

**MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE
KYRGYZ REPUBLIC**

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

AGREED

Vice-Rector for Quality of Education and
Labor Discipline
Edigeev Zh.A.

“30” 10 2025

APPROVED

by the decision of
the Academic Council of AIU
Protocol № 2

dated “30” 10 2025

Rector of AIU named after S. Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Medical Sciences, Professor
Seipiev T.T.



QUALITY MANAGEMENT SYSTEM

REGULATION ON ELIMINATION OF ACADEMIC DUE

QMS – AP – 4 – 2025

AGREED

Vice-Rector for Academic and Scientific Work,
PhD, Associate Professor Choguldurov M.D.

“30” 10 2025

Dean of faculties

Matisakov A.K.

“30” 10 2025

COMPILED BY

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Kant – 2025

1. General provisions

1.1. This Regulation regulates the procedure of elimination by students of the Asian International University named after S. Tentishev (AIU).

Within the framework of this Regulation academic due is understood as:

- unsatisfactory grades of current control;
- missed by the student academic classes subject to mandatory elimination in the established procedure;
- due on industrial practice;
- academic difference arising during transfer, reinstatement or study according to an individual curriculum;
- other cases of non-fulfillment by the student of requirements of the educational program preventing mastering of learning outcomes and obtaining academic credits.

1.2. The purpose of this Regulation is improvement of organization of the educational process, increase of quality of education and strengthening of academic discipline of students.

This Regulation is implemented within the framework of credit technology of training and is directed to ensuring mastering by students of learning outcomes, confirmation of academic credits and formation of an individual educational trajectory in accordance with the current curriculum and individual curricula of students.

This Regulation is developed in accordance with the following normative legal acts and regulations:

- Law of the Kyrgyz Republic “On Education”;
- Regulation on funds of budget institutions accumulated on special and deposit accounts in the system of a unified treasury account dated May 31, 2025 № 302;
- Charter of AIU named after S. Tentishev;
- Regulation on organization of the educational process in AIU named after S. Tentishev;
- Regulation on the procedure of transfer, reinstatement, expulsion and granting of academic leave of AIU named after S. Tentishev;
- and other local acts of AIU.

1.3. The main form of organization of the educational process in implementation of educational programs of higher education are academic classes (lecture, practical class, laboratory class) and internship.

1.4. All types of academic due are subject to mandatory elimination in the established procedure for the purpose of confirmation of mastering of learning outcomes and awarding of academic credits. Elimination of academic due is carried out before the beginning of the examination session or before conducting midterm attestation in corresponding disciplines.

1.5. Absences for valid reasons must be confirmed by corresponding documents. All documents must be formalized in accordance with current requirements and submitted to the dean’s office within 10 days from the moment of their issuance. In case of absence for valid reasons, the student is also obliged to make up the absence (confirmed by a medical certificate of established sample on temporary incapacity for work of the student, conclusion on exemption from class).

1.6. In case of gross violation by the student of academic discipline, requirements of academic integrity, sanitary-hygienic norms or rules of behavior during classes the teacher has the right to temporarily suspend the student from the current class with mandatory informing of the dean’s office of the faculty. The final decision on further admission of the student to classes is made by the dean’s office in the established procedure in accordance with local normative acts of the University.

1.7. Upon the fact of lateness of the student to a practical class/lecture the teacher has the right to mark “abs” and allow the student to be present, with subsequent making up.

1.8. Absences of classes in a total amount not more than 50% of the total volume of the discipline, the student may make up without written permission of the dean’s office, more than 50% only with permission of the dean’s office. Lists of students having absences of classes in a

total amount of more than 50% of the total volume of the discipline are provided by the teacher/curator/head of department to the dean's office.

1.9. The head of department approves the schedule and controls organization of make-ups by teaching staff of the department. The schedule of make-ups is published on the information stand of the department and in academic classrooms of teachers of the department. The schedule indicates: name of discipline, date of acceptance of make-ups and full name of the teacher accepting make-ups. Current changes are timely introduced into the schedule.

1.10. Make-ups of classes have the right to be accepted by teachers directly teaching the given course, as well as teachers having experience of teaching the corresponding section of the academic discipline.

2. Algorithm of organization of make-ups

2.1. The student is obliged independently to find out about the presence of due for missed classes and unsatisfactory grades. Ignorance about the presence of due for missed classes and unsatisfactory grades does not release the student from responsibility and cannot serve as justification.

2.2. When eliminating academic difference the student must strictly follow the schedule of elimination of academic difference, which is compiled by the dean's office.

