

**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 PROCEDURE FOR TRANSFER, EXPULSION AND
REINSTATE OF STUDENTS AND MASTER’S STUDENTS OF JALAL-ABAD
STATE UNIVERSITY NAMED AFTER B. OSMONOV**

Amendments and additions made to the Regulation on the procedure for transfer, expulsion and reinstatement of students and graduate students of the Jalal-Abad State University named after B. Osmonov.

1. Amendments were made by Protocol No. 6 of the JASU Academic Council dated April 1, 2019.
2. Based on Protocol No. 2 of the JASU Academic Council dated November 6, 2020, the Regulations were supplemented by paragraph 31.
3. Amendments and additions were made by Protocol No. 1 of the JASU Academic Council dated September 1, 2025.

REGULATION

on the procedure for transfer, expulsion, and reinstatement of students and master's student at Jalal-Abad State University named after B. Osmonov

1. GENERAL PROVISIONS

1. The Regulation on the procedure for transfer, expulsion and reinstatement of students, master's students of Jalal-Abad State University (hereinafter referred to as the Regulation) was developed on the basis of the Law "On Education" of the Kyrgyz Republic and the Regulation on the procedure for transfer, approved by the Resolution of the Government of the Kyrgyz Republic No. 346 of May 29, 2012, the Charter of Jalal-Abad State University named after B. Osmonov (hereinafter - JASU), and the internal documents of the university.

2. These Regulations establish general requirements for the procedure for transfer, expulsion and reinstatement of students at Jalal-Abad State University (hereinafter referred to as JASU).

The procedure for transferring students from JAGU to another university or admitting students from another university to JAGU

3. Student, master's student transfer at JAGU is carried out during the **summer or winter break periods**, provided there are **vacant places** in the corresponding year for the specialty/field of study of interest to the student, on a **contractual basis with full reimbursement of tuition costs**.

4. JAGU **does not establish restrictions** related to the year of study, form of education, or the type of the main educational program to which the student is being transferred.

5. The total duration of a student's education at the expense of the state budget **must not exceed the period** established by the curriculum of the accepting institution (JAGU) for completing the main educational program.

6. The transfer of citizens receiving education in non-accredited (non-attested) higher education institutions to accredited universities for any form of study may be carried out after exercising the right to **attestation in the form of an external student (экстернат)**, with the exception of specialties/fields of higher professional education where studying in the form of an external student is not permitted.

7. In the event of reorganization or liquidation of an educational organization, the transfer of students and master's students is ensured by the founder responsible for the university, jointly with the **Ministry of Education and Science of the Kyrgyz Republic**.

8. The transfer of students and master's students in the **first academic year is permitted after successful completion of the first semester. In this case, the minimum number of earned academic credits must be at least 30**. Transfer of students and master's students **in the final academic year is not permitted**.

9. The transfer of students, master's student studying on a paid basis to state-funded places **(grants) is not carried out**.

10. The transfer of a student, master's student from another university to JAGU to continue their education, including a change from one main educational program (specialty/field) to another, for all forms of study, as well as a change in the form of study, is carried out based on a **personal application** from the student (Appendix 1).

The application is sent to the Rector (Vice-Rector) for a decision on admitting the student to attestation. A **photocopy of the student record book** must be attached to the application (which will subsequently be compared with the academic transcript). For universities that use the

European Credit Transfer and Accumulation System (ECTS), a **transcript (grade sheet)** must be attached.

11. Student, master's student transfer is carried out based on **attestation**. The student's attestation is conducted by an attestation commission by reviewing the photocopy of the student record book (transcript) or grade sheet. The attestation commission is formed comprising the Vice-Rector for Academic Affairs (Chair of the Commission), the Dean of the Faculty/Head of the Graduating Department/Head of the Educational Program, and employees of the Academic Department, Student Human Resources Department/Registrar's Office (Secretary of the Commission).

The attestation commission must review the student's application within **10 days** from the date of submission, but **no later than the start of academic classes**. To organize effective work, attestation commissions in the university should be created according to related specialties or fields.

