

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.

[Signature]
"30" 10 2025

APPROVED

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

dated "02" 10 20 25

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 CONDUCTING CURRENT CONTROL OF ACADEMIC
PERFORMANCE, INTERMEDIATE (MIDTERM) AND FINAL (SEMESTER)
ATTESTATIONS OF STUDENTS
QMS – AP – 3 – 2025**

AGREED

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1. General Provisions

1.1. This Regulation on conducting current control of academic performance, intermediate (midterm) and final (semester) attestations of students at the Asian International University named after S. Tentishev (AIU) defines:

- forms, procedure and frequency of conducting current control of academic performance, intermediate (midterm) and final attestation in each semester;
- the system, parameters and assessment criteria, determination of the final rating of the student, based on the principle of criterion-based assessment;
- the system of assessment of educational achievements of the student with transfer to the ECTS system.

The Regulation also regulates the procedure of transfer from year to year according to the GPA system, the procedure and deadlines for elimination of academic due, and expulsion of students who failed to fulfill obligations for conscientious mastering of the educational program and implementation of the curriculum at AIU.

1.2. The Regulation was developed on the basis of the following documents:

- Law of the Kyrgyz Republic "On Education" dated August 11, 2023;
- Resolution of the Government of the Kyrgyz Republic dated May 29, 2012 No. 346 "Regulation on Conducting Current Control and Intermediate Attestation of Students of Higher Educational Institutions of the Kyrgyz Republic";
- State Educational Standard of Higher Professional Education (SES HPE);
- Main Educational Program of Higher Professional Education of AIU;
- Charter of the Asian International University named after S. Tentishev;
- other local regulatory acts of AIU.

1.3. This Regulation is mandatory for application by all structural subdivisions ensuring implementation of educational programs (hereinafter referred to as EP) of higher education level in specialties and areas implemented at AIU.

2. Forms, Procedure and Frequency of Conducting Current and Midterm Forms of Academic Performance Control

2.1. Current control of academic performance is control over all types of classroom and extracurricular work of students in a certain discipline.

2.2. The objectives of conducting current control of academic performance are:

- stimulation of motivation of educational and cognitive activity of students;
- determination of the level of preparation of each student at each stage of the educational process and prevention of academic failure and expulsion of students from AIU;
- strengthening feedback between the teacher and students;
- increasing academic activity of students.

2.3. Current control of academic performance is conducted in all disciplines (modules) of the current semester, except elective disciplines.

2.4. At AIU, during current control, a five-point system for assessing the results of mastering the covered material is applied:

Grade	Assessment criteria
2 – unsatisfactory	Knowledge of the covered topic is fragmented, the answer is uncertain. The student usually answers only leading questions of the teacher. When applying knowledge in practice, experiences significant difficulties and makes frequent and gross mistakes.
3 – satisfactory	Knowledge of the covered topic is not systematic and superficial. The student answers questions uncertainly, making mistakes when presenting the material. When applying knowledge in practice, experiences some difficulties and overcomes them with slight assistance from the teacher. Possesses elementary skills of educational activity. Solves standard educational tasks at a basic level

	Makes mistakes in speech construction.
4 – good	The student demonstrates deep, systematic and confident knowledge of the covered topic. Answers questions independently without difficulties. Is able to apply acquired knowledge to perform practical tasks in standard situations. Possesses mental operations (analysis, synthesis, generalization, etc.). The answer is correct and logically substantiated, but the student lacks personal judgments. Minor terminological mistakes are allowed. Uses literary language and does not make gross mistakes.
5 – excellent	The student's knowledge is deep, solid and systematic. Gives correct, conscious and confident answers to questions. Independently uses knowledge to perform practical tasks of a creative nature. Educational activity is characterized by the ability to independently assess various situations, phenomena, facts, show and defend a personal position. Uses literarily correct language.

2.5. When organizing and conducting current control of academic performance, the peculiarities of educational programs implemented by educational structural subdivisions are taken into account, which is reflected in the specifics of the content and forms of tasks for current control of academic performance.

2.6. Assessment materials (funds of assessment tools) for current control of the quality of mastering the educational program by the student are developed by the department and approved by the head of the department. Forms of current control may include: oral survey, testing, solving situational tasks, demonstration of practical skills, verification and control works, checking completion of individual independent tasks, reports, essays, assessment of participation in discussions, colloquia, interviews and other forms determined and fixed by teachers in the working programs of disciplines (modules).

