

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

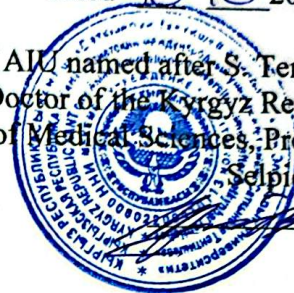
**APPROVED**

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**

**RULES OF INTERNAL REGULATIONS AND ACADEMIC DISCIPLINE**

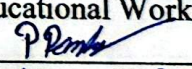
**QMS – EW – 5 – 2025**

**AGREED**


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

  
"30" 10 2025

Vice-Rector for Educational Work  
Mishra Prashant Ranjan

  
"30" 10 2025

Dean of faculties  
Matisakov A.K.

  
"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. These Rules establish mandatory for all students internal regulations and academic discipline in the Asian International University named after S. Tentishev.

1.2. Internal regulations is the порядок of conducting all types of academic classes, scientific, educational and other events and requirements for behavior of students in the institute. Academic discipline is the obligatory for all students submission to the established порядок of implementation of curricula, programs, attendance of classes in the institute and proper fulfillment of assigned duties.

1.3. Internal regulations and academic discipline are determined by:

- regulatory acts of state bodies regulating the educational process, stay of foreigners in the Kyrgyz Republic and etc.;
- Charter of AIU named after S. Tentishev;
- these rules;
- orders of the Rector and распоряжения of Vice-Rectors;
- orders (oral and written) of Deans of faculties;
- Ethical Code of students;
- other local regulatory acts.

1.4. Academic, scientific, educational, ideological, cultural mass and physical culture and health work with students is carried out in accordance with approved plans and programs.

1.5. These Rules have the purpose of improving the educational process, strengthening academic discipline, rational use of study time.

1.6. Issues related to application of the Rules are resolved by the Rector and other authorized persons of AIU within the limits of their competence.

1.7. The Rules are placed on information stands for familiarization, distributed in the form of brochures and in electronic form among students.

1.8. The Rules are established, changed and supplemented by the Rector of AIU in agreement with the Vice-Rector for EQLD, Vice-Rector for Academic and Scientific Work, Vice-Rector for Educational Work and Dean of faculties.

## **2. Basic rights and obligations of students**

2.1. Students of AIU have the right:

- to receive higher education in accordance with educational standards;
- to plan their own trajectory of study through selection of elective disciplines in the established procedure and in accordance with educational standards;
- to receive academic leave for medical reasons, leave for childcare up to 3 years under conditions and in the procedure established by regulatory legal acts;
- with excellent and good academic performance, high indicators in academic, scientific-research activity and social work to receive monthly scholarship or grant for education in accordance with the Regulation on incentives for students of AIU;
- to use equipment, academic, scientific, artistic literature, and other technical means of education of the University during academic classes and independent study;
- to participate in scientific-research work;
- to create bodies of student self-government under guidance of a teacher advisor;
- to participate, including through bodies of student self-government, in solving issues of activity of the University, student life;

- to send appeals to the management of AIU and structural subdivisions on all issues of life activity of students in the University: quality of educational process, leisure, public catering, medical service, accommodation in dormitories of the student campus and others;
- to participate in free from study time in activity of clubs, circles and other formations in the University;
- to attend events for students outside the framework of the curriculum conducted by AIU;
- to receive methodological consultations, psychological and legal assistance;
- to submit an appeal in case of disagreement with the grade received at current control or at midterm and final attestations;
- to report by hotline or through the complaint and suggestion box about facts of corruption or violation of his rights;

