

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 THE PROCEDURE OF TRANSFER, REINSTATEMENT,
EXPULSION AND GRANTING OF ACADEMIC LEAVES
TO STUDENTS OF AIU NAMED AFTER S. TENTISHEV**

QMS – AP – 2 – 2025

AGREED

Vice-Rector for Academic and Scientific Work,
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“30” 10 2025

Head of Educational and Methodological Department
Sulaimanova Zh.B.

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COMPILED BY

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“30” 10 2025

Kant – 2025

1. General provisions

1.1. The Regulation regulates conditions, procedure and procedures:

- transfer of students to AIU named after S. Tentishev (hereinafter AIU) from other organizations under educational programs of higher education;
- transfer of students under educational programs of higher education of AIU to other organizations;
- transfer of students under educational programs of higher education implemented by AIU;
- transfer of students of AIU from one direction of training (specialty) to another direction of training (specialty) of AIU;
- reinstatement to the number of students under educational programs of higher education of persons previously expelled from AIU;
- expulsion from the number of students of AIU under educational programs of higher education;
- granting of academic leave to students of AIU.

1.2. The Regulation is developed in accordance with the following documents:

- Law of the Kyrgyz Republic “On education”;
- Regulation on the procedure of transfer, expulsion, reinstatement and granting of academic leaves to students of educational organizations of higher professional education of the Kyrgyz Republic;
- Charter of AIU named after S. Tentishev;
- Regulation on liquidation of academic indebtedness;
- and other normative acts regulating activity of AIU.

1.3. The established procedure of carrying out the procedures indicated above implies comprehensive, objective consideration of these questions, completely excluding discrimination and infringement of rights of the individual, ensures the right of a citizen to receive higher education.

1.4. Realization of procedures of transfer, reinstatement, expulsion and granting of academic leaves is carried out within the framework of the quality management system of AIU, on the principles:

- transparency and objectivity of decisions made;
- equality of rights of students;
- observance of requirements of legislation of the Kyrgyz Republic;
- ensuring academic integrity;
- observance of internal normative documents of the university.

1.5. The Regulation does not apply to transfer of persons studying under educational programs of higher education in AIU in cases:

- termination of educational activity, annulment of license, deprivation of its state accreditation for the corresponding educational program;
- expiration of validity period of state accreditation for the corresponding educational program;
- suspension of validity of license;
- suspension of validity of state accreditation completely or in relation to separate levels of education, enlarged groups of specialties and directions of training.

1.6. The composition of the attestation commission on reinstatement and transfer of students, the timeframes of its work are approved by order of the rector of AIU annually. The commission is in direct subordination of the rector.

1.7. The composition of the attestation commission on reinstatement and transfer of students must include:

- rector – chairperson of the commission;
- vice-rectors;
- deans of faculties;
- head of the educational-methodical department (EMD);
- head of the student personnel department – secretary of the commission;
- representative of the legal department.

1.8. Taking into account recommendations of the attestation commission, a decision on transfer, reinstatement or refusal in transfer, reinstatement is made.

2. Procedure and procedure of transfer of students

2.1. The determining condition of transfer of students to AIU is preparedness for mastering a concrete (chosen) main educational program of professional education, previous program of professional education, previous academic performance, as well as availability of vacant places.

2.2. Transfer of students from higher educational institutions having state accreditation (attestation) and transition of students from one main educational program to another within AIU is carried out during summer vacations before the beginning of the educational process by a specially created Attestation commission on the personal application of the student (Appendix 1). In the presence of vacant places on the corresponding course in the specialty/direction of interest to the student, on a contractual basis with full compensation of costs for training according to current tariffs.

2.3. Transfer of students in the first academic year is allowed after successful completion of the first semester. At the same time the minimum number of mastered academic credits must be not less than 30. Transfer of students in the last academic year is not allowed.

2.4. Transfer of a student from another higher educational institution to AIU for continuation of education, including accompanied by transition from one main educational program of specialty/direction to another, in all forms of education, as well as with their change is carried out on the personal application of the student.

2.5. The application is sent to the rector (vice-rector) for making a decision on admission of the student to attestation. To the application is attached a photocopy of the grade book / transcript.

2.6. Transfer of the student is carried out on the basis of attestation. Attestation is carried out by the attestation commission.

2.7. The composition of the commission is approved by order of the rector of AIU. For organization of effective work of the attestation commission in AIU commissions are created Attestation commissions on related specialties or directions.

