Alpha Institute of Technology

Engineering Graduate School of CAEDMI

Graduate School Student Handbook 2024

Welcome to Alpha Institute of Technology (AIT)! This handbook explains who we are and how to proceed through your educational experience to have the best learning experience possible.

This handbook is the most comprehensive and updated set of Institute policies and procedures. If a policy is under review, the policies in this handbook will remain in place until an official change of policy is announced.

1. Who Are We?

Alpha Institute of Technology opened in 2024 in Bishkek, Kyrgyzstan. It was founded by Dr. David Lim and James Haw to work in partnership with TheTech, LLC to develop the engineering ecosystem in Central Asia.

1.1 Our Mission

The **mission** of the Alpha Institute of Technology is to develop engineers equipped with advanced research and development capabilities and industry-relevant skills who will serve the community through the creation of high-quality work, innovative products, and successful entrepreneurial endeavors.

1.2 Our Vision

The **vision** of the Alpha Institute of Technology is to emerge as a premier hub for engineering excellence in Central Asia. Our aim is to graduate engineers distinguished for their outstanding work that contributes significantly to both the economy and society of Kyrgyzstan and Central Asia.

1.3 Our Core Values

1. Quality Engineering Education: To provide rigorous and practical engineering programs to graduate students.
2. Professional Training: To train professional leaders in the areas of engineering and technology.
3. Research and Development: To create R&D projects in the areas of engineering and technology for the benefit of the country and Central Asia.

4. Cooperation: To take a lead in the development plan for the national development of engineering and technology in cooperation with government and industry.

1.4 Our Governance

Dr. David Lim serves as the Director of the Institute. The Board of Directors hold him accountable towards the fulfillment of the Mission and Vision of the Institute. Dr. David Lim has wide latitude to implement the means towards moving the Institute towards its Mission and Vision according to our Values.

The Board of Directors is composed of:

Chairman: Dr. GH Rim
Board members : Dr. JW Kim, Dr. JH Park, Dr. SM Yoo

The Director will be assisted in carrying out governance by
Mr. James Haw, Director of Human Resources and Finances
Dr. Andrew Heyd, Director of Academic / Student Affairs

1.5 Our Graduates' Skills

Our Institute is committed to modeling the following skills that we want to see in all of our graduates:

1. Communication through multiple languages, media, and technologies.
2. Collaborate with diverse teams to solve engineering problems.
3. Think critically about scientific claims.
4. Conduct original research.
5. Solve problems according to the systematic application of engineering principles.
6. Apply principles of engineering design to create effective processes and products.
7. Take initiative in hands-on activities applying engineering tools.

1.6 Overview of Program

At AIT, students who have already completed a degree in a technical field may join our program to learn through a series of rigorous classroom and laboratory courses to develop a portfolio of workplace-related skills. The program is full-time, meeting throughout the week for four semesters (two years) resulting in a Master's degree in Mechatronics and Robotics. Instruction is conducted in English and requires both classroom experience and extensive laboratory projects.

1.7 Courses

General Courses

G 5001 – Pedagogy and Psychology
This course is designed to equip engineering students with the psychological knowledge and skills needed to create technologies that are safe, efficient, and user-friendly. Also, students will study the physiological basis of behavior, including how engineers understand humans in designing systems that align with human physical and cognitive capabilities.
Credit Hour(s): 3
Lecture Hour(s): 3 hours (6 weeks) including practice hours
Semester: Fall
Instruction Type(s): Lecture, Online Lecture, practice
Prerequisite(s):

G 5005 – Technical Writing Essentials for Engineers
This course is designed to equip engineering students with the skills to produce clear, accurate, and informative technical documents, including research methods and proper documentation practices, research reports, project proposals, and feasibility studies. Students are introduced to ethical considerations and legal issues related to technical documentation, such as intellectual property, confidentiality, and plagiarism.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture, practice
Prerequisite(s): Upper-Intermediate level of spoken and written English

G 5010 – Thesis Writing in English
This course provides thesis writing skills and knowledge needed to complete their M.S. Thesis successfully. Students learn the following components in the classroom: Introduction to thesis writing, literature review, research methodology, thesis proposal development, formatting and submission, and ethical considerations, oral defense preparation.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Spring
Instruction Type(s): Lecture, Online Lecture, practice
Prerequisite(s): G 5005: Technical Writing Essentials for Engineers

MeRo 5030 – Engineering Mathematics
This course covers a diverse range of mathematical topics that are essential for early graduate engineering courses. It includes subjects such as linear algebra, systems of ordinary differential equations, Laplace transforms, Fourier series and transforms, and partial differential equations, among others.
Credit Hour(s): 5
Lecture Hour(s): 3

Semester: Fall/Spring (TBD)
Instruction Type(s): Lecture, Online Lecture, laboratory
Prerequisite(s): Basics of Calculus and some familiarity with differential equations.

