

Unofficial translation

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC**

**INSTITUTION "SALYMBEKOV UNIVERSITY"**



**AGREED**  
at the meeting of Academic Council  
“Salymbekov University” Institution  
protocol №\_\_ dated on «\_\_» \_\_\_\_\_ 20\_\_

**APPROVED** \_\_\_\_\_  
by the rector of “Salymbekov University”  
Institution Zhumadilov E.Zh.  
dated on «\_\_» \_\_\_\_\_ 20\_\_

**REGULATIONS ON  
INTERNAL STANDING ORDER FOR THE STUDENTS OF  
"SALYMBEKOV UNIVERSITY" INSTITUTION**

**Bishkek 20\_\_**



## **I. General provisions**

1.1. The internal regulations of students at the Salymbekov University Institution (hereinafter referred to as the University) are a local normative act developed on the basis of the legislation of the Kyrgyz Republic on education, the Charter of the University and other local normative acts of the University, which regulate the rules of conduct for students both in the process of obtaining education and during extracurricular time, in relation to the conditions of organization of the educational process of the University.

1.2. The academic discipline at the University is based on the conscious and conscientious fulfillment by students of their duties. The University Administration, in accordance with the legislation of the Kyrgyz Republic on education and other regulatory legal acts, creates the conditions necessary for students to comply with academic discipline.

1.3. The Administration of the University (educational, administrative, and other divisions), in order to inform students with the statutory documents, educational documentation and other documents regulating the organization and implementation of educational activities at the University, places the above documents on the University website.

1.4. The internal regulations of students should further strengthen the academic discipline, improve the culture of student behavior, organize training on a scientific basis, rational use of study time, and improve the quality of the educational process at the University.

1.5. The internal regulations of students come into force from the moment they are approved by the Rector of the University. The Rules are valid for an unlimited period (until the relevant amendments and additions are made or new Rules are adopted). Changes and additions to the Rules are made in the manner prescribed by the University.

1.6. These Rules apply to all persons studying at the University who are direct participants in educational relations and have the rights and obligations established by the current legislation of the Kyrgyz Republic.

## **2. Student rights**

2.1. Students at the University have the right to:

- to acquire knowledge corresponding to the modern level of development of science, technology, and culture.
- attend all types of studies at the University, provided for by educational programs and curricula, as well as study according to individual plans in the manner prescribed by the University.
- study under the programs of additional and second higher education in the manner prescribed by the current legislation of the Kyrgyz Republic and local regulations of the University.
- to attend, with the written consent of the deans, any types of training sessions that are additional to the curriculum at the University and other educational organizations.
- change the faculty, form of education, specialization, direction of training with the consent of the deans and the rector of the University (in the case of training on a contract basis - on the terms of a new contract concluded at the time of transfer);



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- participate in research work and publish the results of the performed scientific research in the publications of the University at the request of the department.
- receive referrals for training and conducting scientific research on selected topics, internships, including as part of an academic exchange to other educational and scientific organizations in the manner established by the University.
- publish their work in the publications of the University.
- use library and information resources, educational, industrial, scientific base, in the manner prescribed by local regulations of the University.
- use during the working hours of the University rooms free from classroom studies for independent work. Computer classes for self-training are allocated in accordance with a separate schedule.
- use the health-improving infrastructure, cultural and sports facilities of the University in accordance with the procedure established by the current legislation of the Kyrgyz Republic and local regulations of the University.
- participate in the discussion and resolution of the most important issues of the University's activities within the framework of the rights granted to students by the legislation of the Kyrgyz Republic on education;
- for the provision of academic leave for medical reasons and in other exceptional cases in the manner established by the Government of the Kyrgyz Republic, as well as other leaves in accordance with the legislation of the Kyrgyz Republic;
- unite in student public organizations permitted on the territory of the Kyrgyz Republic in accordance with the current legislation of the Kyrgyz Republic and local regulations of the University;
- use the hostel in the manner prescribed by the local regulations of the University;
- combine education with work without prejudice to the development of the educational program, the implementation of an individual curriculum;
- receive information from the University on the situation in the field of employment of the population in the professions, specialties and areas of training being mastered;
- respect for human dignity, protection from all forms of physical and mental violence, personal insults, protection of life and health;
- to freedom of conscience, information, free expression of one's own views and beliefs.

