

REGULATIONS ON THE DEPARTMENT

1. General Provisions

1.1. These Regulations define the status, goals, objectives, functions, structure, organization of activities, and responsibilities of the departments of Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. A department is the primary educational and research structural unit of the University, responsible for implementing educational programs, as well as educational, methodological, research, and educational activities; and, if a clinical base is available, clinical activities.

1.3. In its activities, the department is guided by:

- the legislation of the Kyrgyz Republic in the fields of education and healthcare;
- the Charter of the Kyrgyz State Medical University;
- the University’s strategic development plan;
- the Regulations on the Quality Management System (QMS) of JAIU;
- Regulations on the Organization of the Educational Process Using the Credit System;
- other local regulations of the University.

1.4. A department is established, reorganized, and dissolved by order of the rector upon the recommendation of the vice rector and/or the dean of the faculty (institute), taking into account the needs of educational programs, staffing, and resource allocation.

1.5. A department may be:

- general education (core disciplines);
- specialized (training students for a specific educational program);
- clinical (based at a healthcare facility);
- interdepartmental / resource-based.

1.6. The department is not a legal entity; it acts on behalf of the University within the limits of the authority granted to it.

2. Goals and Objectives of the Department

2.1. The main objective of the department is to ensure high-quality training of students in the disciplines and educational programs assigned to the department in accordance with national and international standards, as well as the mission and strategy of JAIU.

2.2. The main tasks of the department are:

2.2.1. Educational:

- Implementation of curricula and course syllabi for designated educational programs;
- ensuring interdisciplinary integration, clinically oriented, and practice-oriented education;
- participating in the development and updating of educational programs, Federal State Educational Standards (FSE), and assessment tools.

2.2.2. Teaching and Methodological:

- developing and updating course outlines, syllabi, teaching materials, and methodological guidelines;
- implementation of modern educational technologies, digital resources, and LMS (eBilim);
- participation in the development of local regulations governing the educational process.

2.2.3. Research:

- conducting research in the department’s field;

- Publication activity of faculty and students;
- participation in grant-funded and contract-based research.

2.2.4. Educational and social:

- educational work with students;
- fostering professional ethics, communication skills, and academic integrity.

2.2.5. For clinical departments, additionally:

- ensuring high-quality clinical training and the development of practical skills and competencies;
- participation in the diagnostic and treatment process at clinical sites.

2.2.6. In the area of quality:

- compliance with the requirements of the JAIU Quality Management System;
- participating in internal monitoring, audit, self-assessment, and program accreditation procedures.

3. Functions of the Department

3.1. Organizational and educational functions:

- planning and conducting lectures, practical, laboratory, and other types of classes;
- scheduling consultation hours and make-up exams within the scope of its authority;
- distributing the teaching load among the department's faculty members.

3.2. Educational and methodological functions:

- developing and reviewing course outlines, syllabi, teaching materials, and learning outcomes;
- preparing banks of test questions and practice-oriented assignments for ongoing, midterm, and final assessments, as well as OSCE/OSPE (for medical programs);
- development and maintenance of online courses in eBilim.

3.3. Research functions:

- organizing research activities for faculty and students;
- preparation of publications, monographs, textbooks, and study guides;
- participation in conferences, seminars, and scientific schools.

3.4. Educational functions:

- mentoring academic groups (if assigned);
- conducting educational events, discussions, and meetings with employers and alumni.

3.5. Functions in the area of quality and analytics:

- Participation in the development and monitoring of KPIs for the department and educational programs;
- analyzing academic performance results, independent study reports, final exams, and surveys of students and faculty;
- preparing proposals for improvement plans (CAPA, roadmaps).

3.6. For clinical departments, additionally:

- planning of faculty members' clinical work;
- Participation in consultations, rounds, and clinical case review conferences;
- compliance with requirements for medical documentation and patient safety.

4. Department Structure and Management

4.1. The department's structure consists of:

- the department chair;
- faculty (professors, associate professors, senior lecturers, assistants, etc.);
- support staff (lab technicians, teaching assistants – if positions are available).

4.2. The department is headed by the department chair, who is appointed (elected/approved) in accordance with the Regulations on the Procedure for Filling Academic Staff Positions at JAIU.