2.7. Defence of laboratory works is conducted during the semester as they are completed. During the current academic year, the student has the right to complete laboratory works missed for valid reasons. The department where laboratory works are performed is obliged to provide the student with the opportunity to complete missed laboratory works.

2.8. For students who could not pass one or another form of current control within the deadlines provided by the working program of the discipline (module) for valid reasons confirmed by relevant documents (illness, care for a sick relative, other family circumstances, participation in regional interuniversity olympiads, domestic or international competitions, natural disasters, etc.), the teacher, in agreement with the faculty administration, establishes individual deadlines for passing them.

2.9. Control of academic performance and attendance is carried out by the teacher constantly (current grades, control of knowledge and skills, missed classes), by the curator-advisor and faculty dean's office, and by the Education Quality and Labor Discipline Department (EQLDD) systematically.

2.10. In case of a student's absence from classes in a specific discipline for 4 weeks without valid reason, the teacher is obliged to notify the department and dean's office about this. Based on the report from the teacher and the explanatory note of the student, the dean's office resolves the issue of the possibility of granting the student academic leave, imposing disciplinary action on him/her, or expulsion. Results of current control of academic performance must be taken into account by teachers during intermediate (midterm) control.

2.11. Intermediate (midterm) control is assessment of completeness of knowledge and skills in individual disciplines and their modules, conducted during the 7th–8th and 15th–16th weeks and expressed in points entered into the electronic record system “e-Bilim”. The electronic record is accessible to EMD, inspectors of EQLDD, dean's office and students. The teacher informs students about learning outcomes in the subject, which are criteria for assessing their achievements in this subject, and a clear algorithm for determining the grade by which the student can independently determine his/her level of achievement and grade.

Results (grades) of intermediate (midterm) control are communicated to students by the teacher through oral informing during the class with full explanation upon student request.

The teacher derives the results of intermediate (midterm) control from the following four criteria:

No.	Assessed criteria of intermediate (midterm) control	Number of points
1.	Mastery of the studied theoretical material: Student fully mastered the entire volume of theoretical material, regularly prepared for each class using additional scientific literature, actively participated in every lesson and gave complete answers during oral survey – 5 points; Student mastered the entire volume of theoretical material with some minor gaps, regularly prepared for classes, actively participated in lessons, and during oral survey made mistakes independently corrected with the help of additional questions from the teacher – 4 points; Student demonstrates fragmented mastery of the studied theoretical material, prepared superficially, showed average activity in classes, and during oral survey knows only individual aspects related to the questions asked – 3 points; Student demonstrates superficial mastery with significant mistakes during oral survey, prepared superficially and showed low activity – 2 points; Student demonstrates lack of knowledge of most of the studied theoretical material, makes mistakes in definitions and rules distorting their meaning, presents material chaotically and uncertainly, usually did not prepare and showed low activity – 1 point; Student demonstrates complete lack of knowledge or misunderstanding of the studied theoretical material, systematically did not prepare and did not show activity – 0 points.	5
2.	Attendance of lectures and classes: 100% attendance – 5 points; for each absence without valid reason but made up in time, 0.5 points are deducted; for each absence for valid reason but made up in time, no points are deducted; for each absence without valid reason and not made up in time, 1 point is deducted.	5
3.	Independent work of the student: 100% of SIW completed timely and correctly – 5 points; SIW completed fully but with mistakes or delay – 4 points; 70% of SIW completed incompletely and with mistakes or delay – 3 points; 50% of SIW completed timely and correctly – 2 points; 50% of IWS completed timely with mistakes or delay, or less than 50% completed timely and correctly – 1 point; IWS not completed – 0 points.	5
4.	Independent performance of practical skills and abilities: Practical skills and abilities performed accurately – 5 points; performed with minor mistakes – 4 points; performed with significant mistakes but corrected with leading questions – 3 points; performed with significant mistakes not corrected despite leading questions – 2 points; performed with gross mistakes – 1 point; not performed – 0 points.	5
Total		20

Midterm assessment of students' academic performance is carried out by the teacher once per semester and once per semester by EQLDD through computerized testing on topics of the current module.

