

**PROCEDURE**  
**for the Elimination of Academic Debts**  
**at Jalal-Abad International University**

**1. General Provisions**

1.1. This Procedure for Clearing Academic Debts at Jalal-Abad International University defines the grounds for the occurrence of academic debts, the procedure for recording them, the deadlines for clearing them, the organization of additional measures for their repayment, and the rights and obligations of students and university officials.

1.2. These Procedures constitute a local regulatory act of JIU and apply to students enrolled in higher professional education programs offered by the university.

1.3. The purpose of this Procedure is to ensure a transparent, uniform, and controlled mechanism for the elimination of academic debt by students of JAIU.

1.4. These Regulations have been developed to implement the requirements of state accreditation for medical educational institutions in the Kyrgyz Republic regarding the existence of a system for identifying students with academic deficiencies, organizing the timely resolution of such deficiencies, additional retakes, and analyzing the causes of academic failure.

1.5. The recording of academic arrears, the reflection of the results of ongoing assessment, interim evaluations, and additional forms of assessment, as well as the provision of information to students at JAIU, are carried out using the **eBilim** automated information system within the limits of its functional capabilities.

**2. Regulatory References**

2.1. These Procedures have been developed in accordance with:

1. The Law of the Kyrgyz Republic “**On Education**” dated August 11, 2023, No. 179;
2. **Decree of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 27, 2024**, “On the Approval of Regulatory Legal Acts Governing the Activities of Higher and Secondary Vocational Education Institutions”;
3. **The Regulations on the Organization of the Educational Process in Higher Vocational Education Institutions Using Academic Credits;**
4. **Regulations on the Procedure for Transfer, Withdrawal, Reinstatement, and Granting of Academic Leave to Students of Higher Vocational Education Institutions of the Kyrgyz Republic;**
5. **Regulations on the Conduct of Ongoing Monitoring and Interim Assessment of Students at Higher Vocational Education Institutions of the Kyrgyz Republic;**
6. The Charter of Jalal-Abad International University;
7. Local regulations of JIU governing:
  1. the organization of the educational process;

2. the credit-based learning system;
3. the system for assessing and monitoring learning outcomes;
4. appeals of assessment results;
5. the class schedule;
6. transfer, reinstatement, withdrawal, and student enrollment changes;
7. use of the **eBilim** automated information system.

### **3. Basic Concepts**

**3.1. Academic debt** — a student's failure to meet the requirements of the curriculum, course syllabus, or internship program, resulting in a failing grade on a current assessment, midterm exam, final exam, internship, or other mandatory academic activity.

**3.2. Remediation of academic deficiencies** — a procedure organized in accordance with established procedures whereby a student repeats the requirements for a course, module, internship, or other component of the educational program until a passing grade is achieved.

**3.3. Additional retake** — a form of reassessment assigned to resolve academic deficiencies within the timeframes and in accordance with the procedures established by the university.

**3.4. Individual plan for resolving academic deficiencies**—a document specifying the list of deficiencies, the deadlines for resolving them, the forms of assessment, and the responsible parties.

### **4. Grounds for the occurrence of academic debt**

4.1. Academic debt arises in the following cases:

- 4.1.1. receiving an unsatisfactory grade following a midterm assessment;
- 4.1.2. failure to pass the final assessment for a course within the established timeframe without a valid reason;
- 4.1.3. failure to complete mandatory coursework required by the syllabus of a course, internship, module, or other component of the educational program;
- 4.1.4. failure to complete the internship or failure to submit the required internship documentation;
- 4.1.5. receiving unsatisfactory results on mandatory assessment stages, if provided for by local regulations of JAIU;
- 4.1.6. other failure to meet the requirements of the educational program, resulting in a failure to achieve a passing grade.

4.2. Valid reasons for absence or failure to pass are documented and reviewed in accordance with established procedures.

### **5. Identification and Recording of Academic Debts**

5.1. Academic deficiencies are identified based on the results of ongoing assessments, midterm evaluations, final exams, internships, and other forms of learning assessment.

5.2. Academic deficiencies are recorded in accordance with the procedure established at JAIU using:

1. grade sheets and journals;
2. reports from departments and deans' offices;
3. data from the **eBilim** automated information system;
4. other documents recording academic performance.

5.3. The Academic and Information Department, deans' offices, and departments ensure the timely identification of students with academic deficiencies and the compilation of information for their subsequent resolution.

5.4. Information regarding academic deficiencies is communicated to the student through established channels, including the personal account and other official mechanisms of JAIU.

5.5. Information regarding the existence of academic arrears, assessment results, and the deadlines and methods for resolving them is recorded and tracked in the **eBilim** system within the scope of its functional capabilities.

## **6. Deadlines for resolving academic debt**

6.1. The deadlines for resolving academic arrears are established by JAIU in accordance with national regulations and the university's internal procedures. The regulatory framework of the Kyrgyz Republic stipulates that the deadlines for resolving academic arrears are determined by the head of the faculty (institute) in accordance with the procedures established by the university.

6.2. Specific deadlines for clearing academic arrears are determined by the dean's office or the head of the relevant academic unit in consultation with the Academic and Information Department, taking into account:

1. the academic calendar;
2. the academic schedule;
3. the resit schedule;
4. the extent of the academic debt;
5. the student's individual academic situation.