4.3. The department chair reports to the dean of the faculty (director of the institute) and the vice-rector for academic (and/or clinical) affairs, and on scientific matters—to the vice-rector for scientific affairs.

4.4. The department has a departmental council (departmental meeting), which is a collegial governing body that makes decisions on key issues related to academic, scientific, methodological, and educational work.

4.5. Procedure for holding department meetings:

- meetings are held at least once a month;
- minutes are taken and signed by the chair (department head) and the secretary;
- the minutes are stored in accordance with the file classification system.

4.6. In the event of the temporary absence of the department head, his or her duties are performed by a person appointed by order of the rector upon the recommendation of the dean/director.

5. Rights and Responsibilities of the Department

5.1. The department has the right to:

- participate in the development and discussion of educational programs, curricula, and local regulations;
- make proposals regarding staffing, faculty incentives, and workload distribution;
- initiate the introduction of new disciplines and modules, and the selection of elective courses;
- make proposals regarding the development of the department's material and technical resources;
- participate in defining the strategic and operational objectives of the faculty/institute.

5.2. The department is responsible for:

- the quality of the implementation of the courses and practical training assigned to the department;
- compliance with curricula and academic calendars;
- ensuring that the curriculum and course outlines comply with the requirements of the State Educational Standards (GOSO) and the State Educational Standards of the Kyrgyz Republic (GOSO KR), as well as the accreditation standards of the Ministry of Education and Science of the Kyrgyz Republic () and the Quality Management System (QMS) of the Kyrgyz Academy of Public Administration (JAIU);
- maintaining and safeguarding educational and methodological documentation, and ensuring the accuracy of data in eBilim;
- implementation of plans for scientific, methodological, and educational work;
- adherence to standards of academic integrity and ethics;
- for clinical departments – compliance with standards for the provision of medical care and patient safety.

6. Organization of the Department's Activities

6.1. The department's activities are carried out based on:

- the department's annual work plan;
- individual work plans of the faculty;
- plans for educational, methodological, and research work;
- plans for educational work (if assigned groups exist);
- quality and improvement plans (CAPA).

6.2. Main areas of the department's annual plan:

- implementation of the educational process;
- educational and methodological work;
- research activities;
- educational and social work with students;

- international cooperation (if applicable);
- quality assurance activities (monitoring, analysis, internal audits).

6.3. The department ensures:

- the availability and relevance of course outlines/syllabi for all disciplines;
- uploading syllabi, materials, assignments, grades, and reports to the eBilim LMS;
- the creation and updating of the FOS and banks of tests/clinical tasks;
- conducting ongoing, midterm, and final assessments, OSCE/OSPE, etc.

6.4. Results regarding academic performance, attendance, and independent study are subject to regular analysis at department meetings, with formalized minutes of decisions and proposals for improvement.

7. Departmental Interaction with Other Units

7.1. The department interacts with:

- deans' offices/directorates – on matters related to student enrollment, schedules, academic performance, and discipline;
- the Academic Affairs Office – regarding planning and organization of the educational process, reporting, and eBilim;
- the Quality Management Department – regarding the Quality Management System, quality monitoring, surveys, internal audits, and accreditation;
- the library – regarding the provision of educational and scientific literature and access to databases;
- IT Department – regarding the operation of eBilim and digital resources;
- Human Resources Department – regarding the department's staffing;
- Clinical sites (for clinical departments) – regarding internships, clinical activities, and joint events.

8. Specifics of Clinical Department Operations

8.1. A clinical department operates within a healthcare facility (HCF) based on an agreement between JAIU and the host organization.

8.2. Additionally, the clinical department:

- ensures the conduct of practical sessions, clinical case reviews, and clinical rotations directly within the HPC;
- participates in the treatment and diagnostic process to the extent specified in the agreement and the job responsibilities of the teaching staff;
- is responsible for compliance with occupational safety, infection control, and medical ethics requirements.

8.3. Faculty members of the clinical department, as a rule, must have:

- a valid specialist certificate / confirmation of professional competence;
- a category/degree (as required by clinical standards and the healthcare facility).

8.4. The academic records of clinical departments are maintained in accordance with the requirements of the University and healthcare facilities (class logs, practice journals, logbooks, reports).