Conversion of 20 points into a grade during midterm control:

Scale (out of 20 points)	Academic grade
0–5	“2” (unsatisfactory)
6–10	“3” (satisfactory)
11–15	“4” (good)
16–20	“5” (excellent)

2.12. Results of midterm control are also available to interested persons upon their request in cases where these persons act as customers under the education agreement or legal representatives (parents) of a minor student.

2.13. Rating assessment of current and intermediate (midterm) control constitutes no more than 40% (40 points – 20 points for the 1st module and 20 points for the 2nd module), the remaining 60% (60 points) constitutes the rating assessment obtained during final control.

2.14. Educational achievements (knowledge, skills, abilities and competencies) of students are assessed in points according to a 100-point scale corresponding to the internationally accepted letter system with digital equivalent (positive grades, in descending order, from “A” to “D” (100–55), and “unsatisfactory” – “FX” (20–54), “F” (0–19), and grades according to the traditional system. Grade “FX” is assigned only for the final examination.

Integral Assessment

Current/intermediate (midterm) control		Final control	Integral assessment
1st module	2nd module		
20 points	20 points	60 points	100 points

A student who scored according to the results of two modules:

- less than 20 points – is not admitted to final control and is obliged to take repeated course training of this subject on a paid basis;
- 20 points or more – is obliged to take final control.

3. Forms, Procedure and Frequency of Organization and Conducting Final (Semester) Attestation of Students

3.1. Study of each discipline (module) of the curriculum is completed by attestation. Final (semester) attestation of students is conducted in forms and according to the calendar academic schedule determined at the beginning of the academic year in accordance with the approved curriculum for a specific educational program and is conducted twice during one academic year, in the manner established by this Regulation.

3.2. All attestation tests in the discipline (module), clinical practice are conducted within the time allocated for studying the relevant discipline (module) and completing clinical practice, including the time allocated for independent work of the student.

3.3. Attestation testing in the form of an examination during final (semester) control is conducted during the examination session provided for by the calendar academic schedule after completion of all classroom classes.

3.4. The number of credits and examinations during final (semester) attestation of students in educational programs of higher education is established by curricula. As a rule, their number should not exceed 22 forms of reporting in an academic year. This number does not include examinations and credits in facultative disciplines, as well as credits in elective disciplines (modules) in physical culture and sports.

3.5. Forms of final (semester) attestation, requirements for the level of mastering the material are fixed in the working program of the discipline (module), assessment tools are contained in assessment materials (funds of assessment tools).

3.6. Students studying according to individual curricula may take credits and examinations within the deadlines established by the head of the educational structural subdivision in agreement with teachers of the relevant departments. A student has the right to credit learning outcomes in individual disciplines (modules) and (or) individual clinical practices mastered (completed) by the student while obtaining secondary professional education and (or) higher education, as well as additional education (if available). Credited learning outcomes are considered as results of intermediate attestation.

Crediting of learning outcomes is carried out upon submission by the student of documents confirming completed education:

- a) documents on education and (or) qualification, including documents on foreign education and (or) foreign qualification, legalized and translated into Kyrgyz, Russian or English languages,

unless otherwise provided by the legislation of the Kyrgyz Republic or international treaties of the Kyrgyz Republic;

b) documents on training, including certificates of training or period of training, documents issued by foreign organizations (certificates, academic certificates and other documents), legalized and translated into Kyrgyz, Russian or English languages, unless otherwise provided by the legislation of the Kyrgyz Republic or international treaties of the Kyrgyz Republic.

3.7. During final (semester) control, department teachers or examiners may use technical means and assessment materials (funds of assessment tools).

3.8. The examination schedule during final (semester) control for all forms of education is prepared in accordance with the calendar academic schedule, approved by the Vice-Rector for Academic and Scientific Work and communicated to teachers and students in the electronic information and educational environment, as well as on the information board of the faculty no later than 10 academic days before the beginning of the examination session. Preparation for examinations in each discipline is allocated, as a rule, at least 2 days, excluding days of the current and previous examination. For each academic group, the date, time and place of conducting the examination in each discipline are indicated.

3.9. The entire process of conducting final (semester) control is accompanied by an employee of the EQLDD. The teacher is obliged to bring to final (semester) control the journal of academic performance and make-up classes of students, and also three days before conducting final (semester) control must submit a report on students not admitted to the dean's office with mandatory duplication to the EQLDD.

