



I.K. AKHUNBAEV KYRGYZ STATE MEDICAL ACADEMY

**REGULATION
ON WORKING OUT MISSED TRAINING SESSIONS AND
LIQUIDATION OF CURRENT DEBTS**

**APPROVED
by order of the rector
of 15.02.2024 No 78**

1. GENERAL PROVISIONS

1.1. This "Regulation on Making Up for Missed Classes and Liquidation of Current Debts" (hereinafter referred to as the Regulation) regulates the procedure for the elimination by students of the Kyrgyz State Medical Academy named after I.K. Akhunbaev (hereinafter KSMA) of absences from classes, debts on industrial practice, academic differences in transfer and reinstatement, as well as working out unsatisfactory grades based on the results of operational control of the degree of assimilation of the curriculum by students on specific disciplines.

1.2. This Regulation has been developed in accordance with the Law of the Kyrgyz Republic "On Education" dated April 30, 2003 No. 92, the Decree of the Government of the Kyrgyz Republic "On Approval of Regulatory Legal Acts Regulating the Activities of Educational Institutions of Higher and Secondary Vocational Education of the Kyrgyz Republic" dated May 29, 2012 No. 346, the Resolution of the Cabinet of Ministers of the Kyrgyz Republic "On Other Funds Accumulated on Special Accounts" (Section V) dated April 29, 2022 No 233, the Charter of KSMA, "Regulations on the test week and examination session in KSMA", "Regulations on the point-rating system for assessing the knowledge of students in KSMA", "Regulations on the organization of the educational process in the Kyrgyz State Medical Academy named after I.K. Akhunbaev", "Regulations on the provision of academic leave to students of KSMA" and other local acts of KSMA.

1.3. The purpose of this Regulation is to improve the organization of the educational process, improve the quality of education and strengthen the academic discipline of students.

1.4. The main form of organization of the educational process in the implementation of educational programs of higher education is training sessions (lecture, seminar, laboratory, practical training) and practical training.

1.5. All classes missed by the student and all types of internships (hereinafter referred to as classes), as well as discrepancies in curricula and programs, practice programs (hereinafter referred to as the academic difference) are subject to

mandatory working out and must be worked out before the start of the examination session or certification in academic subjects.

1.6. Work off missed classes and elimination of current debts is carried out in free time from the student's main training sessions. The hours of work off should not coincide with the training sessions of students according to the approved schedule.

1.7. The training is carried out according to the schedule of the relevant department for any teacher on duty. It is allowed for your teacher to work outside the schedule of the department, subject to free time and the consent of the teacher.

1.8. The student is obliged to independently learn about the results of working out classes and the elimination of academic debt. Ignorance of the results of working out classes and the elimination of academic debt does not exempt the student from responsibility and cannot serve as an excuse.

1.9. Forms of working off and liquidation of current debt:

1.9.1. Classes, the content of which is the assimilation of theoretical knowledge by students, are worked out in the form of control of theoretical knowledge on the topic of the missed lesson.

1.9.2. Work out of missed lectures is carried out in the form of an oral survey on the lecture material with the provision of a lecture notes or an essay (at the discretion of the department).

1.9.3. Classes, the content of which, along with the acquisition of theoretical knowledge, is the acquisition of practical skills and abilities (laboratory, practical classes) are worked out in two stages:

- Stage 1 - in the form of control of theoretical knowledge,
- Stage 2 - in the form of performing practical tasks on the topic of the missed lesson.

1.10. In one day, it is allowed to work out two classes lasting no more than 4 hours or one lesson lasting more than 4 hours.

1.11. Missed classes can be worked out individually (1 person) or in groups (2-8 people) at the discretion of the department.

1.12. A student is allowed to work out only if there is a mark "D" ("admission") in the electronic journal or a statement of elimination of academic differences issued by the dean (deputy dean) of the faculty and a document confirming the identity of the student.

1.13. Practicing classes can be carried out free of charge or for a fee:

1.13.1. **Classes missed for valid reasons and classes with unsatisfactory grades** are worked out *free of charge*.