2.8. The attestation commission of AIU must consider the application of the student within 10 days from the moment of submission of the application, but not later than the beginning of the educational classes. Decisions of the attestation commission are formalized by protocols.

2.9. According to the results of attestation, when some disciplines cannot be re-credited to the student or due to difference in curricula unstudied disciplines (sections of disciplines) are revealed, the student must pass them, that is, eliminate the academic difference.

2.10. For ensuring control of elimination of academic difference the educational-methodical department, student personnel department and dean's office must fill and approve the individual curriculum of the student, which provides the list of disciplines (or their sections), subject to study, their volumes and established deadlines for passing examinations/passes (Appendix 2). Also at the departments of corresponding disciplines individual plans for elimination of academic dues for each discipline are made up (Appendix 3).

2.11. Academic difference must be eliminated within the limits of the current academic year.

2.12. For students transferring to AIU from other higher educational institutions, calculation of academic difference and mutual crediting of credit units are carried out in accordance with the principles of credit technology of education and acting current normative documents of AIU.

2.13. Calculation of academic difference is carried out according to the results of attestation on the basis of the following documents submitted by the student:

- official transcript / evaluation sheets confirming mastered disciplines and credits;
- annotations, syllabi or educational programs of studied disciplines.

Documents must be certified by seal and signature of an authorized person of the previous educational institution.

2.14. When transferring, general humanitarian and socio-economic disciplines, including mandatory basic ones, are re-credited in the volume studied by the student. When transferring a student to AIU to the same main educational program on which he studied earlier in another higher educational institution, or to a related main educational program, mathematical and general natural-scientific disciplines (state component), and all disciplines by choice of the student established by the higher educational institution are also re-credited.

2.15. When transferring a student to the same main educational program on which he studied earlier or to a related main educational program, the following are subject to passing of academic difference:

- difference in curricula of specialties/directions in the part concerning the state component of the corresponding state educational standard for mathematical and general natural-scientific, general professional and special disciplines, if it exceeds the limit within which the higher educational institution (10%-20%) has the right to change the volume of disciplines;
- difference in curricula of specialties/directions in the part concerning the state component of the corresponding state educational standard for general professional and special disciplines.

2.16. When transferring a student to AIU to a non-related main educational program, the list of disciplines subject to passing (elimination of academic difference) must not exceed 7 disciplines for higher educational institutions not applying credit technology of education. For higher educational institutions applying credit technology of education, the list of disciplines subject to retaking (elimination of academic difference) is determined on the basis of credited credits (credit units), at the same time AIU may validate/credit credits исходя из content of the educational program.

2.17. If the number of places in a specific year, in a certain main educational program is less than the submitted applications from students wishing to transfer, then on a competitive basis of attestation results selection of persons most prepared for continuation of education is carried out. Conditions of conducting the competition are determined by the commission on transfer and reinstatement in AIU.

2.18. Advantage in transfer and reinstatement is given to persons having a higher average score according to the results of intermediate attestations for the previous period of study.

2.19. Under other equal conditions achievements of the student in scientific-research, social, cultural-creative, sports and other types of educational activity confirmed by documents are taken into account.

2.20. According to the results of attestation the attestation commission prepares a protocol of the meeting (Appendix 3).

2.21. With a positive decision on the issue of transfer, the student personnel department of AIU issues to the student a certificate of the established form. The student provides the specified certificate to the higher educational institution in which he studies, with a written application on expulsion in connection with transfer, and on issuance to him in connection with transfer of an academic certificate and document on education, on the basis of which he was enrolled in the higher educational institution, from the personal file. On the basis of the provided certificate and application of the student, the rector of the higher educational institution from which the student is transferred, within 10 working days from the date of submission of the application issues an order on his expulsion with the formulation "Expelled in connection with transfer to another higher educational institution". From the personal file of the student the document on education, on the basis of which he was enrolled in the higher educational institution, is extracted and issued to him in hand, and an academic certificate of the established form is also оформляется. In the personal file there remains a certified copy of the document on education and an extract from the order on expulsion in connection with transfer, as well as the student card and grade book submitted by the student.

2.22. The order on enrollment of the student to AIU in connection with transfer is issued by the rector, after receiving the document on education and academic certificate (the dean's office checks the correspondence of the copy of the grade book to the academic certificate), which are attached to his personal application. Before receiving the documents, the rector by his order has the right to admit the student to classes.

