

**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
Seplev T.T.



QUALITY MANAGEMENT SYSTEM

REGULATION ON STUDENT ID CARD AND GRADE BOOK

QMS – EW – 3 – 2025

AGREED

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 Quality of Education
and Labor Discipline Department

Karagulova M.Sh.

“ 30 ” 10 2025

Kant – 2025

1. General provisions

1.1. The Regulation on the student ID card and grade book determines the grounds and procedure for formalization, issuance, use, restoration and accounting of student ID cards and grade books to students of the Asian International University named after S. Tentishev (AIU).

1.2. The purpose of the document is to establish unified requirements for identification of students and maintenance of records of their academic results.

1.3. This Regulation is developed on the basis of the following regulatory legal documents:

- Law of the Kyrgyz Republic "Law on Education" dated August 11, 2023;
- Regulation on organization of the educational process in AIU;
- Rules of internal regulations and academic discipline of students of AIU;
- Other local regulatory acts of AIU.

2. Grounds and procedure for issuance of student ID card and grade book

2.1. The student ID card and grade book of the approved sample are issued to students on the basis of the order of the Rector of AIU on enrollment to the 1st year of study.

2.2. The student ID card has a serial number, contains a photograph of the student, surname, name, patronymic (in full) in the nominative case and personal signature of the student, signature of the Rector with the seal of the HR department of the University.

2.3. The student ID card is the main legal document certifying the identity of the student on the territory of the University.

2.4. The student is obliged:

- to treat the student ID card carefully and annually, at the beginning of each academic year, to extend its validity period;
- to have the student ID card on the territory of all academic buildings, clinical bases and student campuses of AIU and is obliged to present it upon request of security staff;
- to present the student ID card before eliminating academic dues, modules, credits and examinations, and is obliged to present it upon request of a teacher or employee of EQLDD;
- in cases of loss or damage of the student ID card, immediately notify the dean's office and immediately submit an application to the students' HR department for issuance of its duplicate;

2.5. During the period of waiting for preparation and issuance of a duplicate of the lost student ID card, the students' HR department issues to the student a certificate with a photograph of the student and with a seal on the photograph, certifying his identity, containing information about the faculty, year, semester and group in which the student studies;

2.6. The cost of issuance of the duplicate of the student ID card is established according to the calculation of the accounting department of the University.

2.7. The grade book is a document of the student reflecting his academic performance during the entire period of study at AIU.

2.8. The grade book of the student has a serial number corresponding to the number of the student ID card, contains a photograph and personal signature of the student, signature of the Rector of the University with the seal of the HR department of the University.

2.9. The grade book includes the name of the discipline of the current semester, the total number of hours allocated for its study, full name of the teacher who conducted the examination, the

grade received at the examination, signature of the teacher who conducted the examination and the date of the examination.

2.10. On the penultimate and last pages of the grade book of students are contained the results of examinations in elective courses, examinations in industrial practices, results of the state interdisciplinary examination and decisions of state attestation commissions based on the results of state final attestations.

2.11. Based on the results of summer examination sessions, in the absence of unsatisfactory grades in the disciplines taken, the student is transferred to the next year. The validity period of the student ID card and grade is extended.

3. Responsibility of students for preservation of student ID card and academic record book

3.1. The student bears full responsibility for preservation of his student ID card and grade book during the entire period of study at AIU;

3.2. In case of damage, loss or deterioration of the student ID card or grade book, the student is obliged to immediately notify the dean's office and the student personnel department;

3.3. The student is obliged to treat documents carefully, not to transfer them to third parties and to use them only for their intended purpose;

3.4. For non-compliance with requirements for preservation of documents the student may be brought to disciplinary responsibility in accordance with the rules of internal regulations and academic discipline.

4. Procedure for issuance of duplicates of student ID cards and grade books

4.1. In case of loss or damage of the student ID card the student submits an application for issuance of a duplicate to the students' HR department;

4.2. The students' HR department verifies information about the student and formalizes a duplicate of the student ID card or grade book;

4.3. During the period of production of the duplicate the student is issued a temporary certificate containing a photograph of the student, seal of the institution, faculty, year, semester and group;

4.4. The cost of issuance of the duplicate is established according to the calculation of the accounting department of the University;

4.5. After receiving the duplicate the student is obliged to return the temporary certificate to the students' HR department;

4.6. The issued duplicate has the same serial number as the original and is subject to registration in the register of student documents.

5. Procedure for storage and introduction of amendments 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 introduction of amendments of operational nature:

- in case of changes in regulatory and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- in case of changes in the Charter of AIU, Mission, Policy and development strategy;
- revision of requirements of educational programs;
- in case of changes in organizational structure;
- in case of changes in staffing table;
- in case of redistribution of functions between divisions and officials;

- within the framework of recommendations based on the results of international institutional or program accreditation.
- 5.2. Introduction of amendments into approved regulations is carried out by their developer through development of a new document and its agreement and approval in the established procedure.
 - 5.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.
 - 5.4. The original of the Regulation is stored in the QMS department at EQLDD.
 - 5.5. Copies of the new Regulation are reproduced by the EQLD department, distribution among relevant structural subdivisions is assigned to EQLD, 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 EQLDD and the employee of the system and software support department.