze the effectiveness of the educational process and the possibilities for its further improvement.

2. The procedure for conducting ongoing monitoring of progress

3.

3.1. Current control and intermediate certification of students (taking tests, exams, modules, tests, abstracts, reports, oral surveys) - implementation of monitoring the assimilation of educational material by students of the University in accordance with the requirements of state educational standards of the Kyrgyz Republic.

3.2. Current control of student progress - operational control during the semester and assessment of the level of knowledge and degree of assimilation of educational material by students in completed sections (modules and chapters) of the relevant disciplines in the process of studying it in the form of receiving modules, oral survey, abstracts, reports, tests.

3.2.1. The current control consists of daily progress and assessment of the student's independent work (SIW).

3.2.2. Current monitoring of student learning outcomes is carried out daily at seminars, practical and laboratory classes. The forms and methods of current control in the discipline are determined by



the teacher. When using DET, finished assignments must be sent to the DET portal and / or by e-mail to the teacher, who checks, evaluates in points and enters them into a journal.

3.3. Milestone control of students' progress - checking the completeness of knowledge, skills and abilities on the material of the module as a whole. The midterm control is carried out twice a semester during training sessions according to the approved schedule for midterm control.

3.4. The midterm control is carried out twice a semester during training sessions according to the approved schedule for midterm control.

3.4.1. The main forms of midterm control of learning outcomes in the disciplinary module are written form, computer testing, oral questioning, combined form.

3.4.2. The written form of midterm control is carried out by the teacher, leading the discipline, on control questions and tasks from the work program. The student must have a pen (with blue or black ink), a pencil, a ruler, an eraser and other stationery with him. It is forbidden to have mobile phones, other electronic devices with you, as well as leave the classroom, if necessary, hand over the work to the teacher. Access to the audience is terminated after the start of boundary control. Written work of boundary control is stored at the department during the academic year.

3.4.3. The computer form of midterm control is carried out in the form of computer testing. To do this, the teacher leading the discipline develops 100-200 test questions (tasks) and enters them into the DET educational portal. According to the schedule of midterm control in the form of computer testing, the student is tested in the educational portal of the DET University.

3.4.4. The oral form of midterm control is carried out by the teacher, leading the discipline, on control questions and tasks from the work program.

3.4.5. The combined form of midterm control is carried out in the form of a combination of the forms stated above.

3.5. The midterm control schedule is drawn up in accordance with the schedule of the educational process.

3.6. Retaking the midterm control for students who did not pass the module on time for a valid / invalid reason or who received an "unsatisfactory" grade is allowed no more than 2 (two) times.

3.7. Independent work on the discipline is planned and carried out by students during the study of the discipline, based on the total labor intensity of independent work indicated in the working curriculum.

4. The procedure for conducting intermediate certification

4.1. Intermediate attestation of student performance - mandatory control at the end of the semester (during the examination session) by receiving differentiated tests and exams in disciplines, the study of which is provided for by the curriculum in the current semester.

4.2. Examinations are one of the main forms of intermediate control of knowledge and quality of education and aim to assess the student's work for the semester, the degree of assimilation of theoretical knowledge, to test the skills of independent work, the ability to synthesize the acquired knowledge and apply them in solving practical, professional issues.

4.3. Credits and tests, in the absence of an exam in the discipline, are a form of assessment of the theoretical knowledge of the student, and also serve as a form of verification of the students' performance of laboratory, practical and seminar classes.

4.4. Current control and intermediate certification are carried out in accordance with the schedule of the educational process of the University for the academic year.

4.5. Students of all forms of study are allowed to the examination session if they do not have academic debts for previous semesters (courses).

4.6. Students who have not passed the full current control in certain disciplines are not allowed to take exams in these disciplines, but have the right to take exams in other disciplines.