2.23. The order on transfer must contain a record on approval of the individual curriculum of the student.

2.24. In the educational organization a new personal file of the student is formed and put-on record, into which the application on transfer, academic certificate, document on education and extract from the order on enrollment in the procedure of transfer are entered.

3. Procedure and procedure of transfer of students within AIU

3.1. Transition of a student from one main educational program to another within AIU is carried out on the personal application of the student addressed to the rector (vice-rector) and presentation of the grade book / transcript after the end of the semester, in the presence of vacant places on the corresponding year in the specialty of interest to the student, in accordance with the present procedure on the personal application of the student and presentation of the grade book / transcript.

3.2. Transition of students between main educational programs within AIU in medical directions is possible exclusively after completion of the 3rd or 4th semesters, during summer vacations before the beginning of the educational process.

3.3. The application is submitted by the student to the dean's office of the faculty which carries out training under the educational program of interest to the student.

3.4. Within 10 calendar days from the day of submission of the application on transfer, the received documents are considered and analyzed for the purpose of determining the list of

studied academic disciplines, completed practices, performed scientific researches, which in case of transfer of the student will be re-credited or re-attested, and the period from which the student in case of transfer will be admitted to training is determined.

3.5. In case of a positive decision, to the student within seven calendar days from the day of принятия решения on transfer is issued a certificate on transfer, in which the level of higher education, code and name of the specialty or direction of training to which the student will be transferred are indicated.

3.6. In case if transfer is carried out to an educational program which is implemented by another faculty, in the application visas of agreement of dean's offices are necessary.

3.7. The certificate on transfer is signed by the rector or the person acting as him, or by a person who on the basis of an order is endowed with corresponding powers and is certified by the seal of the student personnel department.

3.8. To the certificate on transfer is attached the list of studied academic disciplines, completed practices, performed scientific researches, which will be re-credited or on which the student will be re-attested at transfer.

3.9. At transition from one educational program to another the rector of AIU issues an order with the formulation: "Transferred from ... year of study, by specialty (direction) to ... year and form of study by specialty (direction)...".

3.10. In the order there may also be contained a special record on approval of the individual plan of the student for passing necessary academic material, that is elimination of academic difference (Appendix 5).

3.11. The student retains the student card and grade book / transcript, into which corresponding corrections are entered, certified by the signature of the rector (vice-rector) and the seal of AIU, and also records are made about passing of difference in curricula and a new personal card of the student is оформляется.

3.12. Into the personal file of the student are included:

- application of the student on transfer;
- extract from the order on transfer;
- copy of the protocol of the meeting of the attestation commission;
- individual plan of elimination of academic due (in case if according to the results of attestation a difference in curricula arose).

4. Procedure, grounds and procedure of expulsion of students

4.1. Educational relations are terminated in connection with expulsion of a student from AIU:

4.1.1. in connection with obtaining higher education (completion of training); is carried out on the basis of the decision of the state examination commission, including:

- after successful passing of the state final attestation;
- after successful passing of the state final attestation and after the end of vacations provided to the student within the period of mastering the corresponding educational program according to his application.

4.1.2. ahead of time (before completion of mastering of the educational program) on the initiative of one of the parties, of the student himself or his parents (legal representatives) of a minor student (for valid reasons) as well as on the initiative of AIU (for invalid reasons), and also on circumstances not depending on the parties.

4.2. A student may be expelled on his own initiative on the basis of a written application in the following cases:

- at own desire (without indication of specific reasons);
- in connection with illness (on medical indications, on the basis of a certificate of a medical institution);
- in connection with family circumstances;
- in connection with conscription to the Armed Forces of the Kyrgyz Republic.

4.3. The application on expulsion is submitted addressed to the rector through the dean's office of the faculty (Appendix 6), with attachment of documents confirming the reason of expulsion (medical certificates, copies of summons, other official documents).

4.4. Expulsion on the initiative of the student may be carried out in any period of the academic year.

4.5. Expulsion on the initiative of the administration is carried out by order of the rector on the basis of a report of the dean of the faculty.

4.6. In cases connected with violation of academic discipline, norms of ethics or rules of internal regulations, expulsion is carried out by decision of the Ethics commission of AIU.

