
“APPROVED”
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REGULATION
“ON THE PROCEDURE FOR TRANSFER, EXPULSION, AND
REINSTATEMENT OF STUDENTS”
EDUCATIONAL INSTITUTION “ROYAL METROPOLITAN UNIVERSITY”

Bishkek – 2024

CONTENTS

1. GENERAL PROVISIONS.....	2
2. PROCEDURE FOR TRANSFER FROM ONE HIGHER EDUCATION INSTITUTION TO ANOTHER.....	2
3. PROCEDURE FOR INTERNAL TRANSFER WITHIN THE UNIVERSITY.	5
4. EXPULSION OF STUDENTS.....	5
5. REINSTATEMENT OF STUDENTS.....	6

1. GENERAL PROVISIONS

This Regulation establishes the general requirements for the procedures of transfer, expulsion, and reinstatement of students at the Educational Institution “Roel Metropolitan University”.

This Regulation has been developed based on the Regulation on the Procedure for Transfer, Expulsion, and Reinstatement of Students of Higher Educational Institutions of the Kyrgyz Republic approved by Resolution No. 346 of the Government of the Kyrgyz Republic dated May 29, 2012.

2. PROCEDURE FOR TRANSFER FROM ONE HIGHER EDUCATION INSTITUTION TO ANOTHER

Transfer of students from accredited higher educational institutions shall be carried out during summer or winter vacations, subject to availability of vacant places in the relevant year and specialty/program, on a contractual basis with full tuition compensation.

No restrictions related to the year of study, mode of study, or type of educational program shall be imposed.

The total duration of study funded by the state budget shall not exceed the duration established by the curriculum of the receiving university.

Students from non-accredited institutions may transfer only after passing attestation in the form of external studies.

Transfer of first-year and final-year students is not permitted.

Transfer from tuition-based education to state-funded (grant) education is not permitted.

Student transfer shall be carried out based on a personal application submitted by the student together with a transcript.

Transfer is carried out based on attestation conducted by an attestation commission.

The commission includes:

- Vice-Rector for Academic Affairs;
- Dean of the Faculty;
- Head of the Department;
- Educational Program Director;
- Academic Office staff;
- Student Affairs Office representative.

The commission reviews the application within 10 days.

If academic differences are identified, the student must eliminate them according to an individual study plan.

Academic differences must be eliminated within the current academic year.

In credit-based education systems, academic differences are determined based on earned credits.

General humanitarian and socio-economic disciplines are subject to credit transfer.

For transfer to unrelated programs, academic differences shall not exceed 7 disciplines.

Based on the attestation results, the commission prepares a protocol.

If the decision is positive, the receiving university issues an official certificate.

The student submits this certificate to the previous university together with an application for expulsion due to transfer.

The rector issues an order stating:

“Expelled due to transfer to ... university.”

Admission to the receiving university is formalized after submission of academic records and educational documents.

The admission order shall contain the wording:

“Admitted by transfer from ... university.”

The student is issued a student ID card and academic record book/transcript.

3. PROCEDURE FOR INTERNAL TRANSFER WITHIN THE UNIVERSITY

Internal transfer between educational programs shall be carried out after the end of the semester.

Transfer is based on the student's personal application and transcript.

The rector issues an order stating:

“Transferred from ... specialty/program to ... specialty/program.”

If academic differences exist, an individual study plan shall be approved.

The student ID and transcript remain valid with appropriate amendments.

4. EXPULSION OF STUDENTS

A student may be expelled voluntarily on the basis of:

- personal request;
- transfer to another university;
- illness;
- family circumstances.

Expulsion initiated by the administration may occur due to:

- academic debt;
- violation of academic discipline;
- violation of internal regulations;
- failure to pass state final attestation;
- court sentence entering into legal force;
- non-payment of tuition fees.

The student must be notified in writing about the reasons and terms of expulsion.

Upon expulsion, the student receives the original educational document and, upon request, an academic certificate.

5. REINSTATEMENT OF STUDENTS

Reinstatement is carried out after the end of the semester subject to availability of vacant places.

The student submits a personal application and academic certificate.

The application is reviewed by the rector or vice-rector.

The attestation commission reviews the academic certificate.

Academic differences shall not exceed 7 disciplines.

An individual study plan shall be developed for the student.

Academic differences must be eliminated within the academic year.

A student expelled after studying less than two semesters is not eligible for reinstatement.

If the decision is positive, the rector issues a reinstatement order.

The student receives a student ID card and, if necessary, a record book/transcript.