

**INSTITUTION “JALAL-ABAD INTERNATIONAL UNIVERSITY” (JAIU)**

**APPROVED**

by order of the Rector of JAIU

dated “” \_\_\_\_\_ **2026** No. \_\_\_\_

**REGISTER (COLLECTION) OF JOB DESCRIPTIONS  
AND DELINEATION OF AUTHORITIES OF JAIU EMPLOYEES**  
*(by organizational structure and reporting lines)*

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## 1. GENERAL PROVISIONS

1. This Register (compilation) is a local regulatory act of JAIU and establishes a list of job descriptions, their current versions, as well as the division of authority and reporting lines of employees in accordance with the university's organizational structure.
2. The Register is applied in the following cases: appointment to a position, definition of job functions, evaluation of performance, allocation of responsibilities, conduct of internal inspections, performance reviews, and audits.
3. The Register is mandatory for university employees to follow in matters pertaining to their job duties.

## 2. LEGAL BASIS

The Register has been developed based on:

1. **The Charter of JAIU;**
2. **The Labor Legislation of the Kyrgyz Republic;**
3. **The laws of the Kyrgyz Republic in the field of education;**
4. Local regulatory acts of JAIU (Internal Labor Regulations, regulations on structural units, academic process regulations, QMS documents, etc.);
5. Orders and directives of the Rector of JAIU.

1) Basis for any local regulations

1. **Constitution of the Kyrgyz Republic (May 5, 2021).**
2. **Law of the Kyrgyz Republic "On Normative Legal Acts of the Kyrgyz Republic" (No. 241 of July 20, 2009).** ([CBD Minjust](#))

2) Labor, Personnel, Discipline, and Liability

1. **Labor Code of the Kyrgyz Republic (No. 23, dated January 23, 2025).** ([CBD Minjust](#))

3) Education and University Administration

1. **Law of the Kyrgyz Republic "On Education" (No. 179 of August 11, 2023).** ([CBD Minjust](#))
2. **Law of the Kyrgyz Republic "On Science" (No. 170 of August 8, 2023).** ([CBD Minjust](#))
3. **Constitutional Law of the Kyrgyz Republic "On the State Language of the Kyrgyz Republic" (No. 140 of May 17, 2023).** ([CBD Minjust](#))

4) Anti-Corruption and Compliance (for managers and decision-makers)

1. **Law of the Kyrgyz Republic "On Combating Corruption" (No. 153 of August 8, 2012).** ([CBD Minjust](#))
2. **Law of the Kyrgyz Republic "On Conflict of Interest" (No. 206 of December 12, 2017).** ([CBD Minjust](#))

5) Document Management, Petitions, and Access to Information

1. **Law of the Kyrgyz Republic “On the Procedure for Considering Citizens’ Petitions” (No. 67 of May 4, 2007).** ([CBD Minjust](#))
2. **Law of the Kyrgyz Republic “On the Right to Access Information” (No. 217 of December 29, 2023).** ([Media Policy Institute](#))  
(Important: The previous Law No. 213 of 2006 is marked in the database as repealed) ([CBD Minjust](#))

6) Personal Data, State Secrets, Cybersecurity (especially for eBilim/E-Kyzmat/1C)

1. **Law of the Kyrgyz Republic “On Personal Data” (No. 58 of April 14, 2008).** ([CBD Minjust](#))
2. **Law of the Kyrgyz Republic “On the Protection of State Secrets of the Kyrgyz Republic” (No. 210 of December 15, 2017).** ([KRSU-Vestnik](#))
3. **Law of the Kyrgyz Republic “On Cybersecurity of the Kyrgyz Republic” (No. 121 of July 17, 2024).** ([KRSU-Vestnik](#))

7) E-Government and Digital Signatures (Official Digital Legitimacy)

1. **Law of the Kyrgyz Republic “On E-Government” (No. 127 of July 19, 2017).** ([CBD Minjust](#))
2. **Law of the Kyrgyz Republic “On Electronic Signatures” (No. 128 of July 19, 2017).** ([KRSU-Bulletin](#))

8) Finance, Accounting, Procurement (for the Rector’s Office, Accounting Department, and Logistics Department)

1. **Tax Code of the Kyrgyz Republic (No. 3 of January 18, 2022).** ([Facebook](#))
2. **Law of the Kyrgyz Republic “On Accounting” (No. 76 of April 29, 2002).** ([CBD Minjust](#))
3. **Law of the Kyrgyz Republic “On Public Procurement” (No. 27, dated April 14, 2022).** ([CBD Minjust](#))

9) Occupational Safety and Fire Safety

1. **Law of the Kyrgyz Republic “On Occupational Safety” (No. 167 of August 1, 2003).** ([CBD Minjust](#))
2. **Law of the Kyrgyz Republic “On Fire Safety” (No. 118 of May 22, 2022).** ([CBD Minjust](#))

10) For the international contingent (if you actually have foreign students/employees)

1. **Law of the Kyrgyz Republic “On External Migration” (No. 61 of July 17, 2000).**

### **3. STRUCTURE AND DELIMITATION OF AUTHORITY**

3.1. The division of authority is defined by levels:

1. **Level 1** — Administration (Rector/President, Vice Rectors);
2. **Level 2** — Dean’s Office, heads of departments (Academic Affairs, Human Resources, Accounting, etc.);

3. **Level 3** — departments and faculty;
4. **Level 4** — academic support and technical staff.

3.2. For each document/process, the following is specified:

**approves / authorizes / executes / monitors** (and where records are kept: eBilim/1C/E-kyzmat/logbook).

#### **4. PROCEDURE FOR MAINTAINING THE REGISTER**

1. The Registry is maintained by the responsible department (e.g., HR or UIO—as designated by your order).
2. Grounds for changes: changes in structure, implementation of new modules (eBilim/E-kyzmat), changes in functions, results of inspections/audits.
3. Changes are implemented by order of the rector and recorded in **the Change Log**.

## JOB DESCRIPTION OF THE UNIVERSITY PRESIDENT

### 1. General Provisions

1.1. The University President belongs to the category of top-level management and is an official who provides **strategic leadership** for the university's development and represents its interests externally **within the scope of authority** established by the University Charter and the decisions of the Founders (Board of Founders).

1.2. The President is **a separate position** that does not combine the functions of the Rector.

1.3. The President is appointed and removed from office **by a decision of the Founders' Council** (or another body of the Founders provided for in the Charter).

1.4. The President is accountable to **the Founders' Council**.

1.5. The President **exercises day-to-day (operational) management** of the university. Day-to-day management, organization of the educational process, personnel decisions, and orders and directives regarding current activities fall within the Rector's authority within the limits of the Charter and local regulations.

1.6. The President must be familiar with: the legislation of the Kyrgyz Republic in the field of education and organizational management; the fundamentals of corporate and strategic management; the principles of quality management systems and risk management; the fundamentals of financial and economic analysis; the principles of international cooperation and academic diplomacy; and compliance requirements and conflict of interest prevention.

1.7. In carrying out their duties, the President is guided by: the legislation of the Kyrgyz Republic; the Charter; decisions of the Founders' Council; local regulations pertaining to the President's authority; QMS documents; and this job description.

### 2. Purpose of the Position

To ensure the strategic development, sustainability, and reputation of the university; to enhance international competitiveness; to strengthen partnerships and investment potential; and to oversee the implementation of key strategic decisions made by the founders.

### 3. Duties of the President

3.1. Strategic leadership and oversight of the implementation of the university's development strategy.

3.2. Representing the university and its founders at the national and international levels.

3.3. Coordinating major development projects (infrastructure, investments, international programs) at the strategic level.

3.4. Monitoring key risks and key performance indicators (KPIs) of the university.

3.5. Supporting the quality policy and development of the Quality Management System (QMS) at the level of objectives and management decisions.

### 4. Job Responsibilities

#### 4.1. Strategy and Development Management

4.1.1. Initiates the development and/or reviews the university's development strategy (3–5 years), key performance indicators (KPIs), and key projects, and submits them for review/approval by the Board of Founders in accordance with the procedures established by the Charter.

4.1.2. Monitors the implementation of the strategy based on regular reports from the Rector (quarterly/semiannual/annual).

4.1.3. Develops proposals for the development of new academic programs, international programs, research projects, digital transformation, and university infrastructure.

## 4.2. External Relations and International Positioning

4.2.1. Represents the university in negotiations with key partners: government agencies, international organizations, foreign universities, investors, and donors.

4.2.2. Initiates the conclusion of memorandums of understanding (MoUs), partnership agreements, and investment agreements within the scope of authority and in accordance with the approval process.

4.2.3. Promotes the development of the university's international reputation, the promotion of educational programs for international students, and the development of academic mobility.

## 4.3. Investments and Major Management Decisions

4.3.1. Facilitates the attraction of investments, grants, partnership funds, charitable support, and other sources of funding for development projects.

4.3.2. Reviews proposals for major transactions/purchases/infrastructure projects and submits them to the founders (if provided for by the Charter/LNA).

4.3.3. Requests and analyzes financial and economic justifications for major projects (impact, risks, payback period, legal restrictions).

## 4.4. Quality, QMS, and Risks (Policy Level)

4.4.1. Supports the university's quality policy, the QMS's strategic objectives, and the culture of quality; reviews the results of the management review at the level of key findings and risks.

4.4.2. Initiates the review of critical risks (educational quality, reputation, safety, compliance) and requires the rector to develop a corrective action plan ( ) within the established procedures.

4.4.3. Promotes the development of a transparent reporting system and performance indicators (KPI dashboards, strategic reports).

## 4.5. Coordination with the Rector

4.5.1. Communicates the founders' strategic decisions to the rector and monitors their implementation through agreed-upon indicators and reports.

4.5.2. Reviews the rector's reports on key areas: quality, finance, human resources, international activities, infrastructure, and digital development.

4.5.3. Issues direct instructions to employees and departments regarding day-to-day operations, except in cases expressly provided for by the Charter or decisions of the founders.

## 5. Powers of the President

The President has the right to:

5.1. Request strategic reports, analytical reports, and information from the Rector necessary for monitoring KPIs and risks.

5.2. Participate in meetings of the university's governing bodies (within the limits of the powers provided for in the Charter).

5.3. Submit proposals on strategy, investments, international projects, and top-level management structure to the Founders' Council for consideration.

5.4. Initiate inspections/audits regarding strategic risks (through the established procedure: founders/rector/departments), without interfering in operational activities.

5.5. Represent the university in external negotiations and sign documents **only within the scope of the delegated authority** and the established procedure.

## 6. Responsibility

The President is responsible for:

- 6.1. For the proper exercise of the powers established by the Charter and the decisions of the founders.
- 6.2. For maintaining confidentiality and preventing conflicts of interest.
- 6.3. For the consequences of decisions made by the President within the scope of his or her authority, in accordance with the laws of the Kyrgyz Republic and the Charter.

#### 7. Relationships (Official Duties)

- 7.1. The President interacts with the Board of Founders, the Rector, the Vice Rectors (on strategic issues), the Chief Accountant (on project financial reporting), and the heads of key departments (on agreed-upon reports).
- 7.2. The President interacts with the University's external partners on matters of strategy, reputation, international relations, and investments.

#### 8. Division of Powers Between the "President" and the "Rector" (to be codified in the Local Normative Act)

**President:** strategy, high-level external representation, investments/development, monitoring of KPIs and risks, oversight of the implementation of strategic decisions by the founders.

**Rector:** day-to-day management of the university, orders/directives, organization of the academic process, personnel decisions and discipline, management of departments, financial and administrative activities within the framework of approved plans.

#### 9. Procedure for the Rector's Reporting to the President

- 9.1. Quarterly: KPI dashboard, key risks, status of development projects.
- 9.2. Annually: annual quality report (QMS), financial report, report on international activities and investments, development plan for the following year.

## JOB DESCRIPTION FOR THE RECTOR

### 1. General Provisions

1.1. The Rector is classified as an executive officer and serves as the sole executive body managing the university within the scope of authority established by the legislation of the Kyrgyz Republic, the Charter of JAIU, and local regulations.

1.2. The Rector acts on behalf of the university without a power of attorney and represents its interests before state bodies, local government bodies, organizations, and institutions.

1.3. The procedure for election (appointment), accountability, grounds for termination of authority, and the term of office of the Rector are determined by **the Charter of JAIU** and the decisions of the governing bodies provided for in the Charter.

1.4. A person who meets the qualification requirements established by the Charter of JAIU and the legislation of the Kyrgyz Republic shall be appointed (elected) to the position of Rector.

1.5. The Rector must be familiar with:

1. the legislation of the Kyrgyz Republic in the fields of education, science, labor, financial and economic activities, occupational safety, and fire safety;
2. state educational standards, licensing, and accreditation requirements;
3. the principles of strategic university management, quality management (QMS), and risk management;
4. the fundamentals of international cooperation in education, academic mobility, and attracting international students;
5. the fundamentals of digital transformation of the educational process and data management (including LMS/AIS eBilim).

1.6. In carrying out their duties, the Rector is guided by: the Constitution of the Kyrgyz Republic, laws, and other normative legal acts of the Kyrgyz Republic; the Charter of ZhAMU; decisions of the university's governing bodies; orders and directives regarding the university; QMS documents; the collective agreement; the Internal Labor Regulations; and these instructions.

### 2. Purpose of the Position

Ensuring the university's sustainable development, the quality of its educational and research activities, the efficient management of resources, compliance with laws and the University Charter, and enhancing the university's competitiveness and international appeal.

### 3. Functions of the Rector

3.1. Strategic and operational management of the university.

3.2. Ensuring the quality of education and the functioning of the Quality Management System.

3.3. Management of educational, scientific, educational, administrative, economic, and financial activities.

3.4. Personnel policy and human resources management.

3.5. Representation, partnerships, international cooperation, and investment activities.

3.6. Risk management, safety, and compliance with occupational health and fire safety requirements.

3.7. Ensuring digital management of the educational process and documented traceability of decisions.

### 4. Job Responsibilities

#### 4.1. Management and Strategy

- 4.1.1. Provides overall leadership of the university and ensures the achievement of its mission, goals, and development indicators.
- 4.1.2. Defines strategic directions for the development of educational and research activities, international projects, and digital transformation.
- 4.1.3. Ensures the functioning of the management system based on planning, analysis, control, corrective actions, and risk management.

