

# REGULATIONS

## on the Faculty Council

### **1. General Provisions**

- 1.1. These Regulations define the status, goals, objectives, authority, composition, formation procedure, and organization of the activities of the Faculty Council (hereinafter referred to as the Regulations, Council, Faculty, University, and JAIU).
- 1.2. The Faculty Council is a collegial governing body of the Faculty that ensures the development of educational, scientific, pedagogical, and educational activities, as well as the quality of the Faculty's educational programs.
- 1.3. In its activities, the Council is guided by the legislation of the Kyrgyz Republic, the Charter of JAIU, the Faculty Regulations, the Regulations on the JAIU Education Quality Management System, the decisions of the Academic Council, and these Regulations.
- 1.4. Decisions of the Council, adopted within its competence and approved by the dean (or, if necessary, the rector), are binding on the structural units of the faculty.

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

- 2.1. The primary objective of the Council is to ensure the effective implementation of the faculty's educational programs and the development of the faculty in accordance with the strategy of JAIU.
- 2.2. The main tasks of the Council are:
  - 2.2.1. To identify priority areas for the faculty's development in academic, research, clinical (for medical programs), international, and educational activities.
  - 2.2.2. To promote the quality of the faculty's educational programs and ensure compliance with accreditation standards.
  - 2.2.3. Coordinating the educational and methodological work of the faculty's departments.
  - 2.2.4. Reviewing and approving draft curricula, amendments thereto, and educational and methodological documentation.
  - 2.2.5. Promoting the development of the faculty's human resources, mentoring, and professional development of the teaching staff.
  - 2.2.6. Organizing educational activities, supporting student initiatives, and developing a student-centered approach.

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

- 3.1. The Council's jurisdiction includes the following matters:

#### **3.1.1. Academic and pedagogical activities**

- a) reviewing and recommending for approval draft curricula and major changes thereto;
- b) reviewing and approving teaching and methodological materials, syllabi, and course descriptions for the faculty's disciplines;
- c) discussing the results of ongoing, midterm, and final student assessments, and developing proposals for their improvement;
- d) reviewing issues related to the organization of internships, clinical rotations, and OSCE (for medical programs).

#### **3.1.2. Educational Programs and Quality**

- e) reviewing proposals to establish, suspend, or discontinue the faculty's educational programs;
- f) participating in the faculty's preparation for internal self-assessment and external accreditation of educational programs ( );
- g) analyzing the results of educational quality monitoring and surveys of students and faculty, and developing proposals for corrective actions.

### **3.1.3. Research and Innovation Activities**

- h) reviewing the faculty's research plans and the participation of faculty and students in research projects and conferences;
- i) promoting research schools, increasing publication activity, and participating in grant applications.

### **3.1.4. Personnel matters (within the faculty's jurisdiction)**

- k) discussing candidates for faculty positions, distributing the workload among departments and faculty members (with subsequent submission of proposals to the rector's office);
- l) reviewing the results of faculty performance evaluations and recommendations for professional development.

### **3.1.5. Educational and social work**

- m) reviewing and approving plans for educational work and student engagement;
- n) discussing issues of discipline, academic integrity, and the adaptation of international students;
- o) supporting student initiatives, competitions, academic contests, volunteer, and socially significant projects.

3.2. The Council may consider other matters related to the faculty's activities at the request of the dean, the rector, or the Academic Council.

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

4.1. The Council consists of:

1. the dean of the faculty (chair);
2. the associate deans;
3. the heads of the faculty's departments;
4. faculty representatives (allocated by department);
5. a representative of the faculty's student government (1–2 people with an advisory vote);
6. if necessary, representatives of employers and clinical training sites (with advisory voting rights).

4.2. The Council's membership is approved by order of the Rector of JAIU upon the recommendation of the faculty dean.

4.3. The Secretary of the Council is appointed by order of the Dean (or Rector) from among the faculty or staff of the Dean's Office and is responsible for maintaining minutes and document flow.

4.4. The term of office for the Council is generally three years. In the event of personnel changes, the composition is updated by order of the Rector.

## **5. Organization of the Council's Work**

- 5.1. The Council carries out its activities based on an annual work plan approved by the Chair of the Council.
- 5.2. Council meetings are held, as a rule, at least once a quarter, and more frequently if necessary (at the initiative of the dean or at least one-third of the Council members).
- 5.3. Meetings are convened by the Chair of the Council or, at his or her direction, by the Secretary.
- 5.4. A Council meeting is considered quorate if at least two-thirds of the Council members with voting rights are present.
- 5.5. The agenda is set by the Chair and the Secretary based on:
  1. the work plan;
  2. proposals from the dean, departments, faculty, and student government;
  3. instructions from the Rector's Office, the Quality Council, and the Methodological Council.
- 5.6. Meeting materials (draft documents, reports, informational notes) are provided to Council members in advance, as a rule, no later than 2–3 business days prior to the meeting.

