

## **REGULATIONS on the Methodological Council**

### **1. General Provisions**

1.1. These Regulations on the Methodological Council of Jalal-Abad International University (hereinafter referred to as the Regulations, the Methodological Council, the Council, the University, JIU) define the status, goals, objectives, authority, composition, formation procedure, and organization of the activities of the JIU Methodological Council.

1.2. The Methodological Council is a standing collegial body that provides methodological support, coordination, and development of the University's educational and teaching-methodological activities, including the implementation of modern educational technologies, digital platforms, and the education quality management system.

1.3. In its activities, the Methodological Council is guided by the legislation of the Kyrgyz Republic, State Educational Standards, the Charter of JAIU, the Regulations on the JAIU Education Quality Management System, the Regulations on the Educational Program, decisions of the Academic Council, the Regulations on the Quality Council, and these Regulations.

1.4. Decisions of the Methodological Council, adopted within its competence and approved by the Rector (or the authorized Vice Rector), are binding on the structural units of the University.

### **2. Goals and Objectives of the Methodological Council**

2.1. The primary objective of the Methodological Council is to ensure a high methodological standard in the implementation of JAIU's educational programs, consistent with national and international requirements, as well as the University's mission and vision.

2.2. The main tasks of the Methodological Council are:

2.2.1. Methodological support for the development, review, and updating of educational programs, curricula, and course syllabi.

2.2.2. Development and improvement of the local regulatory framework governing teaching and methodological work and the organization of the educational process using the credit system.

2.2.3. Implementation of modern educational technologies, including active, interactive, simulation-based, digital, and online forms of instruction, as well as elements of artificial intelligence and LMS (eBilim, etc.).

2.2.4. Providing methodological support to JAIU faculty and improving the quality of teaching and methodological materials and content.

2.2.5. Aligning teaching and methodological documentation (syllabi, teaching materials, and course outlines) with the requirements of the quality management system and

accreditation standards.

2.2.6. Analyzing the methodological aspects of the results of students' ongoing, midterm, and final assessments, and making recommendations for their improvement.

2.2.7. Promoting academic integrity, student-centered and competency-based approaches in the educational process.

### **3. Competence of the Methodological Council**

3.1. The Methodological Council's responsibilities include:

#### **3.1.1. Regulatory and methodological support for the educational process**

- a) developing and reviewing draft regulations, rules, and methodological recommendations on the organization of the educational process (regarding the credit system, independent study/self-directed learning, e-learning, simulation-based learning, etc.);
- b) developing standard requirements for the structure and content of teaching and methodological complexes (TMCs), syllabi, and FOS;
- c) reviewing and approving draft curricula and major changes thereto from a methodological perspective.

#### **3.1.2. Educational Programs and Disciplines**

- d) methodological review of drafts of new and updated educational programs (EPs) for all levels and forms of education;
- e) methodological support for the "General Medicine" educational program and other specialized programs (medical, engineering, IT, etc.) in accordance with international standards (WFME, etc.);
- f) review and approval of templates and standard forms for EPP descriptions, curricula, syllabi, and internship programs.

#### **3.1.3. Educational and Methodological Documentation and FOS**

- g) reviewing and evaluating teaching and methodological materials for disciplines, including: syllabi, lecture and practical session plans, case studies, test banks, OSCE stations, etc.;
- h) coordination of methodological approaches to the development of the Assessment Toolkit (ATK) for disciplines and educational programs;
- i) methodological support for the development of checklists, rubrics, and assessment criteria (including for OSCE/OSPE, Mini-CEX, DOPS, etc., where applicable).

#### **3.1.4. Educational Technologies and the Digital Environment**

- k) review and recommendation for the implementation of new educational technologies and digital tools (LMS eBilim, 3D platforms, simulators, virtual laboratories, etc.);
- l) developing methodological requirements for the use of distance and blended learning, e-courses, and online assessment;

m) participating in the development of methodological requirements for content in the LMS (course structure, feedback mechanisms, assessment modules).

### **3.1.5. Professional Development and Methodological Support for Faculty**

n) participating in the planning and evaluation of professional development programs for faculty in pedagogy, digital technologies, and educational quality;

o) providing methodological support to new faculty members, including tutoring and mentoring;

p) organizing and conducting methodological seminars, training sessions, and master classes for teaching staff.

3.2. The Methodological Council has the right to initiate amendments to local regulations concerning educational and methodological activities and to submit its recommendations for consideration by the Academic Council and the Quality Council.

## **4. Composition and Formation of the Methodological Council**

4.1. The Methodological Council is composed of:

4.1.1. The Vice Rector for Academic Affairs (or another vice rector overseeing educational and methodological activities).

4.1.2. The Head of the Academic and Information Department (AID).

4.1.3. The Head of the Quality Assurance Service / Internal Monitoring Department (as agreed).

4.1.4. Deans of faculties or their deputies for academic affairs.

4.1.5. Heads of key departments responsible for major educational programs.

4.1.6. Representatives of the simulation center and clinical sites (for medical programs).

4.1.7. If necessary, representatives of the IT department (on issues related to the LMS and digitalization).

4.1.8. Representatives of the teaching staff with high methodological activity (as nominated by the faculties).

4.2. The chair of the Methodological Council is the vice rector for academic affairs (or a person designated by the rector).