#### 4.2. Educational Activities

- 4.2.1. Ensures the implementation of educational programs and the fulfillment of curricula in accordance with legislation and local regulations.
- 4.2.2. Creates conditions for the implementation of modern educational technologies, including blended/distance learning and digital tools (eBilim).
- 4.2.3. Ensures the organization and oversight of midterm and final assessment procedures, including on digital platforms, within the limits of approved regulations.
- 4.2.4. Ensures that educational activities comply with licensing, accreditation, and other mandatory requirements.

#### 4.3. Research and Innovation Activities

- 4.3.1. Organizes and coordinates the university's research activities, supports research schools and publication efforts.
- 4.3.2. Ensures the development of innovations, research projects, and grants, as well as collaboration with research and educational organizations both domestically and internationally.
- 4.3.3. Creates conditions for the commercialization of developments and the protection of intellectual property rights.

#### 4.4. International Activities

- 4.4.1. Ensures the development of international cooperation: agreements, academic mobility, partnership programs, and the recruitment of international students.
- 4.4.2. Ensures compliance with the requirements of Kyrgyzstan's migration and other laws regarding the admission and education of foreign citizens (within the university's authority).
- 4.4.3. Maintains the university's international reputation and participation in rankings, projects, and networking initiatives.

#### 4.5. Human Resources Policy and Management

- 4.5.1. Establishes the management structure and distributes responsibilities among vice rectors and heads of structural units.
- 4.5.2. Approves the staffing table and organizational structure of the university (within the limits of authority provided for by the Charter and local regulations).
- 4.5.3. Hires, transfers, and dismisses employees, and applies incentives and disciplinary measures in accordance with labor laws.
- 4.5.4. Ensures a system for the professional development of faculty and staff and the development of human resources.

#### 4.6. Financial, Economic, and Administrative Activities

- 4.6.1. Oversees financial and economic activities, ensuring the targeted and effective use of the university's funds and assets.
- 4.6.2. Ensures budget preparation, procurement control, contract management, and accounting

within the established system (including IC and national systems—in accordance with regulations).

4.6.3. Ensures the development of the material and technical base, infrastructure, IT resources, educational and clinical facilities (if available), and practical skills/simulation centers.

#### 4.7. Quality, QMS, Control, and Safety

4.7.1. Ensures the implementation and operation **of the QMS**: quality policy, objectives, indicators, internal audit, management review, corrective/preventive actions.

4.7.2. Ensures internal monitoring of the implementation of decisions, orders, regulations, and standards.

4.7.3. Ensures compliance with occupational safety, fire safety, and sanitary standards, as well as confidentiality and personal data protection requirements.

4.7.4. Organizes work related to civil defense, military registration, and other mandatory requirements (within the scope of the university's regulations and authority).

#### 4.8. Document Management and Digital Governance

4.8.1. Signs orders, directives, contracts, and other documents within the scope of authority.

4.8.2. Ensures the digital traceability of management decisions and educational processes in the university's information systems (eBilim, etc.), in accordance with information security policy.

4.8.3. Establishes procedures for the approval and endorsement of documents (memos, draft orders, regulations).

#### 5. Powers of the Rector

The Rector has the right to:

5.1. Act on behalf of the university without a power of attorney.

5.2. Issue orders and directives binding on employees and students within the scope of his or her authority.

5.3. Approve local regulatory acts of the university and/or put them into effect in accordance with established procedures.

5.4. Enter into contracts and manage the university's property and funds within the limits of the authority and restrictions established by the Charter and applicable law.

5.5. Appoint and dismiss employees, and apply measures of reward and discipline.

5.6. Request information and reports necessary for management from university departments.

5.7. Nominate candidates, establish committees/working groups, and approve their composition in accordance with established procedures.

#### 6. Responsibilities

The Rector is responsible for:

6.1. For the results of the university's educational, scientific, financial, economic, and administrative activities.

6.2. For compliance with the laws of the Kyrgyz Republic, the Charter of JAIU, and local regulations.

6.3. For violations of the rights of students and employees, as well as requirements regarding occupational safety, fire safety, and personal data protection.

6.4. For damage caused to the university/founder—within the limits established by the legislation of the Kyrgyz Republic.

6.5. For offenses committed in the exercise of official duties—within the limits of the administrative, criminal, and civil laws of the Kyrgyz Republic.

## 7. Professional Relationships

7.1. Interacts with the Board of Founders, the Academic Council, vice-rectors, the dean's office, departments, the University Information Office, and other units within the scope of their authority.

7.2. Interacts with government agencies, partners, clinical sites, organizations, and international institutions in the areas of the university's activities.

7.3. Ensures coordination and the delineation of responsibilities among departments through orders, regulations, and bylaws.

## JOB DESCRIPTION OF THE VICE-RECTOR FOR ACADEMIC AFFAIRS

### 1. General Provisions

**1.1.** The Vice Rector for Academic Affairs (hereinafter referred to as the Vice Rector) is classified as a senior administrator and is responsible for directing and coordinating the University's academic and pedagogical activities within the scope of their authority.

**1.2.** The Vice Rector is appointed to and relieved of the position **by order of the Rector** in accordance with the procedure established by the labor legislation of the Kyrgyz Republic.

**1.3.** The Vice Rector **reports directly to the Rector** and acts in accordance with this job description, the University Charter, and the University's local regulations.

**1.4.** The position of Vice Rector is filled by a person who meets the qualification requirements established by the legislation of the Kyrgyz Republic and the University's local regulations (including requirements for experience in scientific and pedagogical work, if applicable).

**1.5.** During the Vice Rector's temporary absence (vacation, business trip, temporary incapacity for work, etc.), his or her duties shall be performed by an authorized person **by order of the Rector**.

**1.6.** In carrying out their duties, the Vice Rector is guided by the laws of the Kyrgyz Republic in the fields of education and labor, the University Charter, local regulations (academic policy, regulations, QMS, provisions on the Academic Council, rules for maintaining academic records), as well as decisions of the University's governing bodies within the scope of their authority.

### 2. Job Responsibilities

The Vice Rector is responsible for:

**2.1.** Organize and coordinate the University's educational and pedagogical work, ensuring compliance with the academic calendar and educational standards/regulations.

**2.2.** Coordinate the development, review, and updating of educational programs, curricula, course syllabi, assessment tools, academic calendars, internship programs, and final examinations.

**2.3.** Ensure the implementation of and compliance with academic policies and procedures: assessment, retakes, appeals, transfer/dismissal/reinstatement of students, academic integrity, and maintenance of academic records.

- 2.4. Organize the planning of the teaching load and participate in the preparation of proposals regarding the staffing levels of the teaching and administrative staff; ensure the rational distribution of the teaching load.
- 2.5. Organize the work of the academic information unit (Academic Affairs Office) regarding the academic process; ensure the accuracy of academic process data in information systems (schedule, enrollment, academic performance, attendance, orders/student transfers) in accordance with approved regulations.
- 2.6. **Chair the University's Academic and Methodological Council**, organize its activities, ensure the preparation of materials, the implementation of decisions, and oversight of compliance regarding academic and methodological activities.
- 2.7. Organize the preparation of educational and methodological materials, ensure that courses are supported by course outlines/syllabi/course descriptions, and establish uniform requirements for their formatting and updating.
- 2.8. Coordinate the licensing/accreditation procedures for educational programs regarding the academic component: compiling supporting documentation, preparing reports, monitoring the readiness of the UMK/FOS, addressing comments, and implementing improvement plans.
- 2.9. Organize professional development for faculty and staff on teaching methods, assessment, digital technologies, and the use of LMS/AIS; conduct and coordinate educational and methodological seminars and events.
- 2.10. **Prepare draft orders** and directives regarding educational activities and ensure oversight of their implementation; issue directives **within the scope of delegated authority** (provided there is a valid basis for doing so).

#### QMS

- 2.11. Ensure the functioning of the QMS in educational activities: setting quality objectives, process performance indicators, and procedures for monitoring, analyzing, and management review of results.
- 2.12. Organize the management of risks and nonconformities in educational processes (class cancellations, schedule disruptions, assessment/documentation errors), ensure corrective and preventive actions (CAPA), and monitor the effectiveness of these measures.
- 2.13. Ensure the conduct of internal audits of the educational unit/QMS, the preparation of improvement plans, and monitoring of their implementation.
- 2.14. Ensure the collection, analysis, and use of feedback (from students, faculty, employers, and graduates) to improve programs, teaching methods, and service processes.

#### International Context

- 2.15. Ensure the academic organization of instruction for international students: adaptation of the instructional process, accuracy of academic documentation, transparency of assessment, and support for credit transfer/academic mobility procedures—where approved procedures exist.

**2.16.** Coordinate the engagement of visiting lecturers/experts (including those from abroad) to deliver lectures and conduct classes in accordance with established procedures.

#### Management and Reporting

**2.17.** Ensure that the academic process is ready for the start of the academic year (regarding the academic component): schedule, class timetable, classrooms, academic documentation, teaching materials/curriculum.

**2.18.** Ensure the preparation and submission of the annual report on academic work, quality indicator analytics, and required reports; report results to collegial bodies (within the scope of authority).

**2.19.** Receive students and staff regarding academic matters and ensure that inquiries are addressed within the scope of authority.

#### 3. Rights

The Vice Rector has the right to:

**3.1.** Request and receive from structural units the information, documents, and reports necessary for the performance of official duties.

**3.2.** Submit proposals to the Rector regarding the improvement of the educational process, academic policies, methodological support, digitalization, and the Quality Management System (QMS).

**3.3.** Issue instructions to the structural units of the academic division and responsible persons **within the scope of delegated authority**, approved regulations, and orders of the Rector.

**3.4.** Participate in commissions, councils, and working groups on issues related to educational, methodological, and accreditation activities; initiate the consideration of issues at the Educational and Methodological Council.

**3.5.** Initiate internal audits of educational processes and CAPA measures; require the elimination of identified non-conformities in accordance with established procedures.

#### 4. Responsibilities

The Vice Rector is responsible for:

**4.1.** For the organization of the University's educational and pedagogical activities, adherence to the academic calendar, and the accuracy of academic documentation and reporting.

**4.2.** For the quality and effectiveness of educational processes within the scope of the granted powers and duties.

**4.3.** For compliance with the University's internal regulations, occupational health and safety requirements within the area of responsibility, as well as personal data protection requirements (regarding access to and processing of educational process data).

4.4. For failure to perform or improper performance of the duties set forth in this job description—within the scope of liability established by the labor legislation of the Kyrgyz Republic.

## 5. Final Provisions

5.1. This job description shall enter into force by order of the Rector.

5.2. Amendments and additions shall be approved in accordance with the procedure established by the University's local regulations.

5.3. The Vice Rector shall review this job description and sign to acknowledge receipt.

## JOB DESCRIPTION OF THE VICE-RECTOR FOR RESEARCH

### 1. General Provisions

1.1. The Vice Rector for Research (hereinafter referred to as the Vice Rector) is classified as a senior manager and is responsible for the management, coordination, and oversight of the University's research, innovation, and project activities within the scope of the authority granted.

1.2. The Vice Rector is appointed to and relieved of the position **by order of the Rector** in accordance with the procedure established by the labor legislation of the Kyrgyz Republic. ([CBD Minjust](#))

1.3. The Vice Rector **reports directly to the Rector** and acts in accordance with this job description, the University Charter, and local regulations.

1.4. The position of Vice Rector is filled by a person who meets the qualification requirements established by the legislation of the Kyrgyz Republic and the University's local regulations.

1.5. During the Vice Rector's temporary absence, his or her duties are performed by an authorized person **by order of the Rector** in accordance with the procedure established by the University's local regulations.

1.6. In carrying out their duties, the Vice Rector is guided by:

1. The Law of the Kyrgyz Republic “**On Education**” (current version). ([CBD Minjust](#))
2. **The Labor Code of the Kyrgyz Republic** (current version). ([CBD Minjust](#))
3. The Law of the Kyrgyz Republic “**On Personal Information**” (personal data). ([CBD Minjust](#))
4. Regulatory acts of the Kyrgyz Republic on the organization of higher education (including the Regulations on Higher Education Institutions). ([CBD Minjust](#))
5. The University Charter and local regulations (Quality Management System, publication policy, regulations on research, anti-plagiarism, grant activities, IP/intellectual property, etc.).

### 2. Job Responsibilities

The Vice Rector is responsible for:

#### 2.1. Management of Science and Innovation

**2.1.1.** Organize and coordinate the University's research, innovation, and project activities; ensure the implementation of the scientific development strategy/plan.

**2.1.2.** Develop an annual R&D/innovation plan, a system of priorities, and a project portfolio; ensure monitoring of deadlines, results, and reporting.

**2.1.3.** Organize the activities of research departments, research centers/laboratories, and research schools (if any), and ensure their effectiveness and resource support within the scope of authority.

**2.1.4.** Coordinate the University's scientific events (conferences, seminars, schools, scientific circles, student competitions), and ensure the preparation of materials and reporting.

## 2.2. Publications, Reputation, and Research Ethics

**2.2.1.** Ensure the development of publication activity: planning of publications, internal manuscript selection, scientific editing (where procedures exist), and compliance with journal/indexing requirements.

**2.2.2.** Ensure compliance with the principles of **academic integrity** and research ethics: prevention of plagiarism and unethical practices, proper authorship, and conflicts of interest; initiate investigations in response to complaints.

**2.2.3.** Organize the work of ethics/expert committees on scientific research (if provided for by the organizational structure and local regulations), and verify that the necessary approvals are in place before research begins.

## 2.3. Grants, Contracts, and Research Funding

**2.3.1.** Organize efforts to attract external funding: grants, targeted programs, contract-based research, and partnership projects; coordinate the preparation of applications, budgets, and timelines.

**2.3.2.** Ensure compliance with contractual obligations for research projects: deadlines, results, reports, financial discipline (within the scope of authority), and coordination with accounting, legal, and procurement departments.

**2.3.3.** Submit proposals to the Rector on measures to stimulate research activity (KPIs, bonuses, publication support, professional development, business trips).

## 2.4. Internationalization and External Relations

**2.4.1.** Develop international scientific cooperation: agreements with foreign universities/centers, joint research, co-authorship, exchanges, and joint events.

