

«ОДОБРЕНО»
на заседании Ученого Совета
ММУ «Авиценна»
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Regulation

On the procedure for transfer, expulsion, and reinstatement of students at Avicenna International Medical University

1. General Provisions

1.1.

This Regulation has been developed based on the Law of the Kyrgyz Republic “On Education”, the “Regulation on the Procedure for Transfer, Expulsion and Reinstatement of Students of Higher Educational Institutions of the Kyrgyz Republic”, approved by Resolution No. 346 of the Government of the Kyrgyz Republic dated May 29, 2012, Resolution No. 476 of the Cabinet of Ministers of the Kyrgyz Republic dated August 30, 2022 “On the Peculiarities of Transfer of Students from Higher Educational Institutions of States under Emergency Conditions to Higher Educational Institutions of the Kyrgyz Republic”, the Charter of Avicenna International Medical University, and other regulatory legal acts governing the higher education system of the Kyrgyz Republic.

1.2.

This Regulation establishes the requirements for the procedure of transfer, expulsion, and reinstatement of students at Avicenna International Medical University.

1.3.

Transfer, reinstatement, and expulsion of students shall be carried out by order of the Rector of Avicenna International Medical University.

1.4.

Transfer of students from higher educational institutions shall be carried out during the academic year, mainly during summer or winter vacations, subject to availability of vacant places in the relevant year and specialty/program of interest to the student, on a contractual basis with full compensation of tuition costs.

1.5.

Transfer of students shall be carried out according to the maximum student capacity for the relevant specialty/program of structural subdivisions, taking into account the year and mode of study and the type of educational program.

1.6.

Transfer of students in the first and final years of study shall not be permitted, except for students from states under emergency conditions.

1.7.

Transfer of fee-paying students to state-funded places (grants) shall not be allowed.

1.8.

In case of reorganization or liquidation of an educational institution, transfer of students shall be ensured by the Founder of the University jointly with the Ministry of Education and Science of the Kyrgyz Republic.

1.9.

When reinstating or transferring students, the Attestation Commission of Avicenna International Medical University shall be guided by the following provisions:

- criteria for determining academic differences;
- if a discipline has been completed in full but the form of assessment does not correspond to the curriculum, such discipline shall not be considered an academic debt. In this case, the Attestation Commission shall determine the level of mastery of the discipline according to the assessment form established by the curriculum of the University based on the submitted documents and, if necessary, through student attestation;
- if a module (discipline) consists of several disciplines (sections), and each of them is studied in a separate semester, each shall be considered a separate academic debt;
- when transferring (reinstating) to another educational program, academic differences shall be determined according to the list of state and university component disciplines;
- elective courses shall not be included in the academic difference.

2. Procedure for Transfer of Students from Other Higher Educational Institutions to the University

2.1.

Transfer of a student from another higher educational institution to Avicenna International Medical University, including transfer from one educational program/specialty to another, for all forms of study and with possible change thereof, shall be carried out upon the personal application of the student addressed to the Rector (Appendix 1).

The following documents shall be attached to the application:

- certified copies of the grade book;
- academic transcript;
- ORT certificate;
- passport.

2.2.

Transfer of a student shall be carried out based on attestation conducted by the Attestation Commission, which includes the Vice-Rector for Academic Affairs, the Dean, and other members, as approved by the Rector's order.

The attestation shall be conducted through review of the grade book copy or academic transcript.

The Attestation Commission shall review the student's application within 10 days from the date of submission.

2.3.

If certain disciplines cannot be recognized or if there are unstudied disciplines (or sections), the University shall develop and approve an individual study plan specifying:

- disciplines to be studied;
- academic workload;
- deadlines for examinations/tests.

The number of disciplines constituting academic difference shall not exceed:

- 7 disciplines (up to 30 credits);
- for students from states under emergency conditions — 12 disciplines (up to 60 credits).

Academic differences must be eliminated within the current academic year.

2.4.

Elimination of academic differences exceeding 7 disciplines within the framework of transfer shall require completion of bridging courses and may be carried out prior to enrollment.

For students from states under emergency conditions, bridging courses shall not exceed 60 credits.

2.5.

Applicants who have fully completed the program including bridging courses and successfully passed attestation shall be enrolled in the corresponding year of study.

2.6.

The list and workload of bridging disciplines shall be developed by the educational-methodological department and the responsible department implementing the educational program.

2.7.