Major courses

MeRo 5010 – Simulation Techniques for Dynamic systems
This course is designed to provide an introduction to the use of software tools for dynamic system modeling, control system analysis, and design. The course will focus on practical applications in real-world dynamic systems, placing particular emphasis on the development of models, validation processes, parameter identification techniques, effective control algorithms, and presentation of results. Students will gain hands-on experience with various software tools and learn how to apply them to solve complex dynamic system problems.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture, laboratory
Prerequisite(s): Familiarity with electrical circuit and linear system control
Corequisite(s):

MeRo 5020 – Microcomputer-based (Embedded) Control Systems
This graduate-level course provides a comprehensive introduction to embedded control systems for first-year students, including the fundamentals of embedded control systems. It focuses on technology relevant to mechatronics and robotics control systems, using single-board micro-computers, such as Raspberry Pi- and/or Arduino-based control systems.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture, laboratory
Prerequisite(s): Electrical circuit and electronics, understanding of hardware and programming language
Corequisite(s):

MeRo 5011 - Linear Control Systems for Mechatronics
This course offers a comprehensive introduction to the principles of linear systems, including an in-depth exploration of transfer functions and Laplace transforms. It delves into the concept of stability and feedback, providing essential design tools for specifying transient response. Furthermore, the course encompasses frequency-domain techniques, offering a thorough understanding of their application.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): Familiarity with linear system model, calculus
Corequisite(s):

MeRo 5040 – Sensors and Actuators
This course introduces advanced concepts in sensing and actuation for mechatronic systems. It covers both traditional sensors and actuators, as well as emerging trends in sensor and actuator technology used in Mechatronic systems.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Spring
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): Basic knowledge of electrical circuit, electronics, linear control systems
Corequisite(s):

MeRo 5041 – Mechatronics and Robotic Systems, and Applications
This course provides an introduction to mechatronics and robotic systems, which involves the integration of different engineering disciplines including electrical engineering, mechanical engineering, computer science, and control engineering. Students will learn about the principles of robotics, kinematics, dynamics, and control of robotic manipulators. Various types of robots, such as industrial robots, mobile robots, and humanoid robots, will also be covered in the course.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall or Spring (Electives)
Instruction Type(s): Lecture, Online Lecture, seminars
Prerequisite(s): Basic knowledge of electrical circuit, electronics, linear control systems

MeRo 5050 – Power Electronics
This course covers advanced analysis, design, and control of power electronic systems, providing graduate students with the knowledge and skills to engineer efficient and robust power conversion circuits for various applications in areas like renewable energy systems, motor drives, electric vehicles, and power supplies.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Spring
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): Strong foundation in electrical engineering fundamentals, including circuit analysis, control theory, and MeRo 5010: Simulation technique of dynamic systems.

MeRo 5051 – Energy conversion systems and control
All-electric actuators and drives are being vigorously developed and applied to transportation, robot, aircraft, and naval applications, to name a few, to enhance reliability and efficiency. This course will meet such emerging needs with the science and engineering aspects involved in the modeling, analysis, design, and control of such systems. Furthermore, as a part of the coursework, students will learn and utilize an online motor design tool (EasiMotor) to design AC motors, expecting to have a practical learning experience. I would like to express my gratitude to *EasiTech company* for providing online software that is accessible to students.
Credit Hour(s): 5

Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): MeRo 5011 Power Electronics, Mero 5050 Linear control systems

MeRo PRC6010 – Computer-Aided Design (CAD) for Electro-mechanical Systems

This course equips graduate students with the skills and knowledge to utilize Computer-Aided Design (CAD) software for the design and development of complex electro-mechanical systems, including instruction to CAD, electron-mechanical systems modeling, design optimization, as well as advanced topics (depending on the course), such as finite element analysis, kinematic and dynamics, or electromagnetic simulations, and practical student projects to apply CAD skills.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture, Laboratory
Prerequisite(s): Understanding of mechanical systems, MeRo 6031 System Dynamics and Mechanism

MeRo 6031 – System Dynamics and Mechanism (Modeling)

This course provides an exploration of modeling multi-domain engineering systems, focusing on a level of detail appropriate for design and control system implementation. Key topics covered include network representation, state-space models, multiport energy storage and dissipation, nonlinear mechanics, transformation theory, Lagrangian and Hamiltonian forms, and control-relevant properties. Practical application examples encompass a wide range of systems, such as electro-mechanical transducers, mechanisms, electronics, fluid and thermal systems, compressible flow, chemical processes, diffusion, and wave transmission.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall/Spring (TBD: Elective)
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): MeRo 5030 Engineering Math, Some familiarity with physical system modelling
Reference: Brown, Forbes T. *Engineering System Dynamics*. New York, NY: CRC, 2001. ISBN: 9780824706166.

