

MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC
JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV

ACCEPTED

Academic Council of JASU
named after. B. Osmonova
Protocol No. 11 of June 26.
2023y

AFFIRM

RECTOR JASU named after
B. Osmonov
K.Zh.Usenov

« 20

2023y



**REGULATION ON THE PROCEDURE FOR DETERMINING, ELIMINATING, AND
ENTERING ACADEMIC DIFFERENCES INTO THE AVN INFORMATION SYSTEM**

REGULATION ON THE PROCEDURE FOR DETERMINING, ELIMINATING, AND ENTERING ACADEMIC DIFFERENCES INTO THE AVN INFORMATION SYSTEM

General Procedure

Academic Difference is the difference between disciplines where certain disciplines are not re-credited or not taught to the student in the curriculum during the transfer and reinstatement of students.

The procedures for identifying, eliminating, and entering academic differences into the AVN information system are carried out based on the Regulation on the Procedure for Transfer, Expulsion, and Reinstatement of Students of JASU named after B. Osmopov (here in after referred to as the Regulation).

1. The **identification of academic differences** is carried out with the help of a student's personal application and a record book/transcript in accordance with paragraphs 3, 19, and 25 of the Regulation, specifying academic information.
2. In accordance with the application forms contained in the appendices to the Regulation, the application is sent to the Rector (Vice-Rector) for a decision on admitting the student to certification. The application must be accompanied by a copy of the student's record book or academic card, certified by the head of the structural unit (subsequently verified against the academic record), a copy of the GNT (General National Testing) certificate, and a copy of the passport. For universities using the European Credit Transfer and Accumulation System (ECTS), a transcript (grade sheet) is attached.
3. The Vice-Rector for Academic Affairs of JASU sends proposals for enrollment/transfer to the corresponding course, with the determination of academic differences, to the Deans of the relevant faculties, Directors of colleges/institutes that prepared the specializations/directions.
4. After the application is received, the **Head of the structural unit (Dean of the Faculty/Director of the College)** is obligated to, within one week: correctly and clearly define the academic differences according to the working curriculum and submit a proposal for transfer/reinstatement to the corresponding course or a reasoned refusal in the student's personal application to the JASU Academic Department for verification. The Head of the structural unit (Dean/Director) is responsible for the clear and correct determination of academic differences.
5. The **JASU Academic Department** checks the proposals for transfer/reinstatement or reasoned refusal from the Dean's Office/Colleges for compliance with the norms of the Regulation. Student documents that comply with the norms of the Regulation are sent to the JASU Commission for Transfer, Expulsion, and Reinstatement of Students for consideration; documents with errors are sent back to the Dean's Office/College.
6. The **JASU Commission for Transfer, Expulsion, and Reinstatement of Students** acts in accordance with the Regulation, prepares a protocol of the certification commission, and submits it for an order (decree).

1. Procedure for Determining Academic Differences

When determining academic differences based on the working curriculum, the Head of the structural unit (Dean of the Faculty/Director of the College) must be guided by the following recommendations:

- 1.1. The working curriculum is clarified in accordance with the relevant specialization/major (full-time/part-time of study) and the academic year of the enrolled/transferred students.
- 1.2. The academic difference is determined on the bases of differences in the curricula from the preceding semesters that the student completed up to the semesters of the academic year for which they are being reinstated/transferred. For this purpose, from the section "Curricula of specializations and State Standards" of the "Academic Management" module of the AVN portal, the curriculum of the corresponding specialization/direction is selected according to the academic

year of reinstatement. The determination of matches between the semester-based disciplines previously completed by the student and the disciplines of the curriculum of the reinstated/transferred course/academic year is carried out according to the curricula of the courses under which the reinstated/transferred course studied until the reinstated/transferred academic year. For example, to determine the academic difference for a student who is being reinstated in the 2021-2022 academic year for the 5th semester of the 3rd course, the disciplines completed by the student in the 1st-2nd semesters are compared with the disciplines of the 1st-2nd semesters of the 2019-2020 academic year curriculum, and the disciplines of the 3rd-4th semesters of the 2nd course are compared with the disciplines of the 2020-2021 academic year curriculum.