## **2.2. Students of AIU are obliged:**

- to comply with these Rules and all regulatory documents concerning all issues of their life activity in the University;
- to comply with laws and other normative acts regulating stay in the Kyrgyz Republic;
- to comply with rules of behavior in public places;
- to comply with rules of visiting the dean's office and other structural subdivisions of the University, to observe their working schedule, not to interfere with performance of functions of employees of AIU;
- to follow the Ethical Code of the student of AIU, to maintain honor and dignity of the student of AIU by their behavior, attitude to study, to care about increasing authority of AIU, to value its ideological and academic values;
- systematically and deeply to master theoretical knowledge and practical skills in the chosen specialty;
- to comply with academic integrity in classes and in all forms of knowledge control and attestations;
- to attend academic classes and within established сроки perform all types of assignments provided by curricula and programs;
- to be disciplined and neat in premises of the institute, dormitory, on the street and in public places;
- not to allow violations of academic discipline, to timely fulfill all orders and instructions of management of AIU, faculty;
- to make payment for education within сроки established by the contract;
- to treat carefully and accurately property of the University (inventory, teaching aids, devices, books and etc.);
- to bear responsibility for causing material damage to the University;
- to maintain cleanliness and order in the University;
- to lead and promote a healthy lifestyle;

## **3. Organization of academic classes and rules of student behavior during classes**

**3.1. Academic classes in AIU are conducted in accordance with approved curricula and educational programs according to the schedule compiled for the semester. The schedule of academic classes is communicated to students not later than 7 days before the beginning of classes. Reduction of the duration of vacations established by curricula is not allowed.**

- 3.2. After the beginning of classes in all academic classrooms and adjacent premises silence and order necessary for normal conduct of the educational process must be observed. It is not allowed to interrupt classes, to enter the classroom or leave it during the class without permission of the teacher.
- 3.3. During academic classes mobile phones and other means of communication must be switched off. In case if use of mobile devices is предусмотрено by the program of the class, they must be switched to silent mode and used exclusively for educational purposes.
- 3.4. Students are obliged to arrive at academic classes on time. Students who are late for classes without a valid reason may not be admitted by the teacher to the class.
- 3.5. When entering the classroom of the teacher, management of the University, Dean of the faculty, as well as inspectors of the Education Quality and Labor Discipline Department (EQLDD), students are recommended to greet them standing as a sign of respect.
- 3.6. During classes the student is obliged to comply with academic discipline, to treat respectfully teachers, employees of the University and other students.
- 3.7. During practical and laboratory classes students are obliged to comply with safety requirements, sanitary-hygienic and anti-epidemic norms.
- 3.8. Students are obliged to treat carefully property of the University, educational equipment, teaching materials, laboratory and medical equipment, and also to comply with rules of their operation. In case of causing material damage to property of the University guilty persons bear responsibility in accordance with legislation of the Kyrgyz Republic and internal regulatory acts of the University.
- 3.9. Students are obliged to comply with principles of academic integrity, not to allow cheating, plagiarism, use of prohibited materials and other forms of academic dishonesty.
- 3.10. Students studying in medical directions of training are obliged to be present at academic classes in a clean and ironed white medical gown and medical cap. Students who do not have approved medical uniform are not admitted to classes. During practical and clinical classes on the basis of medical organizations (hospitals, clinics, medical centers) students are obliged to be in surgical uniform (medical suit) and changeable medical footwear, and also to comply with sanitary-hygienic and anti-epidemic requirements established in the medical organization.
- 3.11. Students studying in non-medical directions of training are obliged to comply with business and neat style of clothing corresponding to the academic environment of the University and norms of professional ethics.
- 3.12. During practical and clinical classes on the basis of medical organizations students are obliged to comply with norms of medical ethics and deontology, to treat respectfully patients and medical staff, and also to comply with rules of internal regulations of the medical organization.
- 3.13. Students are obliged to comply with confidentiality of medical information obtained in the process of study and practice. It is prohibited to disclose information about patients, their diagnoses, treatment and other personal data without appropriate permission.
- 3.14. During practical and clinical classes students are prohibited to carry out photo and video recording of patients, medical staff and medical documentation without official permission of the administration of the medical organization and compliance with requirements of legislation on protection of personal data.