3.10. Examiners are not allowed to:

- accept examinations and credits in cases where the student's surname is absent in the record sheet;
- accept examinations and credits without permission of the dean's office and EMD outside working hours and at an inappropriate time for the student and in an auditorium not specified by the schedule;
- add and cross out students' surnames in record sheets;
- excessively prolong or shorten the duration of attestation testing, both for an individual student and for a group;
- arbitrarily refuse to conduct attestation testing.

3.11. During an oral examination, the student is provided preparation time, as a rule, 10–15 minutes, written examination – 60 minutes.

3.12. The time allocated to the teacher for conducting examinations and credits is established according to time standards for calculating the volume of academic work and main types of educational-methodological, scientific-research and other work performed by the professor-teaching staff of AIU.

3.13. The record sheet completed following final (semester) testing is certified by the signature of the teacher (teachers) and submitted to the dean's office on the day of taking the attestation test. By the responsible employee of the educational subdivision, results of intermediate attestation are transferred into the "e-Bilim" system.

3.14. During examinations and (or) credits students are obliged to have with them a completed grade book and student ID card, which they present to the examiner at the beginning of the examination or credit. Conducting attestation testing without a grade book and student ID card is not allowed.

3.15. Final control in disciplines (modules) in physical culture in special educational groups, which include students exempted for a long period from practical classes due to health condition, as well as persons with disabilities and disabled persons, is conducted in the form of assessment of written works on topics determined at the meeting of the department implementing the educational process in this discipline (module).

3.16. Intermediate attestation for clinical practice is conducted in accordance with the local regulatory act of AIU.

- 3.17. Examinations are conducted in oral or written form according to examination cards approved by the head of the department and the Head of EMD. The choice of examination form must be reflected in the working program of the discipline (module) and in assessment materials (funds of assessment tools) for the given discipline (module).
- 3.18. The procedure for conducting oral and written examinations is determined by the educational structural subdivision.
- 3.19. Final control in disciplines (modules) may be conducted using distance learning technologies.
- 3.20. Examination cards of intermediate attestation are approved at the department meeting and signed by the head of the department, then submitted to the EMC for approval and signed by the Head of EMD.
- 3.21. A student who failed to appear for an examination or credit for a valid reason confirmed by relevant documents is granted the opportunity to pass final control within individually established deadlines.
- 3.22. Heads and employees of профильных organizations may be present at examinations or credits for the purpose of checking students' mastery of competencies in the studied educational program in accordance with its direction (profile)/specialization.
- 3.23. For the purpose of independent assessment of the quality of studying the discipline (module), by decision of the head of the educational structural subdivision, invited independent experts, teachers of other academic groups, departments, divisions, and the faculty may be present at the examination.
- 3.24. Presence of unauthorized persons at examinations or credits without coordination with the head of the educational structural subdivision is not allowed.
- 3.25. For students who did not pass credits or examinations within the established deadlines due to medical reasons, the session is extended for the number of days missed because of illness during the session period. Extension of the session deadlines for a valid reason is formalized by order following the results of the session. A medical certificate confirming illness during the session must be submitted by the student to the dean's office of the educational structural subdivision on the next day after admission to classes by the physician.
- 3.26. In the event that a student cannot be present during the period of passing the corresponding attestation tests for a valid reason, he/she or his/her legal representative (parent) is obliged to notify employees of the educational structural subdivision before the end of the session orally and in writing with provision of supporting documents (for example, an open sick leave certificate or medical certificate, etc.). In this situation, the personal presence of the student is not necessary.
- 3.27. For students who did not pass intermediate (midterm) attestation tests within the established deadlines for valid reasons (participation in international competitions, conferences, family circumstances, presence of a medical certificate, etc.), documented in the established manner, with positive results of current control during the semester, a schedule for passing credits and examinations in disciplines (modules) without interruption from theoretical training may be established.
- 3.28. Results of final attestation are communicated to the student on the day of conducting the attestation test through oral informing and entering the grade by the examiner into the student's grade book and record sheet.
- 3.29. Results of final attestation are analyzed by pedagogical employees of the educational structural subdivision and submitted for discussion at meetings of departments, the rectorate, and the Academic Council of AIU.
- 3.30. Repeated passing of an examination (not more than two times) for the purpose of improving a positive grade is allowed in exceptional cases only in the graduation year when deciding the issue of obtaining a diploma with honors, based on the personal application of the student requesting provision of such an opportunity (Appendix). The application is agreed upon and endorsed by the head of the educational structural subdivision, the head of the department

whose discipline is planned for retake, the Head of EMD, and the Vice-Rector for Academic and Scientific Work.