**2.4.2.** Organize the participation of staff and students in international grants, conferences, competitions, and internships; ensure the proper preparation of documents and compliance with partners' requirements.

**2.4.3.** Coordinate the invitation of foreign experts/scholars (lectures, seminars, joint projects) in accordance with established procedures.

## 2.5. Data, Confidentiality, Personal Data

**2.5.1.** Ensure compliance with requirements for the processing of personal data and confidential information in scientific activities (surveys, databases, questionnaires, research data), as well as control of access, storage, and transfer of data in accordance with the law and local regulations. ([CBD Minjust](#))

**2.5.2.** Ensure the proper maintenance of scientific records and documented information (registers of projects, publications, grants, scientific staff, and events).

## 2.6. QMS

**2.6.1.** Ensure the functioning of the QMS in scientific activities: quality objectives, performance indicators (publications, citations/visibility, grants, implementations, events, engagement), and procedures for monitoring and analysis.

**2.6.2.** Organize the management of risks and nonconformities in scientific processes (missed deadlines, deviations from plans, complaints from partners/donors, ethical violations), ensure corrective and preventive actions (CAPA), and monitor effectiveness.

**2.6.3.** Ensure the conduct of internal audits of the research unit/QMS, the preparation of improvement plans, and monitoring of their implementation.

**2.6.4.** Ensure the collection and analysis of feedback from stakeholders (researchers, students, partners, employers, donors/grant providers) and the use of the results for improvements.

## 2.7. Reporting and Management Discipline

**2.7.1.** Prepare analytical reports on research activities (semiannual/annual), as well as reports for the Rector and collegial bodies within the scope of authority.

**2.7.2. Prepare draft orders** and directives regarding research activities and ensure oversight of their implementation; issue directives **within the scope of delegated authority**.

## 3. Rights

The Vice Rector has the right to:

**3.1.** Request and receive from departments the information, documents, and reports necessary for the performance of official duties.

**3.2.** Submit proposals to the Rector regarding the development of science, innovation, international projects, grant policy, incentives, and KPIs for scientific activities.

**3.3.** Issue instructions to departments engaged in scientific activities **within the scope of delegated authority** and approved regulations.

**3.4.** Represent the University, as directed by the Rector, in scientific organizations, at conferences, and during negotiations with partners.

**3.5.** Initiate internal reviews (audits) of scientific processes, CAPA measures, and the consideration of scientific ethics issues in accordance with established procedures.

#### 4. Responsibilities

The Vice Rector is responsible for:

- 4.1. For the organization and effectiveness of the University's scientific, innovative, and project activities within the scope of his/her authority.
- 4.2. For the accuracy of research reporting, adherence to deadlines, and compliance with requirements for contractual/grant projects within the scope of their authority.
- 4.3. For compliance with the requirements of academic integrity, research ethics, and internal procedures (anti-plagiarism, authorship, conflict of interest) within the scope of their official duties.
- 4.4. For compliance with personal data laws and confidentiality protocols regarding scientific data and documents. ([CBD Minjust](#))
- 4.5. For failure to perform or improper performance of duties—within the scope of liability established by the labor laws of the Kyrgyz Republic. ([CBD Minjust](#))

#### 5. Final Provisions

- 5.1. These job instructions shall enter into force by order of the Rector.
- 5.2. Amendments and additions shall be approved in accordance with the procedure established by the University's local regulations.
- 5.3. The Vice Rector shall review the job description and sign to acknowledge receipt.

### **JOB DESCRIPTION OF THE VICE-RECTOR FOR THE STATE LANGUAGE AND SOCIAL WORK**

#### 1. General Provisions

- 1.1. The Vice Rector for the State Language and Social Work (hereinafter referred to as the Vice Rector) belongs to the category of senior management and is responsible for directing, coordinating, and overseeing the University's activities related to ensuring the use of **the state language**, developing language policy, and organizing **social and educational work** with students and staff within the scope of their authority.
- 1.2. The Vice Rector is appointed to and relieved of the position **by order of the Rector** in accordance with the procedure established by the labor legislation of the Kyrgyz Republic. ([CBD Minjust](#))
- 1.3. The Vice Rector **reports directly to the Rector** and acts in accordance with this job description, the University Charter, and local regulations.
- 1.4. The position of Vice Rector is filled by a person who meets the qualification requirements established by the legislation of the Kyrgyz Republic and the University's local regulations.
- 1.5. During the Vice Rector's temporary absence, his or her duties shall be performed by an authorized person **by order of the Rector** in accordance with the procedure established by the University's local regulations.

1.6. In carrying out their duties, the Vice Rector is guided by:

1. The Constitutional Law of the Kyrgyz Republic **“On the State Language of the Kyrgyz Republic.”** ([CBD Minjust](#))
2. The Law of the Kyrgyz Republic **“On the Official Language of the Kyrgyz Republic.”** ([CBD Minjust](#))
3. The Law of the Kyrgyz Republic **“On Education”** (current version). ([CBD Minjust](#))
4. The Law of the Kyrgyz Republic **“On Youth”** (social and youth policy). ([CBD Minjust](#))
5. The Law of the Kyrgyz Republic **“On Personal Data.”** ([CBD Minjust](#))
6. **The Labor Code of the Kyrgyz Republic.** ([CBD Minjust](#))
7. The University Charter and local regulations (academic policy, QMS, regulations on social and educational work, data processing, handling of inquiries, digital systems, etc.).

## 2. Job Responsibilities

The Vice Rector is responsible for:

### 2.1. The State Language and the University’s Language Policy

**2.1.1.** Organize efforts to ensure the use of the state language at the University in accordance with the legislation of the Kyrgyz Republic, the Charter, and local regulations. ([CBD Minjust](#))

**2.1.2.** Develop and ensure the implementation of local documents on language policy (document management standards, requirements for document formatting, signage/wayfinding, websites/information resources, public events) in accordance with the requirements of legislation on the state and official languages. ([CBD Minjust](#))

**2.1.3.** Organize monitoring of compliance with language requirements in the University’s official documentation, public communications, and information resources; formulate proposals to address non-compliance.

**2.1.4.** Coordinate training and professional development for staff on the use of the state language (business style, terminology, document formatting), and conduct methodological seminars/briefings.

**2.1.5.** Ensure the development of the University’s language environment: support official language courses for staff and students; provide methodological guidance to departments/centers for language training (if available).

**2.1.6.** Ensure the correct use of the official language in cases provided for by legislation and local University regulations, without compromising the status of the official language. ([CBD Minjust](#))

### 2.2. Social and educational work with students

**2.2.1.** Organize and coordinate social and educational activities with students: helping first-year students adjust, fostering student initiatives, organizing cultural and educational events, implementing prevention programs, and supporting volunteerism and social projects.

**2.2.2.** Coordinate the implementation of the University’s youth policy in accordance with the legislation of the Kyrgyz Republic: youth engagement, support for initiatives, and protection of the rights and legitimate interests of young people. ([CBD Minjust](#))

**2.2.3.** Ensure cooperation with academic departments, academic group advisors, student self-governance bodies, and public associations on issues related to educational and social work.

**2.2.4.** Organize support for socially vulnerable categories of students (where grounds and procedures exist): social support, providing information on available assistance, and targeted coordination with University departments.

**2.2.5.** Coordinate efforts to create a safe educational environment (prevention of conflicts, bullying, discrimination, and disciplinary violations) within the framework of local regulations and the University's authority.

**2.2.6.** Ensure the organization and support of student events aimed at fostering civic responsibility, social engagement, a culture of communication, and academic ethics.

### 2.3. International Context (International Students)

**2.3.1.** Ensure the social and cultural adaptation of international students (orientation events, campus rules, communication, support for mentoring/advisement—where procedures exist).

**2.3.2.** Coordinate intercultural engagement activities (clubs, cultural days, volunteer initiatives), and mitigate the risks of conflict and misunderstanding—strictly through rules and regulations.

### 2.4. Appeals, Communications, Personal Data

**2.4.1.** Organize the receipt and review of inquiries from students and staff regarding social and educational work within the scope of authority; ensure the recording of inquiries and monitoring of the implementation of decisions.

**2.4.2.** Ensure compliance with personal data protection laws when processing inquiries, questionnaires, lists, social case files, and other student/staff data. ([CBD Minjust](#))

### 2.5. QMS

**2.5.1.** Ensure the functioning of the QMS in the areas under supervision: quality objectives, performance indicators (coverage of language activities, quality of documentation, student satisfaction, participation in social projects), monitoring, and analysis.

**2.5.2.** Organize the management of risks and nonconformities (violations of language requirements, complaints/conflicts, event disruptions, reputational risks) and ensure corrective/preventive actions (CAPA) with effectiveness monitoring.

**2.5.3.** Ensure the conduct of internal audits of supervised processes, the development of improvement plans, and monitoring of their implementation.

**2.5.4.** Ensure the collection and analysis of feedback (from students, faculty, parents/employers—where procedures exist) and the use of results for improvements.

### 2.6. Administrative Discipline and Documents

**2.6.1. Prepare draft orders** and directives for the areas under supervision and ensure their implementation; issue directives **within the scope of delegated authority**.

**2.6.2.** Ensure the maintenance of records for the areas under supervision (quarterly/annual analytics), and submit reports to the Rector and collegial bodies within the scope of authority.

### 3. Rights

The Vice Rector has the right to:

**3.1.** Request and receive from departments the information, documents, and reports necessary for the performance of duties.

**3.2.** Submit proposals to the Rector regarding language policy, the development of the state language, social and educational work, student support mechanisms, the Quality Management System (QMS), and improvements.

**3.3.** Issue instructions to departments and responsible persons **within the scope of delegated authority**, approved regulations, and decisions of the Rector.

**3.4.** Initiate internal audits of processes in the areas under their supervision, CAPA activities, and the review of problem cases at committees/councils (if applicable within the organizational structure).

### 4. Responsibilities

The Vice Rector is responsible for:

**4.1.** For the organization and effectiveness of work to ensure the use of the official language and the University's social and educational activities—within the scope of their authority.

**4.2.** For the accuracy of reporting and the correctness of documentation in the areas under their supervision.

**4.3.** For compliance with personal data legislation and confidentiality protocols regarding the handling of inquiries, questionnaires, and social cases. ([CBD Minjust](#))

**4.4.** For failure to perform or improper performance of duties—within the scope of liability established by the labor legislation of the Kyrgyz Republic. ([CBD Minjust](#))

### 5. Final Provisions

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

**5.2.** Amendments and additions are approved in accordance with the procedure established by the University's local regulations.

**5.3.** The Vice Rector shall review this job description and sign to acknowledge receipt.

## **JOB DESCRIPTION OF THE VICE-RECTOR FOR INTERNATIONAL RELATIONS AND INVESTMENTS**

### 1. General Provisions

**1.1.** The Vice Rector for International Relations and Investments (hereinafter referred to as the Vice Rector) is classified as a senior administrator and is responsible for directing, coordinating, and overseeing the University's international activities, as well as for **initiating, preparing,**

**supporting, and monitoring the University's investment projects** within the scope of the authority granted to him or her.

**1.2.** The Vice Rector is appointed to and relieved of the position **by order of the Rector** in accordance with the procedure established by the labor legislation of the Kyrgyz Republic.

**1.3.** The Vice Rector **reports directly to the Rector** and acts in accordance with this job description, the University Charter, and local regulations.

**1.4.** During the Vice Rector's temporary absence, his or her duties are performed by an authorized person **by order of the Rector** in accordance with the procedure established by local regulations.

**1.5.** In carrying out their duties, the Vice Rector is guided by the legislation of the Kyrgyz Republic and the University's local regulations, including (where applicable):

1. Law of the Kyrgyz Republic **"On Public-Private Partnership."** ([CBD Minjust](#))
2. Law of the Kyrgyz Republic **"On Public Procurement."** ([CBD Minjust](#))
3. Law of the Kyrgyz Republic **"On Investments in the Kyrgyz Republic"** (No. 198 of August 12, 2025). ([Kyrgyzstan Investment Portal](#))
4. Local regulations: international cooperation policy, contract management regulations, investment policy/investment regulations (if available), regulations on the investment committee (if available), anti-corruption/compliance procedures, procedures for preparing feasibility studies/business plans, QMS.

## 2. Job Responsibilities

The Vice Rector is responsible for:

### 2.1. International Relations and Partnerships

**2.1.1.** Develop and implement the University's international strategy (priority countries/partners, areas of cooperation: education, research, academic mobility, joint programs).

**2.1.2.** Organize the development of partnerships with foreign universities, research centers, foundations, and associations; oversee negotiations and the preparation of agreements.

**2.1.3.** Coordinate the preparation, approval, and implementation of international agreements/memorandums/projects in accordance with established procedures, in collaboration with the legal and financial departments.

**2.1.4.** Coordinate international events (delegations, visits, joint conferences/schools, lectures by invited experts), and ensure protocol and reporting.

### 2.2. International Students and International Educational Services

**2.2.1.** Coordinate international recruitment and enrollment processes for international students (within the scope of authority): partnership channels, program presentations, agreements with agents/partners—provided that approved procedures are in place.

**2.2.2.** Coordinate the orientation system for international students in collaboration with the University's academic departments and social services (orientation, intercultural communication, information services).

**2.2.3.** Coordinate procedures for academic mobility, credit transfers, and joint programs in accordance with local regulations.

2.3. University Investment Projects (Real Investments)

2.3.1. Formation of the investment portfolio

**2.3.1.1.** Form the University's investment portfolio (construction/renovation/modernization, infrastructure, digitalization, campus services, joint centers, PPP projects), and prepare proposals regarding priorities, expected outcomes, and resources.

**2.3.1.2.** Maintain a registry of investment projects (project specifications, timelines, cost, funding sources, risks, performance indicators, responsible parties, approval status).

2.3.2. Initiation and preparation of investment projects (feasibility study/business plan)

**2.3.2.1.** Organize the preparation **of the concept, preliminary feasibility study/feasibility study**, or project business plan: need, solution options, financial model, legal model, land and property issues, schedule, risks, and result KPIs.

**2.3.2.2.** Organize the collection of initial data and pre-project development: technical specifications, surveys, cost estimates (if necessary), assessment of operating costs, safety and occupational health requirements.

**2.3.2.3.** Ensure preliminary due diligence of the investor/partner: business reputation, financial stability, absence of conflicts of interest, compliance with the University's compliance requirements.