4.7. Grounds for expulsion on the initiative of the administration:

- academic due in connection with failing to gain required credits, according to rules of AIU (non-fulfillment of the curriculum, not passed intermediate or boundary attestations);
- non-fulfillment of requirements for state final attestation;
- violation of academic discipline and internal regulations;
- non-return from academic leave after its expiration;
- loss of connection with the university;
- violation of rules of residence in dormitory;
- violation of contractual obligations on payment of tuition;
- for committing unlawful actions after entry into legal force of the court sentence, by which the student is sentenced to deprivation of liberty, or to another punishment excluding possibility of continuation of study.

4.8. Expulsion of students on the initiative of AIU during their illness, vacations, being in academic leave, leave for pregnancy and childbirth or leave for childcare is not allowed.

4.9. Expulsion as a disciplinary measure is applied not later than one month from the moment of detection of the offense.

4.10. The student in relation to whom the question of expulsion is considered has the right to present a written explanation of reasons of violation and circumstances that led to it. The presented explanation is subject to obligatory consideration by the administration and (or) the Ethics commission before making a decision on expulsion.

4.11. The student must be notified of the forthcoming expulsion in writing not less than one month before the date of expulsion. In case of impossibility of personal delivery, the notification is sent by postal mail with notification of delivery to the address indicated in the personal file or in the contract on education.

4.12. The student has the right to appeal the decision on expulsion to the appeal commission of AIU within five working days from the day of acquaintance with the order on expulsion. The appeal commission considers the application within a period not more than ten working days from the moment of its receipt and makes a reasoned decision which is subject to obligatory execution by the administration of the university.

- 4.13. All documents that served as the basis for expulsion are documents of strict accountability.
- 4.14. Documentary formalization of the procedure of expulsion includes:
- preparation of a report by the dean of the faculty;
 - issuance of an order of the rector on expulsion;
 - issuance to the student of an academic certificate and the original document on education;
 - formalization and storage of corresponding documents in the personal file of the student.
- 4.15. The date of expulsion is determined:
- on the initiative of the student – by the date indicated in the application;
 - on the initiative of the administration – by the date indicated in the order of the rector.
- 4.16. From the date of expulsion the rights and duties of the student before AIU, as well as the rights and duties of AIU before the student provided by the legislation of the Kyrgyz Republic and local normative acts of the university are terminated.

5. Procedure and procedure of reinstatement to the number of students

- 5.1. Reinstatement is carried out after the end of the semester in the presence of vacant places in the specialty/direction of interest to the student, on the personal application of the student addressed to the rector, with attachment of all necessary documents, in vacation time before the beginning of the educational process.
- 5.2. The possibility of reinstatement of students previously expelled from AIU is considered on the basis of the academic card / transcript of the student.
- 5.3. Attestation at reinstatement is carried out by the attestation commission by means of consideration of the academic certificate / transcript.
- 5.4. Reinstatement after academic leave is carried out on the personal application of the student and confirmation of readiness for the educational process (Appendix 7).
- 5.5. At reinstatement from academic leave attestation is carried out only if necessary, for confirmation of the level of knowledge in disciplines studied before the leave.
- 5.6. At reinstatement of a student to the same or related educational program re-crediting of all previously studied disciplines, the content and volume of which coincide with the curriculum of AIU, is carried out. To the disciplines subject to re-crediting are related general humanitarian and socio-economic, mathematical and natural-scientific disciplines, disciplines of the professional cycle and disciplines by choice of the student, if their content corresponds to the requirements of the действующего curriculum.
- 5.7. Re-crediting is carried out on the basis of submitted academic certificates, registers, annotations and working programs of disciplines confirming equivalence of content and workload in credit units (credits). The decision on re-crediting is made by the Attestation commission and is approved by the vice-rector for educational work.
- 5.8. At reinstatement of a student to another (non-related) educational program an individual analysis of previously studied disciplines is carried out. The Attestation commission determines the list of disciplines subject to elimination, taking into account: differences in content of educational programs, correspondence of competencies formed in previously mastered disciplines, level and profile of training of the student.
- 5.9. With a positive decision an order on enrollment in connection with reinstatement is issued, a new personal file of the student is formed, into which are entered the application on reinstatement, academic certificate, document on education, extract from the order on enrollment

in the procedure of reinstatement, individual curriculum. The student is issued a student card and, if necessary, a grade book.

5.10. The volume of academic difference is determined in credit units (credits) and, as a rule, must not exceed 30 credits.

5.11. If the academic difference exceeds the established limit, the student may be recommended for reinstatement to an earlier year (semester) for the purpose of elimination of the difference within the established period.

