

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

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Regulation on coordinators of the system of credits at "ADAM University

This Regulation on the coordinators of the system of credits (credits) is developed on the basis of the Guide to the European Credit Transfer and Accumulation System (ECTS) in the Kyrgyz Republic, the Regulations on the organization of the educational process based on the European Credit Transfer and Accumulation System at "ADAM University" (hereinafter - University), tested during the implementation of pilot projects.

1. General regulations

1.1 Organization of educational process on the basis of credits (credits) in higher education in the Kyrgyz Republic is carried out with the participation of key persons who carry out the coordination of the basic provisions of the credit system at various levels.

1.2 Key individuals may include:

- coordinators for the system of credits of academic units (departments, divisions, programs, etc.);
- coordinators for the University credit system (credits);

1.3 The coordinator for the credit system of an academic unit (department, division or program, etc.) is the point of contact for students and academic staff in departments and faculties.

The Coordinator for the University credit system is the contact person for the organization of the educational process on the basis of the system of credits (credits) at the level of higher education institution.

1.3.1 The University independently divides the responsibilities between the coordinators of the system of credits from the University and the educational unit (faculty / department / program) and, depending on its organization, decides whose signature is decisive on the documents (application form, academic agreement, academic certificate (transcript)). This decision should be clearly recorded in the University's internal regulatory documents and indicated on the document forms to guarantee authenticity and transparency.

1.3.2 Coordinators for the system of credits University, department or faculty are appointed from among the most experienced representatives of the faculty or administrative staff, who have received the necessary training and are well versed in the organization of the educational process at the University on the basis of a system of credits (credits).

1.3.3 Coordinators for the credit system of the University, an academic unit (department, program or faculty, etc.) must have the appropriate authority to perform their functions

1.3.4 In some cases, the University may allow the University Coordinator and the Academic Unit Coordinator (department/division/program) to combine their positions.

2. Functions of coordinators for the system of credits academic units (faculties, programs or departments, etc.)

2.1 Coordinators for the credit system at the University may be assigned to each respective academic unit (faculty, program, department, etc.).

2.2 Coordinator for the system of credits of the educational unit (faculty, program or department, etc.) works with the information and training aspects of the system of credits (credits) at this level:

- participates in the development of the Information Packet/Curriculum Catalog;

- provides access of potential mobile students to the Information package / Catalogue of academic disciplines of partner universities;
- monitors the correct completion of the application forms by the students;
- assists in the conclusion of Learning Agreements,
- explains the procedure for academic recognition of academic disciplines;
- ensures the issuance of appropriate academic certificates (transcripts) for departing students (prior to their period of study abroad) and for incoming students, after they have completed their studies in the host department, program or department;
- if the University issues a European Diploma Supplement, participates in ensuring its issuance.

3. Functions of the coordinators of the system of credits (credits) of the University

3.1 Coordinator for the University credit system:

Monitors the proper completion of student application forms;

- assists in the conclusion of academic agreements,
- explains the procedure for academic recognition of academic disciplines;
- ensures the issuance of appropriate academic transcripts/transcripts of the institution:
- ensures adherence to and application of the principles and mechanisms of the credit (credit) system at his/her University;
- oversees the mechanisms for the correct use of the tools of the credit (credit) system;
- together with academic unit coordinators, is responsible for coordinating, preparing, producing, and distributing the Course Information Packet/Discipline Catalog, and for working with credit transfer/transcripts throughout the University and in all departments or faculties.

Regulations on the organization of the educational process on the basis of the system of credits (credits) at "ADAM University

The present Regulation is developed on the basis of the Guidelines of the European Credit Transfer System (ECTS), developed in 2009. General Directorate-General for Education and Culture (Directorate-General for Education and Culture) of the European Commission, Model State Educational Standards of the Kyrgyz Republic, approved by the Government of the Kyrgyz Republic No. 496 from 23.08.2011 and adapted to the conditions of the higher education system of the Kyrgyz Republic.

1 General provisions

1.1 The educational process at "ADAM University" (hereinafter - the University) - purposeful activity of teaching staff, educational support staff and students, providing training of highly qualified specialists.

The objectives of the educational process are determined by the requirements of the State educational standards of higher professional education of the Kyrgyz Republic, the objectives of the University and are specifically formulated in the curricula and programmes.

The academic process includes

- the work of organising, planning and controlling the learning process;
- the work of organising, planning and controlling the learning process;
- teaching work;
- methodological work;
- Educational work with students;
- Improvement of scientific and pedagogical qualifications of the teaching staff;
- implementation of the results of research work into the educational process;
- material and technical support of various types of student learning activities, including independent work;

1.2 The direct organisers of the learning process at the University are the heads of academic units (departments, dean's offices, programmes, departments, divisions, laboratories) who ensure the purposeful, coordinated work of the teaching staff and students.