MeRo 6020 – Introduction to Artificial Intelligence (AI)

This course is designed for students to explore natural language processing, deep learning techniques, and gain a comprehensive understanding of AI's ethical and legal considerations.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall (elective)
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): MeRo 5030 Engineering Math, MeRo 5020, and programming languages like Python or other relevant languages
Reference: Wolfgang Ertel (translated by Nathanael Black), *Introduction to Artificial Intelligence 2ND edition*, Springer, 2017.

MeRo 6050 – Power converter modeling and control

This course is an advanced course of power electronics, covering the nonlinear modeling of power conversion circuits of DC-DC converter and DC-AC inverter in theories and simulations. During the course, practical applications and case studies will be presented as well.

Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall (elective)
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): MeRo 5030 Engineering Math, MeRo 5050 Power Electronics, MeRo 5011 Linear Control Systems for Mechatronics

MeRo 6011 – Robotic Systems and control

This course provides the fundamentals of robotic systems and robot control systems, including robot sensors and perception, robot motion planning and pathfinding, and programing and simulation in a virtual environment or based-on case studies of robotic applications in various fields. This course will enable students to work with Robot Operating System (ROS) or similar robotic middleware.

Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Spring
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): Strong foundation in linear algebra, calculus, and mechanics.
Familiarity with programming languages (e.g., Python, C++) is recommended.
Corequisite(s):

MeRo 6012 – Advanced Control of Mechatronics Systems

This course focuses on advanced techniques for controlling mechatronic systems. Key topics include digital signal processing, system inversion-based control algorithms, robustness properties, Youla parameterization, optimal feedforward compensators, repetitive and learning control, adaptive control, and real-time control applications. The course combines theoretical lectures with practical laboratory sessions to provide a comprehensive understanding of these advanced control methods.

Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall (elective)
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): MeRo 5011 Linear Control Systems; MeRo 5041 – Mechatronics and Robotic Systems, and Applications

Research / Thesis Criteria

MeRo 7000 - Research and Development (R&D) Methods for Engineers

This course aims to provide engineering graduate students with the skills and knowledge necessary to conduct thorough and impactful research in their field. It offers an overview of the research process, including formulating hypotheses and research objectives in engineering. Additionally, students are

introduced to various research designs and methodologies that contribute to the final outcomes of their research. Engineers also need to be aware of ethical issues and integrity, including plagiarism, text reuse, and data falsification.
Credit Hour(s): 5
Lecture Hour(s): 3
Semester: Fall
Instruction Type(s): Lecture, Online Lecture
Prerequisite(s): G 5005: Technical Writing Essentials for Engineers
Corequisite(s):

MeRo 7001 – Research
Research work for projects and thesis as a degree requirement.
Credit Hour(s): up to 28
Lecture Hour(s): N/A
Semester: 1st, 2nd, 3rd, 4th semester
Instruction Type(s): Independent research work, project related research, Thesis preparation
Prerequisite(s):
Corequisite(s):

MeRo 7002 – Internship
Internship at a company to gain hands-on experiences as a degree requirement.
Credit Hour(s): 3
Lecture Hour(s): N/A
Semester: Spring(2nd)
Instruction Type(s): Research, Online research, laboratory
Prerequisite(s):
Corequisite(s):

Prc 7003 – Practice
Educational and pedagogical practice for graduation requirements.
Credit Hour(s): 9
Lecture Hour(s):
Semester: Fall/Spring
Instruction Type(s): research, Online research
Prerequisite(s):
Corequisite(s):

MeRo 7010 – Dissertation
Master's dissertation work as a degree requirement.
Credit Hour(s): 9
Lecture Hour(s):
Semester: Fall/Spring
Instruction Type(s): research, Online research
Prerequisite(s):
Corequisite(s):

MeRo 8000 – State Examination
State examination as a degree requirement.
Credit Hour(s): 3
Lecture Hour(s):
Semester: Spring(4th)
Instruction Type(s):
Prerequisite(s):
Corequisite(s):

1.8 Full-Time Faculty

Dr. David Lm	Professor of Electrical Engineering; PhD Electrical Engineer; Virginia Tech
Dr. Andrew Heyd	Instructor of Mathematics; M.S. Applied Mathematics; Rensselaer Polytechnic Institute
Dr. Boris Kuznetsov	Professor of Software Engineering and Industrial Electronics; Doctor of Technical Sciences; Novosibirsk Electrotechnical Institute.
Mr. Joseph Hague	Instructor of Mechanical Engineering; 19+ years of industry experience as a senior engineer; Cedarville University, USA
Mr. Mike Kim	Research and Development Faculty; 17 years of experience developing robot technology products and business models; M.S. Mechanical Engineering, Waterloo University, Canada

1.9 Expert Advisory Panel

Our Expert Advisory Panel consists of experts who have agreed to assist us and are available for consultation in the field of their expertise.

