



Educational institution
"Royal Metropolitan University"


Quality Management System
Regulations on the procedure for transfer, expulsion and readmission of RMU students

«Approving»
Rector of EI «RMU»
Alymkulov M.Ch. 
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**Regulations on the Procedure for Student Transfer, Expulsion, and
Readmission of Educational institution "Royal Metropolitan University"**

Bishkek 2024

	<p align="center">Educational institution "Royal Metropolitan University"</p>
	<p align="center">Quality Management System Regulations on the procedure for transfer, expulsion and readmission of RMU students</p>

1. GENERAL PROVISIONS

These Regulations establish the general requirements for the procedure of transfer, dismissal, and reinstatement of students at the Educational Institution “Royal Metropolitan University”.

These Regulations were developed on the basis of the Regulations on the Procedure for Transfer, Expulsion, and Readmission 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 EDUCATIONAL INSTITUTION TO ANOTHER

The transfer of students from higher educational institutions having state accreditation (certification) shall be carried out during summer or winter vacations, subject to the availability of vacant places in the corresponding year of study in the specialty/program of interest to the student, on a contractual basis with full compensation of tuition expenses.

The University does not establish restrictions related to the year of study, mode of study, or type of educational program to which the student is transferred.

The total duration of education financed by the state budget shall not exceed the period established by the curriculum of the receiving university for mastering the main educational program.

The transfer of citizens studying in non-accredited (non-certified) higher educational institutions to accredited universities for any mode of study may be carried out after exercising the right to certification in the form of external studies, except for specialties/programs of higher professional education for which external studies are not permitted.

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In the event of reorganization or liquidation of an educational institution, the transfer of students shall be ensured by the founder responsible for the university together with the Ministry of Education and Science of the Kyrgyz Republic.

Transfer of students in the first and final years of study shall not be permitted.

Transfer of fee-paying students to state-funded (grant) places shall not be permitted.


Transfer of a student from one university to another for continuation of education, including transfer from one main educational program/specialty to another, in all modes of study and with change of mode of study, shall be carried out upon the personal application of the student.

The application shall be submitted to the Rector (Vice-Rector) for a decision regarding admission of the student to certification. A transcript (grade sheet) shall be attached to the application and subsequently verified against the academic transcript.

The transfer of a student shall be carried out on the basis of certification. Certification shall be conducted by the Certification Commission through review of a photocopy of the transcript/grade sheet. The Certification Commission shall consist of the Vice-Rector for Academic Affairs (Chair), the Dean of the Faculty/Head of the graduating department/Head of the educational program, employees of the academic department, and the student personnel department (Secretary of the Commission).

The Certification Commission shall review the student's application within 10 days from the date of submission, but no later than the beginning of classes.

If, as a result of certification, certain disciplines cannot be credited or differences in curricula reveal uncompleted disciplines (sections of disciplines), the student must complete them, i.e., eliminate the academic difference.

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For this purpose, the receiving university shall develop and approve an individual study plan for the student indicating the list of disciplines (or sections thereof), their volume, and the deadlines for passing examinations/tests.

The academic difference must be eliminated within the current academic year.

For universities applying credit-based educational technology, the academic difference shall be determined according to earned credits based on transcripts/grade sheets with submission of course annotations.

When transferring, general humanitarian and socio-economic disciplines, including compulsory basic disciplines, shall be credited in the volume already studied by the student.

When transferring to the same or a related educational program, mathematical and general natural science disciplines, as well as elective disciplines established by the university, shall also be credited.


If a student transfers to an unrelated educational program, the number of disciplines subject to retaking (elimination of academic difference) shall not exceed seven disciplines for universities not applying credit technology.

Following certification, the Certification Commission shall prepare minutes of the meeting.

In the event of a positive decision regarding transfer and approval of the individual study plan, the receiving university shall issue a certificate in the prescribed form.

The student shall submit this certificate to the university where he/she is currently studying together with a written application for dismissal due to transfer and for issuance of an academic transcript and educational document from the personal file.

The Rector of the transferring university shall issue an order within 10 days with the wording:

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

The educational document submitted upon admission and the academic transcript shall be issued to the student.

The order on enrollment by transfer shall be issued by the Rector after receipt of the educational document and academic transcript.

The order shall contain the wording:

“Enrolled by transfer from ... university to the specialty/program ..., year ..., mode of study”

If elimination of academic differences is required, the transfer order shall also contain approval of the student’s individual study plan.


A new personal file shall be created for the transferred student, including:

- application for transfer;
- academic transcript;
- educational document;
- extract from the enrollment order;
- tuition agreement.

The transferred student shall be issued a student ID card and grade book.

3. PROCEDURE FOR STUDENT TRANSFER WITHIN THE UNIVERSITY

Transfer of a student from one educational program to another within the university, including change of mode of study, shall be carried out after completion of the semester, subject to availability of vacant places in the corresponding year of study, upon personal application of the student and presentation of the grade book/transcript.

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The Rector shall issue an order with the wording:

“Transferred from year ... of study in specialty/program ... to year ... and mode of study in specialty/program”

The order may also contain approval of the student’s individual study plan for elimination of academic differences.

An extract from the order shall be included in the student’s personal file.

The student retains the student ID card and grade book/transcript, with corresponding amendments certified by the signature of the Rector (Vice-Rector) and the seal of the university.

If the student studied under a contract with an organization, consent of the organization shall be obtained prior to transfer.


4. EXPULSION OF STUDENTS

A student may be expelled from the university by order of the Rector upon personal application (Appendix 4):

- voluntarily;
- due to transfer to another university;
- due to illness (based on a medical certificate);
- due to family circumstances.

Expel upon the initiative of the administration shall be carried out by order of the Rector based on a report from the head of the relevant academic subdivision:

- for academic failure (academic failure/debt);
- for violation of academic discipline;
- for failure to comply with internal regulations or dormitory rules;
- for failure to pass the state final certification;
- for unlawful acts after a court verdict enters into legal force;
- for non-payment of tuition fees.

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When expel is initiated by the administration, the student must be notified in writing of the reasons and deadlines for dismissal.

Upon expel, the student shall be issued the original educational document and, upon request, an academic transcript in the prescribed form.

5. READMISSION OF STUDENTS

Readmission shall be carried out after completion of the semester, subject to availability of places in the corresponding year of study in the specialty/program of interest to the student, upon personal application and submission of an academic transcript.

The possibility of reinstatement of students previously expelled from the same university shall be considered on the basis of the student's academic record/transcript.

The application shall be submitted to the Rector (Vice-Rector) for a decision on admission to certification.


Certification shall be conducted by the Certification Commission through review of the academic transcript.

When determining the year of study, the difference in curricula shall not exceed seven disciplines.

The receiving university shall develop and approve an individual study plan indicating disciplines to be studied, their volume, and deadlines for examinations/tests.

The academic difference must be eliminated within the current academic year. For universities applying credit technology, the academic difference shall be determined according to earned credits based on transcripts/grade sheets.

Following certification, the Certification Commission shall prepare minutes of the meeting.

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If reinstatement is approved, an enrollment order due to reinstatement shall be issued.

If prior to dismissal the student studied at the university for less than two semesters, reinstatement for continuation of studies shall not be permitted.

A new personal file shall be created for the reinstated student including:

- application for reinstatement;
- academic transcript;
- educational document;
- extract from the reinstatement order;
- individual study plan.

The student shall be issued a student ID card and, if necessary, a grade book.

A student dismissed from a non-accredited university may be reinstated in another university in accordance with these Regulations