The central figures in the learning process are the student and the instructor. The learning process consists of their interaction.

The task of the student is to actively participate in the learning process in order to acquire the necessary competences and to master the methods of self-education.

One of the most important tasks of the teacher is to fully facilitate the acquisition by students of universal and professional competences necessary for personal development and successful work in their field of study/specialty.

1.3 The organisation of the learning process using the credit system is characterised by the following features:

- personal participation of each student in shaping his/her individual study plan based on greater freedom of choice of disciplines;
- involvement of academic advisors into the learning process to assist students in creating their individual study plans;

- full provision of the learning process with all necessary methodological materials in printed or electronic form;
- use of module-rating systems for assessing students' mastering of academic disciplines.

1.4 The transfer to the organization of the educational process using the system of credits (credit units) at the University provides for changes in the teaching load of the teaching staff: the methodological work on the creation of textbooks, electronic textbooks, development of independent work of students increases, the classroom teaching load decreases.

Indicative time standards for calculating the amount of academic work carried out by academic staff at Adam University

Job title	Credit system workload (1 hour=50min)		
	Total	Academic work	Educational, organisational, methodological and other types of work
For programmes			
Professor	1500	650	850
Ass.Professor	1500	700	800
Senior teacher	1500	720	780
Teacher	1500	740	760
For departments			
Professor	1500	680	820
Ass.Professor	1500	720	780
Senior Professor	1500	740	760
Teacher	1500	770	730

1.5 Higher education institutions are obliged to inform all applicants and students about the peculiarities of the organisation of the educational process using the system of credits (credits). Information on the rules of the organisation of the educational process using the credit system is presented in the Information Catalogue, as well as posted on the HEI's website.

2. Educational and methodological support of the educational process

2.1 The organization of the educational process on the basis of a system of credits (credits) is conducted according to the basic curricula approved by the Rector of the higher education institution in the prescribed manner in accordance with the State Educational Standards of the Kyrgyz Republic.

2.2 Higher education institutions use three forms of syllabus to implement the credit (credit) system:

Basic curriculum for the direction of training or specialty, which serves to determine the workload of students for the entire period of study. The basic curriculum contains a mandatory component and regulates the number of credits allocated for the study of compulsory disciplines and disciplines chosen by students, establishes the timing and types of practices;

Individual study plan of a student, which defines his or her educational programme for a semester or academic year;

The curriculum, which is used to organize the educational process during the academic year (including the calculation of teachers' workload).

2.3 The workload of all types of academic work in curricula is set in credits (credit units). One credit (credit unit) is taken as equal to 30 academic hours. The duration of an academic hour is 50 minutes. The complexity of the programmes is: 240 credits for Bachelor's degree programmes, 120 credits for Master's degree programmes, 300 credits ECTS for Specialist's degree programmes 60 credits correspond to the full-time workload of a student during one academic year.

2.4 Credits are assigned to each discipline included in the curriculum except for the discipline and Physical Education, which are not calculated in credits (credit units), except for the fields/specialties for which they are major.

2.5 Theoretical training in an academic year consists of 32-36 weeks. An academic semester consists of 16-18 weeks.

2.6 In terms of the degree of compulsory and sequential study of educational content, the core curriculum for training direction includes three groups of disciplines across all cycles:

- a) a group of disciplines, studied obligatory and strictly consecutive in time;
- b) a group of disciplines, studied obligatory, but not consecutive;
- c) disciplines that a student studies at his/her own discretion.

Disciplines group "b" and "c" create prerequisites for the so-called non-linear organization of the learning process.

The group of disciplines "a" is basic for determining the student's year of study, study flow and study group.

2.7 Individual study planning must be complemented by:

- the study and methodological complexes, which include the curriculum for each individual discipline of the curriculum;
- a set of teaching materials for each discipline, including the thematic plan of the course, theses lectures, plans for practical (seminar) classes, plans for students' independent work, tasks for students' independent work, examination questions, etc.

In addition, individual study planning is carried out with the help of the information catalogue.

2. The procedure of forming the student's individual study plan

3.1 A student's individual study path is based on an individual study plan. The student's individual study plan shall be prepared in accordance with the prescribed form (Appendix 1). The individual study plan determines the list, number and sequence of courses to be studied during the academic year or semester. It shall be approved by the head of the relevant department of the University. Approved copies shall be kept with the student and the relevant unit of the University.

3.2 The number of credits in an individual study plan should normally be 60 per year (30 per semester). For students studying on a grant basis, the number of credits (credits) in an individual study plan may not be set lower than 60. For students enrolled on a contract basis, the minimum number of credits may be 15 per semester and 30 per year. In individual cases, it is permitted to increase the number of credits to 75 with clear justification. In such cases, tuition fees are calculated in proportion to the number of credits studied.