An individual study plan or statement considering bridging courses shall be developed by the dean's office and educational-methodological department and approved by the Vice-Rector for Academic Affairs.

2.8.

For students studying under the credit technology system, the year of study shall be determined according to the number of credits indicated in the transcript.

2.9.

General humanitarian and socio-economic disciplines, including compulsory basic disciplines, shall be recognized in the volume previously studied by the student.

2.10.

Based on attestation results, the Attestation Commission shall prepare a protocol reflecting:

- possibility or impossibility of transfer;
- disciplines to be recognized;
- academic differences subject to elimination.

2.11.

If the transfer is approved, the student shall receive a certificate confirming successful completion of attestation (Appendix 3).

The student shall submit this certificate to the previous university together with an application for expulsion due to transfer and issuance of:

- academic transcript;
- ORT certificate;
- original education documents.

The Rector of the previous university shall issue an expulsion order within 10 days stating: "Expelled due to transfer to ... University."

2.12.

After submission of the original education documents, ORT certificate, and academic transcript, the Rector of Avicenna International Medical University shall issue an enrollment order indicating:

"Enrolled by transfer from ... University to the specialty/program ..., year ..., mode of study ..."

The Rector may allow the student to attend classes before receipt of all official documents.

2.13.

A new personal file shall be created for the transferred student including:

- transfer application;
- academic transcript;
- education document;
- enrollment order extract;
- tuition agreement.

The transferred student shall receive a student ID card and grade book.

Recognized disciplines, internships, and academic differences eliminated shall be recorded in academic records with grades.

3. Procedure for Transfer Within the University

3.1.

Transfer from one educational program to another within the University, including change of study mode, shall be carried out after completion of the semester subject to availability of vacant places.

The application must be approved by heads of both structural subdivisions.

The receiving subdivision shall:

- determine academic differences;
- submit documents to the Attestation Commission within one week.

The Rector shall issue an order stating:

“Transferred from year ... of specialty/program ... to year ... and mode of study ...”

3.2.

The student shall retain the student ID card and grade book/transcript with corresponding amendments certified by the Rector (Vice-Rector) and the University seal.

3.3.

If the student studied under an agreement with an organization, consent of the organization shall be obtained prior to transfer.

4. Expulsion of Students

4.1.

A student may be expelled by order of the Rector upon personal application in the following cases:

- voluntary withdrawal;
- transfer to another university;
- illness;
- family circumstances.

4.2.

Expulsion initiated by the administration shall be carried out by Rector's order in the following cases:

- non-payment of tuition fees;
- academic debt;
- loss of contact with the University;
- failure to return from academic leave;
- violation of academic discipline or internal regulations;
- failure to pass final state attestation;
- conviction by court preventing continuation of studies;
- unlawful enrollment due to violation of admission rules;
- causing material damage to the University or violation of contractual obligations.

The student shall be notified in writing of the reasons and deadlines for expulsion.

4.3.

Upon expulsion, the student shall receive the original education document and, upon request, an academic transcript.

5. Reinstatement of Students

5.1.

Reinstatement shall be carried out after completion of the semester subject to availability of vacant places and upon personal application with submission of an academic transcript.

Reinstatement to the first year shall not be permitted.

5.2.

A student expelled due to non-payment may be reinstated within one month provided full repayment of tuition debt.

5.3.

Reinstatement, transfer between specialties/programs, or change of study mode shall be carried out upon personal application addressed to the Rector requesting admission to attestation.

The application shall include:

- certified copies of grade book or transcript;
- ORT certificate;
- passport.

Academic differences must be eliminated within the current academic year and shall not exceed 7 disciplines.

5.4.

Based on attestation results, the Commission shall prepare a protocol. If approved, a reinstatement order shall be issued.

5.5.

Students who studied less than two semesters before expulsion shall not be eligible for reinstatement.

5.6.

Upon reinstatement, a new personal file shall be created including:

- reinstatement application;
- academic transcript;
- education document;
- ORT certificate;
- reinstatement order extract;
- individual study plan.

The student shall receive a student ID card and, if necessary, a grade book.

5.7.

Reinstatement and elimination of academic differences shall be carried out on a fee-paying basis according to University procedures.

5.8.

Elimination of academic debts during reinstatement includes:

- studying the full discipline material;
- completion of practical work;
- completion of practical training outside class hours.

5.9.

Students previously expelled from other higher educational institutions may transfer to the University in accordance with this Regulation.