Valid reasons for missing lectures, practical classes and practical training should be considered:

- temporary disability due to illness, childbirth, care for a sick child (confirmed

by a medical certificate of the established form on the temporary disability of the student, conclusion on exemption from classes);

- the student's wedding (confirmed by a marriage certificate);
- death of close relatives (confirmed by death certificate);
- summons to official bodies (if there are summonses to the court, military registration and enlistment office, etc.);

1.13.2. **On a paid basis**, absences are worked *out without a valid reason*, that is, for all other reasons of the student's absence from classes, as well as for practical training, not specified in clause 1.13.1.

1.14. Terms of working out missed classes:

1.14.1. A lesson missed without a valid reason is required to work within three weeks from the date of absence.

1.14.2. A lesson missed for a good reason, the student is obliged to work out:

- illnesses, childbirth - within three weeks from the date of expiration of the valid reason (dates specified in the medical certificate of temporary disability of the student, birth certificate of the child + discharge from the maternity hospital);
- wedding - within three weeks from the fourth day from the date of registration of marriage;
- death of a relative - within three weeks from the fourth day from the date of death of a relative.

In case of illness of a student (but not more than 6 weeks) and a large number of missed classes that cannot be completed in 3 weeks, the dean of the faculty has the right to individually extend the period of working out missed classes on a free basis up to 5 weeks.

1.14.3. In case of missing classes for a valid reason lasting more than 6 weeks, the student is obliged to apply and apply for academic leave (due to illness, childcare) in accordance with the "Regulations on the provision of academic leave to students of KSMA".

1.15. When practicing absences from practical classes:

- for a good reason, a student can receive points of the current rating up to 5 points, if they work on time;
- for an unjustified reason, the student receives a score not higher than 4 points, when working on time;
- in case of working off, but later than the period specified in clause 1.14., the student receives only 1 point, regardless of the reason for missing the class. This grade is not subject to practice and cannot be corrected until the end of the semester. However, in case of extension of the credit week, the student has the right to increase the rating on these topics, while the maximum score

cannot exceed 3 points.

- In case of non-elimination of the absence of a lesson received for an unjustified reason, before the end of the credit week, the student receives only 1 point for working out when it is extended.
- 1.16.** In case of conflict or disputable situations, the liquidation of current debts is carried out in the presence of the head of the department and/or the head teacher of the department.
 - 1.17.** If a student has an absence of more than 50% of the study time for the semester in one discipline or 30% or more in two or more disciplines (both for an unjustified and for a valid reason), the student is expelled from KSMA with the appropriate wording of the reason in the expulsion order.
 - 1.18.** Students who have not completed missed classes, who have not eliminated the academic difference within the established deadlines, are not allowed to the current and final certifications.
 - 1.19.** Control over the timeliness of working out missed classes and the elimination of discrepancies (academic differences) is carried out by the dean/deputy dean of the faculty where the student is studying.

2. WORKING OUT UNSATISFACTORY GRADES

- 2.1.** If a student does not have academic debt, but his current rating is below the credit minimum, the student can increase his rating before the day of passing the modular control, that is, work out topics where his score for the lesson was "1" or "2" points by completing additional tasks provided in the process of studying this topic (at the same time, the training of classes is carried out free of charge).
- 2.2.** Obtaining access from the dean's office is not required to work out an unsatisfactory grade.
- 2.3.** The repeated score should not exceed "4" on the first attempt and "3" on subsequent attempts.

3. EXEMPTION OF STUDENTS FROM WORKING OFF MISSED CLASSES

- 3.1.** It is allowed to exempt students from working out classes in the following cases:
 - with the participation of the student in state events or in various events to maintain the image of KSMA (Olympiads, scientific conferences, sports competitions, etc.) on the basis of an order/instruction of the Rector or Vice-Rector (in the relevant area of work) on exemption from working off;
 - scheduled medical examination of students of KSMA on the basis of the order

of the rector or vice-rector for scientific and medical work on conducting a medical examination;

- in case of donation of blood and its components (confirmed by a donor certificate of the established form).