2.3.3. Selection of the model: investment / PPP / joint project

**2.3.3.1.** Prepare proposals for the project's legal model: investment agreement, lease/concession/joint venture (if permitted by local regulations), **PPP**—where applicable. ([CBD](#) [Minjust](#))

**2.3.3.2.** For the PPP model: organize the preparation of project initiation materials, competitive procedures/selection of a private partner (if applicable), and monitoring of project implementation in accordance with PPP legislation. ([CBD](#) [Minjust](#))

2.3.4. Approvals and "zero risks" regarding authority

**2.3.4.1.** Prepare a package of documents for review by the Rector and/or collegial bodies/the Founder (if required by the Charter/local regulations): project passport, feasibility study, draft agreement, risk matrix, proposals on guarantees/collateral, monitoring plan.

**2.3.4.2.** Does not **sign** contracts or commitments on behalf of the University unless officially authorized to do so (by order or power of attorney). Ensures that documents are prepared and approved for signature by an authorized representative.

2.3.5. Procurement, Contractors, Transparency

**2.3.5.1.** When implementing a project involving procurement procedures: ensure compliance with **public procurement** laws and the University's local procurement regulations (as applicable). ([CBD Minjust](#))

**2.3.5.2.** Coordinate work with relevant departments (legal, finance, construction/facilities, IT, occupational safety) on contractor selection, work acceptance, quality control, and deadlines within the scope of authority.

2.3.6. Monitoring the fulfillment of investor obligations

**2.3.6.1.** Organize monitoring of the investor's fulfillment of obligations: deadlines, investment volume, work phases, quality, commissioning, warranty obligations, intended use of the facility, and contractual penalties/liabilities.

**2.3.6.2.** Prepare regular reports on investment projects (monthly/quarterly/annual) for the Rector and governing bodies: KPIs, budget, risks, deviations, decisions.

2.4. Personal Data and Confidentiality

**2.4.1.** Ensure compliance with confidentiality and data protection requirements during negotiations, document exchange with investors/partners, and the maintenance of project and counterparty registries (in accordance with local regulations).

2.5. QMS

**2.5.1.** Ensure the functioning of the QMS in the areas under supervision: quality objectives, performance indicators, and monitoring (quality of partnerships, results of international projects, fulfillment of investment project KPIs).

**2.5.2.** Organize the management of risks and non-conformities (missed deadlines, investor/donor claims, reputational risks, procedural violations), ensure corrective/preventive actions (CAPA), and monitor effectiveness.

**2.5.3.** Conduct internal audits of international and investment activity processes, develop improvement plans, and monitor their implementation.

2.6. Management Reporting and Documentation

**2.6.1.** Prepare analytical reports (semiannual/annual) on international and investment activities.

**2.6.2. Prepare draft orders** and directives for the areas under supervision and ensure monitoring of their implementation; issue directives **within the scope of delegated authority**.

3. Rights

**3.1.** Request and receive from departments the information, documents, and reports necessary to perform duties.

**3.2.** Submit proposals to the Rector regarding international strategy and investment projects, including the creation or revision of investment regulations and the establishment of an investment committee.

**3.3.** Issue instructions to departments and responsible persons **within the scope of delegated authority** and approved regulations.

**3.4.** Represent the University at the Rector's request in negotiations and events, and conduct business correspondence within the scope of authority.

#### 4. Responsibilities

**4.1.** For the organization and effectiveness of international and investment activities—within the scope of authority.

**4.2.** For the quality of investment materials (feasibility study/business plan/approval package), the accuracy of reporting, and the maintenance of project registries.

**4.3.** For compliance with approved procedures, regulations, and compliance requirements for projects.

**4.4.** For failure to perform or improper performance of duties—within the scope of liability under the labor laws 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 are approved in accordance with the procedure established by the University's local regulations.

**5.3.** The Vice Rector shall review and sign this document.

## **JOB DESCRIPTION FOR THE VICE-RECTOR FOR QUALITY AND “MEDICAL AFFAIRS”**

### 1. General Provisions

**1.1.** The Vice Rector for Quality and “Clinical Practice” (hereinafter referred to as the Vice Rector) is classified as a senior manager and is responsible for:

- a) the functioning and development of the University's Quality Assurance System (QAS);
- b) the quality of training for students in **the “Clinical Medicine”** specialty, including clinical training, internships, simulation training, and competency-based assessment (OSCE/OSPE).

**1.2.** The Vice Rector is appointed to and relieved of the position **by order of the Rector** in accordance with the procedure established by the labor legislation of the Kyrgyz Republic.

**1.3.** The Vice Rector **reports directly to the Rector** and acts in accordance with this job description, the University Charter, and local regulations.

**1.4.** In carrying out their duties, the Vice Rector is guided by the laws of the Kyrgyz Republic in the fields of education and labor, as well as by the University's local documents on quality, academic policy, practice sites/clinical bases, the Simulation Center, OSCE/OSPE assessment procedures, personal data processing, and security.

**1.5.** During the Vice Rector's temporary absence, his or her duties shall be performed by a designated representative, **as ordered by the Rector**.

### 2. Job Responsibilities

The Vice Rector shall:

## 2.1. The University's Quality Assurance (QA/QMS) System

**2.1.1.** Organize and coordinate the educational quality assurance system: quality policy and objectives, process model, performance indicators, monitoring, analysis, improvement plans (PDCA), and a risk-based approach.

**2.1.2.** Ensure the management of QMS documented information: regulations, standards, forms, reports, updating of local regulations, and uniform requirements for the quality evidence base.

**2.1.3.** Organize internal quality audits by department and area of activity; ensure the maintenance of a register of nonconformities, corrective and preventive actions (CAPA), and monitoring of their effectiveness.

**2.1.4.** Ensure a feedback system and the review of inquiries/complaints (students, faculty, clinical sites); analyze causes and make management decisions for improvement.

## 2.2. Quality Assurance for the "General Medicine" Program

**2.2.1.** Organize and coordinate quality assurance for training in "General Medicine," including clinical training, internships, simulation training, and competency assessment.

### 2.2.2. Clinical sites (medical facilities)

**2.2.2.1.** Create and maintain a **registry of clinical sites** (profile, capacity, responsible personnel, available departments/procedures/cases, student admission requirements, operating hours, contact persons).

**2.2.2.2.** Coordinate the preparation and updating of the documentation package for clinical sites (draft contract/agreement, appendices, requirements for clinical rotations, responsibilities of the parties), ensure coordination with legal and financial departments, and monitor compliance.

**2.2.2.3.** Ensure the quality of the clinical training environment: placement and internship schedules, availability of mentors, compliance with clinical site rules, ethics, and safety requirements, and documentation of internship completion.

**2.2.2.4.** Organize monitoring of the quality of clinical placements (feedback from students and mentors, attendance, fulfillment of minimum skill requirements) and implement improvements.

### 2.2.3. Simulation Center / Practical Skills Center

**2.2.3.1.** Organize the operations of **the Simulation Center / Practical Skills Center** regarding training in "Clinical Practice": class schedules, equipment, consumables, technical readiness of equipment, and safety.

**2.2.3.2.** Ensure the availability and updating of **standardized scenarios** (SOPs/scripts), checklists, assessment rubrics, and instructions for students and instructors on key skills.

**2.2.3.3.** Organize the training and education of simulation instructors and examiners (uniform requirements, assessment calibration, rules for working with scenarios and checklists).

**2.2.3.4.** Coordinate the tracking of simulation resource usage and the planning of the Simulation Center/Practical Skills Center’s development (procurement plan, maintenance, modernization) through established procedures.

#### 2.2.4. OSCE/OSPE

**2.2.4.1.** Plan and coordinate the administration of **OSCE/OSPE**: exam model, blueprint (competency map → stations), station bank, criteria, timing, and logistics.

**2.2.4.2.** Ensure standardization and objectivity of assessment: uniform checklists/scales, examiner instructions, examiner training, and monitoring of assessment consistency.

**2.2.4.3.** Ensure the confidentiality of OSCE/OSPE materials, access protocols, storage procedures, the release of results, and the review of appeals in accordance with approved procedures.

**2.2.4.4.** Ensure the analysis of OSCE/OSPE results and the implementation of corrective measures in the educational process: identification of weak competencies, improvement of stations, and updating of scenarios/checklists.

#### 2.2.5. Logbooks, Competencies, and Clinical Practice

**2.2.5.1.** Ensure the implementation and maintenance of a **logbook/portfolio** of clinical skills **competencies** (paper and/or electronic format), and oversee its completion and verification by mentors.

**2.2.5.2.** Coordinate monitoring of compliance with minimum skill requirements (procedures/cases) based on the results of clinical rotations and simulation training.

**2.2.5.3.** Organize the collection and analysis of feedback on clinical rotations and simulations and submit proposals for improvements.

#### 2.2.6. Risks and Safety in Clinical Training

**2.2.6.1.** Organize risk management for clinical training: practice cancellations, shortage of mentors, unavailability of clinical cases, safety incidents, complaints, reputational risks—with the implementation of management measures.

**2.2.6.2.** Ensure compliance with safety requirements in clinical and simulation settings (infection control, occupational safety, access and conduct rules) through regulations, training, and monitoring of compliance.

#### 2.3. Accreditation and External Quality Assessment

**2.3.1.** Organize preparation for licensing/accreditation in the areas of quality and “Clinical Practice”: self-assessment, evidence collection, improvement plans, support during visits, and management of observations.

**2.3.2.** Ensure the maintenance of a continuous evidence base for quality: monitoring reports, protocols, survey results, audit findings, CAPA, and KPI analytics.

#### 2.4. QMS

**2.4.1.** Establish and monitor quality KPIs for “Clinical Practice” and clinical training, including:

1. the percentage of clinical rotations completed without disruptions;
2. logbook competency coverage (%);
3. OSCE/OSPE results (by competency domain);
4. student and clinical site satisfaction;
5. Percentage of CAPAs closed on time.

**2.4.2.** Ensure continuous improvement cycles (PDCA) for key processes: clinical sites, Simulation Center/Practical Skills Center, OSCE/OSPE, evaluation, and complaints.

2.5. Authority regarding documents

**2.5.1. Prepares draft** orders, directives, and contractual documents for the areas under their supervision and ensures compliance; assumes obligations and signs documents **only when delegated authority is present** (order/power of attorney).

**2.5.2.** Submits analytical reports (quarterly/annual) to the Rector on quality and “Clinical Practice”: KPIs, risks, non-conformities, CAPA, and improvement plans.

3. Rights

The Vice Rector has the right to:

**3.1.** Request and receive from departments the information, documents, and reports necessary for quality control and accreditation procedures.

**3.2.** Submit proposals to the Rector regarding quality improvement, resource allocation for clinical sites and the Simulation Center/Practical Skills Center, the development of OSCE/OSPE, and the revision of regulations and KPIs.

**3.3.** Initiate internal audits, quality checks of assessment and compliance with regulations, and CAPA activities.

**3.4.** Represent the University on behalf of the Rector in interactions with clinical sites, partners, and accreditation bodies regarding quality issues.

4. Responsibilities

**4.1.** For the organization and effectiveness of the education quality assurance system (QMS/QA) within the scope of authority.

**4.2.** For the quality of clinical training, simulation training, and OSCE/OSPE procedures in “General Medicine,” as well as the completeness and reliability of the evidence base for quality.

**4.3.** For failure to implement corrective actions (CAPA), recurrence of critical nonconformities, and management risks within the area of responsibility.

**4.4.** For failure to perform or improper performance of duties—within the scope of liability under the labor legislation of the Kyrgyz Republic.

5. Final Provisions

- 5.1. This job description shall enter into force by order of the Rector.
- 5.2. Amendments and additions shall be approved in accordance with the procedure established by the University's internal regulations.
- 5.3. The Vice Rector shall acknowledge receipt of these instructions by signing this document.

## **JOB DESCRIPTION OF THE VICE-RECTOR FOR ADMINISTRATIVE AND ECONOMIC AFFAIRS**

### 1. General Provisions

**1.1.** The Vice Rector for Administrative and Economic Affairs (hereinafter referred to as the Vice Rector) is classified as a senior manager and is responsible for organizing the University's administrative and economic activities, the operation of buildings and facilities, the preservation of property, logistical support, and working conditions and safety at University facilities within the scope of their delegated authority.

**1.2.** The Vice Rector is appointed to and relieved of the position **by order of the Rector** in accordance with the procedure established by the labor legislation of the Kyrgyz Republic.

**1.3.** The Vice Rector **reports directly to the Rector** and acts in accordance with this job description, the University Charter, and local regulations.

**1.4.** During the Vice Rector's temporary absence, his or her duties are performed by an authorized person **by order of the Rector**.

**1.5.** The Vice Rector is guided by the legislation of the Kyrgyz Republic and local regulations of the University, including regulations on: operation/repairs, property and inventory, procurement and contracts, occupational safety and fire safety, access control, sanitary maintenance of facilities, and the Quality Management System (QMS).

### 2. Job Responsibilities

The Vice Rector is responsible for:

#### 2.1. Operation of Facilities and Engineering Systems

**2.1.1.** Organize the operation, maintenance, and repair of buildings, structures, and utility networks (electricity, heating, water supply, sewerage, ventilation/air conditioning, communications), and ensure their proper functioning and safety.

**2.1.2.** Ensure repair planning: annual plan, defect reports, cost/resource estimates (if necessary), implementation schedules, and monitoring of deadlines and quality.

**2.1.3.** Organize the preparation of facilities for the fall-winter period and seasonal loads; ensure the maintenance of technical documentation and logbooks in accordance with local requirements.

#### 2.2. Property and Logistics

**2.2.1.** Ensure the safety of the University's property; organize the accounting, inventory, movement, issuance, and write-off of property in accordance with established procedures.

**2.2.2.** Organize the supply of material resources to departments (furniture, equipment, consumables, and household goods), monitor consumption rates, ensure rational use, and minimize losses.

**2.2.3.** Organize warehouse operations (if applicable): receipt, storage, issuance, inventory tracking, storage conditions, and accountability of personnel responsible for assets.

### 2.3. Procurement, Contractors, and Contract Compliance

**2.3.1.** Determine the needs of the Logistics Department and prepare technical specifications; ensure the justification of purchases and repairs.

