

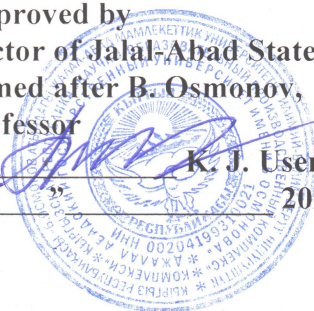
**MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATIONS OF THE
KYRGYZ REPUBLIC**

**SCIENTIFIC-EDUCATIONAL AND PRODUCTION COMPLEX
“JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV”**

The Regulation is submitted for
consideration and approval by
the Academic Council of Jalal-
Abad State University
Protocol № 1
dated “01” 09 2025

Approved by
Rector of Jalal-Abad State University
named after B. Osmonov,
professor


“ ” 2025



**REGULATION
ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS IN HIGHER
PROFESSIONAL EDUCATION INSTITUTIONS USING ACADEMIC CREDITS**

Amendments and additions introduced by Protocol No. 1 of the Academic Council of
Jalal-Abad State University dated September 1, 2025

Regulation on the organization of the educational process in higher professional education institutions using academic credits

General Provisions

1. This Regulation has been developed in accordance with Article 3 of the Law of the Kyrgyz Republic “On Education” and the regulatory legal acts of the Kyrgyz Republic in the field of higher professional education. It defines the procedure for organizing the educational process in higher professional education institutions (hereinafter — Jalal-Abad State University, or JASU) using academic credits.
2. The following basic concepts and definitions are used in this Regulation:
 - **Academic calendar** - a schedule of the academic year that includes instructional and assessment activities, industrial (practical) training, as well as vacation and holiday periods.
 - **Academic hour** - a unit for measuring the volume of classroom sessions or other types of educational activities.
 - **Academic advisor** - a faculty member who serves as an academic mentor to a student, providing assistance in selecting an individual educational trajectory and throughout the learning process.
 - **Individual study plan of a student** - a learning plan developed independently by the student for a semester or academic year, based on the educational program and the course catalogue.
 - **Registration for academic disciplines** - the procedure by which students enroll in selected courses.
 - **Credit-based learning technology (CBLT)** (hereinafter - CTE) — education/training based on the students' choice and independent planning of the sequence of studying disciplines with the accumulation of academic credits;
 - **Transcript** — a document containing a list of disciplines and (or) modules and other types of academic work mastered during the corresponding period of study, indicating academic credits and grades;
 - **Elective disciplines** — academic courses included as a component of the student's choice within the established number of academic credits, introduced by educational institutions to reflect the student's individual preparation and to take into account the socio-economic characteristics and needs of a particular region.
3. Main objectives of organizing the educational process under the Credit-Based Learning Technology (CBLT):
 - Unification of the volume of knowledge;;
 - creation of conditions for maximum individualization of learning;
 - strengthening the role of students and increasing the effectiveness of their independent work;
 - assessment of students' academic performance through effective and transparent control procedures.
4. The Credit-Based Learning Technology (CBLT) includes:
 - introduction of an academic credit system for evaluating the workload of students and instructors for each course and other types of educational activities;
 - ensuring freedom of choice of disciplines, which allows students to directly participate in the formation of their individual study plan;
 - granting students the right to independently choose an instructor when selecting courses;
 - involvement of academic advisors in the educational process to assist students in choosing their educational trajectory;
 - use of interactive teaching methods;

- activation and encouragement of students’ independent work in mastering educational programs;
 - academic freedom of structural divisions in organizing the educational process and developing educational programs;
 - academic freedom of instructors in organizing the learning process;
 - provision of the educational process with the necessary teaching and methodological materials;
 - application of effective methods for monitoring students’ academic progress;
 - implementation of a point-rating (grading) system for evaluating students’ academic achievements in each discipline and other types of educational work.
5. The Credit-Based Learning Technology (CBLT) is implemented based on an individual educational trajectory aimed at achieving learning outcomes. This trajectory is designed and carried out by students through their choice and independent planning.