2.3. Forms of make-ups and elimination of current due:

2.3.1. Make-up of missed lectures is carried out in the form of oral questioning on the material of the lecture with provision of lecture notes and a handwritten report consisting of 10 sheets of A4 format.

2.3.2. Classes, the content of which along with obtaining theoretical knowledge is acquisition of practical skills and abilities (laboratory, practical classes), are made up in two stages:

- stage 1 - in the form of control of theoretical knowledge, with provision of a handwritten abstract consisting of 10 sheets;
- stage 2 - in the form of performance of practical tasks on the topic of the missed class.

2.3.3. Make-up of unsatisfactory grades in practical and laboratory classes is carried out with provision of a handwritten abstract consisting of 5 sheets.

2.4. Handwritten text must be done in neat, legible handwriting with height of letters and numbers not less than 5 mm and not more than 10 mm. Paragraphs in the text begin from a new line, with indentation from its beginning 15 (20 mm).

The distance between headings of section (subsection) and the text must be equal to 15 mm; between headings of section and subsection (10 mm).

2.5. In one day the student is allowed make-up of two classes with duration not more than 4 hours and one class with duration more than 4 hours.

2.6. The student is admitted to make-up only in the presence of admission slip to make-up of the missed academic class (in the form of a receipt) or a statement of elimination of academic difference issued by the dean (vice dean) of the faculty and a document confirming the identity of the student.

2.7. Admission slips to make-up of a missed class (paid and free make-up), submitted to the department after expiration of the term of elimination of due (18 days from the date of issuance of the receipt), is considered invalid.

2.8. Make-up of classes may be carried out on a free or paid basis:

2.8.1. On a free basis classes missed for valid reasons are made up. Valid reasons for absences of lectures, practical classes and industrial practice should be considered:

- temporary incapacity for work due to illness, childbirth, care for a sick child (confirmed by a medical certificate of established sample);
- wedding of the student (confirmed by a marriage certificate);
- death of close relatives (confirmed by a certificate/reference of death);
- summons to official bodies (in the presence of summons to court, military commissariat and others);

- participation in scientific, cultural mass, sports and career guidance events on submission of the department on exemption from classes.
- 2.8.2. On a paid basis absences without valid reason are made up, that is for all other reasons of absence of the student from classes, as well as in industrial practice, and also unsatisfactory grades.
- 2.9. Terms of make-up of missed classes:
- 2.9.1. A class missed without a valid reason the student is obliged to make up within three weeks from the date of absence, but not later than the 10th day of each month.
- 2.9.2. A class missed for a valid reason the student is obliged to make up (on a free basis):
- illness, childbirth - within three weeks from the date of end of validity of the valid reason (dates indicated in the medical certificate on temporary incapacity for work of the student, birth certificate + extract from maternity hospital);
 - wedding - within three weeks from the fourth day from the date of registration of marriage;
 - death of a close relative - within three weeks from the fourth day from the date of death of the relative.
- 2.9.3. In case of illness of the student (but not more than 6 weeks) and a large number of missed classes, which cannot be made up within 3 weeks, the dean of the faculty has the right in an individual procedure to extend the term of make-up of missed classes on a free basis.
- 2.9.4. In case of absence from classes for a valid reason with duration of more than 6 weeks, the student is obliged to submit an application and formalize academic leave (due to illness, childcare) in accordance with the Regulation on the procedure of transfer, reinstatement, expulsion and granting of academic leave.
- 2.10. In case of conflict or disputable situations, elimination of current due is carried out in the presence of the head of department and/or deputy head of department.
- 2.11. In case of presence of a student of absence of more than 50% of study time for the semester in one discipline or 30% or more in two or more disciplines (both for invalid and valid reasons), the question of further study of the student is considered by the dean's office and the educational and methodological department in connection with non-fulfillment of the educational program and shortage of academic credits.
- 2.12. Students are admitted to final (semester) attestation after elimination of academic due and fulfillment of requirements of the educational program in corresponding disciplines.
- 2.13. In case of detection of falsification of documents on payment or admission slip from the dean's office on the part of the student, he is subject to expulsion from AIU.
- 2.14. Control of timeliness of make-ups of missed classes and elimination of discrepancies is carried out by the dean/deputy dean of the faculty in which the student studies.

3. Exemption of students from make-up of missed classes

- 3.1. Exemption of students from make-up of academic classes is allowed in cases of participation of the student in state events or in various events on maintaining the image of AIU (olympiads, scientific conferences, sports competitions and etc.) on the basis of an order/disposition of the Rector or Vice-Rector for academic work and the dean of the faculty on exemption from make-ups;
- 3.2. For exemption from make-up the student must receive "Free admission slips to classes without make-up" in the dean's office of his faculty.
- 3.3. Admission slip is issued on the basis of a disposition of the dean on exemption.