Dr. TH Jeong	Senior Engineer in MachineLearning (Large Language Model) at AMD, USA
Dr. JW Suh	Manager/Senior Principal Algorithm Engineer in Machine Learning, Deep Learning, and Visualization team at ACIST Medical Systems, USA
Dr. KB Kim	Professor at Hayang University, Korea. Interests: Human-Computer Interaction (HCI), Virtual Reality (VR), Augmented Reality (AR), Mixed Reality (MR), Computer Education
Dr. DH Kang	Founder and CEO at VAM, Korea; Specialty: Electric Machine Design
Mr. YH Kang	Technical Leader at CISCO, USA. Specialty : Power Converters
Dr. SB Lee	Professor at Korea University. Interests: Electric Machines and their applications, including monitoring, diagnostics, protection, design and analysis.
Dr. Kibok Lee	Professor at Korea University. Interests: Motor drives and power electronics in E-mobility systems, including wireless power transfer, and battery charging system.
Dr. YH Cho	Professor at Konkuk University, Korea. Interests: Electric Motor Drives, High Power Converters, Automotive and Power Systems Applications.
Dr. T Hetrick	Technical Fellow in Educational Technology

2. Enrollment and Payment

2.1 Enrollment

2.1.1 Minimum Application Requirements

1. Completion of a Bachelor's Degree in Engineering or a closely-related field before the Masters program begins.
2. Two (2) semesters of Calculus courses.
3. A minimum TOEFL score of 85 or a minimum IELTS score of 6.5.
4. Students with extensive experience working in fields related to engineering, and students who have participated in online education related to higher mathematics, computer science, or electrical engineering should submit an electronic portfolio of their accomplishments.

2.1.2 Application Process

1. Complete the online application form (Appendix A) and the Scholarship Application Survey (Appendix B). (Deadline: July 1)
2. Sign up for an interview (Deadline: August 1)
3. Come to the campus to submit the following (Deadline: August 10)
   a. a non-refundable 500 som fee to the Admissions Office or through Demir Bank
   b. Official Copies of TOEFL or IELTS scores.
   c. Official transcripts (notarized photocopies) from your university
   d. Medical certificate (Form 086-Y)
   e. 4 Photographs

2.1.3 Statement of Nondiscrimination

AIT does not discriminate against qualified individuals on the basis of ethnicity, sex, age, marital status, or disability in admission or access to programs and activities. However, our current facilities are difficult to access on the top floor of our building without an elevator. Students need to be able to access our classrooms and laboratories.

2.1.3 Acceptance and Communication

Upon acceptance, you will be notified through the contact information given in your application. You will then be given a CAEDMI email address, through which all future correspondence will take place.

2.1.4 Academic Advisor

Upon acceptance to the program, you will be assigned an Academic Advisor. This Advisor will check with you periodically, to check on your academic progress and well-being. He or she will also help you with the registration process and deciding what classes to take.

2.2 Tuition and Fees and Payment Policies

1. After registering, students will be emailed their bills in their CAEDMI email address.
2. Payment for training will be $1000 per year, or $500 per semester.
3. Payment for training is made by transfer through banking services in the national currency of Kyrgyz som. A bill will be issued to the student prior to the semester with the equivalent of $1000 in Kyrgyz som using that day's currency exchange rate, which will be listed on the bill. When changing the Contractor's bank details, the relevant information is posted on the information stand at the Contractor's premises, on the Contractor's official website, and is also provided at any time To the student at his request in the educational departments of the Contractor.
4. Payment for the autumn academic semester ($500) should be no later than September 13 for the fall semester ($500) and February 1 for the spring semester.
5. Students who are unable to pay the full amount should notify the registrar that they will pay in installments. The student may pay $250 by September 13 for the fall semester, and the remaining $250 by November 20. Similarly, the student may pay an installment of $250 by February 1 for the spring semester and the remaining $250 by April 15.
6. In case of termination of this agreement at the initiative of AIT, advance payments To the student, are not refundable.
7. In case of termination of this agreement on the initiative of student, advance payments of the student are not refundable. In exceptional cases (conscription for military service, medical indications, change of citizenship, moving to another country for permanent residence and other circumstances precluding the possibility of training), the issue of reimbursement of the Customer's advance payments is decided on an individual basis and only if written confirmation is available.