5.12. The list of disciplines subject to elimination of academic difference is formed by the Attestation commission and is included in the individual curriculum of the student. The individual curriculum is approved by the educational-methodical department and is communicated to the student under personal signature.

5.13. Control over fulfillment of the individual curriculum and deadlines for elimination of academic difference is carried out by the dean's office and the educational-methodical department, by the department to which the discipline is assigned and by the curator.

5.14. Responsibility for fulfillment of the individual curriculum and elimination of academic difference is borne by the student. Non-fulfillment of established requirements and deadlines is the basis for expulsion in the established manner.

6. Procedure and procedure of granting academic leave

6.1. Academic leave is granted to students for health reasons, in connection with the birth of a child, conscription into the Armed Forces of the Kyrgyz Republic and in other cases connected with family and other circumstances, including natural disasters, not allowing continuation of study.

6.2. Academic leave may be granted for a maximum of two semesters and only once for the entire period of study on the basis of:

- for medical indications;
- personal application of the student and conclusion of a state healthcare institution;
- in other cases – personal application of the student and a corresponding document confirming the ground for obtaining academic leave with indication of the reason.

6.3. To obtain academic leave the student submits an application (Appendix 7) addressed to the rector with indication of the ground for granting leave and with attachment of necessary documents (medical certificates, confirming documents and so on).

6.4. After consideration of documents the rector issues an official order on granting academic leave, the student personnel department notifies the student about the timeframes of its validity.

6.5. The student bears responsibility for observance of conditions of academic leave, timely submission of necessary documents and return to the educational process within the established timeframes.

6.6. In case of non-return of the student from academic leave after expiration of its period the student is considered not to have fulfilled the conditions of study, which is the basis for expulsion in the established order for the reason of loss of connection with the university according to chapter 3 of this Regulation, including the procedure of notification on expulsion.

7. Procedure of storage and introduction of changes into the Regulation

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

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

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

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

7.4. The original of the Regulation is stored in the QMS department at EQLDD.

7.5. Copies of the new Regulation are replicated by the EQLDD department, distribution among corresponding structural subdivisions is assigned to the human resources 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 of the department responsible for updating information on the website.

Appendix 1
To the Rector of AIU named after S. Tentishev
(surname, name, patronymic)
from _____
(surname, name, patronymic)

APPLICATION

I ask you to enroll me by way of transfer from _____
(name of the higher educational institution)

by specialty/direction “ _____ ”, _____ year,
_____ form of education to _____ year

(indicate: full-time, part-time, evening)

by specialty/direction “ _____ ”
_____ form of education.

(indicate: full-time, part-time, evening)

Date: “ _ ” _____ 20 _____

Signature: _____ Full name _____

***PROTOCOL OF THE MEETING OF THE ATTESTATION COMMISSION**
AIU named after S. Tentishev

On the basis of the results of attestation it is established that student _____,

(surname, name, patronymic in full)

may / may not be transferred to _____ year by direction (specialty)

_____ (indicate full name of specialty / direction of training)

No.	Name of discipline	Volume of hours / credit units	Form of control
1			
2			
3			
4			
5			

Academic difference

Academic difference constitutes _____ disciplines\credits

No.	Name of discipline	Volume of hours / credit units	Form of control	Deadline for elimination
1				
2				
3				
4				
5				

Decision of the commission

Chairperson of the commission: _____ / _____ /
(full name) (signature)

Members of the commission:

1. _____ / _____ /
2. _____ / _____ /
3. _____ / _____ /

Date of compilation: “_” _____ 20__

Seal (if available)

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER S. TENTISHEV

Individual curriculum of the student for elimination of academic difference

Faculty: _____

Year: _____ Group: _____

Full name of student: _____

Form of education: full-time / part-time / distance

Specialty (direction of training): _____

Ground: protocol of the meeting of the commission on attestation and transfer of students No. _____ dated “_” _____ 20__

1. List of disciplines subject to elimination of academic difference

No.	Name of discipline	Department (responsible)	Volume (credit units)	Form of control	Deadline for elimination
1					
2					
3					
4					
5					

2. Conditions of mastering disciplines

2.1. Mastering of disciplines included in academic difference is carried out under the guidance of corresponding departments.