In case of participation in state events or in various activities to maintain the image of KSMA, the student is given the maximum score (5 points) for one missed lesson in each discipline for the specified period of time. If the number of absences in the discipline is more than one, then for the rest of the missed classes, the student must get points if his classroom rating is lower than the credit minimum (at the same time, Absences from classes are counted for a good reason).

When passing a scheduled medical examination or blood donation, the topic of the missed lesson is transferred to the category of independent work and the assimilation of educational material is controlled by the teacher during tests, final classes provided for by the curriculum. At the same time, the teacher must give the student 1 point in the electronic journal, which in the future, at the request of the student and the assessment of his knowledge on this topic, can be corrected by the appropriate point.

- 3.2.** On the basis of the order of the Rector/Vice-Rector on exemption or a donor certificate of the established form, the dean's office makes a corresponding note in the AVN ("D" indicating the category of admission - "without working off") and registers this student in the "Register of admissions without working off missed classes" (*Appendix 1*).
- 3.3.** It is allowed to freely attend lectures (without working off) by nursing mothers-students with children under the age of one and a half years, on the basis of an order of the rector or vice-rector for academic affairs at the request of the student and the presentation of the child's birth certificate. In this case, lectures are transferred to the category of independent work and the assimilation of educational material on the topic of the missed lecture is controlled by the teacher during tests, final classes provided for by the curriculum.

4. PROCEDURE FOR ORGANIZING CLASSES MISSED FOR A GOOD REASON

- 4.1.** A student who missed a lesson/me for a valid reason is obliged to submit an application for free working off the missed lesson addressed to the dean of the faculty within 5 working days from the date of starting classes, and submit documents confirming a valid reason for the absence to the dean's office of

the faculty.

- 4.2. Documents confirming a valid reason, provided after the specified period (5 days), are not accepted and are not subject to consideration. In case of providing a supporting document at a later date, the working off passes into the category of paid work-offs.
- 4.3. The Dean/Deputy Dean checks the submitted documents confirming a valid reason for absence, and makes a corresponding note in the AVN ("D" indicating the category of admission - "free"), and also registers this student in the "Register of Admissions to Free Work" (*Appendix 2*).
- 4.4. In case of a long absence from classes (more than 4 weeks) for a good reason (illness), the student must inform the dean's office of the faculty in order to avoid expulsion for loss of connection with the university.

5. PROCEDURE FOR ORGANIZING CLASSES MISSED WITHOUT A VALID REASON

- 5.1. A student who missed a lesson for an unjustified reason is obliged to pay the cost of working out in accordance with the price list approved by KSMA. The payment procedure is posted on the KSMA website in the section "FOR STUDENT" in the section "Paid work".
- 5.2. When making a payment, the details of the KSMA, the payment code (14239900), the purpose of payment ("working off the missed lesson") and the student's data (full name, faculty, course, group) must be clearly indicated.
- 5.3. The student is responsible for the correct indication of the details and the purpose of payment.
- 5.4. After paying for the missed lesson, the student has the right to go to the appropriate department to work out the lesson.

6. PROCEDURE FOR ORGANIZING THE ELIMINATION OF DISCREPANCIES IN CURRICULA AND PROGRAMS, INTERNSHIP PROGRAMS FOR THE TRANSFER AND REINSTATEMENT OF STUDENTS AND FOR ADMISSION TO ACCELERATED TRAINING PROGRAMS

- 6.1. In case of establishing a difference in curricula/educational programs, internship programs during transfer and reinstatement, as well as when entering accelerated training programs based on secondary vocational or higher education, the student is obliged to eliminate academic debt during the current academic year.