2.2. The University creates conditions that guarantee the protection and promotion of the health of students, the workload, the mode of study and other classes, ensuring the development of basic educational programs, good rest and health protection of students, are established by these Rules and other local regulations

2.3. University in accordance with educational standards and other regulations.

The university creates conditions for the education of people with disabilities, including in accordance with an individual rehabilitation program.

2.4. Students at the University have the right to free attendance at events not provided for by the curriculum.

2.5. Full-time students of the University have the right to receive a deferment from conscription for military service in accordance with the Law of the Kyrgyz Republic "On universal military duty of citizens of the Kyrgyz Republic, on military and alternative service" dated February 9, 2009 No. 43.



2.6. After successfully passing the final certification, students in the main professional educational programs, at their request, can be given vacations, after which they are expelled in connection with education. The procedure for granting holidays is determined by the local regulations of the University.

### **3. Obligations of students at the University**

3.1. Students at the University are required to:

- comply with the legislation of the Kyrgyz Republic, the Charter of the University, these Rules, the Code of Ethics for students, fire safety rules, safety precautions, implement the decisions of the Rectorate, the Academic Council of the University, the educational unit, orders of the University management.

- read and follow the Charter of the University, these Rules and other local regulations relating to educational activities posted on the official website of the University.

- weekly get acquainted with the contents of the mailbox of electronic (corporate) mail allocated by the University to the student in the manner established by the local regulations of the University, in order to timely familiarize themselves with the orders of the rector and president, orders of the dean of the faculty, information of the dean's office of the faculty.

- independently get acquainted with the changes made to the local regulations of the University, posted on the University's website on the Internet.

- timely receive curricula of the studied disciplines, the necessary educational and methodological materials; schedule for passing exams and other types of certification tests and other documents.

- timely receive information about the requirements for passing the current, intermediate, and final control of knowledge, evaluation criteria, as well as the assessment of their knowledge.

- get acquainted in a timely manner with information about the schedule of training sessions, the schedule for the elimination of academic debts, changes and additions made to them, as well as other necessary information for students on the organization and planning of the educational process, posted on information boards and (or) on the University website, educational portal University, educational departments;

- observe the rules of behavior of students in the educational process;

- strictly comply with academic discipline, including those related to passing attestation tests, requirements for writing written papers (including final qualifying papers), attending training and additional classes provided for by the curricula;

- observe the discipline of behavior in educational and public buildings and on the territory of the University;

- to promote the strengthening of friendship and mutual understanding between students at the University;

- be respectful and helpful to teachers, University staff, service personnel;

- not to allow the use of profanity in statements made in public places and (or) posted in information and telecommunication networks;

- those living in the dormitory, as well as those who visit it, are obliged to comply with the rules of



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residence and internal regulations in the dormitory of the University;