3.3 The development of an individual study plan shall be carried out by the student independently with the participation of an academic adviser on the basis of the basic study plan and the

educational and methodological complexes of disciplines submitted by academic departments (chairs, programmes and departments).

3.4 The planning of a student's educational trajectory shall be carried out in advance of the deadline established by the University (by the end of May for 2nd-4th year students and in the first half of September for 1st year students).

3.5 In the formation of individual plans of students studying on the basis of secondary vocational education, the period of study at the University may be reduced to 180 credits (credits) through the recognition (re-credit) of previously completed disciplines / sections of disciplines and the number of credits accumulated. Recognition/re-credit (i.e. transfer of disciplines/sections of disciplines that are similar in expected learning outcomes (competencies) and content to disciplines/sections of disciplines in the curriculum of the selected University are subject to recognition/re-credit (i.e. transferring disciplines and their grades from the previous diploma to the future diploma).

3.6 In forming individual plans of Master students studying on the basis of non-profile Bachelor's degree/specialty the period of master's degree programmes development can be increased by 1 year (up to 75 credits) due to the development of aligning courses that form the basic professional competences on the profile direction at Bachelor's degree level.

3.7 Amendments to the individual study plan can be made by the student by 1 October of the current academic year (to the extent of not more than 10% of the total number of credits). In this case, the student shall submit to the Registrar's Office a written application indicating the changes in the form prescribed by the University (Appendix 2). Changes in the individual study plan during the academic year shall not be allowed.

3.8 The individual study plans shall be drawn up by the relevant academic departments of the University. The Registrar's Office shall form study groups (subgroups) based on the individual study plans.

3.9 The minimum recommended number of students necessary to open a discipline, taking into account the economic and organizational capacity of the University - 10, and for each teacher - the maximum number of students in the study group of not more than 25.

3.10. Students form an individual list of disciplines from among those offered by the University, indicating the most preferred to study. If a student enrolls in unprofitable courses, the head of the respective academic unit shall decide on their enrollment in another course according to this list.

3.11. If an academic course is taught by more than one instructor, the student shall be assigned the right of alternative choice of instructor.

3.12. If the number of students enrolled in an academic discipline exceeds the maximum established norm, the University may form additional streams (study groups) for that discipline and at its discretion appoint a faculty member (with a qualification level not lower than the previous one). In this case, the allocation of students to study streams (study groups) is carried out in accordance with the order of enrollment.

3.13. In the above organization of the learning process, the concept of study group is transformed, since when studying the disciplines of groups "b" and "c", study streams of students (study groups) can be formed from students of different years of study.

3.14. When planning an individual educational trajectory, a student has the right to declare his/her desire to take 1-2 alternative courses of the curriculum in another university (if there is an

agreement between these universities). In this case, the student submits an application to the rector of his/her university, supported by a certificate of the chosen university agreeing to recognise the student as a temporary participant in the course. The certificate shall be signed by the supervisor and stamped by the University's academic unit. At the end of the course, the student shall submit to the relevant academic unit an examination report, stamped by the University, indicating the grade and the number of credits awarded.

3.15. Also, when planning their educational trajectory the student has the right to declare their desire to take 1-2 additional disciplines with students of other academic streams and directions on a fee basis.

3.16. Based on the results of the analysis of students' individual plans, the University adjusts the work study plans and prepares the schedule of classes for the next academic year. The work study plans shall be approved by the Vice Rector for Academic Affairs. Work plans shall be kept in the relevant department of the University.

3.17. In case a student fails to submit his/her individual study plan within the term established by the University, the basic study plan for the direction of training shall be taken as the basis for his/her studies.

3.18. Students must be provided with all necessary information sources: textbooks, manuals, educational and electronic materials, access to local and global network educational resources.

3. System of monitoring and evaluation of the disciplines.

4.1 Current and interim control of the student's mastery of each discipline is carried out within the rating system in place at the University.

4.2 Based on the results of the examination sessions, a student shall:

- the workload of the discipline in credits (credit units) is counted;
- a differentiated assessment in the University's assessment system that characterizes the quality of the student's knowledge, skills and abilities in this discipline.

4.3 Based on the results of examination sessions, the relevant educational department of the University compiles academic rankings of students.

4.4 During the semester the student must master the disciplines in the prescribed amount, including 100% of the credits for the disciplines of group "a", provided by the individual curriculum.

4.5 In organizing the educational process at the University on the basis of the system of credits (credits), the main form of interim (semester) control are written exams. In this case, the University has the right to establish the following documents as the main forms of accountability: examination records (group and individual) and transcripts (extracts from student study cards). Transcripts may not be used when organizing the educational process on the basis of the system of credits (credit units).

