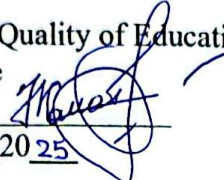


MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE  
KYRGYZ REPUBLIC

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

Selpiev T.T.  

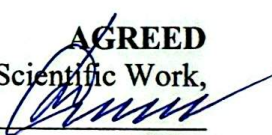



QUALITY MANAGEMENT SYSTEM  
REGULATION ON COURSE RETAKE FOR CREDIT


QMS – UP – 8 – 2025

AGREED


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

  
" 30 " 10 2025

Dean of faculties

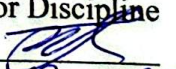
Matisakov A.K.  
  
" 30 " 10 2025

Head of Students' HR Department  
Kozhonalieva Zh.Z.

  
" 30 " 10 2025

COMPILED BY

QMS Specialist at the Department  
of Quality of Education and Labor Discipline  
Karagulova M.Sh.

  
" 30 " 10 2025

## **1. General provisions**

1.1 This Regulation regulates the procedure, conditions for provision, content and procedure of formalization of course retake for credit of students studying at the Asian International University named after S. Tentishev (hereinafter – AIU).

1.2 This Regulation is developed in accordance with the Law of the Kyrgyz Republic “On Education”, the Charter of AIU, the Regulation on the credit week and examination session in AIU, the Regulation on conducting midterm and final attestation in the form of computer testing, the Regulation on conducting current control, midterm and final attestation of students of AIU, the Regulation on organization of the educational process in AIU, the Regulation on elimination of academic due, the Regulation on the procedure for transfer, reinstatement and expulsion of students of AIU.

## **2. Grounds for provision of course retake for credit**

2.1 Course retake for credit means credit-based training of a student under the curriculum of a specific discipline not completed within the established period.

2.2 Course retake for credit is provided to students of AIU in case of non-elimination of academic due within the established period at the corresponding year (taking into account the summer semester), if the number of disciplines with academic due exceeds 50% of the semester curriculum, or if the student has not reached the established transfer GPA level.

2.3 Course retake for credit may also be provided to students who have not mastered the curriculum in no more than three disciplines during the semester due to receiving an unsatisfactory grade after the main examination and two retakes.

2.4 Course retake for credit is provided to the student by order of the Rector of the University on the basis of a personal application of the student agreed with the Dean of the faculty.

2.5 The right to course retake for credit arises from the moment of issuance of the Rector’s order and conclusion of an additional agreement to the tuition contract.

2.6 Students having academic due are obliged to undergo course retake for credit of disciplines in the established procedure. If according to the results of the summer semester the student does not reach the transfer GPA level, the student remains for a repeated year of study.

2.7 Course retake for credit within one year is allowed not more than once, and the total number of repeated trainings for the entire period of study in AIU cannot exceed two.

2.8 A repeated year of study in the first year is not provided.

2.9 A student studying a repeated year pays for the actual number of credits based on registration for disciplines in accordance with the cost of one credit established for the corresponding year.

## **3. Content and procedure for provision of course retake for credit**

3.1 Course retake for credit is provided to the student by order of the Rector of AIU or Vice-Rector for Academic and Scientific Work upon submission of the Dean’s Office on the basis of a personal application of the student.

3.2 A student admitted to course retake for credit is obliged to pay its cost within 10 days from the date of issuance of the order.

3.3 The amount paid for course retake for credit is not credited towards payment for tuition for the next semester or year.

- 3.4 The cost of course retake for credit by discipline is determined based on the number of classroom hours and the cost of one academic credit.
- 3.5 The period for elimination of academic due is established by the Dean of the faculty.
- 3.6 A student admitted to course retake for credit is not transferred to the next year and is considered a student of the year or semester at which the student did not complete the curriculum.
- 3.7 In individual cases the student may be conditionally transferred to the next year before elimination of academic due.
- 3.8 A student undergoing course retake for credit in a discipline attends classes of the next semester or year provided payment for tuition for this period, however is not admitted to current and midterm attestation until full elimination of academic due.
- 3.9 A repeated year of study is formalized by an additional agreement to the tuition contract.

#### **4. Procedure for formalization and organization of course retake for credit**

- 4.1 A student having academic due submits an application addressed to the Rector or Vice-Rector for academic work for undergoing course retake for credit. The application is submitted to the Dean's Office after the end of the semester, but not later than 3 working days before the beginning of the next semester.
- 4.2 The Dean's Office considers the student's application and sends a report together with the application to the educational and methodological department before the beginning of the next semester.
- 4.3 The educational and methodological department on the basis of student applications and the report of the Dean's Office:
- calculates the volume of classroom hours for the discipline;
  - jointly with the accounting department determines the cost of course retake for credit;
  - prepares the schedule of classes for the discipline without interruption from current studies;
  - controls the conduct of course retake for credit by departments.
- 4.4 The Dean's Office:
- prepares a draft order on admission of students to course retake for credit;
  - informs students about the cost of training;
  - forms lists of students and sends them to departments;
  - carries out control of undergoing course retake for credit;
  - prepares a draft order on admission to the examination session after completion of course retake for credit.
- 4.5 Departments conducting course retake for credit:
- appoint a teacher for the discipline;
  - organize classes in the discipline in the amount of not less than 50% of classroom hours;
  - conduct current control of students' knowledge;
  - prepare test tasks and examination materials;
  - conduct final control for the discipline.
- 4.6 A student to whom course retake for credit is provided:
- studies in accordance with an individual plan;
  - is obliged to attend classes;

- in case of absence from more than 50% of classes without a valid reason is subject to expulsion from the University;
  - is obliged to pass the final examination in the discipline.
- 4.7 The form of final control during course retake for credit remains the same.
- 4.8 The student has the right to receive any final grade, including “excellent”.
- 4.9 In case of receiving an unsatisfactory grade, the student has the right to one retake.
- 4.10 In case of repeated receiving of an unsatisfactory grade, the student is subject to expulsion from AIU or may be left for a repeated year by decision of the Dean of the faculty.
- 4.11 After elimination of academic due, the student is transferred to the next year by order of the Rector.
- 4.12 In case of non-elimination of academic due within the established period, the student is subject to expulsion from AIU due to academic failure.

## **5. Procedure for storage and making changes into the regulation**

- 5.1. 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 changes of operational nature:
- in case of change of normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
  - in case of change of 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 personnel establishment;
  - in case of redistribution of functions between divisions and officials;
  - within framework of recommendations following results of international institutional or program accreditation.
- 5.2. Changes into approved regulations is carried out by their developer through development of a new document and its agreement and approval in установленном order.
- 5.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.
- 5.4. Original of the Regulation is stored in the department of QELD.
- 5.5. Copies of the new regulation are replicated by the department of QELD, distribution among relevant structural divisions is assigned to the personnel department, the head of the structural division 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 of the department responsible for updating information on the website.

**SAMPLE APPLICATION FOR COURSE RETAKE FOR CREDIT**

To the Rector of AIU named after S. Tentishev  
Doctor of Medical Sciences, Professor Selpiev T.T.

from student of \_\_\_ sem \_\_\_ year  
\_\_\_\_\_ faculty \_\_\_\_\_ program

Application

Due to non-fulfillment of the curriculum in the 202\_ - 2022\_\_ academic year for the reason  
\_\_\_\_\_ I ask to allow me course retake for credit of the discipline  
\_\_\_\_\_ in \_\_\_ year \_\_\_ semester.

Date “” \_\_\_\_\_ 202\_\_

Signature \_\_\_\_\_

Full name \_\_\_\_\_