**2.3.2.** Coordinate procurement procedures in conjunction with the University's authorized bodies/departments and ensure compliance with applicable procurement rules (including government procurement laws, where applicable) and local regulations.

**2.3.3.** Coordinate work with contractors: granting access to sites, monitoring work performance, preparing reports, accepting results, and handling claims (in collaboration with legal counsel as needed).

**2.3.4.** Ensure monitoring of the fulfillment of service contracts (utility services, security, cleaning, maintenance, repairs, leasing/services), tracking deadlines and obligations.

### 2.4. Occupational Safety and Fire Safety

**2.4.1.** Ensure the organization of occupational safety within the area of responsibility: conducting briefings, providing PPE (as necessary), monitoring compliance with requirements, and preventing injuries through local procedures.

**2.4.2.** Ensure compliance with fire safety requirements: proper functioning of fire protection systems, evacuation routes, training/briefings, conducting drills (as scheduled), and monitoring the rectification of violations.

### 2.5. Security, Safety, and Emergency Preparedness

**2.5.1.** Organize access control and on-site security protocols (if a security service or contract is in place), and control access to academic buildings, dormitories, laboratories, and technical facilities.

**2.5.2.** Ensure the readiness of facilities for emergencies: response plans, coordination with responsible services, provision of primary response resources (within the scope of authority).

### 2.6. Sanitation and Infection Control (for medical universities)

**2.6.1.** Organize the sanitation of University facilities (cleaning, disinfection protocols for high-risk areas, waste management within the scope of authority), particularly for teaching laboratories and practical skills/simulation rooms.

**2.6.2.** Coordinate with relevant departments to ensure compliance with safety requirements for practical skills training facilities (simulation/manipulation), including the availability of consumables and adherence to safe training protocols.

## 2.7. QMS “Intermediate” (Facilities Management as a Managed Process)

**2.7.1.** Ensure the functioning of the QMS in facilities management: quality objectives, indicators (request resolution times, accident rates, downtime, adherence to repair schedules, department satisfaction), monitoring, and analysis.

**2.7.2.** Organize the management of risks and nonconformities (accidents, supply/repair disruptions, OHS violations, claims regarding the quality of contractor work), ensure corrective and preventive actions (CAPA), and monitor effectiveness.

**2.7.3.** Ensure internal reviews (audits) of logistics processes and the implementation of improvement plans.

## 2.8. Reporting

**2.8.1.** Submit established reports on facilities management to the Rector: repairs, procurement/contracts, property/inventory, occupational health and safety, risks, CAPA, and improvement plans (on schedule).

## 2.9. Authority Regarding Documents (formulation: “zero risk”)

**2.9.1. Prepares draft** orders, directives, and contractual documents related to administrative and logistical support and ensures compliance; assumes obligations and signs documents **only when delegated authority is present** (order/power of attorney).

## 3. Rights

**3.1.** Request information, documents, and reports from departments necessary for the performance of duties.

**3.2.** Submit proposals to the Rector regarding infrastructure development, repair and procurement plans, cost optimization, security enhancement, and the implementation of KPIs.

**3.3.** Issue instructions to departments and responsible persons **within the scope of delegated authority** and approved regulations.

**3.4.** Initiate quality checks on contractors’ work, internal audits of administrative and logistical processes, and CAPA activities.

## 4. Responsibilities

**4.1.** For the organization and effectiveness of logistics, the safety of property, and the implementation of repair and supply plans within the scope of authority.

**4.2.** For compliance with occupational safety and fire safety requirements within the area of responsibility.

4.3. For the accuracy of reporting and compliance with approved procurement procedures and contractual discipline within the scope of competence.

4.4. For failure to perform or improper performance of duties—within the scope of liability established by the labor legislation of the Kyrgyz Republic.

## 5. Final Provisions

5.1. This job description shall enter into force by order of the Rector.

5.2. Amendments and additions shall be approved in accordance with the procedure established by the University's internal regulations.

5.3. The Vice Rector shall acknowledge receipt of this job description by signing it.

## **JOB DESCRIPTION FOR THE HEAD OF THE HUMAN RESOURCES DEPARTMENT (HR DEPARTMENT) — DEPARTMENT OF LEGAL AFFAIRS AND HUMAN RESOURCES (LAHR)**

### 1. General Provisions

1.1. The Department of Legal Affairs and Human Resources (PRiCHR) is **the Human Resources Service (Human Resources Department) of the University**. The Head of PRiCHR (hereinafter referred to as the Head) manages the Human Resources Service and provides legal support for the University's activities.

1.2. The Head is classified as a manager of a structural unit.

1.3. She is appointed to and relieved of her position **by order of the Rector** in accordance with established procedures.

1.4. Reports directly to **the Rector**.

1.5. In carrying out her duties, she is guided by the University Charter, local regulations, QMS documents, and the laws of the Kyrgyz Republic regarding labor, education, civil law, personal data, and record-keeping.

1.6. During the Head's absence, her duties are performed by an authorized person **appointed by order of the Rector**.

### 2. Job Responsibilities

#### 2.1. University Human Resources Department (Full HR Cycle)

2.1.1. Organizes and maintains the University's HR records: hiring, transferring, and terminating employees; drafting employment contracts, supplementary agreements, and orders; maintaining personnel files and HR registries.

2.1.2. Ensures the processing of HR procedures (vacation, business trips, changes in working conditions, etc.) in accordance with established procedures.

**2.1.3.** Ensures the preparation of draft personnel orders for the Rector’s signature; organizes the familiarization of employees with orders, local regulations, and job descriptions—with signatures.

**2.1.4.** Organizes personnel recruitment at the Rector’s request: developing job requirements, participating in selection committees, and documenting results.

**2.1.5.** Monitors compliance with labor discipline; prepares materials regarding rewards/penalties and performance reviews—as directed by the Rector.

**2.1.6.** Prepares personnel reports and analytical reports for the Rector and authorized bodies (within the scope of authority).

**2.1.7.** Organizes and coordinates **professional development and training programs for faculty** and other University staff in accordance with personnel policy and the development plan.

**2.1.8.** In collaboration with the vice-rectors/department heads, develops **the annual professional development plan for the academic staff** (needs, priorities, training formats—internal/external, timelines, responsible parties, funding sources if available) and submits it to the Rector (or an authorized representative in accordance with established procedures) for approval.

**2.1.9.** Ensures the documentation of faculty professional development: applications/memos, contracts/letters (if necessary), orders for assignment (if necessary), attendance records, collection and storage of supporting documents (certificates), and maintenance of the professional development registry.

**2.1.10.** Prepares reports and analyses on faculty professional development: coverage, topics, alignment with departmental needs and QMS/accreditation requirements; develops recommendations for improvement.

## 2.2. E-Kyzmat

**2.2.1. Manages all of** the University’s HR processes in the **E-Kyzmat** system: entering, updating, and maintaining data and procedures as required by the system and the employer’s authority.

**2.2.2.** Ensures that E-kyzmat data aligns with supporting documents (orders, contracts, supplementary agreements, applications), compliance with data entry deadlines, and status monitoring.

**2.2.3.** Organizes access management to E-kyzmat within the scope of authority: requests for access/role changes, monitoring user validity, and the principle of least privilege.

**2.2.4.** Interacts with technical support/authorized bodies on E-Kyzmat issues; maintains a registry of incidents and outcomes.

**2.2.5.** Ensures the storage of supporting documents for E-Kyzmat operations and the generation of reports/data exports upon request by the Rector and authorized bodies.

## 2.3. eBilim: “Human Resources” module

**2.3.1.** Manages the **eBilim** HR module regarding staff: updates statuses, personnel details, and assignments to departments/positions—within the scope of authorized rights and regulations.

**2.3.2.** Changes student statuses in **eBilim: academic leave, withdrawal, reinstatement**, as well as other status-related operations established by local regulations, **strictly based on an order/decision** with the details of the basis recorded (number/date/type of document).

**2.3.3.** Ensures the recording and logging of status operations: date/time, operation, basis, executor; storage of a copy of the order (electronic/paper) — in accordance with regulations.

**2.3.4.** Ensures compliance with confidentiality and personal data protection requirements when working in eBilim: access control, minimizing data exports, and storing supporting documents.

**2.3.5.** Interacts with the eBilim administrator (IT) regarding technical rights and the correct display of data; decisions on justifications fall under the responsibility of the HR department/management.

#### 2.4. Legal Work (Legal Support for the University)

**2.4.1.** Conducts legal reviews of draft orders, regulations, bylaws, contracts, and other documents; prepares legal opinions and proposals for risk mitigation.

**2.4.2.** Organizes contract-related work: preparation/review of contracts, maintenance of a registry, monitoring of contract terms and fulfillment of conditions.

**2.4.3.** Organizes claims and litigation work and represents the University's interests by power of attorney or on behalf of the Rector.

#### 2.5. Job Descriptions and Local Regulations

**2.5.1.** Organizes the development and updating of job descriptions for employees: compiling job functions, standardizing text, obtaining approvals, conducting legal reviews, and preparing drafts for approval.

**2.5.2.** Ensures the recording, storage, and currency of job descriptions; organizes employee review and acknowledgment by signature.

#### 2.6. Personal Data and Confidentiality

**2.6.1.** Ensures compliance with requirements regarding the processing of personal data of employees and students: consent, access, storage, transfer, and retention periods.

**2.6.2.** Organizes the updating of local regulations on personal data and monitors compliance with regard to HR processes and status-related operations.

#### 2.7. QMS

**2.7.1.** Maintains a register of risks and non-conformities related to HR and legal processes (including E-kyzmat and eBilim), and initiates corrective/preventive actions (CAPA).

**2.7.2.** Prepares analytical reports for the Rector on personnel dynamics, status operations, and legal risks.

**2.7.3.** Monitors the implementation **of the faculty professional development plan** (timelines, coverage, supporting documents), identifies non-conformities, and initiates corrective actions (CAPA).

### 3. Rights

**3.1.** Request documents and information from departments necessary for performing the functions of the HR department and providing legal support.

**3.2.** Submit proposals to the Rector regarding personnel policy, regulations, and local acts.

**3.3.** Access E-kyzmat and eBilim within the scope of approved roles and regulations.

**3.4.** Participate in committees, audits, and negotiations on matters within their area of competence.

### 4. Responsibilities

**4.1.** For the completeness and accuracy of the University's HR record-keeping.

**4.2.** For **the complete and accurate execution** of operations in **E-kyzmat** in accordance with supporting documents and deadlines.

**4.3.** For the accuracy **of student status operations in eBilim** (academic leave/withdrawal/reinstatement) provided there are proper grounds and regulations are followed.

**4.4.** For compliance with confidentiality protocols and personal data processing requirements.

**4.5.** For the quality and timeliness of legal reviews, contract management, and claims handling within the scope of competence.

**4.6.** For organizing the tracking and documentation of **faculty professional development**, the timely preparation of plans, and the accuracy of registries and reports.

### 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.** Acknowledgment of receipt—by signature.

## **JOB DESCRIPTION FOR THE CHIEF ACCOUNTANT OF THE UNIVERSITY**

### 1. General Provisions

**1.1.** The Chief Accountant is classified as a manager; he or she organizes and ensures the maintenance of accounting and tax records, the preparation of financial statements, and the control of the University's financial and economic operations.

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

**1.3.** Reports directly to **the Rector**.

**1.4.** In carrying out their duties, they are guided by the University Charter, local regulations, QMS documents, as well as the legislation of the Kyrgyz Republic regarding accounting, taxation, labor, financial discipline, and personal data protection.

**1.5.** During the Chief Accountant's absence, his or her duties are performed by an authorized person by order of the Rector.

## **2. Job Responsibilities**

### **2.1. Organization of Accounting and Reporting**

**2.1.1.** Organizes the maintenance of accounting records and the formulation of the University's accounting policies (financial and tax), and ensures uniform rules for documenting transactions and internal document flow.

**2.1.2.** Ensures the timely preparation of financial statements and management reports for senior management.

**2.1.3.** Ensures separate accounting by type of activity and source of revenue (tuition, projects/grants, earmarked funds, economic activities, etc.)—where applicable.

### **2.2. Taxes and Mandatory Payments**

**2.2.1.** Organizes tax accounting and ensures the correct calculation and remittance of taxes and mandatory payments, as well as the timely submission of tax reports.

**2.2.2.** Interacts with authorized bodies regarding reporting, reconciliations, inquiries, and audits; ensures the preparation of explanations and supporting documents.

### **2.3. Revenue from Educational Services**

**2.3.1.** Organizes the accounting of revenue under contracts for the provision of educational services: accruals, payments, receivables, overpayments, refunds, and adjustments based on valid grounds.

**2.3.2.** Monitors the accuracy of the financial terms of contracts with students in collaboration with the responsible departments (basis for accruals, deadlines, supporting documents).

### **2.4. Expenses, Assets, Contracts**

**2.4.1.** Verifies the validity and proper documentation of expenses, ensures compliance with limits, estimates, and budgets (where applicable), and confirms the accuracy of their recording in the accounts.

**2.4.2.** Organizes the accounting for fixed assets, inventory, and other assets; ensures that inventories are conducted, results are recorded, and discrepancies are reported.

**2.4.3.** Performs financial control of contracts regarding prices, settlements, payment terms, closing documents, accounts receivable, and the payment schedule.

### **2.5. Payroll and Settlements with Personnel**

**2.5.1.** Organizes the calculation of wages and other payments, deductions, and mandatory transfers; ensures that payment deadlines are met.

**2.5.2.** Ensures the preparation of payroll statements, registers, certificates, and other required payroll reports.

## 2.6. Internal Control and QMS

**2.6.1.** Organizes the internal financial control system: control of source documents, control of payments, control of accounts receivable, and segregation of duties and access rights.

**2.6.2.** Maintains a register of financial risks and typical discrepancies (payments, receivables, adjustments, reporting deadlines), initiates corrective/preventive actions (CAPA), and reports to the Rector.

**2.6.3.** Participates in internal QMS audits of financial processes; ensures the availability of evidence of compliance with procedures and regulations.

## 2.7. Information Systems and Payment Accounting (eBilim “Payment,” 1C, national systems, bank/terminal)

**2.7.1.** Organizes the University’s accounting and tax record-keeping in **1C** and in **the national information systems** used, in accordance with legal requirements and local regulations.