4.6 Students with less than 45 credits at the end of the academic year (after providing the opportunity to eliminate the academic debts in due time) are expelled from the university or remain for a second course.

4.7 Students who have less than 60 credits, but 45 or more credits by the permission of the head of the University can be transferred to the next course, with the condition of re-learning disciplines not gained credits during the next academic year.

4.8 For students with repeat courses in the previous year, individual schedules are developed and recorded in the group magazine of the respective group of repeat courses. Attendance at classes, delivery of modules and final control shall be carried out in accordance with the schedule of the given group.

4.9 When issuing transcripts the University is recommended to use the assessment table ECTS.

The University should present the statistical distribution of its marks in a standard tabular form to be completed for each study programme or group of homogeneous programmes.

In other words, rather than fitting existing marking methods into a standard distribution scale, the University only needs to determine the actual proportion of students receiving each of the 'local' marks. For example:

National / university grade	Total number of people receiving this grade in the study group	Proportion who received this grade
10	50	5%
9	100	10%
8	350	35%
7	300	30%
6	200	20%
	1000	100%

An ECTS assessment table can be constructed for national grading scales of any size, based on data for some survey group available from the University archives. The inclusion of this table in the Academic Transcripts/Transcripts and Diploma Supplements issued to students will facilitate the interpretation of the grades awarded and will not require any additional calculations.

To use the ECTS grading table, the following steps have to be taken:

1. Identify the target group for which the statistical distribution is to be calculated (usually a degree programme, but in some cases a broader or different grouping of students - faculty or sector, e.g. humanities).
2. For the chosen target group, collect all marks posted over a period of (at least) two academic years.
3. Calculate the distribution of marks in terms of their percentage.
4. Include a table of the percentage of marks for your degree programme in all the Academic Transcripts/Diploma Supplements.
5. For transfer purposes, compare the table of marking percentages with a similar table for a degree programme at another institution. On the basis of this comparison the grades can be recalculated.

The first four steps of this procedure are performed for all programmes and are administrative functions. The teacher responsible for transferring credits may be involved in step 5 of the procedure when establishing the general rules for the conversion of credits.

5. Student Rights and Obligations in the Credit Transfer System

5.1 Students are obliged to acquaint themselves with the rules of the learning process on the basis of credits.

5.2 Students must strictly follow the rules outlined in Section 3 of this Policy when developing their individual study plan.

5.3 In the course of study, the student is obliged to master academic disciplines in strict compliance with the individual study plan.

6. Academic advising service

6.1 An academic advising service shall be organised to assist students in constructing and implementing their individual educational trajectory.

6.2 The activities of academic advisors shall be governed by the Regulations on Academic Advisors.

Regulations on the Office of the Registrar and the ADAM University Academic Advisers Service

This Regulation on the Office of the Registrar and the Academic Advisor Service "ADAM University" (hereinafter referred to as the "University") is based on the Regulations on the organization of the educational process based on the system and accumulation of credits at the University and other normative documents.

1 General Provisions on the Registrar's Office

1.1 Organization of the learning process based on a credit system (credit accumulation) requires the organization of the Registrar's Office and academic advisory service at the University.

1.2 The Registrar's Office (or other structure performing similar functions, e.g. secretariat) is one of the main structural subdivisions of the faculty. The activity of the Registrar's Office is carried out in accordance with this Regulation and other normative and legal acts regulating the educational process.

1.3 Mission of the Registrar's Office

The mission of the Registrar's Office of the higher education institution is effective management of the educational process through coordination of academic and methodological activities, collection, processing and analysis of information on the student population, curricula and programs for making optimal managerial decisions and improving the quality of educational services of the University.

2. Functions of the Registrar's Office

2.1 Planning

- Coordinate the development of core, work and individual study plans;
- Developing the academic calendar;
- Planning the teaching load of the students of the University;
- Management of course approval procedure;
- Developing information catalogues.

2.2 Organisation

- Organising and conducting the registration of students for training courses;

- Preparing the schedule of training sessions for each semester;
- Developing schedule of exams.

2.3 Record keeping

- Compiling primary database of applicants;
- Assigning of identification numbers within the higher education institution:
 - students;
 - courses of study;
 - programs.
- Reporting on all aspects of students' learning activities;
- Preparing and recording the issuance of diplomas;
- Writing academic transcripts;
- Issuing of student cards (and if necessary, student record books);
- Accounting for the movement of the students' contingent: reinstatements, transfers, re-training, granting of academic leaves;
- Registration of academic achievements of students;
- Registration of students for elective courses and specialization/profile;

2.4 Control

- Control of the learning process, implementation of curricula for courses/specialities of various forms of education, as well as existing policies and regulations, established by the KR Government, the Ministry of Education and Science of KR, the Academic Council of a higher education university;
- Control over the implementation of individual study plans by the students;
- Control over the effectiveness of the use of various forms and methods of teaching in the learning process;
- Operational control over the implementation of the timetable of the educational process;
- Control over the implementation of the schedule of classes, tests and exams.