- users of the scientific library must comply with the rules for using the library, return the received literature in a timely manner;
- carefully and accurately treat the property and property of the University, including library and museum fund, property of third parties;
- regularly undergo medical examinations in accordance with the procedure adopted at the University. Avoidance of passing a medical examination is considered a gross violation of the Internal Regulations of students, entailing a disciplinary sanction, up to and including expulsion from the University;
- strictly follow the rules of fire and public safety in the territories and buildings of the University;
- to prevent violation of intellectual (copyright and related, inventive, patent) rights in the learning process, including the appropriation of authorship (plagiarism), as well as cheating, double change, forgery, fabrication of data and results of work;
- not to commit illegal acts that have socially dangerous consequences for the University, students and employees;
- do not eat outside the places designated for these purposes;
- do not use roller skates or other sports equipment as transportation in the premises of the University;
- not to commit illegal acts related to a gross violation of the internal regulations of students of the University, causing significant damage to the business reputation of the University and neglecting the accepted order of behavior of students in buildings, academic buildings and dormitories of the University and beyond;
- to inform in advance in writing the educational department (dean's office) of the faculty about the reasons and the need for absence from classes, including exams and tests, for a good reason. If you are absent from classes, including exams and tests, for an unforeseen good reason, submit to the educational unit (dean's office) of the faculty on the first day of your appearance at the University documents confirming the validity of the reason for missing classes. In case of illness, the student submits to the educational unit (dean's office) of the faculty a certificate of a medical institution of the established form;
- timely issue admission to the educational process at the end of the academic leave and other holidays granted to him in accordance with the legislation of the Kyrgyz Republic, submit to the educational unit (dean's office) of the faculty, at the end of the academic leave, an application for admission to the educational process and the conclusion of the clinical expert commission healthcare institutions (in case of granting academic leave for medical reasons);
- not to disseminate information discrediting the business reputation of the University, teachers University, including in social networks, Internet resources, in the media and in information and telecommunication networks;
- not allow the use of the name, symbols, trademark of the University without the permission of the University officials, including for commercial and (or) political purposes;
- do not speak publicly and do not make statements on behalf of the University (faculty, other structural unit) without the appropriate permission of the University officials;
- not to conduct political activities within the walls of the University, not to allow actions and (or)



statements containing motives of political, ideological, racial, national or religious hatred or enmity, or motives of hatred or enmity against any social group, including actions and (or) statements of a discriminatory nature on the grounds of sex, race, skin color, nationality, language, origin, property, family, social and official status, age, place of residence, attitude to religion, political opinions, membership or non-affiliation to public associations.

3.2. Male students of the Kyrgyz Republic, in accordance

By the Law of the Kyrgyz Republic "On the universal conscription of citizens of the Kyrgyz Republic, on military and alternative service" dated February 9, 2009 No. 43, they are required to appear at the military commissariat for military registration, removal from military registration within two weeks from the date of enrollment at the University and making changes to military registration documents at the place of stay (study).

3.3. For non-compliance with these Rules, disciplinary measures may be applied to students, up to expulsion from the University.

#### 4. Standards of conduct for students at the University

4.1. Students at the University **prohibited:**

- perform actions that are contrary to the Charter, the Internal Regulations for Students of the University, the current legislation of the Kyrgyz Republic.
- perform work in the premises and classrooms of the University or perform other actions that create increased noise, violate the conditions of the educational process and interfere with the normal work of staff.
- post on the walls of the University, administrative buildings, University dormitories and in public places, except for places specially designated for this purpose, announcements, schedules, leaflets, advertising posters, flags, etc.
- smoke in the buildings and on the territory of the University, as well as use electronic devices for vaping and imitating cigarette smoke in the buildings of the University.
- smoke hookahs, steam cocktails, store and bring devices for their smoking into the University buildings.
- escort unauthorized persons to the University and dormitories without observing the established rules of the checkpoint and inside the object regimes, transfer to unauthorized persons electronic passes or other documents giving the right to enter the University buildings.
- appear in the buildings of the University and on the adjacent territory in a state of alcoholic or drug intoxication, consume, store, and distribute alcoholic beverages, energy drinks, beer and drinks made on its basis, narcotic and psychotropic substances.
- engage in unauthorized trade.
- organize gambling and take part in it;
- without appropriate permission to take items and equipment out of laboratories, classrooms, auditoriums and other premises outside the territory of the University.
- in the buildings and premises of the University to store and carry firearms, small arms - throwing and edged weapons and their dummies (regardless of having a license to store and carry), bring, store and



use flammable liquids, explosives, chemically hazardous substances.