## **6. Decision-Making Procedure**

- 6.1. Council decisions are adopted by open vote by a simple majority of the members present who have the right to vote.
- 6.2. In the event of a tie, the Chair of the Council shall have the casting vote.
- 6.3. Council decisions are recorded in minutes, which are signed by the Chair and the Secretary.
- 6.4. Council decisions are implemented by orders of the dean (within the scope of his or her authority) or submitted by the dean to the rector's office and the Academic Council for approval.
- 6.5. A dissenting opinion of a Council member on the matter under discussion shall be recorded in the minutes at the member's request.

## **7. Documentation**

- 7.1. The Secretary of the Council maintains:
  1. a register of meetings and decisions;
  2. meeting minutes;
  3. an archive of materials (in paper and/or electronic form).
- 7.2. The retention periods for documentation are determined by the JAIU file classification system.

## **8. Final Provisions**

- 8.1. These Regulations shall enter into force upon approval by order of the Rector of JAIU.
- 8.2. Amendments and additions to these Regulations shall be made at the initiative of the Dean, members of the Council, and the Academic Council, and shall be approved in accordance with established procedures.

# JOB DESCRIPTION OF THE DEAN OF THE FACULTY

## 1. General Provisions

**1.1.** The Dean of the Faculty is classified as a senior administrator, oversees the Faculty, and ensures the organization of the educational process, student affairs, coordination of clinical and simulation training, as well as compliance with the Quality Management System (QMS) requirements.

**1.2. The Dean** is appointed to and relieved of the position **by order of the Rector** in accordance with established procedures.

1.3. Reporting and Interaction

1. **Reports directly to the Vice Rector for Academic Affairs.**

2. Interacts with **the Academic Affairs Office**, departments, clinical sites/academic clinics, the Simulation Center/Practical Skills Center, the library, laboratories, the Department of Personnel and Human Resources, and other units on matters within the faculty's purview.

**1.4.** In carrying out their duties, they are guided by the University Charter, local regulations, QMS documents, orders and directives from management, eBilim regulations, and requirements regarding occupational safety, fire safety, and personal data protection.

**1.5.** During the Dean's absence, duties are performed by an authorized person **appointed by order of the Rector**.

## 2. Job Responsibilities

### 2.1. Faculty Administration and Academic Operations

**2.1.1.** Organizes the academic process at the faculty in accordance with approved curricula, the academic calendar, and assessment schedules.

**2.1.2.** Ensures academic discipline within the faculty: monitors attendance, addresses academic deficiencies, and informs students and departments regarding matters related to the academic process.

**2.1.3.** Organizes the work of the Dean's Office, assigns responsibilities among its staff, and ensures the maintenance and storage of the faculty's documentation.

**2.1.4. Final grade sheets.** Ensures the creation, maintenance, and storage of **final grade sheets** by **the Dean's Office**, monitors deadlines for the submission of grade sheets by departments/faculty members, verifies the correctness of their formatting, closes the grade sheets in eBilim, and submits reports in accordance with established procedures.

**2.1.5. Academic deficiencies.** Organizes work related to **academic deficiencies**: identifying causes, drawing up schedules for rectification, preparing reports/referrals, monitoring compliance with deadlines and results, and preparing materials for draft orders in accordance with established procedures (in coordination with the Academic Affairs Office and the Department of Student Affairs and Human Resources as per regulations).

**2.1.6. Commissions.** Forms the composition of commissions (for clearing academic arrears, addressing academic deficiencies, retakes/appeals—if provided for in local regulations), **coordinates with the Vice Rector for Academic Affairs**, and **submits them to the Rector for approval**. Ensures the organization of the commissions' work and the documentation of decisions.

**2.1.7. Class Schedule.** Ensures that the faculty provides source data (student quotas, cohorts, groups, classroom capacity, clinical sites, restrictions) and monitors schedule

compliance. **The class schedule is compiled by an Academic Affairs Office specialist** in accordance with established procedures.

**2.1.8. Academic Process Schedules.** The Academic Affairs Office specialist prepares academic process schedules; these schedules **are coordinated by the head of the Academic Affairs Office and the Dean** and **approved by the Vice Rector for Academic Affairs**. The Dean ensures the timely coordination and distribution of schedules to departments/students, as well as monitoring of their implementation within the faculty.

## **2.2. Student Body and International Groups**

**2.2.1.** Organizes work with the student body, including international students: orientation, information provision, support regarding academic matters, and adherence to internal regulations and academic integrity.

**2.2.2.** Coordinates work with students regarding inquiries, conflict situations, and disciplinary issues—within the scope of authority and in accordance with established procedures.

