

JALAL-ABAD INTERNATIONAL UNIVERSITY

PROCESS SPECIFICATION

Quality Management System

P1.4 — Management of Educational Policy and Academic Development at JAIU.

1. General Information about the Process

Process Code:

P1.4

Process Name:

Management of Educational Policy and Academic Development at JAIU

Process group:

- Administrative
- Core
- Support
- Monitoring, Analysis, and Improvement
- scientific / social / other institutional

Basis:

JAIU QMS Process Register / JAIU QMS Process Map

Revision:

Effective date:

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2. Purpose of the Process

Purpose of the process:

To ensure the development, implementation, coordination, and updating of JAIU's educational policy aimed at the sustainable development of educational programs, improving the quality of student training, enhancing academic processes, and achieving the university's strategic goals.

3. Process objective

Process objective:

To ensure the managed development of JAIU's educational activities based on state requirements, quality policy, stakeholder needs, monitoring results, and current trends in higher and medical education.

4. Process Owner

Process owner:

Vice Rector for Academic Affairs

Responsible department:

Academic and Information Department

Co-executors / Process Participants:

1. Rector;

2. Vice Rector for Educational Quality and Clinical Practice;
3. Department of Internal Monitoring and Educational Quality;
4. Dean's Offices;
5. departments;
6. heads of educational programs;
7. Methodological Council;
8. Quality Council;
9. Academic Council;
10. other structural units within their respective areas of responsibility.

5. Process Inputs

No.	Process Input	Input source
1	Legislative and regulatory requirements in the field of education	Legislative acts of the Kyrgyz Republic, state standards, authorized bodies
2	Quality policy, development strategy of JAIU	Top-level documents of JAIU
3	Labor market and employer needs	Employers, Clinical Training Sites, Partners
4	Needs and expectations of students and other stakeholders	Surveys, inquiries, meetings
5	Results of education quality monitoring	OVMKO, UIO, deans' offices, departments
6	Data on the implementation of educational programs, academic performance, and student enrollment	Academic Affairs Office, Dean's Offices, Departments
7	Results of accreditation, audits, self-assessment, and external evaluation	OVMKO, JAIU administration

6. Process outputs

No.	Process Output	Recipient / User
1	Updated educational policy of JAIU	Management, departments
2	Management decisions on the development of educational activities	Dean's Offices, Departments, Academic Programs
3	Proposals for updating educational programs, curricula, and academic procedures	Program directors, departments, academic units
4	Academic development plans and plans for improving the quality of education	Administration, departments
5	Decisions on the implementation of new educational approaches and digital practices	Educational Institutions, Departments, Deans' Offices
6	Materials for monitoring, accreditation, and management analysis	OVMKO, Rector's Office, collegial bodies

7. Consumers (stakeholders)

No.	Stakeholder	Expected result
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1	Students	Modern and high-quality educational programs
2	Faculty and departments	Clear guidelines for academic development
3	Program directors and deans' offices	Coordinated educational policy
4	Employers	Graduates who meet professional requirements
5	Government and accreditation bodies	Compliance of education with established requirements
6	University administration	Managed academic development

8. Key stages (subprocesses) of the process

No.	Stage / Subprocess	Brief Description of Work	Person in Charge
1	Analysis of external and internal requirements	Analysis of state standards, regulatory requirements, feedback, and trends	Vice Rector for Academic Affairs, UIO, OVMKO
2	Formulation of educational policy priorities	Defining directions for academic development	Rector's Office, Academic Affairs Office, Quality Council
3	Preparing proposals for improving educational programs and academic processes	Formulating changes to educational programs, course loads, and the organization of instruction	Academic Affairs Office, program directors, departments
4	Review and Approval	Review of proposals by collegial bodies	Methodological Council, Quality Council, Academic Council
5	Implementation of decisions	Implementation of approved changes in educational activities	Academic Units, Deans' Offices, Departments
6	Monitoring of implementation	Evaluation of the results of implementing solutions and changes	UIO, OVMCO
7	Adjustment and Development	Further updating of solutions and procedures	Management, departments

9. Process Resources

9.1. Human Resources

1. Vice Rector for Academic Affairs;
2. UIO staff;
3. OVMCO specialists;
4. deans;
5. Department Chairs;
6. heads of educational programs;
7. members of methodological and collegial bodies.

9.2. Material and technical resources

1. work spaces;
2. office equipment;
3. rooms for meetings, sessions, and discussions.

9.3. Information and digital resources

1. eBilim;
2. academic data;
3. analytical reports;
4. QMS document registry;
5. accreditation materials;
6. corporate email;
7. official website.

9.4. Financial and Organizational Resources

1. organizational support from the rector's office;
2. resources for updating educational programs, professional development, and digitalization.