9. Department Documentation

9.1. The department maintains and stores the following key documents (the list is subject to change):

- these Regulations on the Department;
- the Department's annual work plan and report;
- minutes of Department meetings;
- individual work plans and reports of the teaching staff;
- Course descriptions/syllabi, teaching materials, and methodological guidelines;
- Assessment resources (AR), banks of test questions, case studies, and OSCE stations;
- class attendance logs (paper copies, if available) and electronic records in eBilim;

- documents related to research work (plans, reports, lists of publications);
- documents related to educational work (plans, reports);
- Departmental regulations (if available);
- other documents in accordance with the University’s file classification system.

9.2. Retention periods, transfer to the archives, and procedures for handling documents are determined by the Regulations on the System of Regulatory Documents and the File Classification System of JAIU.

10. Evaluation of the Department’s Performance

10.1. The effectiveness of the department’s activities is evaluated based on:

- fulfillment of the teaching load and work plans;
- student academic performance and discipline indicators;
- the results of educational program accreditation;
- indicators of research activity (publications, grants, conferences);
- fulfillment of the department’s KPIs and contribution to the University’s KPIs;
- results of student and faculty surveys;
- results of internal and external audits;
- the department’s participation in projects and international activities.

10.2. Based on the evaluation results, decisions may be made:

- to recognize the department and faculty;
- to adjust work plans;
- on quality improvement measures (CAPA, roadmaps);
- on reorganizing the department (if necessary).

11. Final Provisions

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

11.2. Amendments and additions to these Regulations shall be made upon the recommendation of the Department Council, the Dean/Director, the Academic Affairs Office, or the Rector and shall be approved in accordance with established procedures.

11.3. In all matters not covered by these Regulations, the department shall be guided by the Charter of JAIU and the University’s current local regulations.

APPROVAL SHEET

Document Title: **Regulations on the Department of JAIU (Model)**

Document code: **SMK-10-06**

Version (edition): **1.0**

Date: “_” _____ 20

No.	Position/Department	Full Name	Approval/ Signature	Date	Note
1	Developer (responsible): Head of Department				
2	Dean of the Faculty (approval)				
3	Vice Rector for Academic Affairs (<i>if the department participates in the implementation of the educational program</i>)				
4	QMS Supervisor: Vice Rector for Quality and Clinical Affairs				

5	Quality Management Department / Quality Service (QMS Control)				
6	Legal Department (Legal Review)				
7	UIO (<i>if the department uses eBilim: journals/SRC/assessment</i>)				
8	Rector's Office (review)				
9	APPROVED BY: Rector of JAIU				Order No. __

LIST OF DEVELOPERS AND RESPONSIBLE PERSONS

Role	Department/ Body	Full Name	Position	Responsibility
Document owner	Department of JAIU			Relevance of the provision, compliance with the department's functions
Developer (responsible executor)	Department Chair			Preparation/update of the document, implementation within the department
Approving (organizational level)	Dean's Office			Compliance with the faculty structure and educational program
QMS control/Registration	OQMS / Quality Service			Version control, entry into the QMS registry, validity verification
QMS Supervisor	Vice Rector for Quality and Clinical Affairs			Alignment with the QMS and accreditation requirements
Legal review	Legal Department			Legal correctness of powers and wording
Person responsible for implementation	Department Chair + Department Faculty			Communication to staff, compliance with requirements
Original holder	Department secretary <i>(or department chair— if there is no secretary)</i>			Storage of the original (paper copy), issuance of copies
Administrator of the electronic version	Department secretary <i>(+ UIO/IT for EDO)</i>			Electronic version, placement in the EDO/e-archive

Appendix 1

Recommended annual work plan for the department (template)

May be formatted as a table in Word/Excel.

TABLE. Departmental Annual Work Plan for the 20__ / 20__ Academic Year

Table columns:

1. No.
2. Work Section
3. Activity / Work Content
4. Deadline
5. Person(s) responsible
6. Completion status

Recommended plan structure:

1. **Departmental organizational work**
 1. Development and approval of the department's annual work plan.
 2. Distribution of teaching load among faculty members.
 3. Scheduling faculty consultation hours.
 4. Holding department meetings (at least once a month).
2. **Academic work**
 1. Providing course outlines/syllabi for all department courses.
 2. Conducting classes (lectures, practical sessions, lab work).
 3. Organizing and conducting ongoing and midterm assessments, as well as final examinations.
 4. Analyzing academic performance results (at the end of the semester) and developing measures for improvement.
3. **Educational and Methodological Work**
 1. Updating course descriptions/syllabi and teaching materials for the department's courses.
 2. Developing/updating learning outcomes, test questions, case studies, and OSCE stations (for medical programs).
 3. Preparation of methodological guidelines for completing independent study assignments, term papers, and internships.
 4. Updating e-courses in the LMS (eBilim).
4. **Research work**
 1. Planning the department's research topics and individual faculty members' research plans.
 2. Preparation and publication of articles, monographs, and textbooks.
 3. Organizing faculty and student participation in conferences.
 4. Preparing grant applications and contract research proposals.
5. **Educational work and work with students**
 1. Supervising assigned academic groups.
 2. Conducting advising sessions and educational activities.
 3. Career guidance, meetings with alumni and employers.
 4. Working with struggling and highly motivated students, mentoring.
6. **Clinical work (for clinical departments)**
 1. Faculty participation in the diagnostic and treatment process at clinical sites.
 2. Conducting clinical-anatomical/clinical case reviews and conferences.
 3. Monitoring the maintenance of faculty medical records.
 4. Providing clinical facilities for practical training and OSCE.
7. **International activities and academic mobility**
 1. Participation in international conferences and projects.

2. Admission and support of international students (within the framework of the educational program).
3. Collaboration with international partners in the department's field.
8. **Quality assurance and QMS**
 1. Participation in student and faculty surveys.
 2. Analysis of survey results, academic performance, and internal audits.
 3. Developing and implementing improvement plans (CAPA) based on monitoring results.
 4. Preparing materials for program accreditation.
9. **Department Reporting**
 1. Preparation of the department's semi-annual and annual reports.
 2. Preparing information for reports to the dean, vice-dean, and rector.

Within each section, you simply list the activities in the table rows, specifying deadlines and responsible parties.

Appendix 2

Sample List of Departmental Files

This is formalized by a university order; the following is a recommended list.

Table columns:

1. File index (code)
2. Case title
3. Retention period
4. Note

Example:

1. Index: Dept.01-01
Title: Department Regulations
Retention period: Indefinite
Note: Original, certified copy in the UIO
2. Index: Dept.01-02
Title: Department's Annual Work Plans
Retention period: 5 years
Note: By year
3. Index: Dept. 01-03
Title: Department annual reports
Retention period: 5 years
4. Index: Dept.02-01
Title: Department meeting minutes
Retention period: Indefinite
5. Index: Dept.02-02
Title: Department minutes registration logs
Retention period: 5 years
6. Index: Dept.03-01
Title: Course syllabi
Retention period: 5 years after replacement with a new edition
7. Index: Dept.03-02
Title: Teaching and learning materials, methodological guidelines
Retention period: 5 years after replacement
8. Index: Dept. 03-03
Title: Assessment tool collections (FOS), tests, case studies, OSCE stations
Retention period: 5 years

9. Index: Dept. 04-01
Title: Individual work plans for teaching staff
Retention period: 5 years
10. Index: Dept. 04-02
Title: Faculty reports on individual plans
Retention period: 5 years
11. Index: Dept. 05-01
Title: Class attendance logs (paper-based)
Retention period: 5 years
12. Index: Dept. 05-02
Title: Reports on academic performance, test and exam records (copies if necessary)
Retention period: 5 years
13. Index: Dept. 06-01
Title: Documents related to the department's research activities (plans, reports, lists of publications)
Retention period: 5 years
14. Index: Dept.06-02
Title: Materials from department conferences and scientific seminars (programs, abstracts, lists of participants)
Retention period: 5 years
15. Index: Dept.07-01
Title: Documents on educational work and student advising
Retention period: 5 years
16. Index: Dept.08-01
Title: Correspondence between the department and the dean's office, the rector's office, and external organizations regarding key operational matters
Retention period: 5 years
17. Index: Dept.09-01
Title: Materials on internal monitoring and audit (questionnaires, summary reports, improvement plans)
Retention period: 5 years
18. Index: Dept.10-01 (for clinical departments)
Title: Agreements with clinical sites (copies), clinical work plans
Retention period: For the duration of the agreement + 5 years

If necessary, this list can be easily expanded to meet the requirements of the JAIU archive and the QMS.

