

**REGULATIONS**  
**on the Educational and Information Department (EID)**

**1. General Provisions**

1.1. The Academic and Information Department (hereinafter referred to as **the AID**) is a structural unit of JAIU responsible for providing organizational and informational support for the educational process and managing academic data.

1.2. In its activities, the EID is guided by the legislation of the Kyrgyz Republic, the Charter of JAIU, local regulations, QMS documents, orders of the rector, and decisions of the rectorate.

1.3. The AID interacts with the deans' offices, departments, the Academic Affairs Department, the Quality Assurance Office/Quality Service, the IT Service, the Registrar's Office/Archives, the Human Resources Department, the Research Department, and other units.

1.4. Main channels for data recording and logging: **LMS/AIS eBilim**, electronic ledgers/journals, electronic archive (if an electronic document management system is available).

**2. Purpose and Objectives of the UIO**

2.1. The purpose of the UIO is to ensure **the manageability of the educational process** and **the reliability of educational data** at JAIU (student body, curricula, schedule, records, reporting, archive).

2.2. Tasks of the UIO:

a) maintaining and updating academic data (student body, groups, orders regarding student body movements—in terms of record-keeping);

b) organizational support for **the credit system** (records, modularity, transcripts/results);

c) administration of the academic module in **eBilim** in collaboration with IT (role of "data owner/operator");

d) creating and maintaining the schedule (if assigned to the Academic Affairs Office);

e) preparation and monitoring of academic reports (semester/year, upon request from management and the Academic Affairs Office);

f) ensuring the preservation of academic records (reports, transcripts, minutes, archives).

**3. Functions of the Academic Affairs Office**

**3.1. Student Body and Academic Data**

1. creating/updating lists of groups, cohorts, and subgroups;

2. recording changes in student enrollment based on orders (enrollment/transfer/withdrawal/academic leave—in terms of record-keeping);

3. verifying the accuracy of identifiers, courses, and links in eBilim.

**3.2. Curricula and Academic Calendar**

1. Entering/updating curricula and the academic calendar in eBilim (in collaboration with the Academic Affairs Department);

2. verifying that data complies with plans approved in accordance with established procedures.

**3.3. Scheduling and Organization of Classes** *(if assigned to the Academic Affairs Office)*

1. Collecting source data (course load, classrooms, class sections, clinical/simulation sessions);

2. publishing the schedule and any changes;
  3. maintaining a log of schedule changes (reason/date/person responsible).
- 3.4. Reports, results, and transcripts**
1. Generation of module/final grade sheets and verification of data completeness;
  2. preparing extracts from reports/certificates of academic performance upon request in accordance with regulations;
  3. verifying the timely closure of the semester regarding data/reports.
- 3.5. eBilim (academic environment)**
1. configuring academic entities (groups, courses, periods) within the Academic Affairs Office's area of responsibility;
  2. verifying the accuracy of journals/reports (within the scope of the Academic Affairs Office's functions);
  3. preparing exports/reports for management, the Academic Affairs Office, and deans' offices.
- 3.6. Academic Reporting**
1. preparing regular reports: student population, academic performance, outstanding credits, trends, attendance (based on eBilim data/stats);
  2. providing reports upon request from the Ministry of Education and Science or for accreditation purposes, as directed by the rector's office.
- 3.7. Document Flow and Archiving of Academic Records**
1. maintaining the UIO file classification system (regarding academic records);
  2. storing originals/electronic versions of academic transcripts and key academic records (if specified by order);
  3. transferring documents to the archive according to retention periods.

#### **4. Rights of the UIO**

The UIO has the right to:

- 4.1. Request data necessary for accounting and reporting from departments.
- 4.2. Return documents/data containing errors for correction (in accordance with established procedures).
- 4.3. Initiate memos regarding violations of deadlines or quality standards for entering academic data.
- 4.4. Make proposals for process improvement (CAPA) and the digitization of academic record-keeping.

#### **5. Responsibilities**

5.1. The Academic Affairs Officer is responsible for:

1. the accuracy and integrity of academic data within their area of responsibility;
2. meeting deadlines for generating statements/reports;
3. compliance with confidentiality and personal data protection requirements.

5.2. The Head of the UIO is responsible for assigning tasks, monitoring their execution, and liaising with management.

#### **6. Organizational Structure and Reporting Lines**

- 6.1. The UIO is headed by **the Head of the UIO**, appointed by order of the Rector.
- 6.2. The UIO reports to **the Vice Rector for Academic Affairs** (or another official as assigned).
- 6.3. Structure of the Academic Information Office (example): Head of the Academic

Information Office, specialists in record-keeping/scheduling/reports, eBilim operator (if necessary).

### **7. Coordination with departments**

1. **Academic Affairs Office/Vice Rector for Academic Affairs:** plans, schedules, regulations, monitoring of implementation.
2. **Dean's Office:** student body, exam sessions, eligibility, orders (regarding record-keeping).
3. **Departments:** grade books/grades/independent study (regarding data completeness).
4. **Quality Assurance Office:** quality monitoring reports, internal audits, CAPA.
5. **IT Department:** access rights, eBilim stability, backup procedures, electronic document management/archive.
6. **Office/Archive:** retention periods, transfer to the archive.

### **8. Records (evidence) and storage**

UIO records include: ledgers, statements, reports, schedule change logs, eBilim exports, and memos.

Storage procedures and retention periods—in accordance with the file classification system and SMK-70-06.

### **9. Monitoring and Review**

9.1. Compliance with these Regulations is monitored by the Vice Rector for Academic Affairs and the Academic Affairs and Quality Management Committee (within the framework of the QMS).

9.2. Review — at least once every 3 years or upon changes to processes/eBilim/regulatory acts.

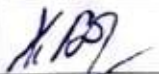
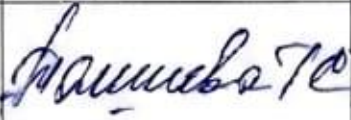







# CHANGE LOG

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.