**2.7.2.** Ensures the functioning of the **eBilim “Payment”** module as a system **for operational tracking of student payments** (Budget, Student Payment, Group Payment, Payment Transfer, Reports): approves operating rules, control points, and reporting forms.

**2.7.3.** Defines and controls the distribution of roles: **the accounting operator** enters/posts payments and generates ledgers in eBilim based on bank/terminal data; **the chief accountant** performs control, reconciliation, and confirmation of critical transactions.

**2.7.4.** Ensures that payments received **via terminal/bank** are reflected in the accounting chain: bank/terminal (statement/ledger) → **eBilim “Payment”** → **1C** (journal entries/period closing) → **national systems** (reporting/taxes — in accordance with established procedures).

**2.7.5. Reconciliation and period-end closing.** Ensures mandatory reconciliation of data **between bank/terminal ↔ eBilim ↔ 1C**:

1. operational reconciliation (daily/weekly) — verification of the completeness of receipts and the accuracy of the operator’s posting;
2. monthly reconciliation — reconciliation report/register recording discrepancies and deadlines for resolution;
3. period closing — confirmation of the accuracy of eBilim and 1C data.

**2.7.6. Budget/Rates.** Establishes the procedure for modifying **the “Budget”** in eBilim (tuition costs, periods, billing parameters, benefits/discounts where applicable): changes are permitted only by authorized persons with documentation of the grounds; the chief accountant oversees this process.

**2.7.7. Payment Transfers.** Ensures control **over “Payment Transfer” transactions** in eBilim: permitted only with written justification; a transfer log is maintained (date, amount, from-to, justification, executor, supporting document). Critical transfers are subject to confirmation by the chief accountant.

**2.7.8.** Ensures data security and access control for eBilim “Payments” and 1C; monitors logs and transaction evidence for internal control, audits, and the QMS.

2.7.9. Prepares and submits reports to management on payments, arrears, overpayments, and accounts receivable based on data from eBilim and 1C, with a note indicating that the reconciliation has been completed.

### 3. Rights

3.1. Request from departments the documents and information necessary for accounting, reporting, and control.

3.2. Submit proposals to the Rector regarding the optimization of expenses, payment discipline, financial regulations, and the internal control system.

3.3. Suspend transactions/payments in the absence of proper grounds or supporting documents (with written notification to management and an explanation of the reasons).

3.4. Represent the University on financial matters before authorized bodies by delegation or power of attorney.

### 4. Responsibilities

4.1. For the organization of accounting and the accuracy of financial statements.

4.2. For the accuracy of tax accounting, the completeness and timeliness of settlements with the budget, and the filing of tax returns.

4.3. For meeting deadlines and the accuracy of payroll calculations within the scope of their authority.

4.4. For violations of document storage procedures, confidentiality protocols, and rules governing access to financial data.

4.5. For damage caused to the University—within the limits established by the legislation of the Kyrgyz Republic.

### 5. Final Provisions

5.1. These instructions shall take effect upon the issuance of an order by the Rector.

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

5.3. The employee must acknowledge receipt of these instructions by signing this document.

## **JOB DESCRIPTION Head of the Educational and Information Department (EID)**

### 1. General Provisions

1.1. The Head of the EID falls under the category of heads of structural units.

1.2. The Head of the EID **reports directly to the Vice Rector for Academic Affairs** and acts within the scope of delegated authority and local regulations.

1.3. Appointment and dismissal from office are carried out by order of the Rector in accordance with established procedures.

1.4. During the Head of the Academic Information Office's temporary absence, their duties are

performed by an employee designated by order.

1.5. The Head of the Academic Information Office must be familiar with the legislation of the Kyrgyz Republic in the fields of education and labor, local regulations of JAIU regarding the educational process, rules for working with information systems (including eBilim), requirements for personal data protection, occupational safety, and fire safety, as well as the fundamentals of quality management (QMS).

1.6. In carrying out their duties, they are guided by: the Charter of JAIU; decisions of the Academic Council (within the scope of their authority); orders and directives of the Rector and the Vice Rector for Academic Affairs; the Regulations on the Academic Affairs Office; the Regulations on the Organization of the Educational Process; Regulations on the Faculty and Departments; Internal Labor Regulations; QMS documents; and this job description.

## 2. Purpose of the Position

To ensure **the manageability of the educational process** and **digital traceability** of data (planning, scheduling, monitoring of classes, reporting) based on JAIU regulations and the use of **eBilim**, as well as to provide methodological and IT support for educational management processes within the framework of the QMS.

## 3. Functions

3.1. Organizing and monitoring the planning and implementation of the educational process.

3.2. Organizing the documentation and regulation of the educational process (local regulations).

3.3. Coordinating the work of the Academic Affairs Office regarding eBilim, academic reporting, and analytics.

3.4. Organizing IT support for the educational process within the Educational Institution's area of responsibility (network/internet/PCs/office equipment/website—technical aspects).

3.5. Organizing internal staff training (seminars, workshops) on the educational process, eBilim, and QMS requirements.

## 4. Job Responsibilities

### 4.1. Planning and organizing the educational process

4.1.1. Organizes the development and updating of **academic schedules**, semester calendars, module periods, final exams, and make-up exams.

4.1.2. Organizes the preparation and maintenance of **working curricula (WC)** and other educational documents in accordance with established procedures.

4.1.3. Organizes the preparation of **class schedules** and schedules for midterm/final assessments; ensures coordination with the dean and departments.

4.1.4. Monitors the conduct of classes, analyzes **attendance and "absences"** based on eBilim data and reports from responsible parties; prepares proposals for adjustments to the educational process.

4.1.5. Prepares analytical materials and reports at the request of management and collegial bodies.

### 4.2. Teaching Load and Calculation Materials (Academic Section)

4.2.1. Coordinates the collection of source data and the preparation of **a summary statement of the distribution of the teaching staff's workload** by department.

4.2.2. Oversees the preparation of calculation materials regarding the teaching load for the formalization of staffing decisions (staffing forms/draft documents) in accordance with established procedures.

4.2.3. Prepares memos, reports, and draft orders on academic matters within the scope of the Academic Affairs Office’s authority.

#### 4.3. eBilim: regulations, data, and compliance monitoring

4.3.1. Organizes the support of educational processes in **eBilim**: structure of groups/courses/semesters, accuracy of educational data (process owner).

4.3.2. Monitors departments’ compliance with requirements regarding **the electronic gradebook** (attendance, grades, recording of independent study/activity) and the posting/updating of **the electronic curriculum**.

4.3.3. Ensures organizational oversight of compliance with regulations regarding modular and final assessments (including deadlines, reporting, and record-keeping).

4.3.4. Ensures the organization of work on the “**Single Window**” module (certificates, transcripts) regarding academic data—in accordance with approved regulations.

4.3.5. The division of responsibilities is defined by regulations: **technical operations** (roles, access, opening of testing, printing of protocols, etc.) are performed by the IS/eBilim administrator within approved schedules; the Head of the Academic Information Office ensures **order, control, and quality of execution**.

#### 4.4. Regulatory documents on the educational process (LNA)

4.4.1. Organizes the development, revision, and updating of **local regulatory acts (LRAs)** related to the educational process (regulations, rules, instructions, forms, checklists) in accordance with the legislation of the Kyrgyz Republic, the Charter of ZhAMU, the decisions of the Academic Council, and the requirements of the Quality Management System.

4.4.2. Maintains a **registry of LNRs for the academic unit** (title, version, date, status, responsible person, revision date), ensures uniform formatting templates, and stores current versions.

4.4.3. Ensures the approval process for local normative acts:

1. **development/preparation of a draft** (Academic Affairs Office / relevant departments);
2. **coordination** (Vice Rector for Academic Affairs, Head of the Legal and Regulatory Department/Legal Counsel, Quality/QMS Officer, Dean/Department Heads—depending on the subject matter);
3. **approval** (by the Rector via an order; or by the Academic Council—in cases where the document falls within its jurisdiction).

4.4.4. Prepares a package of documents for approval: draft orders, appendices, approval sheets, memos/endorsements.

#### 4.5. Seminars and training sessions on the educational process

4.5.1. Plans and organizes **seminars/trainings** for faculty, the dean’s office, departments, and UIO staff on the following topics: credit system, academic process regulations, FOS and assessment, maintaining an electronic grade book, independent study, schedules, academic deficiencies, modular and final assessments, use of eBilim, and QMS requirements.

4.5.2. Develops a **semester/annual plan** for internal training activities, prepares materials, ensures attendance tracking and final reporting (minutes, list of participants, feedback, conclusions/corrective actions).

4.5.3. Organizes the communication of new requirements and changes to local regulatory acts to staff through approved communication channels (eBilim/email/messengers/website/notice boards) in accordance with the approval procedure.

#### 4.6. IT Support and Digital Infrastructure

- 4.6.1. Organizes support for **the internet, local network, PCs, office equipment**, and classrooms within the UIO's area of responsibility (through a software engineer/IT specialist).
- 4.6.2. Coordinates technical support for **the university website** (hosting—technical department), whereby: content is prepared by relevant departments, and publications/news are subject to approval by the Vice Rector for State Language and Social Work and authorization by the Rector.
- 4.6.3. Ensures compliance with information security and personal data protection requirements when working with information systems (within the department's scope of authority).

#### 4.7. QMS, Accreditation, and Inspections

- 4.7.1. Ensures compliance with QMS requirements at the educational institution: documentation, storage of evidence, participation in internal inspections/audits, and corrective actions.
- 4.7.2. Prepares materials on the educational process and eBilim digital traces for accreditations and inspections (upon request from management).

#### 5. Rights

- 5.1. Request documents and information from departments necessary for the performance of the Educational Institution's functions.
- 5.2. Make proposals to improve the educational process, regulations, digital procedures, reporting, and the QMS.
- 5.3. Initiate quality checks of eBilim maintenance (log/curriculum/deadlines) and require the rectification of violations within a specified timeframe.
- 5.4. Participate in committees and working groups on the educational process, digitalization, and quality.
- 5.5. Sign/endorse documents within the scope of the Academic Affairs Office's authority according to the approved list.

#### 6. Responsibilities

- 6.1. For the timeliness and accuracy of schedules/timetables/analytical reports prepared by the Academic Affairs Office.
- 6.2. For compliance with academic process regulations and QMS requirements within the UIO's area of responsibility.
- 6.3. For violations of personal data handling procedures due to the fault of the UIO's employees (organizational control).
- 6.4. For improper management of UIO staff and failure to carry out management instructions within the scope of authority.
- 6.5. For violations of occupational health and safety and fire safety requirements within the department.

#### 7. Interaction

The Head of the UIO interacts:

1. with the Rector and the Vice Rector for Academic Affairs—regarding approvals, orders, and key decisions;
2. with the Dean/Dean's Office—regarding rosters, academic records, committees, and student enrollment (in terms of academic record-keeping);

3. with departments—regarding course load, schedules, electronic grade books, teaching materials, and reports;
4. with the eBilim administrator/IS specialist and software engineer—regarding technical implementation;
5. with the HR Department — regarding personnel and legal issues and student statuses (based on orders);
6. with the accounting department — regarding reconciliations and data within the established regulations.

## **JOB DESCRIPTION FOR THE CHIEF SPECIALIST FOR ACADEMIC AFFAIRS (ACADEMIC DEPARTMENT OF THE EDUCATIONAL INSTITUTION)**

### 1. General Provisions

- 1.1. The Chief Specialist for Academic Affairs belongs to the category of UIO specialists.
- 1.2. **Reports directly to the Head of the Academic Affairs Office** and acts within the scope of instructions from the Head of the Academic Affairs Office and the Vice Rector for Academic Affairs.
- 1.3. Is appointed and dismissed in accordance with established procedures by order of the Rector (upon recommendation of the Head of the Academic Affairs Department).
- 1.4. During periods of temporary absence (vacation, illness, business trip), duties are performed by an employee appointed by the Head of the Academic Affairs Office.
- 1.5. In performing their duties, they are guided by: the Charter of ZhAMU; local regulations governing the educational process; orders/directives of the Rector and the Vice Rector for Academic Affairs; the Regulations on the Academic Affairs Office; QMS documents; the Rules of the Academic Council; and this job description.
- 1.6. Must be familiar with: credit-based education technology; the procedure for developing course outlines/schedules/timetables; rules for maintaining academic records; regulations for midterm and final assessments; fundamentals of statistics and analytics; procedures for working in eBilim (academic data, reports); personal data protection requirements; occupational safety and fire safety.

### 2. Purpose of the Position

Operational support for the educational process: **course outlines, schedules, class timetables, monitoring of class conduct, workload** calculations, analytical reports (including those on attendance and “absences”), and preparation of materials for review/approval in accordance with JAIU regulations and QMS requirements.

### 3. Functions

- 3.1. Preparation of draft academic documents (Curriculum, schedules, timetables, summary tables).
- 3.2. Coordinating data on the teaching load of faculty members and compiling summary reports.
- 3.3. Monitoring schedule compliance and tracking deviations (substitutions/cancellations) with analysis and recommendations.
- 3.4. Preparation of academic reports and statements for management and departments.
- 3.5. Participation in the implementation and maintenance of QMS regulations for the educational process.

### 4. Job Responsibilities

- 4.1. Working Curricula (WC) and Academic Documentation

- 4.1.1. Collects source data from departments/the dean's office to prepare and update WCPs, consolidated lists of courses, streams, and groups.
- 4.1.2. Prepares draft academic documents using established templates (tables, summaries, registers), ensuring the correctness of structure, hours, semesters, and forms of assessment.
- 4.1.3. Prepares materials for approval by the head of the Academic Affairs Office and submits them for approval in accordance with established procedures.

#### 4.2. Academic Schedules

- 4.2.1. Prepares draft **academic schedules** (semester, modules, independent study, internships, exam sessions, retakes, academic deficiencies—in accordance with approved regulations).
- 4.2.2. Organizes the collection of approvals (Head of the Academic Affairs Office → Dean → departments, if necessary) and compiles a package for approval by the Vice Rector for Academic Affairs.
- 4.2.3. Ensures that approved schedules are communicated to the relevant personnel through approved channels (eBilim/email/messengers/bulletin board/website).

