



HANDBOOK

Regulations on modular rating system of checking of students' knowledge

Rating is an individual quantitative indicator of the assessment of a student's level of knowledge (achievement).

Audit - to determine the level of systematic implementation of tasks.

The rating system of knowledge assessment is a set of tools for determining the individual quantitative indicators that determine the level of knowledge of students.

The **module** is a logically summarized block of academic discipline.

The knowledge test consists of three levels:

Level 1 - current inspection; (TK)

Level 2 - intermediate "semester" examination; (PK)

Level 3 - the results of state examination

During the semester, the level of knowledge is checked through modules.

The **number of modules** per semester is determined by the number of classroom hours:

If 2-3 credits then one module

If >3 credits then 2 modules

Students' knowledge checking

Assessment of students' knowledge in all forms of testing is determined by a **100-point** system

The **form of testing** the current student's knowledge is established by the department. The current test includes test, ticket, control work, seminars, colloquiums, project presentations, homework, laboratory work reports, graphic works, abstracts, additional questions, interviews, etc. Computer and blank test forms are expedient.

Each discipline in the semester is evaluated by 100 points. The distribution of points into modules is carried out by means of a technological map, depending on the importance of the material. The total score (100) is divided into modules and types of classes (lecture, practical, laboratory, seminar).

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THE ORDER OF THE CURRENT INSPECTION (TK)

The current test is carried out in accordance with the working program of the discipline by submitting modules based on the schedule established by the dean's office.

Current examination: during the lesson, based on the schedule established by the department, based on the number of hours allocated to the teacher for the reception of the module and independent work of students.

Rating check for laboratory and practical subjects is carried out directly in these subjects, the results of the test are recorded in the group journal, and information on the results of the certification

is reported to the lecturer.

The lecturer checks the lecture material. Based on the decision of the department (lecturer), teachers who have passed laboratory, practical and seminar classes will participate in the review of lecture materials.

Students who do not participate in the current examination without a valid reason will be assessed with a score of zero, and the achievement of other subjects will be recorded in the statement. Re-submission of the module on the day of absence is not allowed. The module,

“Those people who develop the ability to continuously acquire new and better forms of knowledge that they can apply to their work and to their lives will be the movers and shakers in our society for the indefinite future.” – Brain Tracy

TERMS AND DEFINITIONS USED

Academic Advisor (Curator) - a teacher who performs the functions of an academic mentor, assisting in the choice of a learning path (formation of an individual curriculum) and mastering the educational program during the period of study.

Academic Calendar - a calendar of educational and control events, professional practices during the academic year, indicating the days of rest (vacations and holidays);

Credit is an agreed-upon unit for measuring the volume of a student's work for a certain period of study required to complete a course and ending with an assessment of learning outcomes. Once obtained, a credit cannot be lost.

Grade point average (GPA) - the weighted average assessment of the level of educational achievements of the student for the period under consideration for the selected program

ORGANIZATION OF SEMESTER EXAMINATIONS

The examination for the final disciplines is carried out within two weeks of the semester examination on the basis of the schedule drawn up by the dean's office.

Students who are in debt for the current test must take part in the semester test. Students who want to increase their rating are also eligible.

The final score (61-100), which determines the level of knowledge of the student, should be included in the list of all disciplines that have passed the exam.

The **final score** on the discipline (Fscore) is found as follows: $Fscore = CI + AC + FI$, where $CI = C1 + C2 + \dots$ - current various forms of inspections; AC - Additional control, FC - Final control.

The final exam grade in the discipline is set in the statement in accordance with the following rules:

61 - 73 points - "satisfactory" ("3");

74 - 86 points - "good" ("4");

87 - 100 points - "excellent" ("5").