3. Academic Life and Policies

3.1 Academic Calendar

The academic year will begin the first Monday of September. A list of holidays, final exam days, and more may be found at www.caedmi.com/aitcalendar

3.2 Attendance

Students are expected to come to classes. If absences cause disruption in learning due to missed work, your grade will go down. If students miss due to sickness, they have the same number of days to make up the work. If a student knows they will miss classes (e.g. a wedding), students need to let the professor know in advance to make arrangements. If a student misses more than 30% of the classes for the semester without the consent of the course instructor, they must retake the class. If a student has extraordinary circumstances, they may appeal to the Director of Academic Affairs, who will form a committee to consider the situation

3.3. Registration Process

Registration is the period of time when students enroll in courses. The regular registration period for the fall semester is completed during the prior spring term. For the spring term, students register during the preceding fall term. Registration remains open until the end of the add-drop period.

3.4 Grading

3.4.1 Grading System

The Alpha Institute of Technology (AIT) at CAEDMI has adopted the following grading system. Assignment of grades is the responsibility of the course instructor. Instructors are required to inform students about the assignment of grades using a 100-point scale. For example, Attendance (10%), four to six take-home assignments (30%), a midterm test (25%), a final project (35%: 20% project report; oral presentation 15%). In total, the grading breakdown will add up to 100%. The final result will be converted to GPA based on the 100-point scale indicated in the table below.

Letter Grade	Numeric Value (GPA)	100-point Scale	Remark
A	4.0	93-100	
A-	3.7	90-92	
B+	3.3	87-89	
B	3.0	83-86	
B-	2.7	80-82	
C+	2.3	77-79	
C	**2.0**	**73-76**	**Minimum GPA to graduate (overall)**

C-	1.7	70-72	
D+	1.3	67-69	Courses to be repeated
D	1.0	63-66	Courses to be repeated
D-	0.7	60-62	Courses to be repeated
F	0.0	<60	Courses to be repeated

Grades in all courses, assigned one of the letter grades above, are calculated into the overall GPA on the transcript. There are, in addition to the above grades, the following grades that do not calculate into the GPA: "I" (Incomplete), "P" (Pass; performance of C- or higher when enrolled for the P/F grade option), "X" (a temporary grade for the first semester in those courses that continue across more than one semester; "EQ" (Equivalent Credit, a "pass" for research or project/report credit); "RG and RP" (Repeat Graduate grades) and "NR" (grade Not Recorded, indicating the instructor did not enter a grade). The "NG" (No Grade, assigned when the student has not done any of the work for the course) and the grade "F" on a course taken Pass/Fail calculate as 0.0 in computing the GPA.

3.4.2 Grading System Requirements

All courses taken at AIT that satisfy degree requirements, must be taken for a letter grade (A/F) except for those courses offered on a pass/fail (P/F) basis only (for example, Independent Study courses and most seminars are only offered P/F).

3.4.3 GPA Requirement

a) Students must have a minimum overall and in-major GPA of a 2.00 (73/100) to graduate.

b) Courses with grades below "C-" (1.7) must be repeated.

3.4.4 Repeating Courses

Courses originally taken on the P/F option, in which a grade of "F" is earned, may only be repeated on a P/F basis. Courses may not be repeated if a "P" grade is earned, or without permission of the Graduate School if a grade of "C-" or better is earned.

When a course is repeated the grade for the earlier enrollment will be a **Repeat Graduate** ("RG", defined as a grade of "C-" or lower; "RP", defined as a grade of "C" or higher, when the course was first taken) which will not calculate into the GPA. Only the grade earned for the final enrollment in the course will receive a letter grade and be calculated in the GPA. If a student wishes to repeat a course in which the first grade earned was a C- or higher, permission for a policy exception must be obtained from the Dean's office prior to taking the course a second time.

3.4.5 Grade for Thesis/Major Paper

Research toward a thesis is assigned equivalent credit hours (EQ grade) when satisfactory progress has been made. The "NG" grade can be given when progress on a thesis has not been satisfactory.

3.4.6 Grade Reports - Transcripts

At the end of the term, faculty have two weeks to grade final projects, exams, and then submit grades into Moodle. After grades are submitted you will be notified through your school email that your grades are available.

Upon graduation, you will be given an official copy of your final transcript. If you need a current official copy of your transcript that reflects your current progress, you may request this through the registrar's office at www.caedmi.com/registrar

3.4.7 Communication with Family

Grades and financial information will only be communicated to the students. Grades will not be communicated with any other members of the family without written consent of the student.

3.4.8 Communication between Faculty and Students

Faculty will communicate with students to their official CAEDMI email. Students should likewise communicate with faculty through email and not through their personal phone numbers or WhatsApp numbers.