10. Regulatory and Documentary Support for the Process

No.	Document	Code / Reference	Note
1	Strategic Development Plan of JAIU	SMK-01-02	Strategic Guidelines
2	JAIU Quality Policy	QMS-01-04	Basic Quality Guidelines
3	Regulations on the Education Quality Management System	QMS-01-08	General QMS Requirements
4	Education Quality Manual	QMS-01-09	Quality Management Mechanisms
5	Regulations on the Educational Program	SMK-20-01	General Requirements for Educational Programs
6	Regulations on the Development, Review, and Approval of Educational Programs	SMK-20-02	Development and Revision of Operating Procedures
7	Regulations on the Organization of the Educational Process Using the Credit System	SMK-20-03	Academic Procedures
8	Standard Structure of a Course Syllabus and Curriculum	SMK-20-10	Academic Support
9	Educational Program Description	SMK-20-11	Document for each educational program
10	Quality Monitoring Regulations	SMK-40-02	Policy Implementation Monitoring

11. Process Records

No.	Record Title	Form /	Storage location	Retention
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		Medium		period
1	Minutes of collegial bodies on academic development issues	Minutes	Office / Archives	By classification
2	Proposals for updating educational programs and curricula	Document / File	Academic Units / Deans' Offices	By product line
3	Analytical materials on the quality of educational activities	Document / report	UIO / OVMKO	By category
4	Materials from discussions with employers and stakeholders	Minutes / Report	Subdivisions	By category
5	Decisions on implementing changes	Order / Minutes	Office / UIO	By nomenclature
6	Reports on the implementation of academic decisions	Document / Report	UIO / OVMKO	By nomenclature

12. Process Performance Indicators

No.	Indicator	Unit of measurement	Target value	Data source	Frequency of analysis
1	Existence of an updated educational policy / decisions on academic development	yes/no	Yes	Minutes, orders	annually
2	Percentage of educational programs revised within the established timeframe	%	as planned	EP, EP registry	annually
3	Percentage of implemented solutions to improve the educational process	%	as planned	Reports from academic departments and deans' offices	half-year / year
4	Student satisfaction with the quality of the educational process	%	positive trend	Survey	Semester / Year
5	Employers' satisfaction with the quality of training	%	positive trend	Surveys / meetings	annually
6	Availability of analytical materials on academic development	yes/no	Yes	UIO, OVMCO	annually

13. Process risks

No.	Risk	Possible causes	Consequences	Response measures
1	Educational policy does not meet current requirements	Delayed updates	Obsolescence of academic decisions	Regular review and monitoring of external requirements
2	Formal review of educational programs	Insufficient involvement of departments and employers	Decline in the quality of educational programs	Mandatory stakeholder participation
3	Low alignment of academic decisions	Disconnect between departments	Gap between policy and implementation	Coordination through the UIO and collegial bodies
4	Insufficient analytical basis	Incomplete data, weak monitoring	Ineffective management decisions	Strengthening analytics and indicators
5	Resistance to change	Low awareness, insufficient training	Slow academic progress	Explanation, training, implementation support

14. Discrepancies and corrective actions

No.	Possible non-conformity	Method of identification	Corrective action	Responsible
1	Failure to update the OP on time	Monitoring, audit	Revision of the schedule, assignment of responsible parties	Educational institutions, OP heads
2	Low effectiveness of academic decisions	Analysis of indicators	Review of decisions and implementation mechanisms	Vice Rector for Academic Affairs
3	Insufficient employer engagement	Analysis of minutes and participation	Organization of consultations and expert meetings	Dean's offices, heads of educational programs
4	Discrepancies between educational procedures and internal documents	Internal audit, monitoring	Revision of regulations and practices	Academic Affairs Office, deans' offices

15. Interrelationship with other processes

No.	Related process	Nature of relationship
1	P1.1 Strategic Management and Development of JAIU	Educational policy implements the strategy
2	P1.2 Management of the Education Quality Management System	Academic development is carried out within the framework of the QMS
3	P2.2 Design, review, and updating of educational programs	The main focus of academic policy
4	P2.4 Implementation of educational programs and organization of the educational process	Implementation of adopted academic decisions

5	P4.1 Monitoring of education quality indicators	Data sources for academic decisions
6	P4.4 Analysis of academic performance, student population, and learning outcomes	Basis for adjusting educational policy

16. Criteria for evaluating the effectiveness of the process

16.1. The process is considered effective when:

1. the existence of up-to-date decisions on academic development;
2. regular review of educational programs and academic procedures;
3. analytical support and monitoring are in place;
4. student and employer feedback is taken into account;
5. the achievement of planned quality indicators for educational activities.

16.2. The results of the process are reviewed by:

1. the Rector's Office;
2. the Methodological Council;
3. the Quality Council;
4. the Academic Council;
5. other authorized bodies, if necessary.

17. Procedure for Monitoring and Revising the Process Specification

17.1. The effectiveness of the process is monitored by the Vice Rector for Academic Affairs, the Academic Affairs Office, the Office of Quality Assurance, and other authorized units in accordance with the established schedule.

17.2. The process passport is subject to revision in the following cases:

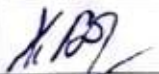
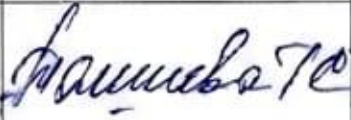







1. changes in educational policy;
2. changes in the process owner;
3. changes in regulatory requirements;
4. changes in the structure or content of educational programs;
5. based on the results of audits, self-assessments, accreditation, and management analysis.

18. Final Provisions

18.1. This Process Specification shall enter into force in accordance with established procedures.

18.2. Responsibility for monitoring the implementation of this Process Specification rests with the process owner and the relevant responsible departments.

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.