3. Principles of the Registrar's Office (PR Code)

- Ensuring that personal interests do not conflict with professional interests;
- Personal and professional development, seeking new knowledge and skills to enhance professional performance;
- Personal and professional development, seeking new knowledge and skills to improve one's professional performance; Contributing to the development of others, by providing information and developing skills that contribute to professional development;
- Understanding and respecting the civil and human rights of each individual, while respecting the principles of professionalism and confidentiality;
- Non-discrimination regardless of race, gender, sexual orientation, age, health, religion or national and ethnic origin;
- Representation of the interests of the University without personal interest or prejudice;
- Minimisation of activities that would support professional goals and objectives;
- Strict adherence to professional principles;
- Involvement and contribution to professional activities and their development for effective provision;
- Accurate provision of information on admission conditions, costs of education, information on financial aid and what can help prospective students and their parents to make an informed decision;

- To assist in improving educational standards and assessment methods at institutional and national levels to reflect real student learning outcomes;
- To understand the dynamics of interpersonal relationships between students, parents, teachers, administrators, community staff;
- Develop and implement effective management systems to ensure the validity, confidentiality and security of institutional information, as well as the accurate interpretation of that information;
- Practice integrity and honesty in profession and life.

General Provisions on the Academic Advisor Service

4.1 An academic adviser shall be appointed at the University to assist students in selecting and implementing their individual study plans and in all other matters related to the academic process.

4.2 The service of academic advisors can be established in various academic units (academic department, dean's office, Registrar's office). The number of academic advisers shall be determined by the institution of higher education taking into account economic and organizational capabilities. The recommended number of students assigned to one academic adviser is up to 100.

4.3 The academic adviser shall carry out his/her work, as a rule, within the framework of one direction of training (specialty) and supervise students from the first to the final year.

4.4 Academic advisers shall be appointed from among experienced full-time teachers of the respective academic units who are well versed in the educational programme of the student's field (specialty) of study, organisation of educational process in a higher education institution and who have received the necessary training.

5. Duties of the Academic Advisor

The academic adviser is obliged to:

- represent the academic interests of the student;
- prepare all necessary information materials on the organization of the academic process and make them available to students on information boards and on the HEI's website;
- to carry out group and individual consultations with students in order to make the most rational individual educational trajectory taking into account the working curricula for training areas (specialities) and in all other matters related to their educational process;
- to conduct academic consultations on a regular basis during the semester;
- organise the reception of individual plans of students during the established period and participate in the drawing up of the working curricula for training areas (specialities) for the academic year;
- supervise the academic activities of the students assigned to him/her.

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 specialties 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.

Regulation on the completion and use of the European Diploma Supplement in the Kyrgyz Republic

General regulations

The Diploma Supplement is an official document developed by the European Commission, the Council of Europe and the UNESCO European Centre for Higher Education (UNESCO-CEPES) through which countries mutually recognise higher education documents according to the 1997 Lisbon Convention. The Kyrgyz Republic ratified the Lisbon Convention in 2004.

The official additions, clarifications and notes to the instructions for completing the Annex to the European Diploma were adopted in June 2007 at a conference in Bucharest, taking into account the development of the Bologna Process related to learning outcomes and the diversity of qualifications.

The Appendix of the European Diploma (hereinafter Appendix) contains additional information in English (German, French) that is not available in the state diploma supplement. That is: information on the holder of the diploma, the qualification obtained, the level of the qualification, the content and learning outcomes obtained expressed in ECTS credits, the functional purpose of the qualification and information on the national higher education system of the country.

The European Diploma Supplement accompanies the original diploma of higher education. It is designed to provide sufficient and objective information to facilitate greater international 'transparency' and fair recognition of the degree. It is designed to accommodate rapid changes in qualifications, increased mobility, accessibility to education and lifelong learning and fair and understandable assessment of qualifications.

The annex should not contain any subjective assessments, assertions of equivalence or offers of recognition.

In line with the recommendations of UNESCO and the European Association of Universities, the Appendix consists of eight sections, which should be completed as fully and accurately as possible. If information is missing from any of the sections, the University is obliged to give the reasons for the missing information.

The Appendix is not an autobiography and does not replace the original diploma and transcript. The presence of the supplement does not guarantee automatic recognition of the diploma in other countries.