1.3. In case of differences in the curriculum, the university component (university-set subjects) should be taken into account; subjects are calculated as differences for students transferred from another educational institution. In case of differences in the curricula during direct reinstatement/transfer of students within JASU, subjects offered for the university's consideration (university component) are not considered as a difference.

1.4. **Elective courses** set for students in the curriculum are not considered an academic difference; the courses they previously studied are deducted from the academic card.

1.5. If "Introduction to the Specialization" is an optional course (OC) in case of reinstatement/transfer from one specialization/direction to another specialization/direction, this subject is considered a difference because it changes the specialization/direction.

1.6. If a student previously studied a discipline with a "Pass" report but did not undergo training in the corresponding discipline/specialization when the curriculum requires an "**Exam**" report, in accordance with the forms of study, and the number of hours complies with the norms of this Regulation, the discipline is assessed as "**Satisfactory**" with the student's consent. If the student does not agree with such an assessment, they must re-apply to receive the corresponding grade. However, the discipline is not considered an academic difference. The student applies to the Dean/Director based on the relevant provisions to re-apply for a grade increase with the intention of receiving an honors diploma.

1.7. Grades for verified subjects (university component) that are not defined as a difference in the curricula, in accordance with the forms of study of the corresponding specialization/direction to which the student is transferred/reinstated, are entered into the student's transcript and other registration documents in the AVN information system with a grade of "**Satisfactory**." If the student does not agree with such an assessment, he or she re-applies in accordance with the established schedule to receive the appropriate grade.

1.8. If an academic module (discipline) consists of several disciplines (sections) and each of them is studied during a separate semester, each of them is considered a separate academic difference.

1.9. A graduate who was expelled from studies without defending a qualification paper/project, according to the curriculum previously drawn up by them, immediately before the start of the State Attestation (SA), 6 months before the start of the SA, upon payment of the corresponding tuition fee, the topic of the qualification paper/project and the supervisor are approved.

A graduate who was expelled from studies in the previous academic year without undergoing State Attestation, according to the curriculum previously drawn up by them immediately before entering the master's program, pays the corresponding tuition 2 months before the start of studies.

1.10. If a graduate subject to State Attestation is expelled from studies without undergoing State Attestation (defense of a qualification paper/project) for **more than 5 years**, academic differences are determined in accordance with the curriculum of the specialization/direction subject to State Attestation, the course, and are equated to the corresponding course. Academic differences are determined in accordance with paragraph 1.2 of this Regulation. Reinstatement is carried out 6 months before the start of the SA, and academic differences are also eliminated.

1.11. JASU provides the opportunity to work with **double groups (sessions)** for re-doing laboratory practical and seminar classes.

1.12. An academic difference that was not submitted on time or was submitted for an unsatisfactory grade is automatically considered an academic debt and is submitted during the summer semester.

2. Procedure for Entering Academic Differences into the AVN Information System

2.1. Grades for disciplines studied according to the curriculum up to the semester of the current/transfer academic year are entered into the **AVN information system** through the corresponding programs by the Head of the structural unit (Dean of the Faculty/Director of the College) or employees of the corresponding structural unit (Faculty/College) (based on permission).

2.2. For disciplines not considered academic differences, identified during transfer/reinstatement (elective courses, differences in reporting, certain disciplines left to the discretion of the university), grades are entered into the AVN information system through the corresponding programs by the Head of the structural unit (Dean of the Faculty/Director of the College) or employees of the corresponding structural unit (Faculty/College) (based on permission) **in agreement with the student.**

Compilers:

A.P. Alibaev

Z.I. Sakbaeva

N.M. Mavlyanov