

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC

Adam University



APPROVED

Rector of the University ADAM

Acc.Prof.S.R.Sirimbard

SETTLEMENT OF REGULATORY DOCUMENTS
ON THE APPLICATION OF THE CREDIT SYSTEM
AT ADAM UNIVERSITY

Bishkek 2017

Recommended: at the meeting of the University Management Adam

Protocol № 3 of January 11, 2017.

Approved: at the Academic Council of Adam University

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Regulations on Transfer, Dismissal and Reinstatement of Students

"ADAM University"

1. General provisions

1.1 These Regulations establish general requirements for procedure of transfer, expulsion and reinstatement of students at "ADAM University" (hereinafter- University).

1.2 These Regulations are applicable to educational institutions of higher professional education with state accreditation (attestation). 2.

2. Procedure of transfer of students from another higher education institution to the University.

2.1 The transfer of students from one higher education institution to another, shall be carried out during the summer or winter holidays, if there are vacancies in the relevant course in the direction / specialty of interest to the student, on a contractual basis with full compensation of tuition costs.

2.2 The University shall not impose any restrictions related to the course and form of study, the type of the basic educational programme to which the student is transferred.

2.3 The total duration of the student's education at the expense of the state budget must not exceed the term established by the curriculum of the receiving University for mastering the basic educational program.

2.4 The transfer of citizens receiving education in non-accredited (non-attested) higher education institutions to accredited institutions of higher education for any form of study can be carried out after the realization of the right to attestation in the form of an externship, except for the specialties/directions of higher professional education, training in which in the form of an externship is not allowed.

2.5 In case of reorganization, liquidation of the educational organization, transfer of students shall be provided by the founder, under whose authority the University is located, jointly with the Ministry of Education and Science of the Kyrgyz Republic.

2.6 The transfer of students in the first and last year of study shall not be carried out.

2.7 The transfer of a student from the University to another university for continuing education, including those accompanied by a transfer from one major educational program of specialty / direction to another, for all forms of education, as well as with their change is carried out on the personal application of the student (Appendix 3).

The application shall be sent to the Rector (Vice Rector) to make a decision on the student's admission to attestation. A photocopy of the student's record book/transcript shall be attached to the application (subsequently checked against the academic transcript).

2.8 The student's transfer is based on the attestation. The attestation of the student is carried out by the Attestation Commission by examining a photocopy of the credit book/transcript/evaluation sheet. The Attestation Commission is composed of the Vice Rector for Academic Affairs (chairperson of the Commission), the Dean of the Faculty / Head of the Graduate Department / Head of the Educational Programme and the staff of the Academic Department, Student Personnel Office / Registrar's Office (secretary of the Commission).

The Attestation Commission shall consider the student's application within 10 days from the date of submission of the application, but no later than the beginning of classes. In order to organise effective work, attestation commissions at the University should be established for related specialities or areas of study.

Following the results of the attestation, when some disciplines cannot be transferred to the student or, due to the difference in curricula, unstudied disciplines (sections of disciplines) are found, the student should pass them, i.e. eliminate the academic difference. For this purpose, the receiving HEI shall develop and approve the student's individual study plan, which shall stipulate the list of disciplines (or their sections) to be studied, their volume and the set deadlines for examinations/exams. The total number of academic credits should not exceed 30 credits. The number of credits for each academic year in

individual plan taking into account the academic differences must not exceed 75. The receiving institution should validate/credit counting based on the expected learning outcomes, the content of the educational programme (the information package of the orientation

/specialty).

2.10. Based on the results of the attestation, the Attestation Commission prepares the minutes of the meeting.

2.11. In case of a positive decision on the issue of transfer (the availability of an approved individual study plan of the student) the receiving institution issues a certificate of the established form (Appendix 4) to the student. The student submits this certificate to the University in which he or she is studying with a written application for expulsion in connection with the transfer, and for the issuance in connection with the transfer of the academic certificate and the document of education, on the basis of which he or she was enrolled in the university, from his or her personal file. On the basis of the submitted certificate and the student's application, the rector of the institution from which the student is transferred shall issue an order on his/her expulsion with the following wording: "Expelled due to the transfer to ... institution" within 10 days from the date of application. The student's personal file shall be extracted and handed over the education document on the basis of which he/she was enrolled at the University (hereinafter referred to as the education document) as well as a standard academic certificate shall be prepared and issued to him/her. A certified copy of the education document and an extract from the order to expel in connection with the transfer as well as the student's student card and record book shall be kept in the student's personal file.

2.12. The order to admit a student to the University in connection with a transfer shall be issued by the Rector after receiving the education document and the academic transcript (the head of the relevant academic unit shall check the compliance of the copy of the transcript/transcript/evaluation sheet with the academic transcript), which shall be attached to his personal application. Prior to the receipt of the documents, the Rector has the right to admit the student to the classes by his/her order. The order of admission makes a record: "Admitted by transfer from, to the specialty (direction) to course, form of study".

If the results of the attestation revealed the need to eliminate the academic difference, the order of transfer should contain a record on the approval of the individual curriculum of the student.

2.13. The University shall compile and maintain a new personal file of the student with the transfer application, academic transcript, education document and excerpt from the order of admission by transfer, as well as an agreement on full compensation of tuition costs.

