### МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ КЫРГЫЗСКОЙ РЕСПУБЛИКИ МИНИСТЕРСТВО ЗДРАВООХРАНЕНИЯ КЫРГЫЗСКОЙ РЕСПУБЛИКИ УЧРЕЖДЕНИЕ «САЛЫМБЕКОВ УНИВЕРСИТЕТ»



AGREED	APPROVED		
at the meeting of Academic Council			
"Salymbekov University" Institution			
protocol № dated « »20	dated «»20		

REGULATIONS ON METHODS OF TRANSFER, EXPULSION, REINSTATEMENT OF STUDENTS



### Положение о порядке перевода, отчисления и восстановления студентов

#### 1. General Provisions

- **1.1.** This Regulation has been developed in accordance with the Law of the Kyrgyz Republic "On Education"; Regulations on the procedure for the transfer, expulsion and reinstatement of students of higher educational institutions, approved by the Decree of the Government of the Kyrgyz Republic dated May 29, 2012 No. 346, the Charter of the Institution and other regulatory legal acts regulating the activities of educational organizations of higher professional education.
- **1.2.** This Regulation establishes the general requirements for the procedure for transferring and reinstating students to the Salymbekov University Institution (hereinafter referred to as the University), as well as the transition from one main educational program (direction, specialty) to another, regardless of the course, form (full-time, evening, part-time, remote, external), including within the university.
- **1.3.** The determining condition for the transfer and reinstatement of students at KSU is their preparedness for the development of a specific (chosen) basic educational program of vocational education, previous academic performance, as well as the availability of vacancies.
- **1.4.** The total duration of the student's education should not exceed the period established by the University's curriculum for mastering the main educational program.

### 2. Procedure for transferring students

**2.1**. The transfer of students of higher educational institutions with state accreditation (certification) is carried out during the summer or winter holidays, only with the consent of the heads of both universities, if there are vacancies in the relevant course in the specialty/direction of interest to the student, on a contractual basis with full compensation of expenses for education.

Students who are transferred from other educational organizations (institutions) or from one specialty to another, and are also restored to the number of students after expulsion, pay an additional fee for eliminating the difference in curricula. The amount of this payment is determined by calculation, depending on the difference in the teaching load and the size of the hourly wage rates for teachers.

- **2.2.** The University does not establish restrictions related to the course and form of study, the type of the main educational program to which the student is transferred.
- **2.3.** Students who have successfully completed their first year of study are entitled to transfer to another educational program within the University, to a similar or different educational program from another university to the University, subject to compliance with the admission requirements for this educational program, the availability of vacancies and the consent of the leaders of both programs (universities). When transferring from another university to the University, only those disciplines that correspond to the professional cycle of the main educational program of the Salymbekov University Institution, to which the transfer is made and for which the applicant has a satisfactory grade or higher, are subject to transfer.



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**2.4.** The transfer of students receiving education in non-accredited (non-certified) higher educational institutions to the University for any form of education can be carried out after the University has exercised the right to attestation in the form

external studies, with the exception of specialties/directions of higher professional education, in which training in the form of an external study is not allowed.

