

## REGULATIONS

### for the conduct of the assessment week, examination session, and resolution of academic arrears at JAIU — FINAL

**Status:** JAIU QMS document (QMS-20-XZ)

**Approval:** Order of the Rector of JAIU No. \_\_\_\_ dated ..20\_\_

**Publication:** JAIU website and eBilim

**Legal basis:** Regulations to the Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 27, 2024 (Chapter 4).

#### 1. General Provisions

1.1. These Regulations establish the procedure for organizing the credit week, the examination session, and the resolution of academic debt at JAIU, as well as the procedure for recording results in eBilim.

1.2. These Regulations apply to all educational programs and courses for which a credit, exam, or midterm assessment is required.

#### 2. Definitions

2.1. **Academic debt** — a student's failure to meet the requirements of the RUP/FOS for a course (failing to meet the minimum threshold, lack of admission, absence without a valid reason, etc.).

2.2. **Ongoing assessment** — evaluation of the completion of coursework elements throughout the semester (attendance, participation, independent study, milestone assignments, etc.).

2.3. **Midterm assessment**—test/exam/module assessment for the course in accordance with the procedures established by the RUP/FOS and the schedules.

#### 3. Exam Week

3.1. The exam week is held during the dates specified in the academic calendar approved by the Vice Rector for Academic Affairs.

3.2. During the exam week, ongoing assessments are completed, eligibility for exams/assessments is determined, and module results are recorded in eBilim.

3.3. Departments ensure the conduct of assessment activities for RUP/FOS and the timely recording of results in eBilim.

#### 4. Examination Session

4.1. The examination session is held during the dates specified in the session schedule, which is approved by the Vice Rector for Academic Affairs.

4.2. The exam/assessment schedule is prepared by the Academic Affairs Office, published in eBilim, and communicated to students and faculty.

4.3. The results of exams/assessments are recorded in grade sheets/protocols and entered into eBilim in accordance with established procedures.

#### 5. Eligibility for Midterm Assessments

5.1. The conditions for admission are determined by the Department/Faculty of the discipline and the current assessment system of JAIU.

5.2. Admission is based on the completion of mandatory components of ongoing assessment and

the achievement of a minimum threshold (if established).

5.3. Admission data is recorded in eBilim and confirmed by the department/instructor.

## **6. Resolution of Academic Debts**

**6.1. Students are not permitted to retake the midterm assessment.**

**6.2. Exceptions are made for cases supported by documentation (illness and other valid circumstances), provided there are supporting documents and a decision made in accordance with established procedures.**

**6.3. Completion of ongoing assessment (permission to “make up points” without retaking the exam)**

6.3.1. To mitigate academic risks, a student may be granted the opportunity **to complete unfulfilled components of ongoing assessment** (independent study assignments/assignments/milestone assignments) **within the semester** and within the deadlines set by the department in accordance with the course syllabus or course outline.

6.3.2. This opportunity **does not constitute a retake of the interim assessment**, does not alter the grading criteria, and is documented by recording the assignment and the result in eBilim.

### **6.4. Individual assessment in documented cases**

6.4.1. In cases of documented valid reasons (illness, etc.), the student submits an application to the Dean’s Office along with supporting documents.

6.4.2. The Dean’s Office prepares a recommendation; the department determines the form of assessment in accordance with the RUP/FOS; the date and procedure for conducting the assessment are approved in accordance with established procedures.

6.4.3. The result is recorded in a report/protocol and entered into eBilim.

## **7. Recording of Results and Changes in eBilim**

7.1. All assessment results, pass/fail decisions, completion of current assessment components, and documented individual cases are recorded in eBilim and/or official JAIU documents in accordance with the file classification system.

7.2. **Key JAIU rule:** The UIO confirms the possibility of correctly recording changes in eBilim; **without UIO confirmation, changes are not entered into the system.**

## **8. Responsibility and Oversight**

8.1. Departments are responsible for compliance with the RUP/FOS, the objectivity of assessment, and the documentation of results.

8.2. The Dean’s Office is responsible for providing organizational support to students and accepting documents for valid reasons.

8.3. The Academic Affairs Office is responsible for the accuracy of record-keeping and the consistency of changes in eBilim; the Vice Rector for Academic Affairs is responsible for the overall management of the process.

## **9. Final Provisions**

9.1. These Regulations shall enter into force by order of the Rector.

9.2. Amendments to these Regulations shall be made in accordance with established procedures.

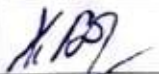
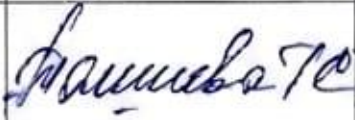







# CHANGE LOG

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

Edition: \_\_\_\_\_

Effective date: " " \_\_\_\_\_ 20 \_\_\_\_\_

## 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.