3.31. The decision on repeated passing of an examination for the purpose of improving a positive grade is made by the rector or an authorized person – the Vice-Rector for Academic and Scientific Work.

3.32. In the event of a positive decision, by order of the dean a commission is appointed consisting of the dean of the faculty, the head of the department and the teacher conducting the given discipline. In the absence of the teacher for a valid reason, the head of the department appoints a teacher with appropriate qualifications as a replacement.

3.33. Based on the results of the retake, the commission makes one of the following decisions: “increase the grade” or “leave unchanged”. All retakes for grade improvement must be completed before issuance of the order on admission of students to state final attestation (SFA).

3.34. Repeated passing of the examination in clinical practice for the purpose of improving a positive grade is not allowed.

4. Grading System During Intermediate (Midterm) and Final Attestation

4.1. Results of credits are assessed by the marks “passed” or “failed”. Final (semester) control with grades “excellent”, “good”, “satisfactory”, or “unsatisfactory” are assigned in disciplines in accordance with the curriculum, as well as for various types of clinical practice.

4.2. Oral credit is conducted for the purpose of checking the level of theoretical preparation of students, assessing the ability to analyze and systematize knowledge, apply it in practice, and also reasonably express their thoughts.

4.3. Oral credit is conducted by the teacher or examination commission in accordance with the curriculum: each student is asked one or several questions on the studied topic, response time, as a rule, составляет 5–10 minutes, and the answer must include a theoretical part, examples and argumentation.

When assessing knowledge and the level of student preparation, the following are determined:

- the level of mastery by the student of the material and competencies предусмотренных by the program of the discipline (module);
- the student’s ability to use theoretical knowledge when performing practical tasks;
- validity, clarity and conciseness of the answer presentation.

4.4. A student is admitted to the credit provided attendance of at least 60% of classes, timely make-up of missed classes, elimination of unsatisfactory grades in current control, completion of all current assignments and active participation in practical forms of education.

4.5. Results of the credit are determined by the marks “passed” or “failed” according to the assessment criteria during oral credit:

No.	Criterion	Description	Compliance for “Passed”	Compliance for “Failed”
1	Presence of an oral response plan	Structured presentation	The student presents the answer logically, follows sequence	Plan is absent or the answer is unsystematic
2	Fulfillment of the plan during the response	Consistent disclosure of key points	All main points are disclosed without significant omissions	Omission of key points, fragmented answer
3	Completeness of the answer	Coverage of all main aspects of the topic	The answer covers key aspects, demonstrates understanding of the material	The answer is incomplete, main aspects of the topic are not disclosed
4	Speech culture and professional terminology	Clarity, literacy, use of terminology	грамотная speech, confidence, correct use of terminology	Logic of speech is violated, incorrect use of terminology, uncertainty

5	Giving examples	Confirmation of reasoning with examples	At least one relevant example confirming understanding of the topic is provided	Examples are absent or incorrect, understanding of the material is not confirmed
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4.7. Results of the credit are entered into the “e-Bilim” system by the responsible employee of the EQLDD.

4.8. The mark “failed” is not entered into the student’s grade book.

4.9. Results of examinations during final control are determined by the grades: “excellent”, “good”, “satisfactory”, “unsatisfactory”.

The framework grading scale reflecting the most general description of assigned grades taking into account completeness of the student’s answer is presented in the table:

Grade	Criteria
“Excellent”	1. Correct and complete answers are given to all theoretical questions; 2. The practical task is fully completed; 3. The material is presented competently with observance of logical sequence; 4. Creative abilities are demonstrated.
“Good”	1. Correct but incomplete answers are given to all theoretical questions, insignificant inaccuracies or inaccuracies are allowed; 2. The practical task is completed, however a minor mistake is allowed; 3. The material is presented competently with observance of logical sequence.
“Satisfactory”	1. Answers to theoretical questions are generally correct, but incomplete, inaccuracies in formulations and logical inaccuracies are allowed; 2. The practical task is not completed in full; 3. The material is presented competently, however logical sequence is violated.
“Unsatisfactory”	1. Answers to theoretical questions contain gross mistakes; 2. The practical task is not completed; 3. Grammatical and terminological mistakes are made in the answer presentation, logical sequence is violated.