#### 4.3. Class Schedule

- 4.3.1. Prepares **the academic class schedule** by groups/cohorts, taking into account classroom availability, faculty workload, clinical/anatomical facilities, and practical sessions.
- 4.3.2. Makes changes to the schedule (substitutions, rescheduling) in accordance with established procedures, documenting the reasons and approvals.
- 4.3.3. Ensures there are no conflicts (classrooms, instructors, groups) and initiates adjustments in a timely manner.
- 4.3.4. Ensures the publication/distribution of the schedule to departments and students through established channels (within the regulations; website publications—via the technical administrator).

#### 4.4. Faculty Workload and Calculation Reports

- 4.4.1. Coordinates the collection of source data on disciplines, groups, types of classes, and hours.
- 4.4.2. Prepares **a summary statement of the distribution of the teaching staff's workload by department**, checks for logical errors (duplicates, inconsistencies in class times, overlaps).
- 4.4.3. Prepares calculation materials (summary sheets, tables, draft reports) for the head of the Academic Affairs Office for further coordination and approval in accordance with established procedures.

#### 4.5. Monitoring of class conduct and analysis of "disruptions"

- 4.5.1. Maintains records of class sessions based on eBilim data and information from duty officers/responsible personnel.
- 4.5.2. Conducts **an analytical review of attendance and class cancellations** (by week/month), compiles lists of courses/dates/groups, and identifies recurring causes.
- 4.5.3. Prepares recommendations for the head of the Academic Affairs Office regarding schedule adjustments, organizational measures, and enhanced monitoring.
- 4.5.4. Prepares memos/reports on identified issues within the scope of their authority.

#### 4.6. Interaction with eBilim

- 4.6.1. Uses eBilim to obtain reports and monitor educational data (attendance, logs, schedule, checkpoints) **within the scope of granted access rights**.
- 4.6.2. Submits requests for technical actions (changing roles/access rights/opening testing) to the eBilim/IS administrator—strictly in accordance with approved schedules and directives.

#### 4.7. Standards and QMS

- 4.7.1. Participates in the development/updating of local regulatory acts regarding the educational process (as directed by the head of the Educational Institution).
- 4.7.2. Complies with QMS requirements: maintains documented records, ensures version traceability, and implements corrective actions within their area of responsibility.
- 4.7.3. Participates in preparing the evidence base for inspections/accreditation related to the educational process.

#### 5. Rights

- 5.1. Request information from departments and the Dean's Office necessary for compiling schedules, timetables, course outlines, and course loads.
- 5.2. Access academic records (within the scope of authority) and use university resources to perform tasks.
- 5.3. Submit proposals to the Head of the Academic Affairs Office regarding improvements to timetables, schedules, and record-keeping and monitoring processes.
- 5.4. Request corrections to source data if it conflicts with established rules and regulations.

#### 6. Responsibilities

- 6.1. For the accuracy of drafted schedules, timetables, and academic records (in terms of processed data).
- 6.2. For failure to meet the deadlines for preparing documents and reports established by the Head of the Academic Affairs Office and the Vice Rector for Academic Affairs.
- 6.3. For the distortion of attendance/absenteeism data due to improper maintenance of record-keeping forms.
- 6.4. For failure to comply with QMS requirements, confidentiality, and personal data protection.
- 6.5. For violation of the Rules of the VTR, occupational safety, and fire safety.

#### 7. Interactions by Position

Interacts with:

1. with **the Head of the UIO** — planning, monitoring, coordination, reporting;
2. with **the dean/dean's office**—registers, academic records, committees (regarding class schedules and data);
3. with **departments** — course load, classrooms, faculty assignments, schedule adjustments;
4. with **the eBilim/IS administrator** — technical actions in the system according to approved schedules;
5. with **the UIO software engineer** — uploading files/updates to the website (technical aspects).

## **JOB DESCRIPTION FOR THE CHIEF SPECIALIST IN INFORMATION SYSTEMS (IS), EBILIM ADMINISTRATOR, COMPUTER NETWORKS AND THE INTERNET (UIO)**

### 1. General Provisions

- 1.1. The Chief IS Specialist belongs to the category of UIO specialists.
- 1.2. **Reports directly to the Head of the UIO**; regarding the organization of academic monitoring, acts on the instructions of the Head of the UIO and within the framework of the orders **of the Vice Rector for Academic Affairs**.
- 1.3. Is appointed and dismissed by order of the Rector (upon recommendation of the Head of the UIO).
- 1.4. During temporary absence, duties are performed by an employee designated by the Head of the Academic Information Office.
- 1.5. Must be knowledgeable about: the fundamentals of information system and network administration; the principles of LMS/AIS (eBilim) operation; the fundamentals of cybersecurity; personal data protection requirements; backup procedures; regulations regarding modular/final assessments and the State Final Examination (SFE) in terms of **technical support**; occupational safety and fire safety.
- 1.6. In performing duties, the employee is guided by: the Charter of ZhAMU; local regulations on the educational process and information security; orders/directives of the rector and the vice rector for academic affairs; the Regulations on the Academic Information Office; QMS documents; and these instructions.

### 2. Purpose of the Position

To ensure **the uninterrupted operation of eBilim and the IT infrastructure** of the educational process (access rights, testing, reporting, protocols, “Single Window,” network/internet) in compliance with QMS requirements, information security, and personal data protection.

### 3. Responsibilities

- 3.1. Administration of eBilim (roles, access rights, structures, system-level data integrity checks).
- 3.2. Technical support for modular/final assessments and the State Final Examination (according to approved schedules).
- 3.3. Generation and issuance of system reports/protocols (within the scope of regulations).
- 3.4. Ensuring the operability of computer networks and the Internet within the UIO’s area of responsibility.
- 3.5. Information security: access logging, event logs, backup, and incident management.
- 3.6. Participation in the QMS: record keeping, implementation of corrective actions for IT processes.

### 4. Job Responsibilities

#### 4.1. eBilim Administration

- 4.1.1. Manages eBilim within the scope of authority: configuring roles, access rights, accounts, and structural directories (groups, courses, periods).
- 4.1.2. Ensures the accuracy **of system parameters** (semesters/modules/checkpoints) in accordance with approved academic calendars.
- 4.1.3. Processes requests for access or role changes only when justified (memo/instruction from the Head of the Academic Affairs Office/management directive) and records the completion.
- 4.1.4. Monitors users’ compliance with eBilim usage regulations (passwords, permissions,

prohibited actions), and initiates account suspensions or restrictions in the event of security risks—with notification to the head of the Educational Information Office.

#### 4.2. Testing, Modular and Final Assessments, State Final Examination

4.2.1. **Grants access to testing** and/or examination activities in eBilim **strictly according to the approved schedule** for module acceptance, final assessment, and state certification.

4.2.2. Ensures technical readiness: verification of users, groups, subjects, permissions, test availability, and network stability.

4.2.3. Generates **reports based on test results**: export files, reports, registers, and other reports in accordance with approved forms.

4.2.4. Prints **out protocols** based on the results of student testing/assessment (including the State Final Examination) in accordance with established procedures and submits them to the responsible departments for record-keeping.

#### **Scope of Authority:**

The Chief IS Specialist **does not approve** schedules, does not decide “who to admit/not admit,” and does not change academic status. He performs **technical actions** based on approved documents and instructions.

#### 4.3. “Single Window”: Certificates and Transcripts (Technical Aspects)

4.3.1. Ensures the technical operation of the “Single Window” module in eBilim: accessibility, print forms, and correctness of data exports.

4.3.2. Performs the export/printing of certificates and transcripts **within the scope of regulations** and upon requests approved by the responsible persons.

4.3.3. Maintains records of generated documents (log/register) when required by regulations.

#### 4.4. Networks and the Internet

4.4.1. Ensures the operability of the local network and the Internet within the university’s/educational institution’s area of responsibility: initial diagnostics, troubleshooting, and stability monitoring.

4.4.2. Maintains a record of user requests for IT support; coordinates with providers/contractors as needed.

4.4.3. Works with the UIO software engineer to set up workstations (configuration of connections, network policies, access rights).

#### 4.5. Information Security and Data Protection

4.5.1. Maintains confidentiality and ensures the protection of personal data when working with eBilim and reports.

4.5.2. Organizes backups (according to an approved schedule), monitors storage and recovery.

4.5.3. Maintains logs of critical actions (in accordance with regulations), records incidents, and reports to the head of the UIO and responsible parties.

#### 4.6. QMS and Audits

4.6.1. Ensures the availability of documented records for IT processes (requests, accesses, reports, incidents, backups).

4.6.2. Participates in preparing evidence for internal quality control and accreditations (via

eBilim/digital traces).

4.6.3. Implements corrective actions based on audit/inspection findings related to IT.

## 5. Rights

5.1. Request information from departments necessary for the proper configuration of eBilim and the preparation of reports (within the scope of authority).

5.2. Initiate technical measures to mitigate information security risks (restricting access rights, changing passwords, blocking access) with notification to the head of the IT department.

5.3. Access necessary resources (servers/admin panels/logs) within the scope of authority.

5.4. Make suggestions for improving eBilim processes, reporting, and IT security and reliability.

## 6. Responsibilities

6.1. For the stability and correctness of eBilim administration within the scope of authority.

6.2. For adherence to approved schedules when opening testing/access and the accuracy of generated reports/logs.

6.3. For violations of information security and personal data protection requirements due to their own fault.

6.4. For non-compliance with QMS regulations and failure to carry out management instructions regarding IT.

6.5. For violations of the VTR Rules, occupational safety, and fire safety regulations.

## 7. Interaction

Interacts with:

1. with **the Head of the IT Department** — instructions, coordination, and oversight of IT processes;
2. with **the Chief Academic Specialist** — schedules/timetables/assessment periods as a basis for technical actions;
3. with **the Dean's Office** — regarding reports/minutes and technical support for monitoring (without making academic decisions);
4. with **departments** — on technical issues related to eBilim (access/errors/reports) in accordance with regulations;
5. with **the UIO software engineer** — network/workstations/technical issues.

## **JOB DESCRIPTION FOR THE LEAD PRACTICUM SPECIALIST**

### 1. General Provisions

1.1. The Lead Internship Specialist (hereinafter referred to as the Specialist) belongs to the category of specialists in **the Educational and Information Department (EID)**.

1.2. Is appointed and dismissed by order of the Rector upon the recommendation **of the Head of the EID** and in consultation with **the Vice Rector for Academic Affairs** (in accordance with established procedures).

1.3. Reports directly **to the Head of the EID**; on matters related to the academic process and internships, works in coordination with **the Vice Rector for Academic Affairs, the Dean, department chairs, and internship site supervisors**.

1.4. In performing their duties, the Specialist is guided by: the Charter of ZhAMU, local regulations on internships and the academic process, orders of the Rector, directives of the Vice Rector for Academic Affairs, directives of the Head of the Academic Affairs Office, QMS

requirements, and this job description.

1.5. During the Specialist's absence, his/her duties are performed by an employee of the Academic Affairs Office appointed by the Head of the Academic Affairs Office in consultation with the Vice Rector for Academic Affairs.

## 2. Purpose of the Position

2.1. To ensure the planning, organization, and documentation of all types of internships: internship databases, schedules, orders/referrals, monitoring of completion, reporting, and recording of results in accordance with established procedures (including via eBilim, if applicable).

## 3. Responsibilities

3.1. Planning and scheduling internships in coordination with the Academic Affairs Office and the academic calendar.

3.2. Coordinating interaction with the dean's office, departments, and internship sites (clinical sites, laboratories).

3.3. Documentation of internships: draft orders, referrals, registers, ledgers, and reports.

3.4. Monitoring the completion of internships and adherence to deadlines, as well as compiling summary analytics.

3.5. Supporting QMS requirements regarding traceability and storage of internship documents.

3.6. Coordination of the organizational and documentation aspects of clinical rotations, including elements of **the Simulation Center / Practical Skills Center** and OSCE/OSPE activities as **part of the rotation** (within the scope of the UIO's authority).

## 4. Job Responsibilities

Clinical Training Specialist (UIO):

### 4.1. Planning of clinical rotations (schedules)

4.1.1. Prepares a draft **internship schedule** by course, group, and site based on the Academic Work Plan and class schedules; coordinates it with the head of the Academic Affairs Office, the dean, and the departments; submits it to the Vice Rector for Academic Affairs for approval.

4.1.2. Assigns students to internship sites, taking into account quotas, majors, and site requirements.

4.1.3. Ensures that the schedules are communicated to the dean's office, departments, and students through established channels (eBilim/official notifications).

### 4.2. Internship Sites and Registers

4.2.1. Maintains a **registry of internship sites** (contact information, profile, quotas, dates, responsible persons, admission requirements).

4.2.2. Prepares draft letters/agreements/contracts regarding internships within the approved templates; organizes approval and signing in accordance with established procedures (legal counsel for disputed cases; signature by an authorized person).

4.2.3. Coordinates student admission to training sites: lists, schedules, and requirements regarding safety, medical examinations, and uniforms—in collaboration with the Dean's Office and departments.

4.2.4. Includes **the Simulation Center / Practical Skills Center** in the registry of practice sites as an internal practice site; records contact persons, admission rules, and capacity (quotas) by

group.

4.2.5. Coordinates with the dean and departments the organizational parameters for conducting classes/sessions at the Simulation Center as part of the practicum (schedule of visits, group lists, admission requirements).

#### 4.3. Orders and Assignments

4.3.1. Prepares draft orders regarding: placement for practical training, distribution among training sites, appointment of department-assigned practical training supervisors, and reporting deadlines and formats.

4.3.2. Issues referral letters/travel orders/internship logs (using approved forms) and maintains a registry of issued documents.

4.3.3. Ensures the registration, storage, and archiving of internship documents in accordance with the file classification system and QMS requirements.

#### 4.4. Monitoring of Completion and Reporting

4.4.1. Organizes the collection of supporting documents: training site records, logs, reports, and evaluations (if applicable).

4.4.2. Monitors reporting deadlines, compiles summaries by groups/departments, and forwards the information to the dean and department heads.

4.4.3. Records incidents during practical training (admission/discipline/safety) and reports them to the head of the UIO and the dean; initiates a review with the department and the training site.

4.4.4. For practical training sessions involving classes/exercises at the Simulation Center, ensures attendance/task completion is recorded, confirms marks are received (in the prescribed format), and forwards the information to the departments/dean's office for final record-keeping.