- 6.2. On the basis of a certificate drawn up by the Educational and Methodological Department of KSMA about the existing discrepancies in curricula and programs during the transfer/reinstatement of a student, as well as when entering accelerated training programs, the dean's office of the faculty draws up a "Statement of Elimination of Academic Difference" for each student (*Appendix 3*).
- 6.3. The amount of payment for the elimination of the academic difference is determined in accordance with the hourly payment of the total hours of the existing discrepancy in the curriculum, according to the price list approved by KSMA.
- 6.4. Payment is made according to the procedure posted on the website of KSMA in the section "FOR STUDENT" in the section "Payment for the elimination of academic differences".
- 6.5. After the student submits a payment document, the employee of the dean's office of the faculty issues the student a "Statement of Elimination of Academic Difference", which is registered in the "Journal of Elimination of Academic Difference" (*Appendix 4*).
- 6.6. The presence of the "Statement of Elimination of Academic Differences" is the admission of the student to eliminate discrepancies in the curriculum, according to which the head teacher of the relevant department draws up for the student an "Individual thematic plan for the elimination of academic differences" (*Appendix 5*), according to which the student is obliged to (in accordance with the schedule of the department) to work out these topics to any teacher on duty. At the same time, the teacher on duty records the development of the topic in the department' s "Journal of training sessions" (*Appendix 6*), and also puts the appropriate score and his signature in the individual thematic plan opposite the topic worked out by the student.
- 6.7. The final mark on the elimination of academic differences in the "Statement of Elimination of Academic Differences" is made by the head teacher (on the basis of the completed "Individual Thematic Plan for the Elimination of Academic Differences" with points and signatures of teachers on duty provided by the student).
- 6.8. If there is already a final score for a discipline/module, it remains the same. In the absence of the point equivalent of the grade/credit in the submitted document (academic transcript, grade book or statement), the minimum score corresponding to this grade is put in the record, in accordance with the "Regulation on the point-rating system for assessing knowledge" of KSMA.
- 6.9. Reinstated students, with the exception of those expelled from KSMA due to academic failure or violation of discipline, and students transferred from

other universities, if they have a final grade (test or exam) in certain disciplines/modules in the range of points corresponding to the grades "good" and "excellent", according to the grade book/statement/academic transcript, the responsible departments are obliged to re-credit them with the assignment of previously received points, without requiring the student to attend practical classes and lectures.

If the student wishes, he can attend classes/lectures in the above disciplines/modules without re-certification (passing a test/exam) and without changing the final grade.

- 6.10. After the elimination of the academic difference, the student is obliged to submit the completed statement to the dean's office.
- 6.11. In the dean's office, according to the statements submitted by students, control the liquidation of academic debt is carried out and a note is made in the "Journal of the elimination of academic differences" (*Appendix 4*).
- 6.12. The record of the elimination of the academic difference is transferred to the Student Records Management Department and stored in the student's personal file.
- 6.13. If a student does not eliminate the academic difference within the established period, he is expelled for failure to fulfill the curriculum.

7. ACCOUNTING AND CONTROL OF MISSED CLASSES, ELIMINATION OF DISCREPANCIES IN CURRICULA/PROGRAMS, PRACTICE PROGRAMS AND STORAGE OF DOCUMENTS

Pulpit:

- 7.1. Information about absences and unsatisfactory grades is displayed in the electronic journal of students' academic progress, which is filled out daily by teachers of the relevant departments.
- 7.2. In case of detection by the Educational and Methodological Department of untimely filling out of the electronic journal by the teacher, disciplinary measures are applied to the latter.
- 7.3. The schedule for accepting work off before the start of the new semester must be submitted to the Educational and Methodological Department to monitor the progress of work, as well as posted on the MOODLE platform in the rubric of the relevant department and posted at the department in a visible and accessible place for students.
- 7.4. The results of working out missed classes for valid and unjustified reasons, the elimination of academic debts are entered into the "Register of training sessions" (*Appendix 6*) in a strictly temporary manner with the indication of the actual date of working out the lesson by the student.

