

REGULATIONS

on the procedure for transferring, reinstating, expelling, and granting academic leave to students

of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations on the Procedure for Transfer, Reinstatement, Withdrawal, and Granting of Academic Leaves to Students of Jalal-Abad International University (hereinafter referred to as the Regulations) establishes uniform requirements and internal procedures for the transfer, reinstatement, and dismissal of students, as well as for granting them academic leaves of absence and returning from such leaves at Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. These Regulations apply to JAIU students enrolled in higher professional education programs, regardless of:

1. the form of study;
2. the language of instruction;
3. source of funding;
4. citizenship;
5. the level and profile of the educational program.

1.3. These Regulations are binding on students, academic offices, departments, the Academic and Information Department, other structural units, and officials of JAIU involved in the implementation of the relevant procedures.

1.4. These Regulations have been developed in accordance with:

1. the Law of the Kyrgyz Republic "On Education"; ([Minjust Kyrgyz Republic](#))
2. Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 329 dated June 10, 2025; ([Minjust Kyrgyz Republic](#))
3. Regulations on the Procedure for Transfer, Withdrawal, Reinstatement, and Granting of Academic Leave to Students of Higher Professional Education Institutions; ([Minjust Kyrgyz Republic](#))
4. Regulations on Higher and Postgraduate Professional Education Institutions of the Kyrgyz Republic; ([Ministry of Justice of the Kyrgyz Republic](#))
5. the Charter of JAIU;
6. other local regulatory acts of JAIU.

1.5. If the provisions of these Regulations conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. ([Minjust Kyrgyz Republic](#))

1.6. The following key terms are used in these Regulations:

1.6.1. Transfer — a change in a student’s educational path, including transfer to JAIU from another educational institution, transfer from JAIU to another educational institution, transfer from one educational program to another, from one form of study to another, or from one language of instruction to another, in accordance with established procedures. The grounds and general framework for such procedures are regulated by acts of the Cabinet of Ministers of the Kyrgyz Republic. ([Minjust Kyrgyz Republic](#))

1.6.2. Reinstatement — the readmission of a previously expelled student to continue their educational program in accordance with established procedures. ([Minjust Kyrgyz Republic](#))

1.6.3. Dismissal — the termination of the educational relationship between a student and the University on grounds provided for by the legislation of the Kyrgyz Republic and the local regulations of JAIU. ([Minjust Kyrgyz Republic](#))

1.6.4. Academic leave — a period of temporary exemption of a student from completing the educational program for valid reasons, in accordance with the procedure established by the legislation of the Kyrgyz Republic and these Regulations. ([Minjust Kyrgyz Republic](#))

1.6.5. An academic deficit is a discrepancy in the content, scope, and learning outcomes of courses (modules), internships, and other components of the educational program, which students are required to address in accordance with established procedures; state regulations explicitly require that it be quantified in academic credits and included in the individual study plan. ([Minjust Kyrgyz Republic](#))

2. Basic Principles

2.1. Procedures for transfer, reinstatement, dismissal, and granting of academic leave are carried out based on the principles of:

1. legality;
2. equality of students’ rights;
3. objectivity in the review of documents;
4. transparency of decisions;
5. documentary evidence of grounds;
6. compliance with deadlines;
7. protection of the rights and legitimate interests of students and the University.

2.2. JAIU ensures that all procedures are documented, relevant orders are issued, decisions are recorded, and documents are stored in accordance with established procedures.

3. Competence of Structural Units

3.1. Dean's Office:

1. receives and preliminarily reviews student applications;
2. verifies the completeness of documents;
3. organizes the substantive review of the matter;
4. prepares a draft recommendation and a draft order;
5. notifies the student of the decision.

3.2. The graduating department:

1. considers the possibility of transfer or reinstatement to the relevant educational program;
2. determines the academic deficit;
3. makes recommendations regarding the course, semester, and conditions for resolving the academic deficit;
4. if necessary, participates in the preparation of an individual study plan.

3.3. Academic and Information Department:

1. verifies that the procedure complies with the study plan, schedule, and local regulations;
2. participates in the approval of the course, semester, and academic deficit;
3. ensures that orders and changes are correctly reflected in information systems and eBilim;
4. maintains records of relevant procedures within its jurisdiction.

3.4. The Rector or another authorized official:

1. makes the final decision;
2. approves transfers, reinstatements, dismissals, academic leaves of absence, and readmission to studies following an academic leave of absence.