12. Following the results of the attestation, when some subjects cannot be credited to the student or when unstudied subjects (or sections of subjects) are found due to differences in the curricula, the student must pass them, i.e., **eliminate the academic difference**. For this purpose, the accepting university (ZhAGU) must develop and approve an **individual curriculum** for the student, which must provide a list of subjects (or sections thereof) to be studied, their volumes, and established deadlines for taking exams/credits. The academic difference must be eliminated **within the current academic year**.

13. If ZhAGU uses the credit technology of education, the academic difference is established according to the **credits (credit units)** obtained, based on the transcript/grade sheets, with an annotation of the subjects studied. The academic difference is determined in credits (credit units) and is additionally included in the student's individual curriculum.

14. Upon transfer, the general humanitarian and socio-economic subjects, including the compulsory core subjects, are re-credited based on the volume studied by the student. When a student transfers to another university for the same main educational program that they previously studied, or a related main educational program, the mathematical and general natural science subjects (state component), and all elective subjects established by the university, are also re-credited.

When a student transfers to the same main educational program that they previously studied, or a related main educational program, the following must be passed (to eliminate the academic difference):

- The difference in the curricula of specialties/fields concerning the **state component** of the corresponding state educational standard for mathematical and general natural science, general professional, and specialized subjects, if this difference **exceeds the limit** within which the university (10%-20%) has the right to modify the subject volume;
- The difference in the curricula of specialties/fields concerning the **state component** of the corresponding state educational standard for general professional and specialized subjects.

When a student transfers to a **non-related main educational program**, the list of subjects to be passed (to eliminate the academic difference) **must not exceed 7 subjects** for universities that do not use credit-based learning technology. For universities that use credit-based learning technology, the list of subjects to be re-taken (to eliminate the academic difference) is determined based on the **credited units (credit units)**, where the accepting university may validate/credit units based on the content of the educational program (information package of the field/specialty).

15. Based on the results of the attestation, the attestation commission prepares a **protocol of the meeting** (Appendix 2).

16. Upon a positive decision regarding the transfer (availability of an approved individual curriculum for the student), JAGU issues the student a **certificate of the established format** (Appendix 3). The student presents this certificate to the higher education institution where they

are currently studying, along with a written application for expulsion due to transfer, and for the issuance of an academic transcript and the original educational document (based on which they were enrolled in JAGU) from their personal file. Based on the submitted certificate and the student's application, the rector of the university from which the student is transferring issues an **expulsion order** within **10 days** from the date of the application, with the wording: "**Expelled due to transfer to... [name of university].**" The original educational document, based on which the student was enrolled in the university (hereinafter - the educational document), is removed from the student's personal file and given to them, and an **academic transcript** of the established format is prepared and issued. A certified copy of the educational document and an extract from the expulsion order due to transfer, along with the student's submitted student ID and student record book, remain in the personal file.

17. The order for the student's enrollment in the university due to transfer is issued by the Rector after receiving the **educational document and the academic transcript** (the head of the relevant academic unit verifies the consistency of the copy of the student record book/transcript/grade sheet with the academic transcript), which are attached to the student's personal application. **Before receiving the original documents** and answers to special inquiries for clarification to the university (archive) from which the student is transferring, the student is allowed to attend classes and is given the status of "**Listener.**" After receiving the original documents and positive answers to special inquiries for clarification to the university (archive) from which the student is transferring, the enrollment order is issued. The enrollment order includes the following record: "**Enrolled by transfer from... [name of university], for the specialty (field) ..., in the ... year, for the ... form of study.**"

In the event that the attestation reveals the necessity of eliminating an academic difference, the transfer order must contain a record approving the student's individual curriculum.

18. A **new personal file** for the student is created and registered at JAGU, which includes the application for transfer, the academic transcript, the educational document, and an extract from the enrollment order due to transfer, as well as the agreement for full reimbursement of tuition costs. The transferred student is issued a **student ID** and a **student record book**.

Records of re-credited subjects (sections of subjects), practical training, term projects (papers) from the academic transcript, as well as the elimination of the academic difference, are entered in the established manner into the students' student record books/transcripts and other accounting documents with the recording of grades (credits).