3.5 Academic Honesty[1]

3.5.1. Definition of Academic Dishonesty

We take seriously any appearance of academic dishonesty, which is defined as any activity which undermines the academic integrity of AIT. Academic dishonesty may take the following forms:

1. Plagiarism. This includes handing in an assignment in which substantial portions were not written by the student, regardless of whether the original source(s) is a book or article, a thesis or dissertation (published or unpublished), an Internet article, a paper purchased from a paper mill, a paper written by another student, or any other source. Also, using data, images, charts and graphs without citation is plagiarism.
2. Fabrication. Students who make up information rather than discovering it through honest research are fabricating information. This includes: falsifying or inventing data for laboratory or

---

[1] Adapted from the American University of Central Asia.
https://auca.kg/uploads/Advising%20Documents/Academic%20Success_Orientation-Fall-2020.pptx

research reports; falsifying or inventing quotes, supporting material or bibliographic resources for an assignment; and altering data or quotes.

3. Cheating. This involves using prohibited resources during an assignment, including but not limited to cheat sheets, notes, books, Internet, instant messaging services, or other students.

4. Lying. This involves giving false information or misleading information to avoid the consequences of inappropriate actions or to justify false claims.

5. Artificial Intelligence: Students are expected to not use ChatGPT and other AI programs unless they have permission from the instructor on specific assignments.

6. Bribery: A bribe is any item or favor given to a person in a position of trust in order to influence their decisions. Offering or accepting bribes is forbidden for all members of the Institute community. Any staff member or student who offers, suggests or accepts a bribe will face immediate disciplinary action possibly including termination of status as a student or staff member. Faculty are not allowed to receive gifts that have a value over 500 soms.

3.5.2. Process in a Case of Academic Dishonesty

In the case of the appearance of Academic dishonesty, the faculty member involved will have discretion to give the student a 0 for the assignment. They will also make a written report to the Director of Academic affairs. If the student protests this, they may appeal to the Director of Academic Affairs who will meet with the faculty and the student and arbitrate the situation.

If the faculty member thinks the situation is egregious and thinks the consequence should be greater than failing the assignment, they will make a written report to the Academic Director and together they will decide on a larger consequence.

If there is more than one case of Academic Dishonesty (either in one class or in different classes), the student will be notified by the Director of Academic Affairs that they are on probation. Any further violations will result in possible expulsion from the Institute.

4. Student Life and Safety Policies

We desire that AIT is a safe, enjoyable place for everyone to learn and grow. We expect that the facilities, equipment, and especially the people are treated with respect and care.

4.1 General Policies Regarding Coming to Campus

1. Students must keep their personal contact information, including a mobile phone number and email, updated in the Learning Management System.

2. Students should dress professionally, as they would in joining a professional workforce

3. Due to potential dangers involved with laboratory materials, visitors to the campus must be accompanied by students. Because of potential dangers in the laboratory, visitors to the laboratory must have approval from the lab supervisor before entering the laboratory.

4.2 Safety and Illegal Activity

1. The Institute is a weapon-free space. "Weapons" include any object intended to inflict bodily harm on another person. Violations of this policy may result in immediate expulsion. Students who come to classes or Institute-sponsored events with weapons in their possession will face discipline possibly including expulsion, as determined by the Director.
2. The Institute prohibits the unlawful manufacture, distribution, possession, or use of any controlled substances (illegal drugs, alcohol, tobacco) on its premises or in its activities. "Drugs" is defined broadly in this sense to include any chemical intended to illegally alter states of consciousness. Students or staff members who come to classes or Institute-sponsored events under the influence of or in possession of alcohol or illegal drugs will face sanctions including immediate dismissal.
3. The Institute's classrooms, computers, network, and files may not be used to produce or store materials that violate the laws of Kyrgyzstan.
4. Staff and students will respect the property of others and that of the Institute and will take responsibility for their own possessions. In case of theft, the Institute may expel a student, terminate the contract of an employee, or initiate legal proceedings.

4.2 Occupational Health and Safety - Lab safety procedures go here

Students and staff members should immediately report broken furniture, spilled liquid, or other potentially dangerous situations.

Students are encouraged to use laboratory equipment for their classes. They may also be used for extra-curricular projects and business projects. We are happy for you to experiment and build.

If the equipment you are using breaks due to normal use, the Institute will pay to replace the equipment. However, if it is determined that students were misusing equipment, they will be responsible to replace broken equipment.

4.3 Health

4.3.1 Vaccinations

Students and staff are expected to comply with the vaccine mandates set by the Ministry of Health of the Kyrgyz Republic. These include the following:

- Diphtheria-Tetanus-Pertussis (DPT, DT, DTaP, TD): 4 doses with one dose on or after the 4th birthday. A booster dose is required every ten years.
- Hepatitis A: 2 doses
- Hepatitis B: 3 doses
- HIB (Haemophilus Influenza B): 3 doses
- MMR (Measles, Mumps, Rubella): 2 doses
- Polio: 3 doses with one dose on or after age 4.