#### **4. Basic rules of student behavior in the University**

4.1. In the University it is prohibited:

- walking in headwear, in untidy appearance;
- conducting loud conversations, loudly listening to music and creating noise, running or fighting in buildings and premises of the University;
- smoking at the entrance to academic buildings and dormitories, in buildings, premises, sports facilities, as well as on the territory of the University adjacent to it, except for specially designated places;
- consumption of alcoholic beverages, use of narcotic and toxic substances;
- appearance in a state of alcoholic and narcotic intoxication in premises of the University and at classes;
- leaving garbage, empty bottles, used masks and shoe covers in the building and premises of the University;
- intentionally damaging property of the University;

4.2. The student must show benevolent, polite attitude to teachers, employees, other students and guests of the University;

4.3. The student is obliged, upon detection of sources of fire, other threats to property of the University, immediately inform heads of the faculty, security employee or teachers;

4.4. In the University any forms of corruption actions are prohibited, including transfer or receipt of monetary funds, gifts, services or other material values to teachers and employees of the University for the purpose of obtaining advantages in the educational process, during passing of attestation or solving administrative issues. Students are obliged to comply with the anti-corruption policy of the University and have the right to report facts of corruption through feedback channels established by the University.

4.5. In the University any forms of discrimination, humiliation of human dignity, bullying, harassment and other forms of psychological or physical pressure on the basis of gender, nationality, language, religion, citizenship, social origin or other circumstances are not allowed. Students are obliged to show mutual respect, tolerance and comply with norms of academic and professional ethics.

4.6. Students when using social networks and other internet resources are obliged to comply with norms of academic ethics, not to allow dissemination of unreliable information, insults, as well as publication of materials causing damage to the reputation of the University, teachers, employees and students.

#### **5. Responsibility of students for violation of internal regulations**

5.1. Violation of established Rules of internal academic regulations of the University is a disciplinary offense, for commission of which one of the following disciplinary penalties may be applied:

- remark with conducting educational explanatory conversation;
- reprimand with written notification of parents;
- involvement in socially useful work;
- temporary suspension from academic classes for a period recommended by the Ethics Commission and approved by the Rector;
- expulsion from the University.

The right of application and choice of disciplinary penalty belongs to the Rector of AIU and authorized officials taking into account the degree of guilt of the violator, severity of the committed offense, previous and subsequent behavior of the violator and circumstances under which the offense was committed.

5.2. Penalty is imposed by decision of the Ethics Commission upon submission of the Dean.

5.3. Expulsion from the number of students of AIU for disciplinary offenses is carried out on the basis of the order of the Rector in agreement with the Vice-Rector for EQLD, Vice-Rector for Academic and Scientific Work and Vice-Rector for Educational Work;

5.4. Other types of penalties may be imposed both by order of the Rector and by the order of the Dean of the corresponding faculty.

5.5. Before application of disciplinary measures the official authorized to make a decision on punishment of students is obliged to request from the student a written explanation. Refusal to give explanation is not an obstacle for application of penalty and is formalized by an act indicating witnesses present at this.

5.6. For each disciplinary offense only one disciplinary penalty may be applied.

5.7. With the order on the declared disciplinary penalty the student is acquainted under signature. Refusal of the student from acquaintance with the order on disciplinary penalty is formalized by an act indicating witnesses present at this.

5.8. Disciplinary penalty is applied immediately after commission of the offense, but not later than one month from the day of its detection (not counting time of illness or stay of the student on vacation) and not later than 6 months from the day of commission of the offense.

5.9. The day of detection of the committed offense is considered the day when the offense became known to the Rector, Vice-Rector, Dean of the faculty, Deputy Dean, head of dormitory or other officials.

5.10. If within a year from the day of application of disciplinary penalty the student is not subjected to a new disciplinary penalty, then he is considered not subjected to disciplinary penalty. In this case disciplinary penalty is removed automatically, without issuing an order.

5.11. Disciplinary penalty may be removed ahead of schedule before expiration of the year upon petition of the dean's office and curator-advisor.

5.12. Communication of the University with parents of students (or persons replacing them) in case of their academic failure or violation of these Rules is carried out through the International Department, dean's offices of faculties and curators-advisors.

## **6. Procedure for storage and introduction of amendments into the Regulation**

6.1. 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.
- 6.2. 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.
  - 6.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.
  - 6.4. The original of the Regulation is stored in the QMS department at EQLDD.
  - 6.5. Copies of the new Regulation are reproduced by the EQLD department. Distribution among relevant structural subdivisions is assigned to the personnel department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old Regulation on the AIU website with the new Regulation is also borne by the head of the department and the employee responsible for updating information on the website.