

Unofficial translation

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



AGREED

**at the meeting of Academic Council
“Salymbekov University” Institution
protocol №____ dated «____» _____20__**

APPROVED_____

**by the rector of “Salymbekov University”
Institution Zhumadilov E.Zh.
dated «____» _____20__**

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**REGULATIONS
ON RESTUDY SYSTEM**

BISHKEK 2019



I. General provisions

1.1. This provision has been developed in accordance with the Law “On Education” and the Guidelines for the Application of ECTS in the Kyrgyz Republic, regulatory legal acts regulating the activities of educational institutions of higher education, and regulates the procedure, conditions, content and procedure for registration of restudy of students.

1.2. The decision to grant the right to take a second course of study, to eliminate the academic difference is made for students of all courses, except for the first year and all forms of education, by the rector or vice-rector for academic work on the proposal of the dean's office and agreement with the head of the department (or head teacher of the department).

II. Reasons for granting restudy

2.1. Higher medical education is the only type of higher education where there is no distance learning, as a medical student is required to listen to all the material and pass all the practical classes that are part of the mandatory minimum of higher medical education. In cases where a student, for any reason, has not mastered the required program, has not acquired the knowledge, skills and abilities provided for by the educational program, the student has the right to repeat the course of study of this section of the educational program.

2.2. In this Regulation, restudy is understood as teaching a student an educational program of a specific course and discipline that was not completed on time.

2.3. The elimination of the academic difference means the training of the educational program by the transferred / reinstated student and the delivery of debts on the forms of educational activities to the head teacher of the department.

2.4. Restudy is provided to students studying at the university with full reimbursement of expenses, in cases where they do not master the curriculum in one discipline based on the results of the session studied during the semester in the corresponding course, including for good reasons:

- Temporary disability of a student due to illness, confirmed by the relevant document;
- Due to family circumstances, business trips, natural disasters, etc., which directly caused the impossibility of passing exams and tests on time, confirmed by relevant documents.

2.5. Re-training is provided to the student by order of the rector of the university (or vice-rector for academic affairs) on the basis of a personal application of the student, on the proposal of the dean's office, agreed by the head of the department. The right to retraining comes from the moment the order for retraining is issued.

2.6. The elimination of debts for the academic difference is carried out on the basis of the list of elimination of the academic difference with the calculation of the cost, issued by the dean's office during the current semester at the relevant departments.

2.7. A student who has entered into an additional agreement on re-study is not transferred to the next course, but is considered a student of the course in which he studied and did not complete the curriculum.

2.8. A repeated course of study in individual disciplines of the curriculum is implemented if the student has not completed 50% or less of the disciplines of the curriculum for the semester.



2.9. Restudy of a student on one of the courses is allowed no more than 2 times for the entire period of the student's stay at the university and no more than 1 time on the same course. **2.10.** A second course of study can be provided to students:

- those who received an unsatisfactory grade based on the results of the examination session in only one discipline;
- those who did not pass the industrial practice in a timely manner for a good reason;
- having an academic difference in the transfer or restoration.

2.11. If the elimination of debt requires additional training (laboratory work, consultations), then all types of training are carried out on a paid basis.

III. Content of re-learning

3.1. Calculations for the cost of a second course of study are made by the Department of Financial and Economic Affairs on the basis of the labor legislation of the Kyrgyz Republic and taking into account the number of hours required for its completion by students in one group.

3.2. A repeated course of study of individual disciplines of the curriculum is paid according to the price list and is implemented:

- repeated courses in the specified discipline are studied by students in a reduced volume (no more than 50% of the hours of the basic program), based on the developed curriculum for the discipline. The form of the final control with an abbreviated program does not change;

- passing the production practice is carried out in full and at off-hours (6 hours a day). A student who has not completed the internship program by the end of the semester of the academic year is subject to expulsion from the university on the basis of a report from the head of the internship department and the dean;

- the difference in hours for individual subjects and final control, derived according to the curriculum according to the State Educational Standards for specialties, must be eliminated during the current semester. If students have credits in certain disciplines and examination grades "good" and "excellent", the department is obliged to re-credit. Payment is subject to 1/2 of the total number of hours, and the rest are transferred to independent work.