The transfer student is issued a student card and a record book (if necessary).

Records of the disciplines (sections of disciplines), internships, course projects (works) re-credited from the academic transcripts, as well as the elimination of the academic differences are entered in the prescribed manner in the student record books/transcripts and other accounting documents with the grades (credits) and the number of credits (credits).

3. Procedure for transfer of students within the University

3.1 The transfer of a student from one major educational program to another (including changes in the form of study) within the University shall take place after the end of a semester, if there are vacancies in the respective course of study in the student's major/direction, in accordance with this procedure upon personal application of the student and presentation of a credit book/transcript.

When a student transfers from one major educational programme to another, the Rector of the University shall issue an order stating: "Transferred from the course of study in the specialty (field of study)

(..... to course and form of study in the specialty (direction))".

The transfer order may also contain a special note on the approval of the student's individual plan of study for the completion of the required study material (elimination of academic differences).

An extract from the order is filed in the student's personal file.

3.2 The student shall retain his/her student card and record book/transcript, in which appropriate corrections shall be made, duly signed and stamped by the University, as well as records of surrender of differences in study plans shall be made. The University shall issue a new student record card.

3.3 If a student has a contract with an organisation, his or her transfer must be preceded by the consent of the organisation.

3.4 When a student transfers from one major educational programme to another (including changing the form of study) within the University, the total academic difference shall not exceed 30 credits. The number of credits for each academic year in the individual plan taking into account the academic difference must not exceed 75.

4. expulsion of students

4.1 Students may be expelled from the University on their own initiative by order of the Rector, upon personal application of the student (Annex 4):

- at own will (without giving any reasons);
- in connection with the transfer to another university;
- due to illness (on the basis of a certificate from the medical institution);
- due to family circumstances.

4.2 Dismissal on the initiative of the administration shall be carried out by order of the Rector, on the presentation of a report of the head of the relevant academic unit (Annex 5):

- for academic debt;
- for violation of discipline (failure to comply with the schedule of the educational process, loss of contact with the university, failure to leave the academic leave at the end of its term); for violation of house rules, rules of residence in the dormitory;
- in connection with the failure to pass the state final examinations;
- for committing illegal actions after the entry into force of a court sentence that convicts a student to imprisonment or other punishment that precludes the possibility of continuing studies;
- due to non-reimbursement of tuition costs.

In the case of expulsion on the initiative of the administration, the student shall be notified in writing of the reasons and time limits for the expulsion.

4.3 When a student is expelled, he/she shall be given the original document of education and, at his/her request, an academic certificate of the established form.

5. Reinstatement to the number of students

5.1 Reinstatement shall take place after the end of the semester, subject to the availability of places in the respective course in the student's major/field of study, upon personal application and presentation of the student's academic transcript. The possibility of reinstatement of students previously expelled from the same University shall be considered on the basis of the student's academic card/transcript.

The application shall be forwarded to the Rector (Vice Rector) for a decision on the student's admission to attestation.

5.2 Attestation shall be conducted by the Attestation Commission by reviewing the academic transcript.

In determining the course, the difference in curricula should not exceed 30 credits. For this purpose, the receiving institution should develop and approve the individual curriculum of the student, which should provide a list of disciplines (or their sections) to be studied, their volume and established deadlines for examinations / credits. The number of credits for each academic year in the individual plan, taking into account the academic discrepancy, shall not exceed 75.

5.3 Based on the results of the attestation, the Attestation Commission prepares the minutes of the meeting (Annex 2).

If the issue of reinstatement is resolved positively, the order of enrolment in connection with reinstatement shall be issued.

5.4 The relevant academic department forms a new personal file of the student, in which the application for reinstatement, academic certificate, education document, an extract from the order of enrollment in the order of restoration, individual study plan are entered. The student shall be issued a student card and, if necessary, a student record book.

5.5 A student who is expelled from one HEI that does not have state accreditation may be reinstated to another HEI in accordance with the present Regulation.

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC

NAME OF UNIVERSITY NAME OF EDUCATIONAL SUBDIVISION

"APPROVED".

Vice-rector for Academic Work (Adam University)

" " 20 . Register. №

on the credit system

Academic degree

On the basis of general secondary education

Period of study 4 years

Form of study full-time

CURRICULUM PLAN

№№ по ГОС	Name of disciplines (including internships)	Credits by ECTS	Total hours	Class assignments	Independent work	DISTRIBUTION OF HOURS BY COURSE AND SEMESTER								
						1 course		2 course		3 course		4 course		
						week 1 sem	week 2 sem	week 3 sem	week 4 sem	week 5 sem	week 6 sem	week 7 sem	week 8 sem	
ГСЭ	General humanities and socio-economic disciplines													
М-ЕН	General mathematics and science disciplines													
ОПД	General professional disciplines													
ДС	Specialisation disciplines													
	Practice types													
	Graduate work													
	Total:	240	7200											
	Total with physical training		7608	weekly workload										
Additional types of training						hours								

Military training* (semesters 5,6,7,8)	360
Optional*.	200-400

* - disciplines not included in the total number of ECTS credits

Final State Attestation	семестр
1. History of Kyrgyzstan	
2. Final State Interdisciplinary Examination	
3. Graduation paper presentation	

The curriculum has been reviewed and approved by
(name of educational unit, name of institution)

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