-organize meetings, hold rallies and demonstrations, dances, discos, and other events without the permission of the University administration.

-openly show feelings (kiss, intimacy, assault, etc.) on the territory and in the buildings of the University and in dormitories.

-use sources of open fire in buildings, including dormitories, on the territory of the University and public places.

-participate in the commission of illegal actions provided for by the legislation of the Kyrgyz Republic.

-rude, insult other students, employees, and visitors of the University, other third parties.

-litter, spit, throw household waste out of windows, hang out of windows, go out and enter the University buildings through windows, and behave in other inappropriate way that violates the rules of conduct and the Code of Ethics of the student.

-enter without permission into service and technical premises, emergency exits, attics, basements, go out onto the roof of the building and external canopies of the University building.

-sit and lie, sleep on tables and desks, windowsills, cornices, steps, and railings.

-violate the rights and legitimate interests of other students and employees of the University.

-bring (escort) animals into the building of the University and onto its territory, except in cases of receiving veterinary care, as well as keep animals, birds, reptiles and other animals in the hostels of the University.

-be in outerwear, including jackets (sports, light), coats, raincoats, etc. and headwear, with the exception of religious symbols, in the buildings (canteens, cafes and eating places, auditoriums, service premises) of the University, as well as to bring outerwear to the premises intended for eating.

-use obscene language and engage in other antisocial behavior.

4.2. Students are allowed to perform religious rites in specially designated places on the territory of the University.

## **5. Rules of conduct for students in the educational process and control over their implementation**

5.1. The educational process includes the following forms: lectures, seminars and practical classes, laboratory work, tests, term paper defenses, consultations, tests, exams, practice, etc.

5.2. University students are obliged to consider it their duty to fight all types of academic dishonesty, including:

- cheating and passing knowledge control procedures by nominees.
- deception of the teacher and disrespectful attitude towards him.
- forgery of documents that are directly or indirectly related to training in University.

- absenteeism and tardiness

- skipping classes or part of them without a good reason. In order to improve the quality of mastering the disciplines provided for in the curriculum, the University reserves the right to impose fines for absenteeism.

5.3. The culture of behavior of students in the educational process is to comply with the following provisions:





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- it is forbidden to enter the classroom after the start of the lesson by the teacher without his permission;
  - it is forbidden to enter the audience after 15 minutes from the beginning of the lesson;
  - it is forbidden to interrupt the teacher during classes, communication between students, walking around the classroom, leaving the classroom without permission. If necessary, by raising his hand, the student, after receiving permission, addresses the teacher with a question or request;
  - students in the educational process are advised to adhere to the official business style of dress. It is forbidden to come to classes in provocative and overly open clothes, as well as in sportswear (except for physical education classes), shorts, slippers, slippers. Additional requirements for the appearance and clothing of students may be introduced by the decision of the Academic Council of the University, taking into account the specifics of education, as well as taking into account the opinion of the Student Council;
  - it is forbidden to be in an auditorium, other educational premises in outerwear, in a headdress, with the exception of religious symbols, as well as to eat and drink, use chewing gum, leave inscriptions on walls, tables and chairs;
  - mobile phones and other electronic means of communication and transmission of information during classes must be turned off. Use personal computers, etc. possible only with the permission of the teacher;
  - students are required to be helpful and tactful, give way to teachers and each other, not interfere with the entrance to the building, passage through the corridors and halls of the building, do not shout or whistle, do not talk loudly in the corridors and halls, including on a mobile phone;
  - students in the classroom should be attentive, active in the discussion of educational topics, strictly follow the instructions of the teacher. In computer classes it is allowed to work only with programs specified by the teacher. In laboratory and other practical classes, students are required to strictly observe safety rules;
  - students are strictly forbidden to use mobile phones and other modern information means of communication during exams, tests, colloquia and control classes. The use of communication devices is allowed only with the permission of the teacher. Violation of this paragraph entails a disciplinary sanction up to and including expulsion from the University.
- 5.3. The requirements of the teacher to comply with the rules of conduct in the educational process must be immediately fulfilled by the students without wrangling and delay.
- 5.4. In case of violation of any of the above rules, the nature of which is beyond doubt about the deliberate disregard of the rules of conduct of students in the educational process, the teacher, employee, head of the study group or the students themselves are required to make a written application to the dean's office of the faculty for taking action. The teacher has the right to remove from class a student who violates the rules of conduct in the educational process.
- 5.5. Information about expulsion from the number of students due to violation of the rules of conduct in the educational process is posted on the information stands of the faculties.
- 5.6. It is not allowed to expel students during their illness, holidays, academic leave or maternity leave.
- 5.7. Students who complete the academic year with one or more academic debts may be retrained in these disciplines.
- 5.8. A student who has not scored the established transfer score, as well as having an academic debt based on the results of the summer semester, remains for a second course of study.
- 5.9. A student left for a second course of study is obliged to complete the entire curriculum, regardless of academic achievements in previous subjects.
- 5.10. Students, holders of educational grants, left for a second course of study, lose their educational grant, and continue their further education on a paid basis.