4. Transfer Procedure

4.1. A student's transfer is permitted in cases provided for by the legislation of the Kyrgyz Republic, provided that the relevant conditions for continuing studies and the ability to complete the educational program are met. General rules for the transfer of students in higher education are governed by regulations approved by the Cabinet of Ministers of the Kyrgyz Republic. ([Minjust Kyrgyz Republic](#))

4.2. Transfer may be carried out:

1. from another higher professional education institution to JAIU;
2. from JAIU to another educational institution;
3. from one educational program to another within JAIU;

4. from one mode of study to another;
5. from one language of instruction to another;
6. from one course to another in cases arising from the transfer procedure and the elimination of academic differences.

4.3. Transfer to JAIU is generally carried out on the basis of a personal application from the student, accompanied by the documents required by the legislation of the Kyrgyz Republic and the internal regulations of JAIU.

4.4. The following documents are generally attached to the application for transfer to JAIU:

1. a document proving identity;
2. a copy of the student record book, transcript, or academic transcript;
3. a document confirming the student's status at the original educational institution;
4. syllabi, course outlines, or other documents necessary for comparing academic performance, if required;
5. other documents requested by JAIU within the limits of the law.

4.5. The review of the transfer request includes:

1. verification of the validity of the grounds for transfer;
2. comparison of completed courses and credits;
3. determining the academic difference;
4. determining the course and semester from which studies may continue;
5. determining the conditions and deadlines for resolving the academic deficit.

4.6. The academic deficit is determined by the department in conjunction with the dean's office and the Academic Information Department in academic credits and must be included in the student's individual study plan. ([Minjust Kyrgyz Republic](#))

4.7. A decision on transfer is made if there is:

1. a vacant spot or the possibility of studying on an equivalent basis;
2. academic eligibility to continue studies;
3. the absence of obstacles established by the legislation of the Kyrgyz Republic;
4. fulfillment of the conditions established by JAIU for resolving academic deficiencies.

4.8. The transfer is formalized by an order of the rector. The basis for enrolling the student in the student body of JAIU is the relevant order and the completion of all mandatory document submission procedures.

4.9. Transfer from JAIU to another educational institution is carried out based on the student's personal application and in accordance with the procedure established by the legislation of the

Kyrgyz Republic. JAIU prepares the necessary documents and issues an order after completing the internal procedure. ([Minjust Kyrgyz Republic](#))

5. Reinstatement Procedure

5.1. Reinstatement is carried out in accordance with the legislation of the Kyrgyz Republic and these Regulations, provided that the student is able to continue their studies in the relevant educational program. The general framework for the reinstatement of students in higher education institutions is established by regulations approved by the Cabinet of Ministers of the Kyrgyz Republic. ([Minjust Kyrgyz Republic](#))

5.2. A person previously expelled from JAIU shall submit an application for reinstatement addressed to the rector.

5.3. The following documents are generally attached to the application for reinstatement:

1. a copy of an identity document;
2. documents confirming previous enrollment at JAIU;
3. a transcript, academic record, or extract from academic records;
4. other documents necessary to establish the conditions for reinstatement.

5.4. When considering the reinstatement request, the following are determined:

1. the educational program;
2. the course and semester of reinstatement;
3. the existence and extent of academic deficiencies;
4. the possibility of completing the program within the established timeframe;
5. the need to develop an individualized study plan.

5.5. Reinstatement is permitted provided that the educational program is offered at JAIU or that reinstatement to a program with similar content is possible, in compliance with the requirements of the law and the University's local regulations.

5.6. In the event of changes to the curriculum, state final exams, or the program structure, reinstatement is carried out taking into account the educational program in effect at the time of reinstatement and the need to resolve the academic deficit. This logically follows from the current regulations on determining the academic deficit in credits and incorporating it into the individual study plan. ([Minjust Kyrgyz Republic](#))

5.7. The decision on reinstatement is formalized by an order of the rector.

6. Procedure for Dismissal

6.1. A student's expulsion from JAIU is carried out on the grounds provided for by the legislation of the Kyrgyz Republic, the charter of JAIU, and these Regulations. General rules for the

expulsion of students from higher education institutions are established by a regulation of the Cabinet of Ministers of the Kyrgyz Republic. ([Minjust Kyrgyz Republic](#))

6.2. Expulsion may occur:

1. at the student's own request;
2. in connection with transfer to another educational institution;
3. upon completion of studies;
4. due to academic failure;
5. for violation of obligations stipulated by law, the JAIU Charter, and local University regulations;
6. for violation of the terms of the contract for the provision of educational services;
7. for other reasons provided for by the legislation of the Kyrgyz Republic.

