

## **REGULATIONS**

### **on Methodological Developments**

#### **1. General Provisions**

**1.1.** These Regulations define the goals, objectives, types, requirements for content and format, as well as the procedures for the development, review, approval, recording, storage, updating, and use of methodological materials at Jalal-Abad International University.

**1.2.** These Regulations apply to departments, the Academic and Information Department, academic and methodological bodies, the faculty, as well as other structural units and officials involved in the development, review, approval, and use of methodological materials.

**1.3.** Teaching materials are an integral part of the educational and methodological support for the educational process and serve as a means of improving the quality of education, enhancing teaching, ensuring uniform requirements for the organization of classes, student independent work, practical training, and the assessment of learning outcomes.

**1.4.** These Regulations have been developed in accordance with:

1. the legislation of the Kyrgyz Republic in the field of education;
2. state educational standards for higher professional education;
3. the University Charter;
4. the University's local regulations on the organization of the educational process and the assurance of educational quality.

**1.5.** Teaching materials may be created in print, electronic, or blended formats and used in classroom, out-of-classroom, independent, practical, clinical, research, and assessment activities.

#### **2. Purpose and Objectives**

**2.1.** The purpose of developing methodological materials is to provide the educational process with high-quality, up-to-date, logically structured, and practice-oriented teaching and methodological resources.

**2.2.** The main objectives are:

1. methodological support for disciplines, modules, practical training, and final assessment;
2. improving the quality of teaching and ensuring consistency in methodological approaches;
3. providing students with materials for preparing for classes, independent study, and assessments;

4. implementing modern educational technologies, digital solutions, and LMS;
5. ensuring the objectivity of the assessment of knowledge, skills, and competencies;
6. documenting the results of students' practical training.

### 3. Key Concepts

**3.1. Methodological Development** — instructional materials containing recommendations, instructions, assignments, algorithms, assessment forms, and other components aimed at organizing and supporting the educational process.

**3.2. Workbook** — educational and methodological material comprising structured assignments, exercises, tables, diagrams, case studies, situational problems, and other elements for active classroom and independent student work.

**3.3. Logbook** — a form of the student's instructional documentation intended for the systematic recording of the mastery of practical skills, procedures, clinical actions, stages of practice, and other types of professionally oriented activities.

**3.4. OSCE/OSPE Materials** — a set of educational, methodological, and assessment documents that ensure the standardized organization, administration, and documentation of the Objective Structured Clinical Examination and the Objective Structured Practical Examination.

### 4. Types of methodological materials

#### 4.1. Methodological materials include:

1. methodological guidelines;
2. methodological recommendations;
3. methodological manuals;
4. lecture plans;
5. plans for practical, seminar, and laboratory sessions;
6. materials for students' independent work;
7. workbooks;
8. logbooks;
9. case studies, situational problems, algorithms, instructions;
10. assessment resources;
11. materials for ongoing, milestone, midterm, and final assessments;
12. materials for organizing and conducting OSCE/OSPE;
13. checklists, route sheets, stations, assessment sheets, instructions for examiners, students, and standardized patients;
14. electronic teaching and learning materials hosted on the eBilim LMS, the electronic library, and other university digital systems.

#### 4.2. Depending on their purpose, teaching materials may be:

1. for instructors;
2. for students;

1. for the department;
2. for a discipline, module, practicum, course sequence, or educational program;
3. for classroom work;
4. for independent study;
5. to monitor learning outcomes;
6. to assess practical, preclinical, and clinical competencies.

## 5. General Requirements for Content

### 5.1. The teaching materials must:

1. be consistent with the educational program, the course syllabus, the practicum program, or other approved academic documents;
2. reflect the learning objectives, content, and outcomes;
3. be up-to-date, consistent, and practice-oriented;
4. take into account the students' level of preparation, the language of instruction, and the specifics of the field of study;
5. use correct scientific and professional terminology;
6. comply with the principles of academic integrity.

### 5.2. The structure of the teaching plan typically includes:

1. the title of the topic;
2. the goal and objectives;
3. learning outcomes or competencies to be developed;
4. a brief theoretical rationale;
5. the content of the learning activities;
6. instructions for completion;
7. tasks, exercises, case studies, algorithms;
8. forms of assessment;
9. assessment criteria;
10. bibliography;
11. Appendices.

## 6. Special requirements for specific types of teaching materials

### 6.1. Workbook

**6.1.1.** A workbook is developed for a specific discipline, topic, module, or practical course.

### 6.1.2. The workbook must include:

1. the topic and objectives;

2. a list of knowledge, skills, and competencies;
3. brief theoretical information;
4. classroom assignments;
5. assignments for independent work;
6. tables, diagrams, and case studies;
7. space for completing assignments;
8. assessment criteria or parameters.

