

REGULATIONS
for retakes
at Jalal-Abad International University

1. General Provisions

1.1. These Regulations on Retakes at Jalal-Abad International University define the procedure for organizing, coordinating, conducting, recording, and reporting the results of retakes for courses, modules, practical training, and other forms of assessment provided for in JIU's educational programs.

1.2. These Regulations 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 these Regulations is to establish a transparent, uniform, and controlled procedure for conducting retakes as part of the elimination of academic debt and other cases of retaking assessments provided for by the university's local regulations.

1.4. These Regulations shall be applied in conjunction with:

1. The Procedure for Clearing Academic Debts at Jaiu;
2. Jaiu's local regulations on the organization of the educational process;
3. Jaiu's local regulations on the assessment system, appeals, and academic integrity;
4. Jaiu's local regulations on the use of the **eBilim** automated information system.

1.5. These Regulations have been developed to ensure compliance with the requirements of state accreditation of medical educational institutions in the Kyrgyz Republic regarding the existence of a system for additional retakes and the timely resolution of academic arrears.

2. Regulatory References

2.1. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic "On Education" dated August 11, 2023, No. 179; ([CBD Ministry of Justice](#))
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"; ([CBD Ministry of Justice](#))
3. Regulations on the Organization of the Educational Process in Higher Vocational Education Institutions Using Academic Credits; ([CBD Ministry of Justice](#))
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; ([CBD Ministry of Justice](#))
5. Regulations on the Conduct of Ongoing Monitoring and Interim Assessment of Students at Higher Vocational Education Institutions of the Kyrgyz Republic; ([CBD Ministry of Justice](#))

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. the resolution of academic deficiencies;
 5. the class schedule;
 6. appeals of assessment results;
 7. use of the **eBilim** system.

3. Key Concepts

3.1. **Retake**—a student’s repeated attempt at a prescribed form of assessment for a course, module, practicum, or other component of the educational program, with the aim of achieving a passing grade or resolving academic deficiencies.

3.2. **Supplementary retake** — a repeat form of assessment organized by the university, conducted within the timeframes and in accordance with the procedures established by Jaiu.

3.3. **Academic deficiency** — a student’s failure to meet the requirements of the educational program, manifested by the absence of a passing grade on the prescribed forms of assessment.

3.4. **Resit Schedule** — a list of dates, forms, and conditions for resits, approved in accordance with established procedures.

4. Grounds for retakes

4.1. Retakes are permitted in the following cases:

- 4.1.1. the presence of academic debt in a discipline, module, practicum, or other mandatory component of the educational program;
- 4.1.2. an unsatisfactory result on a midterm assessment or final exam;
- 4.1.3. failure to take an assessment for a valid reason, documented and recognized by the university;
- 4.1.4. other cases expressly provided for by the local regulations of Jaiu.

4.2. A retake shall not replace the main assessment and does not exempt the student from fulfilling the mandatory requirements for the course.

5. General Principles for Organizing Retakes

5.1. Retakes at JAIU are organized based on the principles of:

1. transparency;
2. objectivity;

3. equal access for students to the established procedure;
1. adherence to deadlines;
2. documentation of results;
3. compliance with academic integrity requirements.

5.2. Retakes are conducted in a format appropriate to the nature of the course and previously established assessment methods.

5.3. Retakes are organized without disrupting the continuity of the academic process and taking into account the academic calendar, the academic schedule, and the technical capabilities of the **eBilim** system.

6. Procedure for Organizing Retakes

6.1. The basis for organizing a retake is the student's academic debt or another reason provided for the necessity of retaking the assessment.

6.2. Information regarding the need for a retake is compiled based on data from:

1. grade sheets and academic records;
2. data from departments and deans' offices;
3. information recorded in the **eBilim** system;
4. other official documents recording academic performance.

6.3. Retakes are organized according to a schedule established in accordance with the procedures set forth by JAIU.

6.4. The resit schedule may include:

1. a course or other component;
2. the format of the retake;
3. the date and time;
4. the location;
5. the instructor in charge / department;
6. a note regarding the entry in the **eBilim** system.

6.5. Information regarding retakes is communicated to students through official JAIU channels, including the **eBilim** system.