4. Procedure for organization of make-up of classes missed for a valid reason

- 4.1. Valid reasons for absence from classes are recognized as cases of temporary incapacity for work of students, confirmed by a medical certificate issued by the student polyclinic (clinic) of AsMI, to which students are attached in the established procedure. Medical documents of other medical organizations are accepted for consideration only after confirmation and formalization of a corresponding conclusion by the student polyclinic of AsMI.

- 4.2. A student who missed class/classes for a valid reason is obliged within 5 working days from the date of return to classes to submit an application for free make-up of the missed class addressed to the dean of the faculty and to present documents confirming the valid reason of absence to the dean's office of the faculty.
- 4.3. Documents confirming a valid reason, submitted later than the specified term (5 days), are not accepted and are not subject to consideration.
- 4.4. The dean/deputy dean checks the submitted documents confirming the valid reason of absence and issues "Admission slip for free make-up" for submission to the department.
- 4.5. In the dean's office of the faculty applications of students are stitched into a folder and stored according to the nomenclature of cases.
- 4.6. In one admission slip only one discipline may be indicated, but several dates of make-ups.
- 4.7. In the admission slip for make-up the data of the student are indicated (full name, year, semester, group, program of study and faculty), discipline, date/dates of absences (in one admission slip no more than two dates are indicated) and the term of elimination of due.
- 4.8. The student must submit to the teacher of the discipline the admission slip and within the term indicated in the admission slip make-up the missed classes in accordance with the schedule of make-ups of the department.
- 4.9. Make-up of classes missed for a valid reason not made up within the term established by the dean is further carried out on a paid basis.
- 4.10. In case of long absence from classes for a valid reason (illness), the student must inform the dean's office of the faculty about this in order to avoid expulsion for loss of connection with the University.

5. Procedure for organization of make-up of classes missed without a valid reason

- 5.1. A student who missed a class without a valid reason writes an application addressed to the dean of his faculty, where he indicates the disciplines for which he has absence, dates of absences, number of missed hours.
- 5.2. After submission of the application an employee of the dean's office checks correctness of filling of all requisites and issues admission slip for paid make-up. In the admission slip for make-up the data of the student are indicated (full name, year, semester, group, program of study and faculty), discipline, date/dates of absences and the term of elimination of due. Each issued admission slip is registered in the dean's office.
- 5.3. A student who missed a class without a valid reason is obliged to pay admission for make-up to the cashier of the accounting department. When making payment the student must have admission slip from the dean's office.
- 5.5. Responsibility for correct indication of requisites and purpose of payment is borne by the student himself.
- 5.6. Students must submit to the department admission slip for make-up and within the term indicated in the admission slip (validity period of the slip is 18 days from the day of issuance) make-up missed classes in accordance with the schedule of make-ups of the department.

6. Procedure for organization of elimination of discrepancies in curricula and programs, practice programs during transfer and reinstatement of students

- 6.1. In case of establishment of difference in curricula/educational programs, practice programs during transfer and reinstatement, the student is obliged to eliminate academic due according to an individually compiled statement of elimination of due.
- 6.2. On the basis of a certificate compiled by the educational and methodological department about existing discrepancies in curricula and programs during transfer/reinstatement of the student, as well as upon admission to accelerated programs on the basis of secondary professional or higher education, the dean's office of the faculty compiles for each student a Statement of elimination of academic difference.

- 6.3. After provision by the student of a document on payment, an employee of the dean's office of the faculty issues to the student "Statement of difference of hours", upon presentation of which the department admits the student to elimination of discrepancies in the curriculum.
- 6.4. Statements of elimination of academic difference issued for elimination of discrepancies in curricula and programs during transfer/reinstatement of the student are registered in the dean's office of the faculty in the journal of accounting of elimination of academic difference.
- 6.5. The student is obliged to eliminate academic difference within the limits of the given academic year.
- 6.6. At the same time the final grade in the discipline/module remains the same. In case of absence in the provided document (academic certificate, academic record book, or statement) of a point equivalent of the grade/credit, the minimum point is put in the statement.
- 6.7. Reinstated students and students transferred from other universities, in case of presence in them of a final grade (credit or examination) in separate disciplines/modules in the range of points corresponding to grades "good" and "excellent", according to the academic record book, statement or academic certificate, responsible departments are obliged to re-credit them with placing of previously received points, not requiring attendance by the student of practical classes and lectures.
- 6.8. After elimination of academic difference the student is obliged to submit the filled statement to the dean's office.
- 6.9. In the dean's office according to the statements submitted by students control of elimination of academic due is carried out.
- 6.10. The statement of elimination of academic difference is transferred to the Student Personnel Department and is stored in the personal file of the student.
- 6.11. Results of elimination of academic difference are formalized by a corresponding statement and are taken into account when calculating the grade point average of the student (GPA) in the established procedure. In case of non-fulfillment by the student of requirements of the educational program and non-elimination of academic difference within the established terms the question of further study of the student, including possibility of expulsion, is considered by the dean's office and the educational and methodological department in accordance with local normative acts of the University.