4.3.2. Contagious Illness

If students or staff members show any of the following signs within a 24-hour period of the beginning of a school event, the student should stay home:
1. infectious diseases
2. parasites, such as lice, pinkeye
3. vomiting
4. a fever of 37.5 degrees Centigrade (100.5 Fahrenheit)
5. persistent coughing

Students or staff showing those signs at school will be asked to leave immediately and seek medical help if necessary.

People with a persistent cough may be required to wear a cough mask.

Students and staff are expected to receive all medical testing required by the Ministry of Health of the Kyrgyz Republic, possibly including but not limited to HIV tests, chest X-rays, and tuberculosis tests.

4.4 Internet Safety

Actions that are unacceptable in the Institute's physical community are also unacceptable on the network, computing systems, and other electronic services. Prohibited actions also include:
1. Harassment in any form.
2. Failure to respect the rights and property of others.
3. Forgery or other misrepresentation of one's identity.
4. Downloading and distribution of copyrighted materials without the permission of the copyright owner.

5. Exposure to or distribution of pornographic material.
6. Producing or storing material that violate the laws of Kyrgyzstan

4.5 Emergency Evacuation

In the case of an emergency in the building such as fire, please evacuate according to the safety escape plan located in each room. During a class, the faculty will ensure everyone has left the class and close the door behind him/her. If no faculty are present, the last person should ensure everyone has left the room and close the door behind them.

4.6 Unexpected School Closings

In case of school closing due to weather, utility shortages, or other events, the administration will notify students via text message using the phone number we have on file.

4.7 Library

The Library contains excellent resources to help you learn. In order to allow you to maximize the value of the knowledge contained there to help you learn while maintaining the library for the use of other and future students, the following system will be used.

1. You may check out up to three books at one time for up to three weeks
2. A log will be placed on top of the bookshelves. To check out a book, write down your name, the title of the book, author, and date checked out. And sign.
3. When you return the book, place it on top of the shelf, write the return date in the log and sign that you have returned it.
4. Students will have to pay the cost of replacement for books which are lost or excessively damaged.

5. Harassment, Bullying, and Inappropriate Speech Policy[2]

We desire that AIT is a safe, enjoyable place for everyone to learn and grow. We expect everyone to be treated with respect, so that we will have a safe, enjoyable community for everyone to learn. We will not tolerate any racial or sexual harrassment/bullying. Any harrassment/bullying will have strict consequences and possible legal consequences.

---

[2] Adopted from University of Oxford,
https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure

Because of the complex nature of bullying, harrassment, and inappropriate speech, the following appendix is intended to clarify our policies and procedures so that there is an agreed upon understanding of our standards within the Institute.

We gratefully acknowledge the work done by AUCA in crafting this policy.

5.1 Overview and Scope of the Policy

1. The policy is intended to meet the following articles of the State Law of the Kyrgyz Republic: articles 16, 18, 127, 128, 135, 136, and 138 2.
2. The Institute is committed to an educational and work environment in which all individuals are treated with respect and dignity. According to this policy, any harassment towards faculty, students, staff or non-employees will not be tolerated. It is also the policy of AIT that retaliation against any person who has filed a complaint of harassment or who has assisted or participated in any manner in the investigation and resolution of a complaint of harassment is prohibited and subject to disciplinary action.
3. The aims of the Institute as reflected in this Policy are to:

        a. Promote a positive environment in which people are treated fairly and with respect;

        b. Make it clear that harassment is unacceptable and that all members of the Institute have a role to play in creating an environment free from harassment;

        c. Provide a framework of support for staff and students who feel they have been subject to harassment; andd. Provide a mechanism by which complaints can wherever possible be addressed in a timely way.

4. Those in positions of authority, such as the Director, Academic Dean, and faculty, have formal responsibilities under this Policy and are expected to familiarize themselves with the Policy and Procedures on appointment. All faculty and staff have a duty to implement this Policy and to make every effort to ensure that harassment and victimization do not occur in the areas of work for which they are responsible and, that if they do occur, any concerns are investigated promptly and effectively.

5. All members of the Institute community have the right to expect professional behavior from others, and a corresponding responsibility to behave professionally towards others. All members of the Institute community have a personal responsibility for complying with this Policy and Procedure and must comply with and demonstrate active commitment to this Policy by:

      * Treating others with dignity and respect.

      * Discouraging any form of harassment by making it clear that such behavior is unacceptable.

      * Supporting any member of the Institute who feels they have been subject to harassment, including supporting them to make a formal complaint if appropriate.