7. Forms of retakes

7.1. Retakes may be conducted in the form of:

1. a test;
2. written assignment;
3. an oral response;

4. practical assignment;
5. laboratory work;
6. interviews;
7. other forms appropriate to the subject matter and in accordance with local regulations of Jaiu.

7.2. The form of the retake is determined by the department and the instructor within their authority, taking into account the specifics of the course, the requirements of the educational program, and the principles of objective assessment.

7.3. For courses and types of assessment conducted via digital tools, retake results are recorded in the **eBilim** system in accordance with established procedures.

8. Dates and Schedule for Retakes

8.1. The dates for retakes are determined by the university within the framework of the Procedure for Eliminating Academic Debts, the academic calendar, and local regulations governing the educational process.

8.2. The resit schedule is developed by the Academic Information Department in collaboration with the deans' offices and departments, or in accordance with other procedures established by the university.

8.3. When drawing up the resit schedule, the following are taken into account:

1. the number of students with academic deficiencies;
2. the teaching load of faculty members;
3. availability of classrooms;
4. deadlines for resolving academic deficiencies;
5. the ability to accurately record data in **eBilim**.

8.4. The approved resit schedule is communicated to students and faculty in accordance with established procedures.

9. Recording retakes in the eBilim system

9.1. At JAIU, retakes and their results are recorded using the **eBilim** automated information system within the limits of its functional capabilities.

9.2. The following must be recorded in the **eBilim** system:

1. academic deficiencies;
2. scheduling of retakes;
3. reschedule schedule;
4. retake results;
5. final status of academic debt clearance.

9.3. **eBilim** data is used as one of the official sources of academic information for monitoring the deadlines and results of retakes.

9.4. The responsible departments and individuals ensure the timely entry and updating of information regarding retakes in the **eBilim** system.

10. Authority and Responsibility

10.1. Academic Information Department:

1. participates in the development of retake schedules;
2. provides organizational and informational support for the retake procedure;
3. ensures that information regarding retakes is reflected in the **eBilim** system;
4. monitors the accuracy of academic data.

10.2. Dean's Offices:

1. compile lists of students required to retake exams;
2. monitor compliance with deadlines;
3. inform students;
4. monitor the resolution of academic deficiencies.

10.3. Departments and instructors:

1. determine the format of the retake;
2. ensure that retakes are conducted in accordance with established procedures;
3. ensure the objectivity of grading;
4. submit the results of the retake for recording and inclusion in academic records and **eBilim**.

10.4. Vice Rector for Academic Affairs:

1. exercises general oversight of compliance with these Regulations;
2. makes decisions on contentious issues within the scope of his or her authority.

11. Rights and Responsibilities of Students

11.1. A student has the right to:

1. receive information regarding outstanding academic obligations and the scheduling of make-up exams;
2. be informed of the resit schedule;
3. take a retake in the prescribed form and manner;
4. receive information about the results of the retake;
5. exercise the right to appeal in the cases and in the manner provided for by the local regulations of Jaiu.

11.2. The student is required to:

1. attend the retake on the scheduled date;
2. comply with the requirements of these Regulations;
3. comply with academic integrity requirements;
4. submit supporting documents in a timely manner if there is a valid reason.

12. Analysis of Retake Results

12.1. JAIU analyzes:

1. the number of retakes scheduled;
2. the results of retakes;
3. the percentage of academic deficiencies successfully resolved;
4. the reasons for failing retakes;
5. the relationship between retakes and academic performance, withdrawal, and student retention.

12.2. Data from deans' offices, departments, grade sheets, and the **eBilim** system are used for the analysis.

12.3. The results of the analysis are used to improve the educational process, evaluate the effectiveness of student support measures, and prevent the recurrence of academic deficiencies.

13. Final Provisions

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

13.2. Amendments and additions to these Regulations shall be made in accordance with the procedures established by the university.

13.3. Oversight of the implementation of these Regulations 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

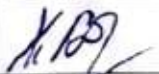
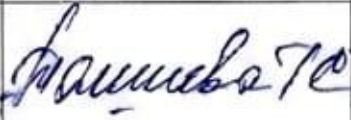







CHANGE LOG

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

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APPROVAL SHEET

№	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.