Here is the English translation of the provided text, covering the procedures for internal transfer, expulsion, and readmission at JAGU.

3. Procedure for Student Transfer within JAGU

19. The transfer of a student from one main educational program to another (including a change in the form of study) **within JAGU** is carried out **after the end of the semester**, provided there are **vacant places** in the corresponding year for the specialty of interest to the student, in accordance with these regulations (with the exception of clauses 16 and 17 of these Regulations), based on the **personal application** of the student and the presentation of the **student record book/transcript**.

Students with a diploma of secondary professional education, enrolled in the second and subsequent years, are **not transferred to other fields/specialties**. When a student transfers from one main educational program to another, the Rector of JAGU issues an order with the wording: "**Transferred from... [year] of study in the specialty (field)... to... [year] and form of study in the specialty (field)...**"

The transfer order may also contain a special entry approving the student's **individual plan** for passing the necessary academic material (elimination of academic difference). An extract from the order is entered into the student's personal file.

20. The student retains their **student ID and student record book/transcript**, in which corresponding corrections are made, certified by the signature of the Rector (Vice-Rector) and the seal of JAGU, and records are made regarding the elimination of the difference in the curricula. JAGU creates a **new personal student card**.

21. If the student was studying under a **contract with an organization**, their transfer must be **preceded by the consent of the organization**.

4. Student Expulsion

22. A student or master's student may be **expelled from the university on their own initiative** by the Rector's order, based on the personal application of the student or master's student (Appendix 4), for the following reasons:

- **Voluntary withdrawal** (without specifying specific reasons);
- **Due to transfer to another university**;
- **Due to illness** (based on a medical certificate);
- **Due to family circumstances**.

23. Expulsion **on the initiative of the administration** is carried out by the Rector's order, based on the report submitted by the head of the corresponding academic unit (Appendix 5), for the following reasons:

- For **academic failure** (academic debt/arrears);
- For **violation of academic discipline** (failure to follow the academic schedule, loss of contact with JAGU, failure to return from academic leave upon its expiration); for **violation of internal regulations** or dormitory rules;
- **Due to failure to pass the state final attestation**;
- For **committing unlawful acts** after a court verdict, convicting the student to imprisonment or other punishment that precludes the continuation of studies, has entered into legal force;
- In case of **failure to reimburse tuition costs**, students/master's students who have tuition payment arrears, but no academic arrears, are transferred from year to year at the end of the academic year, regardless of the year of study, and are expelled "**with the right to readmission after reimbursement of tuition arrears**."

In the case of expulsion on the initiative of the administration, the student/master's student **must be notified in writing** of the reasons and terms of the expulsion.

24. Upon the expulsion of a student/master's student, they are issued the **original educational document** and, upon request, an **academic transcript** of the established format.

5. Readmission of Students and Master's Students

25. Readmission is carried out **after the end of the semester**, provided there are **vacant places** in the corresponding year for the specialty/field of interest to the student/master's student, based on the student's **personal application** (Appendix 6) and the presentation of the **academic transcript**. The possibility of readmitting students/master's students previously expelled from JAGU is considered based on the student's/master's student's **academic card/transcript**.

26. Attestation is conducted by the attestation commission by reviewing the academic transcript. When determining the year of study, the difference in the curricula **must not exceed 7 subjects**. For this, the accepting university—JAGU—must develop and approve an **individual curriculum** for the student, which must provide a list of subjects (or sections thereof) to be studied, their volumes, and established deadlines for taking exams/credits. The academic difference must be eliminated **within the current academic year**.

27. For universities using **credit-based learning technology**, the academic difference is established according to the **credits obtained** based on the transcript/grade sheets, with an

annotation of the subjects studied. The academic difference is determined in credits (credit units) and is additionally included in the student's individual curriculum.

Based on the results of the attestation, the attestation commission prepares a **protocol of the meeting** (Appendix 2).

Upon a positive decision on readmission, an order for enrollment due to readmission is issued.

28. If the student, master's student studied at the university for **less than two semesters** before expulsion, they **do not have the right to readmission** to continue their studies.