Educational and Methodological Support of the Learning Process

6. The organization of the educational process using the credit-based learning technology shall be carried out in accordance with curricula approved in the manner prescribed by the head of the educational institution.
7. The organization of the educational process under the CBLT is based on the following types of curricula:
- **Basic curriculum** for a field of study or specialty serves to determine the total student workload for the entire period of study, includes the mandatory component, regulates the number of credits allocated for compulsory and elective disciplines, and defines the timing and forms of on-the-job training;
 - **Working curriculum** is developed for a specific area or profile of training and serves for organizing the educational process (including calculating the teaching workload of instructors);
 - **Individual student plan** defines the educational program for a semester or academic year and is developed based on the disciplines offered for that semester.
8. Individual learning planning must be supported by teaching and methodological packages, which include the following elements:
- a working program and/or syllabus for each course in the curriculum;
 - a set of teaching and methodological materials for each course, including a course outline, lecture summaries, plans for practical (seminar) classes, plans for students’ independent work, assignments for self-study, and examination questions.
9. Depending on the level of requirement and the sequence of mastering the educational content, the basic curriculum for each field of study/specialty includes three groups of disciplines across all cycles:
- Group “A”** - disciplines that are compulsory and studied in a strictly defined sequence and within established timeframes.
- Group “B”** - disciplines that are compulsory but do not require a strict sequence of study.
- Group “C”** - disciplines chosen by the student at their own discretion.

Disciplines from Groups “B” and “C” create the prerequisites for forming students’ individual educational trajectories.

Disciplines from Group “A” serve as the basis for determining a student’s academic year and academic group.

When studying disciplines from Groups “B” and “C,” academic streams (student groups) may be formed from students of different years of study.

10. The minimum number of students required to open a discipline, as well as the maximum possible number of places, shall be determined independently by Jalal-Abad State

University, taking into account its economic and organizational capacities.

11. The total volume of all types of academic activities provided for by the curricula shall be measured in academic credits.

One credit is equivalent to 30 academic hours. Within the framework of the credit-based learning system, the duration of one academic hour is established by the educational institution within the range of 40–50 minutes.

12. The number of academic credits is determined for each course included in the curriculum, except for the course “Physical Education.”
13. The duration of the academic year shall be up to 36 weeks. One academic semester shall include 16–18 weeks.
14. The total number of academic credits in a student’s individual plan shall be 60 credits per year.

The number of credits per semester shall be not less than 15 and not more than 45.

Tuition fees are calculated proportionally to the number of academic credits studied.

For students enrolled in higher professional education programs in the fields of medicine and pharmacy, regardless of the form of study — whether on a grant or contract basis — the number of academic credits in a student’s individual plan may not be set at less than 60 credits per year.

15. The maximum period of study exceeding the established normative duration shall be determined independently by the educational institution.

Procedure for Compiling an Individual Study Plan

16. The individual study plan defines each student’s individual educational trajectory.

The plan shall be prepared in a form established by the educational institution and determines the list of disciplines, their number, and the sequence of study throughout the academic year or semester.

17. The preparation of students’ individual study plans shall be carried out by the relevant academic divisions of the educational institution.

Based on students’ individual study plans, the Registrar’s Office forms academic groups (small groups).

18. The individual study plan shall be developed by the student themselves, based on the basic and working curricula, with the participation of an academic advisor, within the timeframes established by the academic calendar.

19. Amendments to the individual study plan (removal or addition of courses) may be made by the student only within the deadlines established by the academic calendar.

20. If a discipline is taught by several instructors, the student shall have the right to choose an instructor when compiling their individual plan.

21. When planning their individual educational trajectory, the student — except within the framework of academic mobility programs between educational institutions — may study alternative courses totaling not more than **10%** of the curriculum.

The procedure and rules for credit transfer and equivalence of academic disciplines shall be determined by the educational institution.

22. In addition, when planning their educational trajectory, a student has the right to take 1–2 additional courses during the academic year on a paid basis, together with students from other academic streams or programs.

23. If a student fails to submit their individual study plan within the period established by the educational institution, the **basic curriculum** for the relevant field of study shall be used as the basis for their studies.

System for the Accumulation of Academic Credits, Control of Mastery, and Evaluation of Knowledge

24. The Credit-Based Learning Technology (CBLT) encompasses a system for the accumulation

of academic credits.

25. Within the CBLT system, there is no formal transfer of students from one year to another; instead, progress is determined by the accumulation of the number of credits required to master the educational program.

26. The academic year is determined based on the number of accumulated academic credits.

The full academic workload for one academic year corresponds to 60 academic credits.

27. Mastery of each discipline by a student is ensured through ongoing and intermediate assessment, within the evaluation system applied by the educational institution.

The timing of assessments is indicated in the academic schedule.

28. Grading Scale.

If a student receives one of the following grades under the credit system — A, A-, B+, B, B-, C+, C, C-, E+, D, D- — the academic credit is considered earned.

If any other grade is received, the credit is not counted.