- 7.5. Schedules of working off/elimination of academic differences, individual schedules of internships, "Register of training sessions" are stored at the department for the period established by the nomenclature of the department's files.
- 7.6. Regularly, at the end of each month, the head teacher of the department must submit a report to the dean's office (*Appendix 7*) on the absence of lectures and practical classes by students, while a copy of the report is kept at the department.

Deanery:

- 7.7. The dean's office of the faculty monitors the working out of missed classes and the elimination of the current debt of students of its faculty.
- 7.8. Analyzes the timeliness of working out missed classes according to the reports of the departments and the data of the dean's office and prepares a summary report on the main indicators of current attendance and academic performance at the end of the semester.
- 7.9. Documents on working off missed classes (students' applications, explanatory notes, reports of departments, medical certificates, etc.) are stored in the dean's office of the faculty in accordance with the nomenclature of cases. The storage period for documents is one year.
- 7.10. If it is established that an employee of the dean's office has issued a permit for free work without a supporting document of a valid reason, he will be held liable.

Student Records Management Department:

- 7.11. Documents on the elimination of discrepancies, academic debts (applications, payment receipts, a copy of the record and examination sheet of the current certification outside the study group) are stored in the student's personal file.

Educational and Methodological Department:

- 7.12. Establishes the academic difference according to the credits (credits) received on the basis of the transcript/assessment sheets and prepares a certificate for the dean's office.
- 7.13. Monitors the timely entry of data by the departments into the automated system AVN on the current progress of students (absences, grades).
- 7.14. Monitors compliance with the schedules of acceptance of working off and elimination of academic debt. An employee of the UMO visits the departments and inspects the acceptance of work off according to the duty

schedule (fills out an inspection sheet), at the end of each academic semester checks the department's register of training sessions and works with the departments to eliminate deficiencies.

- 7.15.** Coordinates the development of reporting and current educational documentation of the departments, the preparation of summary reports on educational and methodological work.
- 7.16.** Conducts analysis and submits an analytical report on academic performance to the Vice-Rector for Academic Affairs and at the public councils of KSMA.

Admission log without working out missed classes

No p/n	Student's full name	Course	Group	Date(s) Pass(es)	No Order / Instruction or donor certificate	Date of recording the admission in the electronic journal	Painting

Log of admissions to free working off

No p/n	Student's full name	Course	Group	Discipline	Date(s) of absence(s)	Liquidation period	Date of recording the admission in the electronic journal	Painting

Statement of Elimination of Academic Differences
reinstated/transferred _____ year student _____ faculty of _____
Student's full name

№ p/n	Items	Number audit hours / credits	Cost of 1 hour	Sum	Form Control (pass/exam)	Total evaluation by discipline	Full name Teacher	Teacher's signature	Delivery date
1									
2									
..									

Journal of the elimination of academic differences

№ p/n	Student's full name	Course	Group	Quantity Disciplines	Date of issue of the statement elimination of academic differences/ painting	Date of receipt of the statement of liquidation of academic differences / painting
1						
2						

..						
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Annex 5

Individual thematic plan
elimination of academic differences in the discipline of _____
_____ group _____ year student of the _____ faculty

(Student's full name)

No p/n	Topic of the lesson	Number of hours	Date Drills	Received point	Full name of the duty officer Teacher	Painting
1						
2						
...						

Annex 6

Log of the reception of training sessions

No p/n	Date Drills	Student's full name	Department	Course	Group	Topic of the lesson/lecture	Reason for working off			Mark on the completion of the work (score)	Full name of the teacher on duty	Signature of the teacher on duty
							NB / date	Rating Boost/Score	Academ difference			
1												
2												

...														
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Annex 7

Report on absences from classes
(for _____ semester)

Pulpit: _____

№ p/n	Student's Name	Course	Group	Total Number of classroom hours in the discipline	Number of missed classroom hours										% of missed classroom hours	
					September		October		November		December		January			
					Ave	L	Ave	L	Ave	L	Ave	L	Ave	L		
1																
2																
...																

Head of the Department
Date " __ " _____ 202__

signature