

**“APPROVED”**  
**Rector of the EI “RMU”**  
**cand. of med. sciences**  
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**REGULATION**  
**ON THE PROVISION OF REPEATED STUDY**  
**TO STUDENTS**  
**OF THE EDUCATIONAL INSTITUTION**  
**“ROYAL METROPOLITAN UNIVERSITY”**

**QMS-R-RC-8.5.1.7.-2024**

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# **1. GENERAL PROVISIONS**

## **1.1. List of abbreviations and designations**

EI “RMU” — Educational Institution “Royal Metropolitan University”

MEP — Main educational program

## **1.2. Purpose and scope of application**

This Regulation governs the conditions and procedure for granting, the content and the procedure for processing the repeated study for students who are studying at the Educational Institution “Royal Metropolitan University” (hereinafter — EI “RMU”).

Repeated study means the student's study according to the curriculum of a specific discipline, industrial practice, not completed within the established time frame.

Repeated study is granted to students studying at EI “RMU”, in cases where they have not mastered the curriculum (including for valid reasons) of disciplines studied during the academic year in the corresponding year of study, for the following reasons:

- those who received an unsatisfactory grade based on the results of the examination session;
- those who did not complete the industrial practice on time or did not fully complete the industrial practice program.

## **1.3. Regulatory documents**

- Law of the Kyrgyz Republic “On Education” of April 30, 2003, No. 92;
- Resolution of the Government of the Kyrgyz Republic “On approval of regulatory legal acts governing the activities of educational organizations of higher and secondary professional education of the Kyrgyz Republic” of February 3, 2004, No. 53;
- Regulation on ECTS, approved by order of the Ministry of Education and Science of the Kyrgyz Republic of August 6, 2009, No. 824/1;
- Order of the MES of the KR “On credit technologies of teaching in educational organizations of higher and secondary professional education” No. 557/1 of 16.02.2023;
- Charter of the Educational Institution “Royal Metropolitan University” (EI “RMU”), approved by the Ministry of Justice of the Kyrgyz Republic of March 22, 2019;
- Standard ISO 9001-2015 (ISO 9001:2015);
- Regulation on the organization of the educational process based on credit learning technology at EI “RMU” of 20.10.2021, No. 73;
- Other regulatory local acts of EI “RMU”.

## **2. CONDITIONS FOR GRANTING A REPEATED COURSE**

2. The taking of repeated courses is granted to a student who has obtained fewer than 60 credits out of the possible 60, starting from 45. The learner may be transferred to the next year of study, subject to the repeated study of the disciplines for which credits have not been obtained, during the next academic semester;
3. A repeated course is granted to the student on the basis of a personal application on a paid basis, and after the dean's office submits a report on the taking of the repeated course, an order of the Rector is issued;
4. The right to take the repeated course begins from the moment the order on the repeated course is issued;
5. The student is admitted to the repeated course after payment for the specific credits for the given discipline within 10 days of the signing of the Order;
6. The repeated course is organized and monitored by the dean's office, and is conducted by a teacher in agreement with the head of the corresponding department in extracurricular time according to the approved schedule;
7. The volume of the repeated course is determined on the basis of the curriculum and educational program and includes 50% of the practical classes on the discipline. The topics included in the lecture course are studied by the student independently, while the success of mastering the material is monitored by the teacher;
8. The volume of the repeated course must not exceed 4 academic hours per week;
9. The teaching of the repeated course is conducted in accordance with the thematic plan of the EMC of the discipline;
10. Monitoring of the taking of the repeated course is carried out through the filling out of the repeated course log and the credit-examination record by the teacher;
11. A student is admitted to a repeated course no more than once for one discipline during the entire period of study at EI "RMU";
12. A student kept for a repeated course of study studies according to the current curriculum of the corresponding year of study;
13. The examination on the repeated study of a discipline is taken by a commission of at least 2 teachers;
14. In the event of students failing to complete the repeated course within the specified time frame or receiving an unsatisfactory grade, the student is expelled from EI "RMU";
15. The calculation of the FTS payment is made by accounting in accordance with the Regulation on hourly payment based on a report of the dean's office.

### **3. PROCEDURE FOR PROCESSING DOCUMENTS TO TAKE A REPEATED COURSE**

1. The student must write an application addressed to the Dean for taking a repeated course, with the aim of eliminating academic debt in the corresponding disciplines;

2. The dean's office prepares a report indicating the student's full name, semester, name of the discipline and number of credits;
3. After the Rector's order is issued, the dean's office, together with the students and FTS, draws up a schedule of the repeated course;
4. A student admitted to a repeated course is obliged to make payment to the accounting department according to the price list within 10 working days of the date of issue of the Order. The amount paid for the repeated course is not included in and is not credited toward payment for tuition for the semester/year. The student attaches a copy of the receipt to the application and submits it to the dean's office;
5. The schedule of the repeated course, drawn up by the dean's office, is approved by the Vice-Rector for Educational and Administrative Affairs;
6. The teacher conducts classes according to the approved schedule in accordance with the thematic plan of the EMC of the discipline;
7. The teacher evaluates the student, submits to the dean's office the completed log of the repeated course and the credit-examination record;
8. The dean's office submits a report on the transfer from one year to the next of students who have successfully eliminated their academic debt;
9. The dean's office submits a report on payment to teachers for conducting the repeated course.

## Approval sheet

<b>Position</b>	<b>Signature</b>	<b>Name</b>
Vice-Rector for Educational and Administrative Affairs		Urazalieva N.A.
Head of the Quality and Monitoring Department		Isakov N.S.
Dean of EI "RMU"		Saparova A.Z.