5.2 Definitions

1. A person subjects another to harassment where s/he engages in unwanted and unwarranted conduct that has the purpose or effect of:
   a. Violating another person's dignity; or
   b. Creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.
2. The recipient does not need to have explicitly stated that the behavior was unwanted.
3. Freedom of speech and academic freedom are protected by law though these rights must be exercised within the law. Vigorous academic debate will not amount to harassment when it is conducted respectfully and without violating the dignity of others or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
4. Bullying is a form of harassment and may be characterized as offensive, intimidating, malicious or insulting behavior, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
5. Harassment may involve repeated forms of unwanted and unwarranted behavior, but a one-off incident can also amount to harassment.
6. The intentions of the alleged harasser are not always determinative of whether harassment has taken place. The perception of the complainant and the extent to which that perception is in all the circumstances reasonable will also be relevant.
7. Being under the influence of alcohol drugs or otherwise intoxicated is not an excuse for harassment.
8. Harassment can take a variety of forms:
   a. Through individual behavior.
   b. Face to face, either verbally or physically.
   c. Through other forms of communication, including but not limited to, written communications and communications via any form of electronic media or mobile communications device
   d. Directly to the person concerned, or to a third party.
   e. Through a prevailing workplace or study environment which creates a culture which tolerates harassment or bullying, for example the telling of homophobic or racist jokes.
9. Examples of behavior that may amount to harassment under this Policy include (but are not limited to) the following:
   a. Unwanted physical contact, ranging from an invasion of space to an assault, including all forms of sexual harassment, including:
   b. inappropriate body language;
   c. sexually explicit remarks or innuendoes; or
   d. unwanted sexual advances and touching.
   e. Offensive comments or body language, including insults, jokes or gestures and malicious rumors open hostility, verbal or physical threats.
   f. Insulting, abusive, embarrassing or patronizing behavior or comments, humiliating, intimidating, and/or demeaning criticism.

g. Persistently shouting at, insulting, threatening, disparaging or intimidating an individual.
h. Constantly criticizing an individual without providing constructive support to address any performance concerns.
i. Persistently overloading an individual with work that s/he cannot reasonably be expected to complete.
j. Posting offensive comments on electronic media, including using mobile communication devices.
k. Threatening to disclose, or disclosing, a person's sexuality or disability to others without their permission.
l. Deliberately using the wrong name or pronoun in relation to a transgender person, or persistently referring to their gender identity history.
m. Isolation from normal work or study place, conversations, or social events.
n. Publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials.

10. Stalking may also be a form of harassment and may be characterized by any of the following repeated and unwanted behaviors:
a. Following a person;
b. Contacting, or attempting to contact, a person by any means;
c. Publishing any statement or other material:
d. Relating or purporting to relate to a person, or
e. Purporting to originate from a person;
f. Monitoring the use by a person of the internet, email or any other form of electronic communication;
g. Loitering in any place (whether public or private);
h. Interfering with any property in the possession of a person; or
i. Watching or spying on a person including through the use of CCTV or electronic surveillance.

5.3 Protection of Whistleblowers

AIT seeks to protect any member of the Institute community from victimization, which is a form of misconduct that may itself result in a disciplinary process. AIT will regard as victimization any instance where a person is subjected to detrimental treatment because s/he has, in good faith:
1. Made an allegation of harassment;
2. Indicated an intention to make such an allegation;
3. Assisted or supported another person in bringing forward such an allegation;
4. Participated in an investigation of a complaint;
5. Participated in any disciplinary hearing arising from an investigation;
6. Taken any other steps in connection with this Policy and Procedure; or
7. Is suspected of having done so.

5.4 Application of the Policy

1. Harassment is a serious offense. Any member of the Institute community who feels s/he has been subject to harassment can make a complaint to the Director of Academic Affairs.

2. However, individuals should be aware that when a criminal offense may have been committed, the relevant harassment Procedure may not be an appropriate first response. These cases will include, but not be limited to, serious assault or threat of serious assault, including sexual assault may warrant going to the police directly

3. Incidents of harassment that occur within the college environment will normally be dealt with under appropriate AIT procedures, while reflecting the principles of this Policy.

4. Any member of the Institute community who feels s/he has been subject to harassment can contact the Director of Academic Affairs.

5. If a complainant is deemed to have known or to have reasonably been expected to know that a complaint was unfounded, the allegation of harassment may be judged to be vexatious or malicious, and disciplinary action may be taken against them. No action will be taken if a complaint which proves to be unfounded is judged to have been made in good faith.

6. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process. Those involved in advising complainants should, where possible, seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care that may be owed to the individual and/or others.

7. The Director of Academic Affairs will then form a committee of at least three persons to review the incident of harassment and recommend actions to ensure protection of the victim and consequences for the harasser. If the Director is him/herself accused, then s/he will defer to the Director of the Institute. All three members of the committee must be reasonably 'outside/apart' from the incident.