## **2.3. Clinical Training, Internships, and Clinical Sites**

**2.3.1.** Organizes the assignment of students to clinical sites and internships, coordinates interaction with clinical sites and academic clinics, and monitors readiness to receive students.

**2.3.2. Internship schedules.** Develops draft schedules for internships/rotations/visits to clinical sites in collaboration with departments and sites, **coordinates them** in accordance with established procedures, and **submits them to the Vice Rector for Academic Affairs for approval**.

**2.3.3.** Monitors the completion of clinical rotations: attendance, reports, journals/portfolios, and final results—in collaboration with departments and clinical rotation supervisors.

## **2.4. Simulation Center / Practical Skills Center**

**2.4.1.** Coordinates the faculty's participation in the planning and use of the Simulation Center/Practical Skills Center: scheduling of student cohorts, resource requirements (through established procedures), and readiness of facilities.

**2.4.2.** Ensures compliance with safety, ethics, and confidentiality rules during simulation training.

## **2.5. OSCE/OSPE (Dean's Office, Department Administration)**

**2.5.1.** The Dean **organizes** OSCE/OSPE: schedule, logistics of student cohorts, venues, coordination with the Educational Institution and the Simulation Center, collection of reports and analytics on results.

**2.5.2. The head of the relevant department manages the OSCE/OSPE process,** including: developing stations and checklists, appointing examiners, providing methodological support, conducting the exam, and performing initial evaluation.

**2.5.3.** The dean monitors the departments' preparation timelines, the completeness of documentation, the analysis of results, and proposals for improvement (CAPA).

## **2.6. eBilim and Digital Discipline**

**2.6.1.** Ensures the use of eBilim within the faculty: the accuracy of data regarding groups, grade sheets, and reporting within the Dean's Office's purview.

**2.6.2.** The Dean's Office ensures **the preparation and finalization of final grade sheets in eBilim** in accordance with established deadlines and rules; maintains a registry of grade sheets and verifies the accuracy of data.

**2.6.3.** Ensures compliance with access controls and the protection of students' personal data when working in eBilim and preparing reports.

## **2.7. Quality of Education and QMS**

**2.7.1.** Ensures the implementation of QMS processes at the faculty: compliance with regulations, maintenance of the evidence base, and participation in internal audits.

**2.7.2.** Organizes the collection and analysis of quality indicators: academic performance, attendance, class cancellations, results of internships and OSCE/OSPE, inquiries/complaints; initiates corrective and preventive actions (CAPA).

## **2.8. Mentoring and Social Work**

**2.8.1.** Organizes the appointment **of academic group advisors**: compiles a list of candidates, **coordinates with department chairs**, prepares draft orders/directives in accordance with established procedures, and ensures that advisors receive proper training and submit required reports.

**2.8.2.** Organizes social and educational work at the faculty: helping first-year and international students adjust, preventing violations, addressing student concerns, and participating in student committees (within the scope of authority).

**2.8.3.** Organizes and coordinates student-related activities: meetings, information dissemination, and interaction with academic advisors, clinical training sites, dormitories, and relevant University services as needed.

## **3. Rights**

**3.1.** Request information and documents from departments and units necessary for organizing the educational process, clinical rotations, and student support.

**3.2.** Submit proposals to the administration for improving the educational process, clinical training, OSCE/OSPE, and discipline.

**3.3.** Assign tasks to the dean's office staff within the scope of their authority.

**3.4.** Participate in University committees and working groups related to their area of activity.

## **4. Responsibilities**

**4.1.** For organizing the educational process at the faculty within the scope of their authority.

**4.2.** For the accuracy of final grade sheets, academic discrepancies, committee documentation, and adherence to deadlines for closing grade sheets in eBilim.

**4.3.** For the timely coordination of academic schedules and submission of internship schedules for approval by the Vice Rector for Academic Affairs.

**4.4.** For ensuring the organizational readiness of OSCE/OSPE and the completeness of reporting when managing the process through the relevant departments.

**4.5.** For maintaining confidentiality and complying with personal data protection requirements.

**4.6.** For improper performance of duties—within the limits of the labor legislation of the Kyrgyz Republic.

## **5. Final Provisions**

**5.1.** These Instructions shall enter into force by order of the Rector.

**5.2.** Amendments and additions shall be approved in accordance with established procedures.

**5.3.** Employees must acknowledge receipt of these instructions by signing this document.

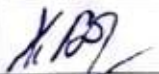
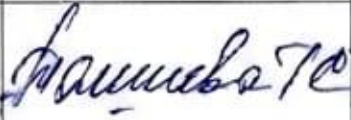







# CHANGE LOG

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

Edition: 1000

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## 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.