Appendix 3

Department meeting minutes form

Recommended template.

JALAL-ABAD INTERNATIONAL UNIVERSITY
Faculty (Institute) _____
Department _____

MINUTES No. ____
of the Department Meeting _____

on “_” _____ 20

Venue: _____

In attendance:

Department Chair: _____

Department members (Full name, position):

...

Absent: (specify valid / invalid reason)

Agenda:

Presenter: _____

Presenter: _____

Regarding the first item on the agenda:

HEARD:

Full name, title, summary of the report.

SPEAKERS:

Full name, summary of remarks (if necessary).

RESOLVED:

Deadline: _____

Person(s) responsible: _____

On the second item on the agenda:

HEARD: ...

SPOKE: ...

RESOLVED: ...

(and so on for each item)

Decisions adopted at the department meeting are binding on the department's faculty and staff within the scope of their authority.

Chair of the meeting (Department Chair) _____ /Full Name/

Secretary of the meeting _____ /Full Name/

JOB DESCRIPTION FOR THE DEPARTMENT CHAIR

1. General Provisions

- 1.1. The Head of the Department is classified as a manager of a university structural unit.
- 1.2. The Head of Department is appointed and dismissed by order of the Rector **upon the recommendation of the Vice Rector for Academic Affairs** (and/or in accordance with the procedures established by the University Charter and local regulations).
- 1.3. The Department Chair **reports directly to the Vice Rector for Academic Affairs**.
- 1.4. Regarding matters related to the faculty's activities, student affairs, committees, and social and educational work, the department collaborates with the dean (within the limits of approved regulations) **without establishing a subordinate relationship**.
- 1.5. During the temporary absence of the department chair (vacation, illness, business trip), his or her duties are performed by a member of the department's faculty appointed by order of the rector upon the recommendation of the Vice Rector for Academic Affairs.
- 1.6. The department head must be familiar with: Kyrgyz legislation in the fields of education and labor; state educational standards; the university's local regulations on the educational process and assessment; the fundamentals of quality management (QMS), internal control, and risk management; occupational safety and fire safety requirements; and the rules for maintaining academic records and working in eBilim.
- 1.7. In carrying out their duties, the department chair is guided by: the University Charter; decisions of governing bodies; orders and directives of the rector and the vice rector for academic affairs; the department regulations; local regulations; QMS documents; and this job description.

2. Purpose of the Position

Ensuring the effective operation of the department: **quality of teaching**, implementation of curricula and syllabi, methodological and research work, discipline, and manageability of departmental processes, including digital traceability in **eBilim**.

3. Functions

- 3.1. Managing the department's activities (educational, methodological, educational, and scientific).
- 3.2. Organizing and supervising the teaching of the department's courses and ensuring compliance with academic regulations.
- 3.3. Management of the department's staff: assignment of responsibilities, mentoring, professional development.
- 3.4. Ensuring the department's operations in eBilim: journal, electronic teaching materials, self-study materials, reports, internships, and the academic advisor module (when assigned).
- 3.5. Participation in the Quality Management System (QMS): meeting quality indicators, resolving non-conformities.
- 3.6. Planning and monitoring the teaching load and staffing needs of the department.

4. Job Responsibilities

4.1. Educational Process and Quality Control

- 4.1.1. Ensures the implementation of curricula, course syllabi, and academic calendars for the department's courses.
- 4.1.2. Organizes the distribution of courses and teaching load among the department's faculty; monitors the actual fulfillment of the teaching load.
- 4.1.3. Monitors the quality of teaching: class attendance, analysis of open classes, and compliance with requirements for the methodological support of courses.
- 4.1.4. Organizes the preparation and conduct of midterm and final assessments for the department's courses in accordance with approved regulations and schedules.
- 4.1.5. Ensures the prevention and analysis of the causes **of class disruptions**, takes corrective measures, and submits proposals to the Vice Rector for Academic Affairs.

4.2. eBilim: the department's digital course

4.2.1. Ensures that the department's teaching staff maintain **an electronic journal** (attendance, participation, grades, and independent study records) in eBilim by the established deadlines.

4.2.2. Monitors the completion of **electronic course materials** for each course: syllabus, course outline, materials, assignments, criteria, and assessment tools.