7. Accounting and control of make-up of missed classes, elimination of discrepancies in curricula/programs, practice programs and storage of documents

Department:

- 7.1. Information about absence from classes and unsatisfactory grades is reflected in the journal of accounting of academic performance of the teacher and in the electronic journal "e-Bilim" of accounting of academic performance of students, filling of which is carried out daily by teachers of corresponding departments.
- 7.2. In case of detection by the educational and methodological department of untimely filling of the electronic journal by the teacher, disciplinary measures are applied to the latter.
- 7.3. The schedule of acceptance of make-ups must be posted in a visible and accessible for students place.
- 7.4. Results of make-ups of missed classes for valid and invalid reasons, elimination of academic due are entered into the Journal of accounting of make-ups of academic classes and into the Journal of accounting of unsatisfactory grades.
- 7.5. Schedules of make-ups (elimination of academic difference), the Journal of accounting of make-ups of academic classes and the Journal of accounting of unsatisfactory grades are stored at the department during the term established by the nomenclature of cases of the department.
- 7.6. Written works on make-up of a missed class are stored at the department during the current semester, then before the beginning of the examination session are transferred to the EQLD department.

Dean's office:

7.7. The dean's office of the faculty carries out control of make-ups of missed academic classes and elimination of current due of students of its faculty.

7.8. Documents on make-up of missed classes (applications of students, explanatory notes, reports of departments, medical certificates and others) are stored in the dean's office of the faculty according to the nomenclature of cases. Storage term of documents - one year.

7.9. In case of establishment of the fact of issuance by an employee of the dean's office of admission slip for free make-up without a confirming document of a valid reason, he will be brought to responsibility.

Student Personnel Department:

7.10. Documents on elimination of discrepancies, academic due (applications, payment receipts, copy of the credit-examination statement of current attestation outside the academic group) are stored in the personal file of the student.

Educational and Methodological Department (EMD):

7.11. Establishes academic difference according to obtained credits (credit units) on the basis of transcript/evaluation sheets and prepares a certificate for the dean's office.

7.12. Carries out control of timely input by departments of data in the system "e-Bilim" on current academic performance of students (absences, grades).

7.13. Carries out control of compliance with schedules of acceptance of make-ups and elimination of academic due. An employee of EMD visits departments and inspects acceptance of make-ups according to the schedule of make-ups, at the end of each academic semester checks the departmental journal of accounting of make-ups of academic classes and the journal of accounting of make-ups of unsatisfactory grades and works with departments on elimination of deficiencies.

7.14. Coordinates development of reporting and current academic documentation of departments, preparation of consolidated reports on academic and educational-methodological work.

Education Quality and Labor Discipline Department:

7.15. At the end of the semester, but not later than three working days before the beginning of final (semester) attestation carries out acceptance of make-ups from teachers of all departments of the institute.

7.16. The inspector carries out reconciliation of written works according to the journal of accounting of academic performance of the discipline for compliance of the topic and date of make-up with the topic and date of absence from class and/or topic and date of received unsatisfactory grade.

7.17. Written works of make-ups are stored until the end of the examination session taking into account retakes.

8. Procedure for storage and introduction of amendments into the Regulation

8.1. Revision of the Regulation is carried out as necessary, but not less than once every three years. The Regulation may be revised for the purpose of introduction of amendments of operational character:

- in case of change of normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- in case of change of the Charter of AIU, Mission, Policy and development strategy;
- revision of requirements of educational programs;
- in case of change of organizational structure;
- in case of change of staffing table;
- in case of redistribution of functions between subdivisions and officials;
- within the framework of recommendations based on results of international institutional or program accreditation.

8.2. Introduction of amendments into approved regulations is carried out by their developer by means of development of a new document and its agreement and approval in the established procedure.

8.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

8.4. The original of the Regulation is stored in EQLDD.

8.5. Copies of the new Regulation are reproduced by the EQLD department, distribution among corresponding structural subdivisions is assigned to the personnel department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old Regulation on the AIU website with the new Regulation is also borne by the head of the department and the employee responsible for updating information on the website.