4.10. An unsatisfactory grade is not entered into the grade book. The examiner bears personal responsibility for correctness of the assigned grade.

4.11. Failure of a student to appear for an examination is marked in the record sheet with the words “did not appear” (n/a).

4.12. Students who did not make up missed classes and unsatisfactory grades before the beginning of the examination session are not admitted to examinations, in this case the mark “not eligible” (n/e) is placed in the record sheet opposite the student’s name.

4.13. Final control is conducted by teachers and assistants. For conducting final control, classrooms equipped with video cameras are allocated. Final control is conducted under supervision of employees of the EQLDD. Conducting final control without an employee of EQLDD is not allowed.

4.14. Final control is conducted according to examination cards, which, as a rule, must consist of three questions (tasks). Each question is assessed at 20 points. It is recommended to use the following criteria for assessing students’ knowledge during the examination:

Criteria for assessing students’ knowledge during the examination (credit) in final control

Criteria for assessing one answer (20 points)	Number of points
1. Presence of an oral response plan	0–4
2. Fulfillment of the plan during oral response	0–4
3. Completeness of the answer	0–4
4. Speech culture using professional terminology	0–4
5. Giving examples	0–4
Total:	20

The final modular-rating grade in the discipline is assigned according to the results of two control modules and final knowledge control:

- first intermediate (midterm) control – 20 points out of the 100-point scale of students' knowledge assessment, grade weight 0.35;
- second intermediate (midterm) control – 20 points out of the 100-point scale of students' knowledge assessment, grade weight 0.35;
- final knowledge control – 60 points out of the 100-point scale of students' knowledge assessment, grade weight 0.3.

4.15. Determination of the student's rating is carried out taking into account the weight of the grade of current, midterm and final control.

Determination of the final student rating in the discipline

	Max. grade	In rating points	Obtained grade	In rating points	% of goal achievement	Grade weight	Student rating
First midterm control	5	20	4	11–15	55–75	0.35	$(75 \times 0.35) + (75 \times 0.35) + (67 \times 0.3) = 73$ points
Second midterm control	5	20	4	11–15	55–75	0.35	
Final control	5	60	3	21–40	35–67	0.3	

4.16. Since in some final documents it is required to assign a grade according to the four-point system, the following scale of correspondence between grades in points and traditional grades is adopted.

Point-rating and letter systems for assessment of students' educational achievements with conversion into the traditional grading scale and ECTS

Rating (points)	Credit	Grade according to traditional system	ECTS grade	ECTS definition
85–100	Passed	Excellent	A	“excellent” – excellent result with minimal mistakes
81–84		Good	B	“very good” – above average result with some mistakes
70–80			C	“good” – average result with noticeable mistakes
60–69		Satisfactory	D	“satisfactory” – weak result with significant shortcomings
55–59			E	“mediocre” – result meets minimum requirements
20–54	Failed	Unsatisfactory	FX	“unsatisfactory” – the student is allowed two retakes
0–19			F	“unsatisfactory” – the student is not admitted to the examination and must retake the discipline on a paid basis

Based on semester results, an overall rating is derived for all disciplines (modules), which consists of the average grade across all subject ratings.

4.17. Final control grades are entered into the “e-Bilim” system by the responsible employee of the EQLDD.

4.18. A student who disagrees with the result of final control in a discipline (examination grade) has the right to submit a reasoned written application indicating the appealed grade and the reason for appeal within three working days after publication of examination results in the electronic record sheet in the “e-Bilim” system.

4.19. The procedure for submitting and reviewing an appeal is regulated by the Regulation on the Appeal Commission of AIU.

4.20. In case of receiving an “unsatisfactory” grade corresponding to the mark “FX” (20–54), the student has the right to two retakes during a specially allocated period immediately after the examination session in which this grade was received.