The appendix makes the diploma itself more comprehensible and easily comparable with those obtained in other countries. The Diploma Supplement contains an accurate description of the individual learning pathway and the competences acquired during the studies; an objective description of the individual achievements of the learner. It also facilitates entry into employment or further study abroad. Holders of the Diploma Supplement are more competitive on the labour market.

The introduction of the European Diploma Supplement is also beneficial for higher education institutions. It facilitates the process of academic and professional recognition of study programmes, allows the preservation of national (HEI) specificity (autonomy) while offering a common framework structure; makes it possible to make judgements on qualifications that can be understood in a different educational context on the basis of objective information. The Diploma Supplement saves time by providing answers to numerous questions raised by administrations and HEIs regarding the content and equivalence of diplomas.

Structure of the European Diploma Supplement (instructions for completion)

1. Information about the holder of the qualification

1.1 Name: family name

1.2 First name: First name, middle name

1.3 Date of birth: Date (day, month, year), place and country of birth

1.4 Personal student identification number or code: Identification number of the specialty (direction of training, specialty), according to the country's system of identification - student's personal academic reference code (if available) or taxpayer identification number of the holder of the education document (TIN) In Kyrgyzstan there is no such code yet, it is recommended to write the number of the diploma to which this Appendix to the European Diploma is attached.

2. Qualification information

2.1 Title of qualification and degree awarded: Title of the qualification or degree awarded in the national language as it appears in the original qualification (full, abbreviated). For example: Doctor of Economics (full), Doctor of Economics (abbreviated); Master of Business Administration (full), MBA (abbreviated) indicating whether the degree is protected by law. According to the Law "On Education" in the Kyrgyz Republic the qualifications (degrees) "Bachelor", "Master" and qualification "diploma specialist" are established.

Taking into account the experience of the universities (IUK, "ADAM University", KNU-IIMEP) issuing the European Diploma Supplement and the wishes of the qualification holders themselves, it is recommended to write the name of the qualification in the national language (Cyrillic or Latin letters) and the common translation in the common European language in this section. For example: Master in law or magistr jurisprudencie (Master in law)

2.2 The main field of study defining the qualification: Specialisation and specialisation for graduates; field of study and specialisation for Bachelors and Masters.

2.3 Name and status of the institution awarding the qualification: Name of the institution in the national language - language of the original awarding the qualification. Status of HEI, e.g. "state", "private with state accreditation", "private independent". In the higher education system of the Kyrgyz Republic the right to award qualification is recognized to the State represented by the Ministry of Education and Science of the Kyrgyz Republic and the higher education institution recognized by the State and the status of the higher education institution should be indicated.

2.4 Name and status of the institution that provided the training: The name of all institutions, in the original language according to the general national educational classification, where the training took place, in addition to the basic university, it can be foreign universities, where the student was sent under the mobility programs, the status of these universities.

2.5 Language of instruction, examinations: Language(s) of instruction and knowledge control.

3. Qualification level information

3.1 Level of qualification: In the Kyrgyz Republic at present there is no national qualification framework, in connection with that, this section indicates the level of qualification according to the Bologna Qualifications Framework - three levels (Bachelor, Master, PhD), or the European Qualifications Framework, as well as the International Standard Qualification of Education.

3.2 Official duration of a study programme: Duration of study in years (weeks) as specified in the State Educational Standard of Higher Professional Education for the relevant specialty or direction of training, regardless of the form of education of a graduate. Types of study load included in the workload of training, contact (classroom) hours, independent study work, ex-change, etc.

3.3 Entrance requirements: Admission requirements. Admission to higher education institutions of the Kyrgyz Republic is carried out on the basis of applications of persons with secondary general and secondary vocational education on a competitive basis according to the results of nationwide national testing (ORT).

In order to be admitted to the Master's programme a Bachelor's or Specialist's degree in the given or related field is required, according to the temporary requirements for the state standards for the Master's programme in 2013.

The competitive selection system for HEIs provides for entrance tests, the types of entrance tests determined by the HEI for a given qualification should be specified.

4. Information on training content and learning outcomes

4.1 Form of training: Form of training: full-time, part-time (evening), extramural, external

4.2 Requirements of the training programme: Details to describe the qualification, especially what is required to obtain it. Give details of the learning outcomes, skills, competencies, tasks and objectives related to the qualification. If possible, specify the document defining the minimum standard required to obtain the qualification.

4.3 Details of the programme of study and grades obtained: Details of the programme (modules or subjects studied), grades, credits (if information on grades exists as an official transcript, this should be used here). The contents of the study programme (compulsory and elective courses, elective courses, coursework completed by the student, internships completed, thesis or dissertation defended), indicating the workload of disciplines, internships, coursework, dissertations, examinations (coursework and final examinations) in ECTS credits.

This section lists all academic disciplines studied, the credits and grades earned in them, the types of final control of the disciplines, and describes the procedure for defending a master's or bachelor's graduation thesis.