3.3. Upon the application of the student, agreed by the dean of the faculty and the vice-rector for academic affairs, if the semester is paid, the student can receive permission to attend classes of the next course/semester without the right to pass the current and semi-annual certification until the full repayment of the academic debt for the previous semester/course. In the draft order, the dean of the faculty sets a deadline for the elimination of academic debt.

Subject to the elimination of the debt within the established time limits, at the request of the student, the presentation of the dean of the faculty, the student can be transferred to the next course or admitted to the examination session, otherwise, he is expelled from the academy due to academic failure.



A student left for a second course of study of certain disciplines of the curriculum has the right to receive advice from a teacher on academic disciplines in accordance with the approved schedule and an individual plan agreed with the dean of the faculty.

3.4. The passage of a repeated course of study is organized between semesters during non-working hours for teachers and free time for students.

3.5. Repeated courses in the specified disciplines are studied by students in a reduced volume (no more than 50% of the hours of the basic program, except for industrial practice) based on the developed curriculum in the disciplines. The form of the final control without the right to retake an abbreviated program does not change.

3.6. If a student has academic debts exceeding 50% of the disciplines of the curriculum for a semester, restudy is possible only from the new academic year following the one in which the student did not complete the curriculum.

3.7. A student left for re-study is obliged to complete all assignments, laboratory work, listen to a course of lectures and pass exams with the right to one retake and tests (including a full industrial practice):

- In disciplines for which unsatisfactory grades were obtained;
- For disciplines that were not passed due to non-appearance for exams and tests for a good reason;
- For the disciplines introduced in this academic year, due to changes in the curricula of the corresponding course.

3.8. The university has the right:

- Allow a student left for a second course of study of certain disciplines of the curriculum to pass tests and exams ahead of schedule;
- For the early transfer of a student left for restudy of certain disciplines to the next course, subject to the elimination of the existing academic debt.

3.9. If the student has not eliminated the academic debt in the process of restudy within the established time limits, he is expelled from the university due to academic failure.

3.10. Restudy of a student on one course is allowed no more than once.

IV. Conditions for the provision of retraining

4.1. The cost of restudy of individual disciplines of the curriculum and types of educational activities is determined by recalculating the cost of studying these disciplines in proportion to their volume in the academic semester (in accordance with the annual curriculum).



4.2. Students left by the order of the rector for restudy with the right to attend classes of the next semester / course are required to pay its cost (at the same time, the amounts contributed towards the restudy fee are not counted towards the payment of the next course).

4.3. The cost of 1 credit of the repeated course is determined for each academic year based on the current amount of tuition fees. Payment is subject to 1/5 of the cost of one discipline credit.

1 credit = contract amount per year / total number of credits per year

V. Registration of repeated training

5.1. For re-training, a student who has an academic debt following the results of the session must write an application addressed to the rector or vice-rector for academic work with a request for re-training. The application must be submitted to the dean's office of the faculty within one month from the start of the semester or from the start of the next academic year.

5.2. When applying for retraining:

- For individual disciplines of the curriculum, the dean of the faculty (deputy dean) indicates the classroom hours for the whole semester, for the disciplines that are studied repeatedly and sets the term for the elimination of academic debt;
- From the new academic year, the dean of the faculty (deputy dean) puts a visa: "leave for re-study in ____ semester of ____ academic year and indicate the hours in general for the semester, disciplines that are re-study".

5.3. The transfer of a student to the next course, left for re-training, is issued by order of the rector, which is brought to the attention of the student by the dean of the faculty and entered into his personal file.

5.4. In these disciplines, the dean's office, together with the head of the department, is given the right to independently determine teachers who will conduct classes on a repeated course, including involving other teachers.

5.5. In the student's record book/transcript, left for re-training, the dean makes a note - "left for a second course." On the same sheet of the record book, a record of disciplines is made with the results of re-passing exams and tests.

LIST OF APPROVAL AND FAMILIARIZATION:

" ____ " _____ 20__



**УЧРЕЖДЕНИЕ
«САЛЫМБЕКОВ УНИВЕРСИТЕТ»**

**ПОЛОЖЕНИЕ
о порядке предоставлении
повторного обучения**

Agreed:

President of «Salymbekov University»

A.Zh.Zhumadilov

Vice-president of «Salymbekov University»

U.E.Esenamanov

Faculty Dean

Head of HDD

K.K.Kasymalieva

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