6.3. Deadlines for clearing academic arrears are communicated to the student in accordance with established procedures.

6.4. Failure to clear academic arrears within the established deadlines results in the application of measures provided for by local regulations of JAIU, including possible

restrictions on admission to the next stage of study or other decisions within the framework of the internal student progression policy.

## **7. Procedure for Organizing the Resolution of Academic Debts**

7.1. The clearance of academic arrears is organized based on information regarding unsatisfactory academic performance and is formalized in accordance with established procedures.

7.2. The following may be used to clear academic arrears:

1. additional retakes;
2. re-completion of tests, practical assignments, laboratory work, or other mandatory tasks;
3. repeating individual assessment stages;
4. completion of an individual plan to resolve academic deficiencies;
5. other forms that do not conflict with JAIU's local regulations.

7.3. The specific form of academic debt resolution is determined by the department, the instructor, and the dean's office within their respective authorities, taking into account the nature of the academic debt, the characteristics of the course, and the requirements of the educational program.

7.4. The schedule and deadlines for additional retakes and other measures to address academic deficiencies are established and communicated to students in accordance with established procedures.

7.5. Retests must be organized objectively, transparently, and under conditions that prevent any violation of students' rights or academic integrity requirements.

7.6. The organization of additional measures to address academic deficiencies, their recording, and the reflection of results in the Student Academic Record (SAR) are carried out using the **eBilim** system within the limits of its functional capabilities.

## **8. Individual Plan for Clearing Academic Debts**

8.1. If necessary, an individual plan for clearing academic arrears is drawn up for the student.

8.2. The individual plan shall specify:

1. the student's last name, first name, and patronymic;
2. year, class, and educational program;
3. courses, internships, or other components for which the student has academic debt;
4. the method of resolving the academic debt;
5. deadline for clearing the arrears;

6. responsible department or instructor;
7. mark indicating completion.

8.3. The individual plan is approved in accordance with the procedure established at JAIU and is subject to oversight by the dean's office and the Academic Affairs Office.

8.4. If technically feasible, information regarding the individual plan and the results of its implementation are recorded in **eBilim**.

## **9. Rights and Responsibilities of Students**

9.1. A student has the right to:

1. receive timely information regarding any academic deficiencies;
2. be informed of the procedure and deadlines for resolving such arrears;
3. use the opportunities provided by the university to resolve academic deficiencies;
4. seek clarification from the dean's office, the Academic Affairs Office, and the department;
5. exercise the right to appeal in the cases and in the manner provided for by the local regulations of JAIU.

9.2. The student is required to:

1. timely fulfill the requirements for clearing academic debt;
2. comply with established deadlines, schedules, and forms of assessment;
3. comply with academic integrity requirements;
4. provide documents confirming valid reasons, if any.

## **10. Powers and Responsibilities of Administrative Units**

### **10.1. Academic and Information Department:**

1. participates in the tracking of academic debts;
2. provides organizational and informational support for the procedures to resolve academic arrears;
3. ensures that academic arrears and the results of their resolution are recorded in the **eBilim** system;
4. participates in the development of schedules and monitoring of deadline compliance.

### **10.2. Dean's Offices:**

1. monitor the existence and trends of academic arrears among students;
2. determine deadlines for resolving academic debts in accordance with established procedures;
3. communicate decisions and deadlines to students;

4. monitor the implementation of individual plans for clearing academic arrears;
5. use **eBilim** data as one of the official sources of academic information.

#### **10.3. Departments and faculty members:**

1. provide information on assessment results;
2. determine the content and format of retests;
3. ensure the objectivity and transparency of procedures for resolving academic deficiencies;
4. submit the results of the remedial work in accordance with established procedures;
5. timely record the results in the documents and information systems used at JAIU.

#### **10.4. Vice Rector for Academic Affairs:**

1. exercises general oversight of compliance with the procedure for resolving academic debt;
2. makes decisions on contentious issues within the scope of their authority.

### **11. Analysis of Academic Arrears and Preventive Measures**

#### **11.1. JAIU conducts a regular analysis of:**

1. the number of students with academic debt;
2. the causes of academic debt;
3. the trends in resolving academic debt;
4. the relationship between academic debt and withdrawal, transfer, repeating courses, and other educational consequences.

11.2. The analysis uses data from ledgers, reports from departments and deans' offices, as well as information contained in the **eBilim** system.

11.3. The results of the analysis are reviewed in accordance with established procedures and are used to:

1. improving the educational process;
2. adjusting teaching and methodological support;
3. improving the schedule, course load, and teaching methods;
4. strengthening targeted support for students;
5. preventing the recurrence of widespread academic failure.

11.4. Such an analysis meets the state accreditation criteria regarding regular monitoring of academic performance, causes of attrition, and measures to retain the student body.

### **12. Final Provisions**

12.1. These Procedures shall enter into force by order of the Rector of JAIU.

12.2. Amendments and additions to this Procedure shall be made in accordance with the procedures established by the university.

12.3. Oversight of the implementation of this Procedure is entrusted to the Academic and Information Department, the deans' offices, the departments, and the Vice Rector for Academic Affairs within the scope of their authority.

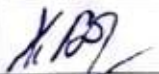
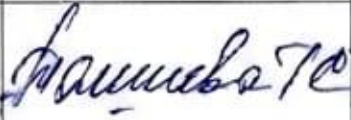







# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

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## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