4.2.3. Ensures the timely submission of departmental reports based on eBilim data: academic performance, attendance, participation, absences, independent study assignments, etc.

4.2.4. Collaborates with the IT department and the eBilim administrator on issues related to roles, access, data accuracy, and regulations.

4.3. Methodological Work and Regulatory Compliance

4.3.1. Organizes the development/updating of the curriculum, course outlines, and the department's teaching materials.

4.3.2. Ensures compliance with local regulations regarding the educational process, assessment, independent study, and internships.

4.3.3. Submits proposals to the Vice Rector for Academic Affairs regarding the improvement of the educational process and the implementation of modern teaching methods.

4.4. Internships and Clinical Block (for clinical/morphological departments)

4.4.1. Organizes methodological support for internships in the department's field: programs, assignments, assessment criteria, and reporting.

4.4.2. Collaborates with teaching/clinical sites and university departments within the department's scope of authority.

4.4.3. If necessary, provides the department's portion of materials for simulation training and OSCE/OSPE (in accordance with approved regulations).

4.5. Departmental Human Resources and Professional Development

4.5.1. Assigns functional responsibilities to department staff and approves schedules for consultations and departmental events.

4.5.2. Submits proposals to the Vice Rector for Academic Affairs regarding incentives/disciplinary actions, personnel changes, and staffing needs.

4.5.3. Organizes professional development for the department's faculty (pedagogy, psychology, methodology, specialized disciplines), and prepares plans and reports.

4.6. Research and Educational Work

4.6.1. Organizes the department's research activities and the participation of faculty and students in conferences and projects.

4.6.2. Supports student research, mentoring, and career guidance.

4.6.3. Regarding faculty events, collaborates with the dean as directed by instructions or regulations, without violating the chain of command.

4.7. Workload, Staff, and Resources

4.7.1. Compiles departmental data for the distribution of teaching workload, staffing needs, and project proposals by staff positions.

4.7.2. Submits proposals regarding the department's logistical and technical support.

4.7.3. Ensures the proper record-keeping of departmental documentation and the preservation of departmental property within the allocated limits.

4.8. QMS and Internal Control

- 4.8.1. Ensures the implementation of departmental processes within the QMS: record-keeping, compliance with regulations, and participation in internal audits.
- 4.8.2. Analyzes nonconformities (logs, teaching materials, attendance, disruptions) and implements corrective actions.
- 4.8.3. Represents the department during inspections, accreditations, and committee meetings.

5. Rights

The Department Chair has the right to:

- 5.1. Request reports and documents from department staff necessary for managing the educational process and quality.
- 5.2. Submit proposals to the Vice Rector for Academic Affairs regarding personnel decisions, workload, incentives, and disciplinary measures.
- 5.3. Represent the department on university committees and working groups.
- 5.4. Initiate improvements to teaching methods, assessment procedures, and digital processes.
- 5.5. Access eBilim data within the scope of their responsibilities.

6. Responsibilities

The Department Chair is responsible for:

- 6.1. For the implementation of curricula and the quality of teaching in the department's disciplines.
- 6.2. For compliance with local regulations and academic process guidelines.
- 6.3. For the timeliness and accuracy of departmental reporting, including eBilim data.
- 6.4. For systemic violations: disruption of classes, failure to maintain an electronic grade book, absence or obsolescence of the electronic teaching materials, and failure to take corrective action.
- 6.5. For compliance with occupational safety and fire safety requirements within the department.

7. Relationships (Work-Related Interactions)

The department chair interacts:

1. with **the Vice Rector for Academic Affairs**—on the educational process, quality, reporting, workload, and personnel proposals;
2. with **the dean**—on matters concerning students, committees, faculty events, and documents (within the scope of regulations);
3. with **the Academic Information Office (UIO)** — regarding schedules, timetables, course load, analytics, and regulations;
4. with **the eBilim administrator** — regarding access, roles, reporting, and data accuracy;
5. with other departments — interdisciplinary modules, joint events.

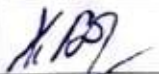
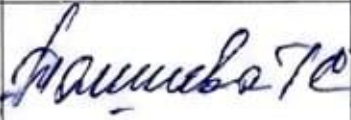







CHANGE LOG

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

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

№	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.