29. A **new personal student file** is created by the corresponding academic unit, which includes the application for readmission, the academic transcript, the educational document, an extract from the enrollment order due to readmission, and the individual curriculum. The student is issued a **student ID** and, if necessary, a **student record book**.

30. A student, master's student expelled from one university **without state accreditation** may be readmitted to another university in accordance with these Regulations.

31. In accordance with Clause 23 of these Regulations, students/master's students expelled for **tuition payment arrears** may be **readmitted to their original group within the same academic year** provided they liquidate the tuition payment arrears. Readmitted students/master's students must **re-study the classes missed** during the period of expulsion according to a special schedule. (Added based on Protocol No. 2 of the JAGU Academic Council dated 06.11.2020).

Appendix 1

To the Rector of JASU

(Last name, First name,)

From _____
(Last name, First name,)

APPLICATION

I, (Last name, First name) _____, a
student of _____
(Name of the educational institution)

I request permission for my transfer to Jalal-Abad State University named after B. Osmonov, to
the

(Name of specialty/area)

_____ form of
study.

(Specify: full-time, part-time, evening)

I was expelled due to _____.
(Specify the reason)

Date: _____ Signature: _____

Appendix 2

To the Rector of JASU

(Last name, First name,)

From _____
(Last name, First name,)

APPLICATION

I, (Last name, First name) _____, a
student of Jalal-Abad State University named after B. Osmonov, specialty/area

_____,
(Name of specialty/area)

I request permission for my transfer to

(Name of the educational institution)

_____ form of
study.

(Specify: full-time, part-time, evening)

due to _____.

(Specify the reason)

Date: _____ Signature: _____

Appendix 3

To the Rector of JASU

(Last name, First name,)

From _____
(Last name, First name,)

APPLICATION

I, (Last name, First name) _____, a
student of Jalal-Abad State University named after B. Osmonov,

_____ course

_____ form of study,

(Specify: full-time, part-time, evening)

I request permission for my transfer from the specialty/area _____
(Name of specialty/area)

to the specialty/area _____
(Name of specialty/area)

_____ form of study
(Specify: full-time, part-time, evening)

due to _____.
(Specify the reason)

Date: _____ Signature: _____

Appendix 4

To the Rector of JASU

(Last name, First name,)

From _____
(Last name, First name,)

APPLICATION

I, (Last name, First name, Patronymic) _____, a student of Jalal-Abad State
University named after B. Osmonov,

_____ course

_____ specialty/area,
(Name of specialty/area)

I request permission for my transfer from the _____
(Specify: full-time, part-time, evening)

form of study to the _____
(Specify: full-time, part-time, evening)

form of study, due to _____.
(Specify the reason)

Date: _____ Signature: _____

JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV

ACADEMIC TRANSCRIPT

No. _____

Issued to _____
(Last name, First name, Patronymic)

who studied at Jalal-Abad State University named after B. Osmonov

from "" _____ 20 to " " _____ 20,

specialty/area _____
(Name of specialty/area)

form of study

_____ (Specify: full-time, part-time, evening)
was expelled in 20__ due to _____
(Specify the reason)

The following disciplines were studied and passed:

No.	Discipline Name	Total Hours (Credits)	Grade	Semester
1				
2				
...				

Date of issue " _ " _____ 20

Rector _____

Seal

Appendix 5

To the Rector of JASU

(Last name, First name,)

From _____
(Last name, First name,)

REPORT

I request your permission to expel the student(s) _____

(Last name, First name, Patronymic)

of the _____

(Name of specialty/area)

course, _____
form of study

(Specify: full-time, part-time, evening)

due to _____.

(Specify the reason)

Signature of the head of the corresponding academic division:

" ____ " _____ 20__

Appendix 6

To the Rector of JASU

(Last name, First name)

From _____
(Last name, First name)

APPLICATION

I request your permission to reinstate me to the specialty/area

" _____ "

(Name of specialty/area)

_____ form of study.

(Specify: full-time, part-time, evening)

I was expelled due to _____.

(Specify the reason for expulsion and the date of the order)

Date: _____ Signature: _____