2.2. Forms of elimination of academic difference include:

- independent study of material;
- completing set tasks or other types of assignments;
- passing of pass or examination within established deadlines (if necessary);

2.3. Elimination of academic difference must be completed not later than the end of the current academic year.

3. Responsible persons

Position	Full name	Signature
Curator-advisor		
Head of department (by discipline)		
Dean of faculty		
Head of EMD		

I am familiarized with the plan, I accept obligations on elimination of academic difference:

Signature of student: _____

Date: “_” _____ 20__

I approve the individual curriculum:

Dean of faculty _____ / _____ /

(full name)

(signature)

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER S. TENTISHEV
Individual curriculum of the student for elimination of academic difference by discipline

Faculty: _____

Department: _____

Year / semester: _____

Full name of student: _____

Specialty (direction of training): _____

Ground: protocol of the meeting of the commission on attestation and transfer of students No. _____ dated “_” _____ 20__

1. Topics of the discipline and mark on passing

No.	Topic of discipline	Form of control	Deadlines	Mark on passing
1				
2				
3				
4				
5				
6				

Final grade _____

Teacher: _____ / _____ /

Head of department: _____ / _____ /

Date: “_” _____ 20__

2. Conditions of elimination

2.1. Mastering of the discipline is carried out under the guidance of the teacher of the department.

2.2. Forms of elimination include:

- attendance of classes (if necessary);
- independent study of materials and performance of oral or written assignments;
- passing of intermediate control, pass or examination within established deadlines (if necessary);

2.3. Elimination of academic difference must be completed within the deadlines indicated in the column “Deadline for elimination”.

3. Responsible persons

Position	Full name	Signature
Teacher of the subject		
Head of department (by discipline)		
Curator-advisor		

I am familiarized with the plan, I undertake to eliminate academic difference within the indicated deadlines:

Signature of student: _____ Date: “_” _____ 20__

Storage: this individual plan is submitted to the dean’s office and is reflected in the personal file of the student, its copy is stored at the department until completion of the academic period of this student.

Date of issue _____

Registration number _____

CERTIFICATE

Issued to _____

(surname, name, patronymic in full)

that he (she) on the basis of a personal application and photocopy of the grade book

_____,
(date of issue and registration number of the grade book)

issued by _____

(full name of the higher educational institution)

was admitted to attestation, which he (she) successfully passed.

This person will be enrolled by transfer for continuation of education under the main educational program by direction of training (specialty) _____

(name in accordance with the current list of directions and specialties of higher professional education)

after presentation of the document on education and academic certificate.

Rector: _____

(signature)

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER S. TENTISHEV
INDIVIDUAL CURRICULUM OF THE STUDENT

Faculty: _____

Year: _____ Group: _____

Full name of student: _____

Form of education: full-time / part-time / distance

Specialty (direction of training): _____

Ground: order on transfer No. ____ dated “_” _____ 20

1. List of disciplines (modules) for study

No.	Name of discipline (module)	Department (responsible)	Volume (credit units)	Form of control	Semester
1					
2					
3					
4					
5					

2. Conditions of mastering disciplines

2.1. The student undertakes to master disciplines in accordance with the established curriculum and schedule of the educational process.

2.2. Control of mastering is carried out in accordance with the Regulation on control of academic performance and attestation of students.

2.3. In case of presence of academic difference, the student undertakes to eliminate it within the established deadlines.

3. Responsible persons

Position	Full name	Signature
Dean of faculty		
Head of department		
Curator-advisor		

I am familiarized with the individual curriculum and undertake to fulfill it:

Signature of student: _____

Date: “_” _____ 20

To the Rector of AIU named after S. Tentishev
(surname, name, patronymic)

from _____
(surname, name, patronymic of student)

Faculty _____

Year _____ Group _____

APPLICATION

I ask you to expel me from the number of students of AIU named after S. Tentishev on my own initiative / in connection with _____

(indicate reason: illness, family circumstances, transfer to another higher educational institution, conscription to the Armed Forces, other)

with “_” _____ 20__

I am familiarized with the procedure of expulsion and possible consequences.

Date: “_” _____ 20__

Signature: _____

To the Rector of AIU named after S. Tentishev
(surname, name, patronymic)

from _____
(surname, name, patronymic of student)

Faculty _____

Year _____ Group _____

APPLICATION

I ask you to grant me academic leave from “_” _____ 20
to “_” _____ 20

Ground: _____

(indicate reason: medical indications, family circumstances, other)

Documents confirming the ground are attached.

I am familiarized with the conditions of granting academic leave and undertake to return to study within the established deadlines.

Date: “_” _____ 20__

Signature: _____