## **6.2. Logbook**

**6.2.1.** The logbook is intended for recording the performance of practical skills, procedures, clinical actions, stages of practice, and other types of professional training.

**6.2.2.** The logbook must contain:

1. information about the student;
2. the name of the discipline, practice, or module;
3. a list of skills and activities;
4. minimum requirements for the scope of completion;
5. columns for date, activity description, and level of participation;
6. comments from the instructor, mentor, or internship supervisor;
7. a final section summarizing the skills acquired.

**6.2.3.** The logbook may serve as the basis for admission to a credit assessment, exam, internship, OSCE/OSPE, or other form of assessment, if provided for by the university's local regulations.

## **6.3. OSCE/OSPE Materials**

**6.3.1.** The set of OSCE/OSPE materials must include:

1. exam description;
2. competency matrix;
3. a list of stations;
4. station scenarios;
5. instructions for students;
6. instructions for examiners;
7. if necessary, instructions for standardized patients;
8. checklists and evaluation sheets;
9. assessment criteria;
10. list of equipment and supplies;
11. route sheets;
12. procedural guidelines;
13. forms for recording results.

**6.3.2.** OSCE/OSPE materials must ensure objectivity, reproducibility, uniform testing conditions, and the documentation of examination results.

## 7. Formatting Requirements

**7.1.** Instructional materials are formatted in accordance with the university's established requirements for educational and instructional materials.

**7.2.** The following elements are mandatory:

1. title page;
2. information about the author or group of authors;
3. name of the department;
4. title of the document;
5. information regarding review at a department meeting;
6. if necessary—information on peer review, recommendations from the Academic and Methodological Council, and approval stamp;
7. main content;
8. bibliography;
9. Appendices.

**7.3.** Electronic versions must be suitable for posting and use in the eBilim LMS, the electronic library, and the university's internal digital archive.

## 8. Development Procedure

**8.1.** Teaching materials are developed by instructors, authoring teams, departments, the Academic and Information Services Department, and other units as part of their educational, instructional, and organizational activities.

**8.2.** The basis for development is:

1. the need for methodological support for a discipline, module, practicum, or assessment;
2. updating the educational program;
3. changes in learning outcomes;
4. the introduction of new teaching and assessment methods;
5. a decision by the department, the Teaching and Methodological Council, the Academic Information Department, or the university administration.

**8.3.** The author is responsible for the content, pedagogical appropriateness, and compliance with current academic documents.

## 9. Review and Evaluation Procedure

**9.1.** Every teaching resource must be reviewed at a meeting of the relevant department.

**9.2.** Based on the results of the review, the department makes a decision:

1. recommend for use;
2. recommend for revision;
3. recommend for approval;
4. to reject.

**9.3.** If necessary, the material is sent for internal or external review.

**9.4.** Methodological materials of university-wide significance, as well as OSCE/OSPE materials, logbooks, and workbooks used in practical training and assessment, may be submitted for review by the Academic and Methodological Council.

## 10. Approval Procedure

**10.1.** Methodological materials are approved in accordance with the procedure established by the university.

**10.2.** Approval may be granted by:

1. the department chair;
2. the chair of the Academic and Methodological Council;
3. the head of the Academic and Information Department within the scope of their authority;
4. the Vice Rector for Academic Affairs;
5. the rector—in cases provided for by the university's local regulations.

**10.3.** Methodological materials related to OSCE/OSPE, logbooks, workbooks, practical training, and competency assessment must be formally approved prior to their use in the educational process.

## 11. Use

**11.1.** Approved methodological materials are used in the educational process in accordance with their intended purpose.

**11.2.** They are applied:

1. during lectures, practical, laboratory, and seminar sessions;
2. when organizing independent study;
3. during academic, industrial, and clinical internships;
4. during ongoing, milestone, midterm, and final assessments;
5. when assessing practical and clinical skills;
6. during the implementation of the educational process in the eBilim LMS.

## 12. Updates and Revisions

**12.1.** Methodological materials are subject to regular review and updating.

**12.2.** The grounds for updating are:

1. changes in legislation and state educational standards;
2. updates to educational programs;
3. changes in clinical protocols and professional requirements;
4. the introduction of new educational technologies;
5. results of educational quality monitoring, audits, and accreditation.

**12.3.** Workbooks, logbooks, and OSCE/OSPE materials are reviewed as necessary, but no less frequently than the intervals established by the university's internal documents.