The educational institution independently develops its grading scale based on the following table:

Credit-Based Grading System (at the discretion of the educational institution)			Traditional Evaluation System
Points	Letter Grade	Grade Point Equivalent	
93-100	A	4.00	Excellent
90-92.99	A-	3.67	
87-89.99	B+	3.33	
83-86.99	B	3.00	Good
80-82.99	B-	2.67	
77-79.99	c+	2.33	
73-76.99	c	2.00	Satisfactory
70-72.99	c-	1.67	
67-69.99	ᄡ+	1.33	
63-66.99	ᄡ	1.00	
60-62.99	B-	0.67	
00-59.99	P	0.00	Unsatisfactory
-	P		Pass
-	IIP		Not passed
-	I	Not included in GPA calculation	Did not complete all course requirements for a valid reason

-	XV	Withdrawal from a non-compulsory course
-	AI	Participated in the discipline as an auditor without receiving a grade

I - assigned to a student who, for a valid reason, did not complete all course requirements. Within the period established by the educational institution, the student has the right to fulfill all course requirements, after which the grade shall be reviewed.

W - assigned to a student who decides to withdraw from a course no later than the sixth week of the semester. Applied only to elective disciplines.

AU - assigned to a student who attended at least 80% of the classes in an additional (non-credit) discipline.

Except in cases confirmed by official documentation, a student who has received an unsatisfactory grade is not allowed to retake the interim assessment.

At the end of each semester, a student's **Grade Point Average (GPA)** is calculated, with a **maximum value of 4.0**.

The **minimum required GPA** for higher and secondary professional education is **2.0**.

If a student's GPA is **below 2.0**, the student loses the right to receive a diploma and must retake the corresponding course.

The student's weighted average grade is calculated based on the learning outcomes at the end of each semester and upon completion of the study program (or: upon graduation).

If a student's GPA is **3.75 or higher**, they may be recommended for a **Diploma with Honors**.

The procedure is regulated by the relevant internal provision.

Registrar's Office

29. The educational process using CTC (Credit Technology of Training/Education) implies the operation of a Registrar's Office and an academic advising service within the educational institution. The Registrar's Office is one of the main structural divisions of educational institutions. The activities of the Registrar's Office are carried out in accordance with these Regulations and other regulatory legal acts governing the educational process..

30. The mission of the Registrar's Office of educational institutions is the effective management of the educational process through the coordination of academic and methodological activities, the collection, processing, and analysis of information about the student body (contingent), curricula, and programs for making optimal management decisions and improving the quality of educational services provided by educational institutions.

31. The functions of the Registrar's Office include:

1) Planning functions:

- coordination of the development of basic, working, and individual curricula for students;
- development of the academic calendar;
- planning of student academic workloads;
- management of the procedure for approving academic disciplines;
- creation of information catalogs;

2) Organizing functions:

- organization and implementation of student registration for academic disciplines;
- preparation of the class schedule for each semester;
- preparation of the examination schedule.

3) Accounting functions:

- drafting the initial database of applicants;
- assignment of identification numbers to students, courses, and programs within the educational institution;
- preparation of reports on all aspects of students' academic activity;
- recordkeeping of diploma preparation and issuance;
- preparation of academic transcripts and certificates;
- monitoring of student enrollment movements: reinstatement, transfer, repetition, and academic leave;
- recordkeeping of students' academic achievements;
- recordkeeping of student enrollment in academic disciplines.

4) Control functions:

- monitoring the implementation of the educational process and curricula by fields/specialties in various forms of study, as well as compliance with the current legislation of the Kyrgyz Republic in the field of education and the local regulatory acts of the educational institution;
- monitoring the fulfillment of students' individual study plans;
- operational control over compliance with the academic schedule;
- monitoring the observance of the class, credit, and examination schedules.

Academic Advising Service

32. The educational institution has the right to organize an **Academic Advising Service** to assist students in developing and implementing their individual educational trajectories.

33. General provisions on the Academic Advising Service:

- an academic advisor is appointed by the educational institution to assist students in choosing and implementing individual study plans, as well as in other issues related to the educational process;
- the number of academic advisors is determined by the educational institution, taking into account its economic and organizational capacities;
- academic advisors are appointed from among experienced full-time instructors and staff of relevant academic divisions who are well acquainted with the organization of the educational process and the specific field (specialty) of study.

34. Duties of the academic advisor include:

- preparation of necessary informational materials regarding the organization of the educational process and posting them on information boards and the institution's website;
- providing group and individual consultations to students on rational development of their individual educational trajectory, taking into account working curricula by fields/specialties and other educational matters;
- organizing the collection of students' individual study plans within established deadlines and participating in the preparation of annual working curricula for each field/specialty;
- monitoring the academic progress of the students assigned to them.

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