5.11. The main document testifying to the student's academic debt is the rating and examination sheet.

## **6. Order in the premises of the University**

6.1. Responsibility for order and safety in administrative, educational premises and dormitories (availability of furniture, educational equipment, compliance with the permissible temperature regime, lighting, ventilation, serviceability, and availability of equipment in laboratories and classrooms) is borne by officials in accordance with their functional duties.

6.2. Proper cleanliness and order in all educational and industrial premises and dormitories is ensured by technical staff.

6.3. In the premises of the University, it is forbidden to be in outerwear, hats, make noise, interfere with classes, smoke and drink alcohol, use drugs, as well as perform other actions that are contrary to the Charter of the University and these Rules.

## **7. Liability and penalties**

7.1. University students are required to:

- acquire theoretical knowledge and practical skills in the chosen educational program.
- improve their scientific, technical, and cultural level.
- attend compulsory training sessions.
- perform all types of tasks provided for by the individual curriculum and educational programs in a timely manner.
- for the purpose of timely receipt of important information / timely informing, use corporate mail.
- take care of the scientific equipment and property of the library fund.

7.2. Non-fulfillment by students of the obligations stipulated by these Rules, the rules for using the library, non-fulfillment of decisions of the Academic Council, orders and orders of the University management, non-compliance with the Code of Ethics, studying at the University, entails the imposition of one of the types of disciplinary sanctions: remark; rebuke; expulsion from the University.

7.3. Students living in a dormitory may be evicted from it for violation of these Rules, the Rules of residence and internal regulations in dormitories and the terms of the contract.

7.4. Bringing students to disciplinary responsibility is carried out by order of the Rector of the University. When choosing a disciplinary sanction, the severity of the disciplinary offense, the reasons and circumstances under which it was committed, and the student's previous behavior should be taken into account.

7.5. A disciplinary sanction, including expulsion, may be imposed on the student after receiving an explanation from him in writing. If it is impossible to obtain a written explanation, as well as in case of refusal to give a written explanation, an appropriate act is drawn up, signed by at least three witnesses.

7.6. A disciplinary sanction is applied no later than one month from the date of discovery of the misconduct and no later than six months from the date of its commission, not counting the time the student is on sick leave, holidays, academic leave, maternity leave / parental leave, as well as the time required to consider the opinion of the Student Senate of the University



7.7. Disciplinary sanctions are applied in the manner prescribed by the "Regulations on the procedure for transfer, expulsion and reinstatement of students of higher educational institutions of the Kyrgyz Republic", approved by the Government of the Kyrgyz Republic dated May 29, 2012 No. 346.