A student who has a **debt** for the semester examination has the right to re-apply on the basis of the regulations of the university on the organization of the session



Work programs and syllabi of academic disciplines

The department (teacher) providing classes in the academic discipline (discipline module) must submit one copy of the work program and the syllabus after their approval (no later than 2 weeks before the start of classes in this discipline) to the Registration Office, and also issue them to the head of the stream students. In addition, an electronic copy of the work program and syllabus is simultaneously transmitted to the Faculty Registration Office. If an academic discipline is studied over several semesters and is divided into educational modules, then the syllables of all modules of this discipline are presented.

Registration Office - coordinates educational programs and plans for training specialists, organizing and conducting registration of students, taking into account student progress, forms a student's transcript, assesses the quality of education (dean's office).

Prerequisites - a list of disciplines containing knowledge, skills and abilities necessary to master the discipline under study.

Postrequisites - a list of disciplines, for the study of which knowledge, skills and abilities are required upon completion of the study of this discipline.

Syllabus is a training program for each discipline, which includes the topics and duration of each lesson (course description, training program, plan of practical (seminar) lessons, tasks for the student's independent work, and others).

Independent work of students is divided into two forms: it is independent work of students under the guidance of a teacher (IWST) and independent work of students (IWS) in extracurricular time.

REGULATION ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS BASED ON CREDIT TECHNOLOGY OF EDUCATION

The complexity of all types of educational work in the curriculum is established in ECTS credits.

1 ECTS credit is accepted equal to **30 academic hours**.

The **duration** of an academic hour is set at **50 minutes**.

The complexity of educational programs is: **specialty programs - 300 ECTS credits. 60 credits** correspond to the full load of the student during one academic year

The academic year consists of **fall and spring semesters and vacations**. The duration of study sessions, examination sessions and holidays is determined in weeks. The interim certification period has a duration of at least **1 week**. Holidays are provided to students after each semester, while the duration of the vacation time in the academic year is at least **7 weeks**.

Professional **practice is an obligatory component** of the educational program of higher professional education. It is subdivided into industrial.

The introduction of a **summer semester**, with the exception of the final year of study, of up to 6 weeks is allowed to meet the needs for additional education.

TERMS AND DEFINITIONS USED

Specialist - a professional qualification degree of higher professional education in the relevant specialty, awarded upon completion of 5 years of first-level training and successful passing of exams and defense of the final qualifying work.

A **transcript** is a document of the established form containing a list of disciplines passed for the corresponding period of study, indicating credits and grades.



All academic disciplines (modules of disciplines) of the working curriculum, except for optional ones, are divided into the following **three groups** of disciplines according to the degree of compulsoryness and sequence of mastering, taking into account their logical relationship:

- a) disciplines (modules of disciplines) that the student **must study**, and in the semester specified in the working curriculum;
- b) disciplines that the student must also study, but **not necessarily in any particular semester**;
- c) **optional disciplines**, from each group of which the student must study only one (of his choice) in the semester or semesters recommended in the working curriculum.

Disciplines of the group "b" and "c" provide an **asynchronous model** of the organization of the educational process. Academic disciplines are characterized by a set of **prerequisites** (disciplines that must be studied before studying a given one) and **post-requisites** (disciplines for which it is necessary to study a given one), which determine the requirements for the order of studying disciplines.



If the same type of classes in any academic discipline will be simultaneously provided by two or more teachers, the student has the right to **choose one of them**. To this end, he can attend classes of each of these teachers in the first two weeks of the planned semester or in the previous semester, informing the teacher of the purpose of these visits.

Students are given the **opportunity**, no later than two weeks after the start of the semester, to make changes to their semester individual curriculum - to exclude some of the optional disciplines in the planned semester, but only on condition that the semester load of the student does not become less than the permissible

Changes to the individual curriculum of students are made on the basis of their written statements, agreed with the Academic Advisor and the Registration Office, and then approved by the Dean. The student's semester individual curriculum agreed with the Academic Advisor is drawn up in triplicate (original and two copies). The original is submitted to the Registration Office, one copy - to the profiling department, the second copy remains with the student.