4.4 Grading system and grading guidelines: Grading scheme, grading scale. All grading systems in use at the institution are described and justified. Students may be

Students may be promoted to the next course and may be awarded a diploma only if they achieve positive grades in all subjects and other academic work of the degree programme.

The ECTS system developed the ECTS pan-European grading scale, which was abolished in 2009. When conducting final and interim assessment of students, HEIs are allowed to use their own grading systems, it is only necessary to prescribe the meaning of a grade or mark. Assessment of

the quality of educational programmes in HEIs in the Kyrgyz Republic is carried out using the following evaluation system:

5 "excellent",

4 "good",

3 "satisfactory",

2 "unsatisfactory".

4.5 General qualification classification (in original language): General classification for the final qualification: diploma with distinction, general diploma.

5. Information on the functional purpose of the qualification

5.1 Admission to further studies: Access to further studies, in accordance with the State Educational Standards for Higher Vocational Education; information on the graduate's readiness to continue his/her studies at higher levels. For example - study for a Master's degree. Indicate the grades or standards required for further study. Indicate whether the qualification is a final title or an intermediate qualification.

5.2 Professional status (if applicable): The professional status of the holder of the qualification, i.e. the intended positions held, the degree of professional competence and possible decision-making powers of the holder of the application. The HEI can and should describe the professional level of the graduate itself, based on the principles of academic freedom, the HEI should thereby demonstrate its level of responsibility.

6. Additional information about the HEI

6.1 Additional information: Further information on the qualifications. Here the provider of the appendix can provide additional information on the qualifications obtained by the graduate, e.g. work placements completed, work experience counted in the field of study.

6.2 Sources of additional information: website address of the university, e-mail address of the Ministry of Education and Science of the Kyrgyz Republic. In addition, the email address of the national recognition and mobility centre of the country, which is part of the NARIC network (National Information Centre of the European Union for the official recognition of documents on education) is usually provided. In the Kyrgyz Republic, there is currently such a centre.

7. Certification of the Application

7.1 Date: Date of issue of the Appendix. It may not coincide with the date of qualification.

7.2 Signature: Name and surname of the official certifying the Annex. Signature of the certifying officer.

7.3 Title: Title of the person signing the European Diploma Supplement.

7.4 Official stamp or seal: All these details will be authenticated by the official seal of the institution issuing the Diploma Supplement.

8. Information on the national higher education system

8.1 Information on the higher education system of the Kyrgyz Republic: Provides information on the higher education system: general admission requirements; types of higher education institutions and qualifications structure. This section provides information about the higher education system in the country.

The information on the national education system of the Kyrgyz Republic provided by the different HEIs in the Kyrgyz Republic should be correlated with each other and can be presented as follows:

The education system in the Kyrgyz Republic includes:

- successive educational programs and state educational standards of different levels and orientation;
- A network of educational institutions of various organizational and legal forms, types, and types;
- Education management bodies and their subordinate institutions and organizations. The system of higher education in the Kyrgyz Republic is formed by three types of higher education institutions:

1. University - a higher education institution that:

- implements programmes of higher and postgraduate education in a wide range of areas (specialities) of training;
- Carries out fundamental and applied research in a wide range of sciences;
- provides training, retraining of specialists, professional development of employees with higher education, as well as training of scientific and scientific-pedagogical workers (candidates and doctors of sciences);
- is a scientific and scientific-methodological centre in its field of activity.

2. Academy is a higher education institution:

- implements educational programmes of higher and postgraduate education in branches of science;
- Carries out fundamental and applied research in branches of science or culture;
- provides training, retraining, professional development of specialists with higher education, as well as training of scientific and scientific-pedagogical staff;
- The Institute is a scientific and scientific-methodological centre in branches of its activity.

4. Institute - a higher education institution or a structural subdivision of a university, academy, which/which:

- implements educational programmes of higher education and educational programmes of postgraduate education
- provides training, retraining, professional development of employees with higher education, as well as training scientific and pedagogical staff for a particular professional activity area;
- Carries out scientific researches both fundamental and applied character on profile of training of experts.

5. A specialised higher education institution (conservatory, higher military school, etc.) a highly specialised university that:

- implements educational programmes of higher education and educational programmes of postgraduate education;
- provides training, retraining of specialists, professional development of employees with higher education, as well as training scientific and pedagogical staff for a particular professional activity area;
- carries out applied scientific research.

8.2 Vocational education and training programmes and qualifications awarded

Professional educational programmes are developed on the basis of the State Educational Standards.

State educational standards of higher professional education are designed to ensure:

- Quality of higher professional education;
- the unity of the educational space of the Kyrgyz Republic;
- the basis for the objective assessment of the activities of educational institutions implementing higher professional education programmes;
- recognition and determination of equivalence of foreign higher professional education documents.