4.21. If a student did not appear during the established period for both retakes or the final retake of the “FX” grade, then this discipline is counted as academic due, for elimination of which the student must, on a paid basis, repeatedly study this discipline and complete all types of academic work according to the program, pass midterm controls and the final examination.

4.21. In the event of receiving the “FX” grade corresponding to the equivalent of the “unsatisfactory” grade for the third time, the student is subject to expulsion from the institute or has the right, on a paid basis, to repeatedly study this discipline and complete all types of academic work according to the program, pass midterm controls and the final examination, with the possibility of one retake.

4.22. A student who violated the requirements of the Rules for Conducting Final Control (use of unauthorized auxiliary means, mobile phones, lateness without valid reason, etc.) is automatically assigned the grade “FX” on the basis of a violation report not subject to challenge or appeal. In this case the student repeatedly studies the given discipline on a paid basis.

4.23. The violation report is drawn up by an EQLDD inspector and communicated to the student, in which he/she must sign. Далее a copy of the violation report is transferred to the dean’s office with registration in the incoming documentation journal.

4.24. For repeated violation of the Rules for Conducting Final Control, the student is subject to expulsion from AIU on the basis of the decision of the Ethics Commission.

4.25. A student who received the mark “failed” in an elective discipline has the right to two retakes.

4.26. Students not admitted to final examinations due to tuition fee debt must eliminate the financial due and pass examinations within 45 calendar days after completion of the examination session. Otherwise, the student is subject to expulsion from the institute.

5. Transfer from Year to Year in the GPA System

5.1. At AIU, transfer of students from year to year is carried out according to the GPA system.

5.2. Students who obtained the established GPA score level are transferred to the next year by order of the rector of the university. The transfer GPA score is calculated by determining the average score according to the 100-point scale. The minimum transfer score is 55 points.

5.3. A student who did not obtain the established GPA score remains for a repeated year of study on a paid basis.

6. Procedure and Deadlines for Elimination of Academic Due

6.1. Unsatisfactory results of final (semester) attestation in one or several disciplines (modules), in clinical practice in the absence of valid reasons are recognized as academic due. In this case, the student repeatedly studies the given discipline on a paid basis, with subsequent repeated passing of midterm controls and final (semester) control.

6.2. Students are obliged to eliminate academic due within one year.

6.3. A student having academic due may be transferred to the next year with the condition of elimination of the due within one year.

6.4. Students who failed to fulfill obligations for conscientious mastering of the educational program and who did not eliminate academic due within the established deadlines are expelled from AIU.

6.5. The International Department is obliged to notify the student by sending, to his/her name or to the name of the legal representative (parent) of a minor student, an electronic message, postal notification to the address indicated by the student in the application for admission to study or

applications for change of personal data and contact information, about his/her expulsion before formation of the corresponding order.

7. Procedure for Conducting Final Attestation for Students with Disabilities

7.1. Education under educational programs for students with disabilities is carried out by AIU taking into account the peculiarities of psychophysical development, individual capabilities and health condition of such students.

7.2. Education of students with disabilities may be organized both jointly with other students and in separate groups or in separate organizations.

During conducting final attestation, compliance with the following general requirements is ensured:

- conducting final attestation for students with disabilities in one classroom jointly with students who do not have disabilities, if this does not create difficulties for students during passing intermediate and final attestation;
- presence in the classroom of an assistant providing students with disabilities with necessary technical assistance taking into account their individual peculiarities (taking a workplace, moving, reading and completing assignments, communicating with the examiner);
- use by students with disabilities of technical means necessary for them during passing final attestation taking into account their individual peculiarities;
- ensuring the possibility of unobstructed access of students with disabilities to classrooms, toilet and other facilities, as well as their stay in the specified facilities (presence of ramps, handrails, widened doorways, elevators, in the absence of elevators the classroom must be located on the first floor, presence of special chairs and other devices).

7.3. Upon written application of a student with disabilities, the duration of passing the examination may be increased in relation to the established duration of its passing:

- in case of conducting in written form – no more than 90 minutes;
- in case of conducting in oral form – no more than 20 minutes.