6.3. Withdrawal at the student's own request is carried out on the basis of a written application from the student.

6.4. Voluntary withdrawal shall be processed within one month of the date the application is submitted. ([Minjust Kyrgyz Republic](#))

6.5. Prior to issuing the expulsion order, JAIU has the right to conduct an internal review of:

1. academic debt;
2. library debts;
3. financial obligations;
4. the status of the student's personal file and other documents and resources subject to return.

6.6. Expulsion is formalized by an order of the rector stating the grounds for expulsion.

6.7. A person expelled from JAIU is issued documents in accordance with the procedure established by the legislation of the Kyrgyz Republic and the local regulations of JAIU.

7. Procedure for Granting Academic Leave

7.1. Academic leave is granted to a student for valid reasons provided for by the legislation of the Kyrgyz Republic.

7.2. Academic leave is granted based on the student's personal application and documents confirming the existence of the relevant grounds.

7.3. Valid reasons include cases provided for by government regulations and confirmed by appropriate documentation, including medical and other grounds recognized by the legislation of the Kyrgyz Republic. ([Minjust Kyrgyz Republic](#))

7.4. Academic leave is granted for a period of one year, i.e., 12 calendar months, and only once during the entire period of study, unless otherwise expressly provided by the legislation of the Kyrgyz Republic. ([Minjust Kyrgyz Republic](#))

7.5. The decision to grant academic leave is formalized by an order of the rector.

7.6. For the duration of the academic leave, the student is temporarily exempt from completing the educational program and taking midterm and final exams, unless otherwise provided by law or by an individual decision within the University's authority.

7.7. Information regarding the granted academic leave shall be recorded in the academic records of JAIU and in the University's information systems.

8. Procedure for returning from academic leave

8.1. To resume studies after the end of the academic leave, the student must submit an application for readmission.

8.2. The application must be accompanied by documents confirming the student's ability to continue studies, if such documents are required based on the grounds for granting the academic leave.

8.3. Prior to issuing the order on admission to studies, JAIU shall determine:

1. the applicable educational program;
2. the year and semester of resumed studies;
3. the existence of academic gaps, if the curriculum has changed during the period of academic leave;
4. the need to develop an individualized study plan.

8.4. Return from academic leave is formalized by an order of the rector.

9. Documentation Requirements and Review Deadlines

9.1. All student applications regarding matters governed by these Regulations shall be registered in accordance with established procedures.

9.2. The deadlines for reviewing applications are determined by the legislation of the Kyrgyz Republic, these Regulations, and the internal regulations of JAIU.

9.3. For matters where a specific timeframe is explicitly stipulated in state regulations, JAIU shall apply that specific timeframe. In particular, withdrawal at the student's own request must be processed no later than one month from the date of submission of the application. ([Minjust Kyrgyz Republic](#))

9.4. Draft orders are prepared by the Dean's Office in conjunction with the Academic and Information Department and, if necessary, with the participation of the department and other units.

9.5. All orders and documents affecting a student's status must be entered into the University's information systems, including eBilim, in accordance with established procedures.

10. Responsibility

10.1. The Dean's Office is responsible for:

1. the correct acceptance and verification of documents;
2. adherence to review deadlines;
3. the accuracy of the draft order;
4. notifying the student of the decision.

10.2. The Department is responsible for:

1. the validity of the determination of academic deficiency;
2. the accuracy of recommendations regarding the course, semester, and conditions for resolving the academic deficit;
3. the academic soundness of the decision regarding transfer or reinstatement.

10.3. The Academic and Information Department is responsible for:

1. ensuring that procedures comply with academic documents and local regulations;
2. accurately reflecting changes in academic documentation and eBilim;
3. recording orders within its jurisdiction.

10.4. JAIU officials are liable for violations of these Regulations in accordance with the legislation of the Kyrgyz Republic and the University's local regulations.

11. Final Provisions

11.1. These Regulations shall enter into force on the date of their approval.

11.2. Amendments and additions to these Regulations shall be made in accordance with established procedures.

11.3. Matters not covered by these Regulations shall be resolved in accordance with the laws of the Kyrgyz Republic, the Charter of JAIU, and the University's local regulatory acts. The Law of the Kyrgyz Republic "On Education" is in force in its current version, and relevant procedures for higher education institutions have been regulated since June 10, 2025, by Resolution No. 329 of the Cabinet of Ministers of the Kyrgyz Republic and the provisions attached thereto. ([Minjust Kyrgyz Republic](#))

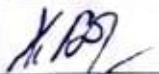
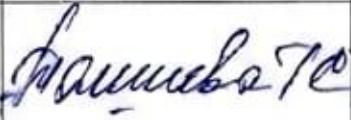







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Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
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2						
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APPROVAL SHEET

№	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
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