- 4.7. Exams are taken by examiners (professors, associate professors, senior lecturers) who conducted lectures in the presence of examiner's assistants. According to the decision of the department, teachers who conducted other forms of classes in the group in this discipline (practical, seminar, laboratory classes) can take part in the exam.
- 4.8. Credits are accepted by teachers who conducted practical, seminar and laboratory classes in this discipline in the group.
- 4.9. Defense of the report on the passage of practices is carried out by a commission appointed by the department with the participation of their leaders.
- 4.10. The results of exams, tests and practice reports are evaluated as: "excellent", "good", "satisfactory" and "unsatisfactory".
- 4.11. The form of examinations and tests, as well as the criteria for assessing student performance is established by the University.
- 4.12. The presence of outsiders who are not related to the educational process at exams and tests without the permission of the head of the faculty (institute) or vice-rector for academic work is not allowed.
- 4.13. In cases where individual sections of the discipline are read by several teachers, then the examination or test is taken by all teachers who conducted lectures, practical and laboratory classes in this discipline, but one mark is given.
- 4.14. The results of tests and exams are put down in the record of progress. Failure to appear for the exam and credit within the time period established by the schedule for passing exams and tests is noted in the examination sheet with the words "non-attendance".
- 4.15. The schedule of exams is drawn up in such a way that at least two calendar days are allotted for preparing for exams in each discipline.
- 4.16. The number of exams and differentiated credits per semester is usually set according to the curriculum. This number does not include credits in physical culture and reporting in facultative disciplines. The schedule of exams for all forms of education is approved by the Rector of the University and brought to the attention of teachers and students no later than one month before the start of the examination session.
- 4.17. The rules for scoring points within the point-rating system are determined by the "Regulations on the MRSA".
- 4.18. The results of the current, midterm control and intermediate attestation of students are posted in the electronic statement by the teacher himself within 2 (two) working days from the date indicated in the schedule of the test or exam. The statement is printed out, signed by the dean of the faculty and the examiner.
- 4.19. In case of untimely completion of the electronic statement, the dean of the faculty prepares a report addressed to the head of the EMD to open access to the electronic statement with the provision of an explanatory note from the teacher indicating the reason for not filling out the statement.
- 4.20. The rector, vice-rectors, head of the EMD, deans of faculties and heads of departments, together with the teaching staff, during the examination session, analyze the quality of student training and take measures to further improve the educational process. The results of the examination sessions are considered at meetings of the departments and the Academic Council.

5. The procedure for the elimination of academic debt

- 5.1. A student who has an unsatisfactory grade in at least one exam or test by the end of the examination session is considered to have an academic debt.
- 5.2. For students who could not pass tests and exams on time for a documented valid reason (illness, family circumstances, long business trips, natural disasters), by order of the dean of the faculty, individual deadlines for passing exams and tests are set.



- 5.3. Retaking the exam with an unsatisfactory grade during the examination session is not allowed.
- 5.4. Retaking an unsatisfactory grade in the same discipline is allowed no more than two times. The retake for the second time is accepted by a commission formed by the head of the department or the dean of the faculty. The decision of the commission is final and is documented in a protocol.
- 5.5. Retake in order to increase a positive assessment ("satisfactory", "good") during the interim control period is not allowed.
- 5.6. Re-taking exams in order to increase a positive grade for obtaining a diploma with honors is allowed only in the final year on a reasonable (motivated) presentation by the dean of the faculty and in no more than two disciplines. All issues of such retaking exams must be resolved no later than one month before the start of the meeting of the State Certification Commission.
- 5.7. Liquidation of academic debts by students is carried out within the terms approved by the dean of the faculty.
- 5.8. Students who have not completed the internship program for a good reason, with the permission of the dean of the faculty, are sent again for practice. The terms of repeated practice are set by the head of the practice department of the University on an individual basis..
- If a student receives an unsatisfactory mark in a written exam, the student has the right to file an appeal. An appeal can be filed by him within two days (including the day of the exam). To consider the appeal, the rector creates a commission consisting of at least three teachers, including the examiner who gave an unsatisfactory grade, chaired by the head of the department or his substitute. The commission evaluates the written response of the student, given by him earlier. If the commission comes to the conclusion that the student's answer deserves a positive assessment, this assessment is put on the examination sheet. The assessment made by the commission is final.
- 5.9. The issue of eliminating the difference in curricula for persons admitted to higher educational institutions in the order of transfer or restoration, regardless of the time elapsed from the date of receipt of the assessment, is carried out within the time limits established by the attestation commission.
- 5.10. For a student left for a second year of study, the dean of the faculty establishes disciplines in which he must attend a course of lectures, complete laboratory, practical tasks and pass tests and exams.
- 5.11. Students who have not eliminated their academic debt on time are expelled from the number of students of the University.
- 5.12. All statements are stored in a place protected from access by unauthorized persons, in two copies - in the dean's office and at the department that conducted the intermediate certification in the discipline.

6. Responsibility

- 6.1. The head of the department is responsible for:
- conformity of the content of examination test questions;
 - observance by teachers of the methodological requirements for the organization and conduct of tests and exams;;
 - objectivity of assessment of knowledge, practical skills of students in tests and exams;
 - timely discussion of the results of tests and exams and the development of measures to improve the organization of the learning process, improve the quality of student training.
- 6.2. The dean of the faculty is responsible for:
- timeliness of filling in the statements of the teacher in the disciplines;
 - the correctness and timeliness of the preparation of the test and examination sheets;
 - formation of a database of student progress throughout the entire period of his education;
 - timely preparation of submissions for transfer to the next training courses;



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- timely preparation of submissions for the expulsion of students from the University for academic failure.

6.3. Members of the Appeal Commission are responsible for the proper performance or non-performance of their duties..



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APPROVAL AND FAMILIARIZATION SHEET

Dated «__» _____ 20__.

Agreed:

Dean of the Faculty

Head of department.NHD
K.K.

Kasymalieva

Head of EMD

Akmatova A.T.

Lawyer

Registration of amendments

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