7.4. Depending on the individual peculiarities of students with disabilities, AIU ensures fulfillment of the following requirements during conducting the examination:

a) for blind persons:

- assignments and other materials for passing the examination are prepared in Braille embossed-dot font or in the form of an electronic document accessible through a computer with specialized software for blind persons, or are read aloud by the assistant;
- written assignments are completed by students with disabilities on paper in Braille embossed-dot font or on a computer with specialized software for blind persons, or are dictated to the assistant;
- if necessary, disabled students and persons with disabilities are provided with a set of writing materials and paper for writing in Braille embossed-dot font, a computer with specialized software for blind persons;

b) for visually impaired persons:

- assignments and other materials for passing the examination are prepared in enlarged font;
- individual uniform lighting of at least 300 lux is ensured;
- if necessary, disabled students and persons with disabilities are provided with a magnifying device; use of magnifying devices available to students is allowed;

c) for deaf and hearing-impaired persons, with severe speech disorders:

- availability of collective-use sound-amplifying equipment is ensured, if necessary students are provided with individual-use sound-amplifying equipment;
- upon their request examinations are conducted in written form.

d) for persons with musculoskeletal disorders (severe disorders of motor functions of upper limbs or absence of upper limbs):

- written assignments are completed by students on a computer with specialized software or dictated to the assistant;
- upon their request examinations are conducted in oral form.

7.5. A student with disabilities no later than 3 months before the beginning of conducting intermediate and final attestation submits a written application in free form on the necessity of creating special conditions for him/her during conducting final attestation indicating peculiarities of his/her psychophysical development, individual capabilities and health condition. Documents confirming the presence of individual peculiarities of the given student are attached to the application (in the absence of the specified documents at AIU).

7.6. In the application, a student with disabilities indicates the necessity (absence of necessity) of the presence of an assistant during the examination, the necessity (absence of necessity) of increasing the duration of passing the examination in relation to the established duration (for each examination).

8. Responsibilities of Process Participants and Structural Subdivisions

8.1. Responsibility for preparation of methodological support, organization and conducting of midterm and final attestations is distributed among educational and educational-support structural subdivisions of AIU according to the Regulations on structural subdivisions and job descriptions of employees of structural subdivisions.

8.2. Educational-Methodological Department (EMD)

- prepares and approves schedules of midterm and final control;
- controls compliance of methodological materials with state educational standards;
- provides methodological support to teachers during preparation for attestation.

8.3. Educational-Methodological Council (EMC)

- reviews and approves methodological materials, assignments and assessment criteria for midterm and final control prepared by departments and EMD;
- controls compliance with unified standards for conducting attestations and requirements of curricula;
- analyzes results of midterm and final attestations, submits proposals for improvement of the quality of the educational process;
- provides methodological coordination between departments and the dean's office during organization of attestations.

8.4. Departments

- develop assessment materials (FAM) for midterm and final controls;
- conduct midterm and final attestations of students;
- record results in the academic performance journal and record sheets of the "eBilim" system;
- ensure compliance with rules for conducting and regulations of attestation.

8.5. Dean's Office

- ensures timely informing of students about schedules of conducting midterm and final controls;
- accepts attestation results and records them in record sheets and the "eBilim" system;
- controls correctness and timeliness of completion of students' grade books by the professor-teaching staff;
- analyzes results of midterm and final control and reports them to the Academic Council of AIU.

8.6. Education Quality and Labor Discipline Department (EQLDD)

- conducts monitoring of compliance with quality standards and anti-corruption policy during conducting attestations;
- prepares reports for the university administration on the quality of the educational process.

8.7. Department of System and Software Support (DSSS)

- ensures functioning of the “eBilim” system during conducting midterm and final control;
- configures and maintains software for conducting online testing and automated accounting of results;
- controls correctness of registration and storage of attestation results in the system;
- provides technical support to teachers and students during conducting midterm and final controls;
- ensures backup storage of data and protection of information from loss or unauthorized access.

9. Procedure for Storage and Introduction of Amendments to the Regulation

9.1. 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 introducing operational amendments:

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

9.2. Introduction of amendments into approved regulations is carried out by their developer through development of a new document and its coordination and approval in the established manner.

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

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

9.5. Copies of the new Regulation are reproduced by the EQLDD, distribution among corresponding structural subdivisions is assigned to EQLDD, the head of the structural subdivision bears responsibility for familiarization of his/her 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 Department of System and Software Support.