## **8. Educational rewards**

8.1. Students for excellent study, exemplary behavior, active participation in scientific and research work, social and sports life of the University, the following incentives are established:

- declaration of gratitude.
- awarding a diploma.
- issuance of a one-time cash bonus based on the results of monitoring conducted by the Council for Ethics and Monitoring the Quality of Education.
- Appointment of a nominal scholarship.
- providing a discount on tuition fees for one current semester.
- message to parents (letter of thanks).

8.2. Encouragement is announced by the order of the rector and brought to the attention of the student, an extract from the order is kept in the personal file of the student.

8.3. Information is announced at the information stands of the faculties, the website of the University.

## **9. Organization of the educational process. Study schedule**

9.1. The academic year at the University begins and ends according to the schedule of the educational process for this educational program.

9.2. Classes are held according to the schedule in accordance with the working curricula approved by the rector in the prescribed manner. Curricula for each educational program are developed in accordance with state educational standards, as well as educational standards independently established by the University.

9.3. The training of highly qualified personnel is carried out according to the curricula for each educational program. Curricula for the training of highly qualified personnel are approved in accordance with the procedure established by the University.

9.4. The University establishes the following main types of training sessions for students: lectures, seminars, practical and laboratory work. The forms of knowledge control for students can be: exams, tests, tests, colloquia, abstracts, term papers and projects, final qualifying works. To control knowledge in the prescribed manner, a point-rating system is used.



**10. Access system. The order of visiting the dormitories of the University.  
Parking Rules**

10.1. Students at the University go to educational, administrative buildings and dormitories with electronic passes of the established form. The pass is issued upon enrollment of the student at the University.

10.2. Persons newly admitted to study at the University, until the moment of issuing a personalized electronic pass, can visit dormitories upon presentation of a student ID card, a postgraduate student (resident, doctoral student) certificate, a residence permit, for up to 5 days, from the date of its issuance and another document of the University sample, permitted to visit the buildings of the University, on the dormitory watch.

10.3. Vehicles enter the territory of the University in accordance with the procedure established by the University. Travel and parking of personal vehicles of students on the territory of the University is allowed with a pass of the established form, which indicates the allowable time of stay and parking places, the number and make of the car. Passes are issued at the University Pass Office.

10.4. Parking of personal vehicles is carried out in strictly defined places.

10.5. The entrance and exit from the hostel for those living in it is open around the clock.

10.6. For students at the University and not living in this building of the hostel visiting time is set to 22.00 hours (during the holidays until 23.00 hours).

10.7. The time for visiting the University dormitories by persons not studying at the University is set from 18:00 to 22:00; on weekends from 12:00 to 22:00, only by invitation of students studying at the University and living in this building of the hostel with the written consent of roommates.

10.8. Representatives of embassies, missions, delegations are invited to the hostel only with the written permission of the head of the Development Department, Vice-Rector for International Affairs, Vice-Rector for General Affairs.

**11. Final provisions**

11.1. The rules are developed by the Rectorate, considered, and adopted by the Academic Council, agreed by the President and approved by the Rector of the University.

4.3. These Rules come into force from the date of approval by the Rector.

11.2. For all issues not covered by these Rules, students, and the administration

The University is guided by the provisions of the legislation on education, other regulatory legal acts of the Kyrgyz Republic and local regulations of the University.

11.3. Amendments and additions to these Rules are carried out in the same manner as its adoption, which is brought to the attention of all students.



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### **APPROVAL AND FAMILIARIZATION SHEET**

"\_\_" \_\_\_\_\_ 20\_\_

President of Salymbekov University

A.Zh. Zhumadilov

Vice President of the Institution "Salymbekov University"

W.E. Esenamanov

Dean of the Faculty

Head UMO

A.T. Akmatova

Head cafe EHD

K.K. Kasymalieva

Head of Development Department

A.A. Kazakov

Head of case management department

A.Sh. Kulmatov

Department of HR and records management

Head student department



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### Registration of changes

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