- **2.5.** In case of reorganization, liquidation of the University, the transfer of students is provided by the rector, who is in charge of the University, together with the Ministry of Education and Science of the Kyrgyz Republic.
- **2.6.** Transfer of students in the first and last year of study is not carried out.
- **2.7.** Transfer of students studying on a paid basis on grants is not carried out.
- **2.8.** The transfer of a student to the Salymbekov University Institution for further education, including those accompanied by a transition from one main educational program of a specialty / direction to another, in all forms of education, as well as with their change, is carried out upon the student's personal application (Appendix No. 1). The application is sent to the rector to make a decision on the student's admission to certification. A photocopy of the record book is attached to the application (subsequently checked against the academic certificate), a transcript (evaluation sheet) is attached.
- **2.9.** The transfer of a student is carried out on the basis of attestation. Attestation of the student is carried out by the attestation commission by examining a photocopy of the record book (transcript) of the assessment sheet. The attestation commission is created as part of the vice-rector for academic affairs (chairman of the commission), the dean of the faculty / head of the graduating department / head of the educational program and employees of the educational department, student personnel department / office of the registrar (secretary of the commission). The attestation commission considers the student's application within 10 days from the date of application, but no later than the start of studies.
- **2.10.** Based on the results of the attestation, the attestation commission prepares the minutes of the meeting (Appendix No. 2).
- **2.11.** In the event that it is impossible to recalculate individual disciplines or there are unexplored disciplines (sections of disciplines), the University develops and approves the student's individual curriculum, which provides for a list of disciplines (or their sections) to be studied, their volumes and deadlines for passing exams / tests. The list of disciplines to be passed (liquidation of the academic distinction) should not exceed 7 (seven) disciplines. The academic distinction must be eliminated within the given academic year.
- **2.12.** For students enrolled in credit technology, the year of study is determined by the number of credits in the transcript.
- **2.13.** The academic distinction is established according to the received credits (credit units) on the basis of a transcript / grade sheets with annotations of the disciplines studied. The academic distinction is determined in credits (credit units) and is additionally included in the student's individual curriculum.



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- **2.14.** When translating, general humanitarian disciplines, including mandatory basic ones, are reread in the amount studied by the student. When a student is transferred to another university for the same basic educational program that he studied earlier, or a related basic educational program, mathematical and general natural science disciplines (state component), and all disciplines of the student's choice, are also recredited.
- **2.15.** When transferring a student to the same basic educational program in which he studied earlier or a related basic educational program, the academic distinction is subject to:
- the difference in the curricula of specialties / directions in terms of the state component, the corresponding state educational standard in mathematical and general natural sciences, general professional and special disciplines, if it exceeds the limit within which the university (10% -20%) has the right to change the volume disciplines;
- the difference in the curricula of specialties/directions in terms of the state component, the relevant state educational standard in general professional and special disciplines.
- **2.16.** The list of disciplines subject to retake (liquidation of the academic distinction) is determined on the basis of credits (credit units), while the Institution can validate / credit credits based on the content of the educational program (information package of direction / specialty).
- **2.17.** With a positive decision on the transfer to the University (the presence of an approved individual student curriculum), the University issues a certificate of the established form to the student (Appendix No. 3).
- **2.18.** When transferring a student from the University to another university, the student submits a certificate of the established form (Appendix No. 3) to the institution with a written application for expulsion in connection with the transfer, and for the issuance to him in connection with the transfer of an academic certificate and a document on education, on the basis of which he was enrolled, from a personal file. Based on the submitted certificate and application of the student, the Rector of the University, within 10 days from the date of submission of the application, issues an order on his expulsion with the wording: "Dismissed in connection with the transfer to ... university." From the student's personal file, a document on education is extracted and given to him, on the basis of which he was enrolled in the Salymbekov University Institution (hereinafter referred to as the document on education), and an academic certificate of the established form is drawn up and issued. A certified copy of the document on education and an extract from the order of expulsion in connection with the transfer, as well as the student ID card and the record book handed over by the student, remain in the personal file.
- **2.19.** An order to enroll a student in a university in connection with a transfer is issued by the rector after receiving a document on education and an academic certificate (the head of the relevant educational unit checks the correspondence of the copy of the record book / transcript / grade sheet of the academic certificate), which are attached to his personal application. Prior to receiving the documents, the Rector of the University has the right to allow the student to study by his order. An entry is made in the enrollment order: "Enrolled in the order of transfer from ... a university, to a specialty (direction) ..., to ... a course, to ... a form of study."