13. Record-keeping and Storage

**13.1.** Departments and authorized university units are responsible for maintaining records of approved methodological materials.

**13.2.** Printed and electronic copies are stored in accordance with the procedures established by the internal document management system.

**13.3.** Electronic versions are posted on the eBilim LMS, the electronic library, the internal repository, or other digital systems of the university.

14. Responsibility

**14.1.** The author or group of authors is responsible for:

1. the accuracy of the content;
2. methodological accuracy;
3. compliance with educational documents;
4. compliance with standards of academic integrity.

**14.2.** The department is responsible for the quality of the review and the appropriateness of the use of the materials.

**14.3.** The Academic and Information Department and other authorized bodies provide organizational and methodological support, record-keeping, and systematization of approved materials.

15. Final Provisions

**15.1.** These Regulations shall enter into force on the date of approval.

**15.2.** Amendments and additions to these Regulations shall be made in accordance with established procedures.

**15.3.** Matters not covered by these Regulations shall be resolved in accordance with the legislation of the Kyrgyz Republic, the University Charter, and other local regulations.

## Appendix 1

Title Page Template for Methodological Materials

**JALAL-ABAD EL-ARALIK UNIVERSITY**

**Department Name**

**TEACHING MATERIAL**

for the course: “ \_\_\_\_\_ ”

Topic: “ \_\_\_\_\_ ”

Type of development:

methodological guidelines / workbook / logbook / OSCE materials / OSCE materials / other

For: \_\_-year students

Field of study / major: \_\_\_\_\_

Language of instruction: \_\_\_\_\_

Author(s): \_\_\_\_\_

Position, academic degree: \_\_\_\_\_

Reviewed at a department meeting

Minutes No. \_\_ dated “\_” \_\_\_\_\_ 20

Department Chair

\_\_\_\_\_/Full Name/

## Appendix 2

### Review Form for Methodological Materials

**REVIEW**  
of the teaching guide

“ \_\_\_\_\_ ”

1. Author(s): \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Type of guide: \_\_\_\_\_
4. Relevance of the topic: \_\_\_\_\_
5. Alignment with the educational program: \_\_\_\_\_
6. Scientific and methodological level: \_\_\_\_\_
7. Practical significance: \_\_\_\_\_
8. Logical structure and quality of presentation: \_\_\_\_\_
9. Comments and suggestions: \_\_\_\_\_
10. Conclusion:

1. recommend for use;
2. recommend for revision;
3. recommend for approval.

Reviewer: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: “\_” \_\_\_\_\_ 20

### Appendix 3

Form for Recording Methodological Developments

No.	Name of Development	Type	Subject / Module	Author	Department	Date of Approval	Location	Electronic version
-----	---------------------	------	------------------	--------	------------	------------------	----------	--------------------

### Appendix 4

Minimum Requirements for the Workbook

The workbook must contain:

1. a title page;
2. the topic and objectives;
3. learning outcomes;
4. a brief theoretical section;
5. classroom activities;
6. assignments for independent work;
7. case studies or scenarios;
8. tables, diagrams, and illustrations;
9. space for the student's answers;
10. assessment criteria;
11. bibliography.

### Appendix 5

Sample Logbook Form

#### STUDENT LOG BOOK

Student's Full Name: \_\_\_\_\_

Course: \_\_\_\_ Group: \_\_\_\_

Subject / Practicum: \_\_\_\_\_

Department: \_\_\_\_\_

Period: \_\_\_\_\_

No.	Skill / procedure / type of activity	Minimum number of repetitions	Date	Level of participation	Instructor/Mentor Confirmation	Note
-----	--------------------------------------	-------------------------------	------	------------------------	--------------------------------	------

Final conclusion: \_\_\_\_\_

Signature of the responsible person: \_\_\_\_\_

## **Appendix 6**

Standard structure of the OSCE/OSPE document package

The OSCE/OSPE document package includes:

1. exam passport;
2. a competency and learning outcomes matrix;
3. a list of stations;
4. station scenarios;
5. instructions for students;
6. instructions for examiners;
7. instructions for standardized patients;
8. checklists and evaluation sheets;
9. route sheets;
10. list of equipment and supplies;
11. procedures;
12. forms for recording results;
13. procedures for storing exam materials and results.

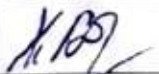
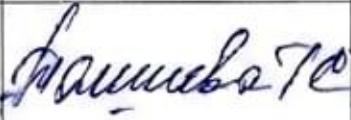







# CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

Effective date: “ ” 20

## APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