STUDENTS' KNOWLEDGE ASSESSMENT SYSTEM

Raiting (points)	Alphabetic grade	The digital equivalent of the assessment	Assessment according to the traditional system
87 – 100	A	4,0	Excellent
80 – 86	B	3,33	Good
74 – 79	C	3,0	
68 – 73	D	2,33	Satisfactorily
61 – 67	E	2,0	
31-60	FX	0	unsatisfactory
0 - 30	F	0	



“Live as if you were to die tomorrow. Learn as if you were to live forever.” – Mahatma Gandhi

STUDENTS' KNOWLEDGE ASSESSMENT SYSTEM

I - grade given in case the student does not have time for any valid reasons (serious illness (documented), travel or participation in university activities, family emergency), about which he must inform the teacher and the Registration Office ... Grade I is given by the teacher. If a student does not correct an I grade within one month from the beginning of the next semester (excluding the summer semester), he is automatically assigned an F grade (not used in calculating the GPA).

P is a grade that allows the student to receive only credits. The P grade is given only for elective disciplines (not used when calculating GPA).

FX - a student who has received an FX grade can correct it within one month from the beginning of the next semester (or in the summer semester). The right to correct the FX score is granted according to the student's personal application in accordance with the schedule approved by the Registration Office. The procedure and conditions for correcting the FX valuation will be set forth in the applicable regulation. If the student does not correct the FX grade within the specified timeframe, he is automatically assigned an F grade (not used in calculating the GPA)

F - a student who received an F mark must repeat the same academic discipline again if

it is a compulsory discipline. If a student receives F a second time in a discipline compulsory for this educational program, then he cannot continue his studies in this program.

W - grade confirming the student's refusal to continue studying this discipline. The teacher can give the grade W only within the terms established in the Academic Calendar. The student signs the form established by the Registration Office and must re-study this discipline, if it is mandatory (not used when calculating the GPA).

X is a grade that indicates that the student was removed from the discipline by the teacher. The established form is signed by the teacher and the program manager. The student must repeat this course if it is a required course. If a student receives X for the second time, he is automatically assigned an F. The conditions for giving an X mark are indicated in the syllabus of the discipline (not used when calculating the GPA).

According to the results of intermediate (semester) progress, the student is exposed: the number of units of credits characterizing the complexity of mastering the discipline; differentiated assessment characterizing the quality of the student's mastering of knowledge, abilities and skills within the framework of a given discipline.



THIS HANDBOOK WAS
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Our dear students! I hope this handbook will help you understand the system of accumulating points of our university, the system of assessment, reward and punishment, and will also help you to successfully study and get an education. If you have any questions, wishes mail please
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TAKING INTO ACCOUNT THE RESULTS OF STUDENTS' KNOWLEDGE CONTROL

According to the results of academic performance, the GPA average is calculated, the maximum expression of which is 4.0 points. GPA (Grade Point Average) - weighted average assessment of the student's educational achievement level. where, n is the number of disciplines in the semester (for the past period of study)

$$GPA = \frac{\sum_1^n \text{credit points}}{\sum_1^n \text{credits}}$$

Assessment of students' knowledge is carried out according to a modular rating system. Each academic discipline consists of one or several modules, and each module consists of several control points of current control (tasks, laboratory work, control work, etc.) and midterm control.

A student wishing to receive his own transcript can order one of two forms of transcript at the Registration Office: official and unofficial. A typical transcript contains the following information:

- a list of disciplines passed by the student for the entire period of study at the university,
- all marks received by students in exams;
- the number of credits earned by students in one semester;
- the total number of credits for the entire period of study;
- GPA for one semester and average GPA for all semesters.

The **official transcript** is printed on watermarked paper and sealed in an envelope. For the official transcript, the student must pay to the accounting department of the university according to the approved price list. **Unofficial transcripts** are issued free of charge in Russian.

The transcripts are issued only to the student **personally**. The Registration Office can issue the Transcript to a third party only with the official consent of

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