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- If, based on the results of the certification, the need to eliminate the academic distinction is revealed, the transfer order will contain a record of the approval of the student's individual curriculum.
- **2.20.** The University forms and registers a new personal file of the student, in which an application for transfer, an academic certificate, a document on education and an extract from the order for enrollment in the order of transfer, as well as an agreement on full compensation of tuition costs are entered. The transferred student is issued a student card and a record book.

Entries about the disciplines (sections of disciplines), practices, course projects (works), as well as the elimination of the academic distinction, re-credited from the academic certificate, are entered in the prescribed manner in the students' transcripts / transcripts and other accounting documents with grades (tests).

#### 3. Expulsion of students

- **3.1.** A student can be expelled from the University on his own initiative by order of the rector, on the personal application of the student (Appendix No. 4):
- at their own request (without specifying specific reasons);
- in connection with the transfer to another university;
- due to illness (on the basis of a certificate from a medical institution);
- due to family circumstances.
- **3.2.** Expulsion at the initiative of the administration is carried out by order of the rector, upon submission of a report from the head of the relevant educational unit (Appendix No. 5):
- for academic debt;
- for violation of academic discipline (non-compliance with the schedule of the educational process, loss of contact with the university, absenteeism from academic leave at the end of its term); for violation of internal regulations, rules of residence in a hostel;
- in connection with the failure to pass the state final certification;
- for committing unlawful acts after the entry into force of a court verdict, by which a student is sentenced to imprisonment or to another punishment that excludes the possibility of continuing his studies;
- due to non-reimbursement of tuition costs.

When expelling at the initiative of the administration, the student is required to be notified in writing of the reasons and terms of expulsion.

**3.3.** When a student is expelled, he is given the original document on education and, upon his request, an academic certificate of the established form.



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#### 4. Reinstatement of students

- **4.1.** Reinstatement is carried out after the end of the semester, subject to the availability of places in the corresponding course in the specialty/direction of interest to the student, upon the student's personal application (Appendix No. 6) and presentation of an academic certificate. The possibility of reinstatement of students previously expelled from the same University is considered on the basis of the student's educational card/transcript. The application is sent to the rector to make a decision on the student's admission to certification.
- **4.2.** Reinstatement of the student is carried out on the basis of attestation. Attestation is carried out by the attestation commission by reviewing the academic certificate. When determining the course, the difference in curricula should not exceed 7 disciplines. To do this, the University develops and approves an individual student's curriculum, which provides for a list of disciplines (or their sections) to be studied, their volumes and deadlines for passing exams / tests. The academic distinction must be eliminated within the given academic year.
- **4.3.** For the University, the academic distinction is determined according to the received credits based on the transcript / evaluation sheets, with the provision of an annotation

studied disciplines. The academic distinction is determined in credits (credit units) and is additionally included in the student's individual curriculum.

Based on the results of the attestation, the attestation commission prepares the minutes of the meeting (Appendix No. 2). With a positive decision on the issue of reinstatement, an order is issued on enrollment in connection with the reinstatement.

- **4.4.** If prior to expulsion a student studied at the University for less than two semesters, then he does not have the right to be reinstated to continue his studies. Reinstatement for the first year / year of study is not carried out.
- 4.5. The relevant educational unit forms a new personal file of the student, in which an application for reinstatement, an academic certificate, a document on education, an extract from the order for enrollment in the order of reinstatement, and an individual curriculum are entered. The student is issued a student card and, if necessary, a record book.



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### LIST OF APPROVAL AND ACQUAINTANCE:

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President of		
«Salymbekov University» Institution		A.Zh.Zhumadilov
Vice-president of		
«Salymbekov University» Institution		U.E.Esenamanov
Head of HD		K.K.Kasymalieva
Chief accountant		B.R.Almanbetova
Head of EMD		A.T.Akmatova

Регистрация изменений



# Положение о порядке перевода, отчисления и восстановления студентов

Номер изменения	Номера замененных листов	Основание (документ)	Подпись	Дата введения изменения