

Unofficial translation

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



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| AGREED at the Scientific Council meeting of “Salymbekov University” Institution order №____dated on“____”____20__ | APPROVED _____ Rector “Salymbekov University” Institution E.Zh.Zhumadilov., PhD “____”____20__ |
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**REGULATIONS
ON GRANTING OF ACADEMIC LEAVE
TO STUDENTS**

BISHKEK 2019



1. General regulation

1.1. This Regulation was developed, in accordance with the Law of the Kyrgyz Republic "On Education", by the Charter of the "Salymbekov University" Institution (hereinafter University), by the regulation «On educational organization of higher vocational education of KR» which is approved by the Government Decree of the Kyrgyz Republic on 4 July 2012 № 470 and other normative and legal acts, regulating the activities of educational organizations of higher vocational education.

1.2. This Regulation establishes the general requirements for the procedure of granting academic leave to students of the University.

1.3. Academic leave — is a leave granted to students on medical issues, maternity and family causes (caring for a relative, financial situation, natural disasters, etc).

1.4. The academic leave may not exceed 12 calendar months and only once during the entire period of study.

2. The procedure for granting academic leave

2.1. The decision on granting academic leave to the student is made by the Rector of the University. The basis for issuing the order is:

- according to a medical indicator - a certificate (or extract) of temporary disability for at least 1 month from a medical institution, certified by an official seal and a student clinic (Appendix 1);
- On family issue, care of a seriously ill relative - conclusion about necessity continuous caring for relatives (father, mother, brother, sister, grandfather, grandmother), issued by a state institution of medical - social expertise at the place of residence of a relative, and documents confirming the degree of kinship;
- due to the significant deterioration of the material situation - copy of the death certificate of the breadwinner (single or both parents), certificate of average per capita family income, issued by the social protection body at the place of residence;
- due to a natural disaster — certificate from the relevant government service;
- conscription — the agenda from the military commissariat containing the time and place of departure to the place of military service;

2.2. Academic maternity leave is granted from the 30th week of pregnancy. In case of complication of pregnancy, the leave may be issued earlier on the personal application of the student and on the basis of a certificate from a maternity clinic or other healthcare institution, confirming the basis for its provision (Appendix 2).

2.3. Academic leave for childcare is granted on the basis of a personal application of the student and on the basis of a copy of the child's birth certificate.

2.4. Academic leave for students of the first year is granted only on medical grounds.

2.5. A student with tuberculosis is granted academic leave, regardless of the course of study.

2.6. Students who do not complain about their health before and during the session, who do not pass exams on time, who failed exams, who apply for academic leave are recognized as unsuccessful, respectively, academic leave is not granted to them.

2.7. The procedure and conditions for granting academic leave to foreign students are determined by the terms of intergovernmental and interdepartmental agreements, as well as the terms of the contract for the provision of educational services.

3. Procedure of leaving the academic leave



3.1. The basis for the order to withdraw a student from academic leave is his personal application and the conclusion of the doctors commission of a medical organization (for students on academic leave for medical reasons), by the decision of the commission for the restoration and transfer of students of the University, by order of the rector.

3.2. Academic leave may be completed before the end of the period for which it was granted, based on the student's personal application.

3.3. A student who has not returned from academic leave within the period established by the order is expelled due to absenteeism from academic leave.

4. Final Provisions

4.1. This Regulation shall enter into force on the day of its promulgation by the order of the Rector of the University.

4.2. This Regulation may be amended and supplemented, which are approved by the decision of the Academic Council of the University and put into effect by the order of the Rector of the University.



«SALYMBEKOV UNIVERSITY» INSTITUTION

REGULATION
On granting of academic leave to students

Appendix 1

*Model application for academic leave
on health issues*

**To the Rector of
“Salymbekov University” Institution**

(faculty)

group _____


(full name)

Application

I ask you to grant me a medical leave for a period of 12 months from «____»
_____20____y.

A health certificate is attached.

Date Sign

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Appendix 2

Model application for academic leave of maternity

**To the Rector of
“Salymbekov University” Institution**

(faculty)

group _____

(full name)

Application

I ask you to grant me maternity leave for a period of 12 months from «____»
_____200__y.

A certificate from the antenatal clinic is attached.

Date
Sign



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APPROVAL AND ACQUISITION SHEET

«__»_____ 20__y.

Dean

Head of department

Lawyer

Head of student HR

Head of educational methodical department