The system of requirements for the content of higher professional education laid down in the state educational standards serves as the basis for the development of educational programmes.

Higher education institutions in the Kyrgyz Republic provide training in the following educational and professional programs:

- Bachelor's degree. The period of education is 4 years. In order to obtain a Bachelor's degree a student has to pass a final state exam and defend a graduation qualification work.
- Master's degree programme. Term of study is 2 years. In order to obtain Master's degree, a final state examination shall be passed and a Master's thesis defended.
- Speciality. The study period is 5 years. After successful graduation a graduate gets professional diploma in the chosen domain (engineer, teacher, agronomist, etc.).

The following types of documents certifying the completion of higher vocational education at different levels have been recognised in the Kyrgyz Republic:

- Bachelor's diploma;
- Specialist diploma with higher professional education;
- Master diploma.

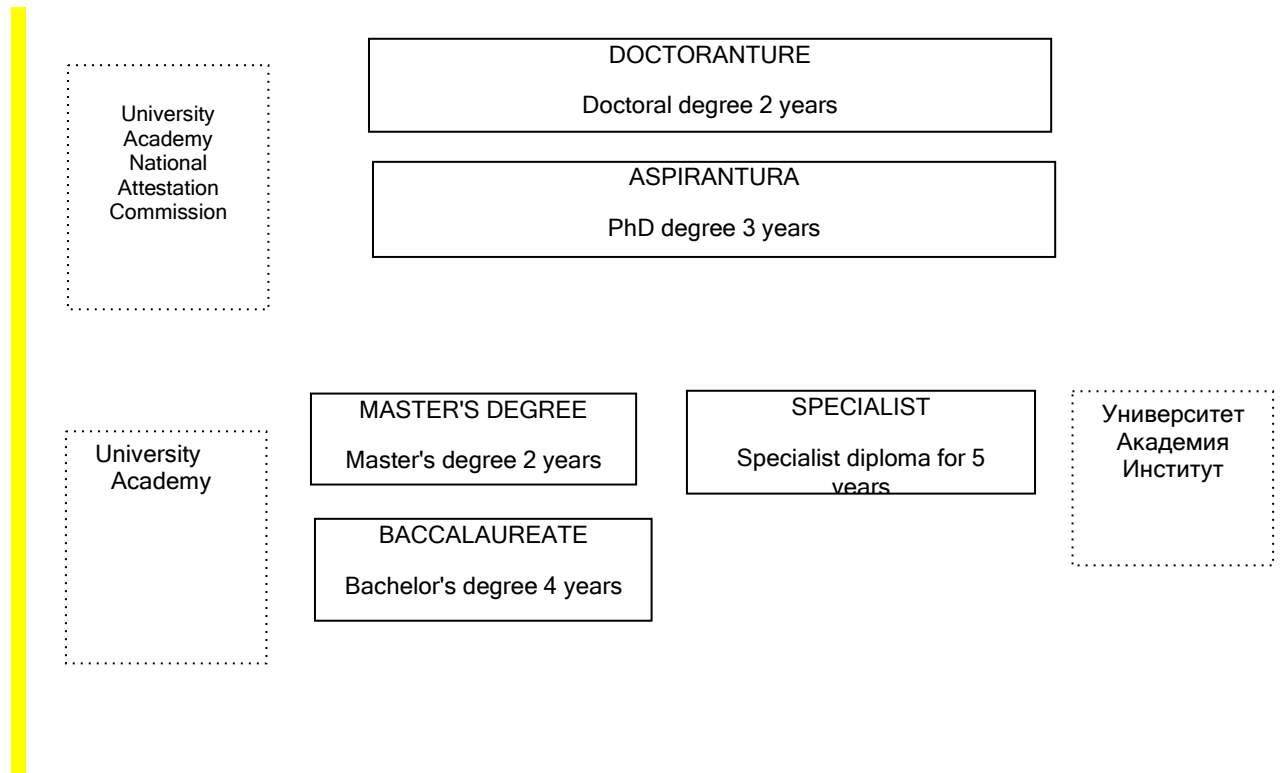
Persons, who have received a diploma of higher professional education of a certain level, in accordance with the received direction of training (speciality) have the right to continue training in a higher professional education programme of the next level.

The basic educational programs of higher professional education may be mastered by students in different forms, depending on the amount of mandatory classroom studies: full-time, part-time (evening), correspondence, distance and in the form of an external study. A combination of different forms of higher professional education is allowed.

8.3 Licensing and certification of vocational education and training programmes

Details of the documents certifying the existence of the higher education institution should be given:

- license for the right of educational activity on the appropriate programme;
- certification (accreditation).



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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