4.3. The Vice Chair is appointed from among the members of the Council (e.g., the head of the Academic Affairs Office or a respected methodologist).

4.4. The Secretary of the Methodological Council is appointed by order of the Rector from among the staff of the Academic Affairs Office or another relevant department and is responsible for organizing meetings, maintaining minutes, and managing document flow.

4.5. The membership of the Methodological Council is approved by order of the rector, typically for a term of 3 years. Changes in membership are formalized by separate orders.

## **5. Rights and Duties of Methodological Council Members**

5.1. Members of the Methodological Council have the right to:

5.1.1. Participate in the discussion of all agenda items, and submit proposals and comments.

5.1.2. Request from University departments the educational and methodological documentation and information necessary for expert review (curricula, syllabi, FOS, etc.).

5.1.3. Initiate the submission to the Council for consideration of issues related to the methodological support of educational programs, the quality of teaching materials, and new teaching methods.

5.1.4. Make proposals regarding the organization of professional development for faculty members in the areas of teaching methods and digital technologies.

5.2. Members of the Methodological Council are required to:

5.2.1. Regularly attend Council meetings and avoid systematic absences without valid reasons.

5.2.2. Review meeting materials in advance and prepare well-reasoned conclusions on the issues under discussion.

5.2.3. Facilitate the implementation of the Methodological Council's decisions within the structural units assigned to them.

5.2.4. Promote a culture of quality, academic integrity, and innovation in teaching methods.

## **6. Organization of the Methodological Council's Work**

6.1. The Methodological Council operates in accordance with an annual work plan approved by the Council Chair and coordinated with the Vice Rector for Academic Affairs.

6.2. Meetings of the Methodological Council are held, as a rule, at least once a quarter, and more frequently if necessary (at the initiative of the Chair, the Rector, the Quality Council, the Academic Affairs Office, or the deans).

6.3. Meetings of the Methodological Council are convened by the Chair or, at his or her request, by the Vice Chair or the Secretary of the Council.

6.4. The meeting agenda is formulated based on:

1. the Council's work plan;
2. proposals from the rector, vice rectors, the Quality Council, and the Academic Council;
3. requests from deans, department chairs, and heads of educational programs;
4. the results of quality monitoring and accreditation.

6.5. Materials related to agenda items (draft documents, curricula, syllabi, reports, conclusions) are provided to Council members in advance, as a rule, no later than 3 business days before the meeting.

6.6. A meeting of the Methodological Council is considered quorate if at least two-thirds of the approved membership with voting rights are present.

6.7. On specific issues, expanded meetings may be held with the participation of faculty members, junior faculty, students, representatives of the IT department, clinical sites, and others.

## **7. Decision-Making Procedure**

7.1. Decisions of the Methodological Council are adopted by open vote by a simple majority of the members present with voting rights.

7.2. In the event of a tie, the chair of the Methodological Council shall have the casting vote.

7.3. Decisions of the Methodological Council are recorded in minutes and signed by the Chair and the Secretary of the Council.

7.4. Decisions of the Methodological Council that require mandatory implementation are put into effect by orders of the Rector of JAIU or directives of the Vice Rector for Academic Affairs.

7.5. A dissenting opinion of a Council member on the matter under discussion, at the member's request, shall be recorded in the minutes of the meeting.

## **8. Documentation and Monitoring of Decision Implementation**

8.1. The secretary of the Council is responsible for the documentation of the Methodological Council's activities (work plans, agendas, meeting materials, minutes, and the register of decisions).

8.2. The minutes of meetings and decisions of the Methodological Council shall be stored in accordance with established procedures at the UIO (or another authorized unit) and/or in the electronic document management system.

8.3. Monitoring of the implementation of the Methodological Council's decisions is carried out by the Council Chair, the Vice Rector for Academic Affairs, the Head of the Academic Affairs Office, and the heads of structural units within the scope of their authority.

8.4. Information on the implementation of the Methodological Council's decisions is presented at its meetings in the form of reports by the responsible persons.

## **9. Interaction with other bodies and units**

9.1. The Methodological Council interacts with the Academic Council, the Quality Council, the Rector's Office, the deans' offices, the departments, the simulation center, the IT service, the library, and other structural units of the University.

9.2. Issues of strategic or systemic importance (creation/closure of educational programs, major changes to curricula, key provisions of the Quality Management System) are submitted by the Methodological Council, along with relevant recommendations, for consideration by the Academic Council and/or the Quality Council.

9.3. To address specific issues, the Methodological Council may establish temporary working groups and expert subcommittees (for specific educational programs, fields of study, digital technologies, etc.).

## **10. Final Provisions**

10.1. These Regulations shall enter into force upon approval by order of the Rector of JAIU.

10.2. Amendments and additions to these Regulations shall be made at the initiative of the Rector, the Vice Rector for Academic Affairs, the Methodological Council, the Quality Council, or structural units and shall be approved in accordance with established procedures.

10.3. In the event of any conflict between these Regulations and the Charter of JAIU, the provisions of the University Charter shall prevail.

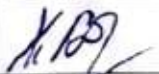
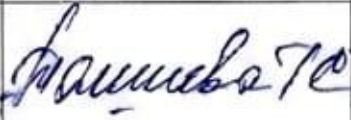







# CHANGE LOG

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

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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.