#### 4.5. eBilim and Recording of Results

4.5.1. Submits the results of practical training to the departments/dean's office for grading and the preparation of final grade sheets.

4.5.2. If the eBilim system includes a practicum module, organizes the receipt and monitoring of report statuses **within the scope of the assigned role** (grading is the department's responsibility).

4.5.3. Generates summary reports on internships: completion status, problem areas, and suggestions for improvement.

4.5.4. If the eBilim functionality is available, records the status of internship completion, taking into account Simulation Center components (as part of the internship); the department conducts the evaluation and assigns the final grade.

#### 4.6. Analytics and Improvements (QMS)

4.6.1. Analyzes the results of internships and feedback from students/host organizations, identifies risks and "bottlenecks."

4.6.2. Prepares proposals for improving the organization of internships and document flow, and submits them for review by the head of the Academic Affairs Office and the Vice Rector for Academic Affairs.

4.6.3. Prepares materials on internships for accreditation/inspections at the request of management.

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## 5. Rights

- 5.1. Request information necessary for planning and monitoring internships from the Dean's Office, departments, and internship sites.
- 5.2. Return incomplete or incorrect internship documents (reports, logs, confirmations) for revision.
- 5.3. Submit proposals to the Head of the Academic Affairs Office regarding the expansion of the internship network and the optimization of schedules/procedures.
- 5.4. Participate in negotiations with internship sites and the Simulation Center as directed by the Head of the Academic Affairs Office or the Vice Rector for Academic Affairs.

## 6. Responsibilities

- 6.1. For the timely preparation of internship schedules and the accuracy of registries/administrative documents.
- 6.2. For the accuracy of summary reports and compliance with document processing deadlines.
- 6.3. For compliance with student personal data protection policies.
- 6.4. For compliance with QMS requirements regarding documented information (registers, versions, storage).

## 7. Relationships (reporting lines)

1. Head of the Academic Affairs Office — direct supervision, document approval, oversight.
2. Vice Rector for Academic Affairs — approval of internship schedules/regulations.
3. Dean's Office — student enrollment, rosters, and organizational matters.
4. Departments — internship supervisors, evaluation, internship programs, and content oversight.
5. Internship sites/clinical sites — student admission, admission requirements, and confirmation.
6. **Simulation Center / Practical Skills Center** — coordination of the internship visit schedule, group lists, admission rules, and confirmation of completion.
7. HR/Legal Counsel — contracts (for disputed cases), legal matters.
8. eBilim Administrator — access/technical support (as needed).

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## 8. Qualification Requirements

- 8.1. Bachelor's degree (in management, education, or medicine—preferred).
- 8.2. Experience in organizational work at a university—preferred.
- 8.3. Skills: document management, registries, communication, Excel/eBilim, responsibility, and attention to detail.

## **JOB DESCRIPTION FOR UIO SOFTWARE ENGINEER (WEBSITE ADMINISTRATION, COMPUTER HARDWARE AND OFFICE EQUIPMENT MAINTENANCE)**

### 1. General Provisions

- 1.1. A software engineer is classified as a specialist within the UIO.
- 1.2. **Reports directly to the head of the UIO** and carries out assignments within the scope of their authority.

1.3. Is appointed and dismissed by order of the rector (upon recommendation of the Head of the UIO).

1.4. During periods of temporary absence, his or her duties are performed by an employee designated by the Head of the IT Department.

1.5. Must know: the basics of PC and office equipment administration; Windows/Linux (if applicable), office suites; principles of network connectivity for workstations; basics of cybersecurity at the workstation level; basics of web administration (CMS/hosting/domains/SSL); equipment inventory rules; personal data protection requirements; occupational safety and fire safety.

1.6. In performing duties, the employee is guided by: the Charter of ZhAMU; local regulations on information security, IT support, and data protection; orders/directives from management; QMS documents; and this job description.

## 2. Purpose of the Position

Ensuring the technical readiness and uninterrupted operation of workstations and the university's IT infrastructure (PCs, office equipment, software), as well as providing technical support for the university's official website within the established content approval procedures.

## 3. Duties

3.1. Maintenance and repair of the computer fleet and office equipment.

3.2. Installation, configuration, and updating of software on workstations.

3.3. User support (service requests, incidents, initial troubleshooting).

3.4. Administration of the university website (technical aspects).

3.5. Inventory management of IT equipment and consumables; participation in procurement (technical justification).

3.6. Ensuring compliance with QMS and information security requirements in technical processes.

## 4. Job Responsibilities

### 4.1. Computer Fleet and Office Equipment

4.1.1. Configures and maintains PCs, laptops, printers, scanners, MFPs, projectors, and other office equipment within the UIO/university's area of responsibility (according to the approved list).

4.1.2. Performs preventive maintenance, fault diagnosis, minor repairs, and replacement of components (within authorized limits), and coordinates with service providers/contractors.

4.1.3. Ensures that classroom equipment is ready for classes/events (upon request).

4.1.4. Maintains a record of user requests (log/register), documents completed work and deadlines.

### 4.2. Software and Workstations

4.2.1. Installs and updates software on workstations: operating systems, office applications, drivers, and specialized programs—in accordance with the university's licensing policy.

4.2.2. Configures user accounts on workstations and implements basic security measures (passwords, restrictions, antivirus/updates) in accordance with regulations.

4.2.3. Provides initial technical support to users (configuring printing, scanning, connections, and restoring functionality).

4.2.4. Participates in setting up workstations for testing/events (as directed by the Head of the IT Department and in collaboration with the eBilim administrator).

#### 4.3. Administration of the university website (technical aspects only)

4.3.1. Provides technical support for the website: publishing content, updating the CMS/modules, backups, ensuring page functionality, and fixing display errors.

4.3.2. Manages access to the admin panel/hosting/domain and monitors security (SSL, passwords, permissions).

4.3.3. Ensures that materials are published **only after approval** (see section 4.3.4).

##### 4.3.4. **Division of responsibility for the website:**

1. content (text/accuracy) is prepared by relevant departments;
2. **approval** of publications concerning students/social work/the state language is handled by the Vice Rector for the State Language and Social Work;
3. **publication authorization** is granted by the rector (or an authorized representative by letter or delegation);
4. the software engineer handles **technical deployment** and is not responsible for the content's meaning, provided approvals are in place.

4.3.5. Prepares technical reports upon request (uptime, backups, changes, incidents).

#### 4.4. Equipment Inventory and Technical Documentation

4.4.1. Maintains a list of IT equipment (inventory, transfers, write-offs—in accordance with established procedures).

4.4.2. Prepares technical justifications for purchases (specifications, compatibility, minimum requirements).

4.4.3. Ensures the secure storage of technical documentation (passwords/access—in accordance with information security policies).

#### 4.5. Information Security and QMS

4.5.1. Complies with personal data protection requirements when working with user devices and storage media.

4.5.2. Ensures the technical implementation of information security measures: updates, antivirus software, access control, and backups (in accordance with regulations).

4.5.3. Maintains documented records within the QMS: logs of requests, work, incidents, preventive maintenance, and backups.

#### 5. Rights

5.1. Request information from departments necessary for performing technical tasks (within the scope of authority).

5.2. Suspend work in the absence of justification or approval (e.g., publishing on the website without authorization).

5.3. Submit proposals to the Head of the IT Department regarding equipment upgrades, IT process optimization, and risk mitigation.

5.4. Access resources (warehouses/offices/equipment/admin panels) within the scope of authority.

#### 6. Responsibilities

6.1. For the quality and timeliness of maintenance and troubleshooting within the area of responsibility.

6.2. For compliance with licensing policies and software installation rules.

- 6.3. For compliance with information security and personal data protection requirements due to their own fault.
- 6.4. For the safety of equipment and tools provided for work.
- 6.5. For violations of VTR rules, occupational safety, and fire safety regulations.

## 7. Interaction

Interacts with:

1. with **the Head of the IT Department** — work plans, priorities, reporting;
2. with **the Chief Specialist for IS/eBilim** — network/workstations/testing, joint incident resolution;
3. with **the Dean's Office and departments** — requests for technical support, preparation of classroom equipment;
4. with **SMM** and relevant departments — only regarding technical publications on the website, subject to approval/permission.

## JOB DESCRIPTION FOR LIBRARIAN (UIO)

### 1. General Provisions

- 1.1. The Librarian belongs to the category of UIO specialists.
- 1.2. **Reports directly to the Head of the UIO.**
- 1.3. Is appointed and dismissed by order of the Rector (upon recommendation of the Head of the UIO).
- 1.4. During temporary absences, duties are performed by an employee designated by the Head of the UIO.
- 1.5. Must know: the fundamentals of library science; rules for cataloging and storing the collection; procedures for providing books for academic disciplines; the basics of working with electronic libraries/databases; rules for preparing references and reports; requirements for the protection of personal data (regarding readers); occupational safety and fire safety regulations.
- 1.6. In performing duties, the employee is guided by: the Charter of ZhAMU; local regulations regarding the library and the educational process; orders/directives of the rector and vice-rectors; QMS documents; and this job description.

### 2. Purpose of the Position

To provide the educational process with library and information resources (print and electronic), to maintain records and ensure the preservation of the collection, to support departments/faculty and students, and to prepare evidence regarding resource provision for the QMS and accreditation procedures.

### 3. Duties

- 3.1. Acquisition, cataloging, storage, and circulation of the library collection.
- 3.2. Providing information and bibliographic services to faculty and students.
- 3.3. Providing course materials in accordance with course outlines, syllabi, and electronic teaching materials.
- 3.4. Maintaining library records and preparing reports (including book availability).
- 3.5. Management of electronic resources (where subscriptions/access are available).
- 3.6. Participation in the Quality Management System and accreditation (evidence base for resources).

#### 4. Job Responsibilities

##### 4.1. Collection and Services

4.1.1. Issues and accepts materials, maintains records of patrons and collection movements.

4.1.2. Ensures the preservation of the collection: organizes storage, monitors condition, and processes write-offs/replacements according to procedure.

4.1.3. Organizes the work of the reading room/circulation desk and ensures compliance with library usage rules.

4.1.4. Educates students on the rules for using library resources.

##### 4.2. Book Availability for Disciplines (under the RUP)

4.2.1. Creates and maintains **a registry of book provision** by discipline based on the RUP/departmental reading lists.

4.2.2. In collaboration with departments, verifies lists of required and supplementary reading, the relevance of publications, and the number of copies.

4.2.3. Prepares reports on book availability for the Head of the Library, the Dean's Office, departments, and for accreditation packages.

4.2.4. Submits proposals to the Head of the Library and Information Services Department regarding the replenishment of the collection (priorities for purchases/subscriptions).

##### 4.3. Electronic Resources and Access

4.3.1. Maintains a record of available electronic resources (electronic library systems, databases, repositories, internal electronic materials).

4.3.2. Organizes the dissemination of information to faculty and students regarding available resources and usage rules (instructions, guidelines).

4.3.3. If necessary, collaborates with the educational institution's IT specialists on technical issues related to access to electronic resources.

##### 4.4. Reporting and Documentation

4.4.1. Maintains the library's established reporting system: collection turnover, deaccessioning, acquisitions, and user activity (if applicable).

4.4.2. Prepares responses/reports in response to requests from university administration regarding library and information services.

4.4.3. Ensures the proper formatting of library documents and the storage of archives.

##### 4.5. QMS and Accreditation

4.5.1. Participates in preparing evidence regarding resource support for educational programs (collections, subscriptions, book availability, access).

4.5.2. Complies with QMS requirements: documents processes, maintains records, and participates in corrective actions based on audit findings.

4.5.3. Complies with confidentiality requirements (regarding reader data and internal documentation).

#### 5. Rights

5.1. Request information from the departments and the Dean's Office regarding the RUP and reading lists to calculate book availability.

5.2. Make recommendations regarding the purchase of literature/subscriptions and the optimization of the collection.

5.3. Gain access to the resources necessary to perform duties.

5.4. Participate in professional development activities.

## 6. Responsibilities

6.1. For the preservation of the library collection and the accuracy of literature circulation records.

6.2. For the accuracy of reports and statements regarding book availability.

6.3. For compliance with QMS regulations and university policies regarding the library.

6.4. For violations of the Rules of the Library, occupational safety, and fire safety regulations.

## 7. Interaction

Interacts with:

1. with **the Head of the Academic Affairs Office** — plans, reports, proposals regarding the collection, accreditation packages;
2. with **the Chief Academic Specialist** — RUP/schedules for updating book availability;
3. with **departments** — reading lists, course materials availability, requests;
4. with **the Dean's Office** — certificates/data for quality and accreditation packages;
5. with **the UIO's IT specialists** — access to electronic resources (technical aspects).

## JOB DESCRIPTION FOR 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 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. Management of the Faculty and the Educational Process

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

**2.1.2.** Ensures academic discipline at the faculty: monitoring attendance, addressing academic deficiencies, and informing students and departments regarding 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 schedules.** **The Academic Affairs Office specialist** prepares academic 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 the academic process, and compliance with 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 sessions, 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 analysis of 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. Academic Advising and Social Work

**2.8.1.** Organizes the appointment **of academic group advisors:** develops candidate proposals, **coordinates with department chairs,** prepares draft orders/directives in accordance with established procedures, and ensures the training and monitoring of advisors' reporting.

**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 take effect upon the issuance of an order by the Rector.

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

**5.3.** The employee shall acknowledge receipt of these instructions by signing this document.

## **JOB DESCRIPTION FOR THE DEAN'S OFFICE METHODOLOGIST (ACADEMIC AFFAIRS)**

### **1. General Provisions**

1.1. The Dean's Office Methodologist (Academic Affairs) is classified as a specialist and provides organizational and administrative support for the academic process within the Dean's Office.

1.2. Appointed and dismissed by order of the Rector upon the recommendation of the Dean.

1.3. Reports directly to the Dean; collaborates with the Vice Rector for Academic Affairs, the Academic Affairs Office, departments, the eBilim administrator, the Human Resources Department, the Accounting Office, and other units.

1.4. Operates in accordance with the University Charter, local regulations, academic process regulations, the Quality Management System (QMS), occupational safety and fire safety requirements, and personal data protection rules.

1.5. In eBilim, has **read-only** access to the data necessary to perform the functions of the Dean's Office.

### **2. Job Responsibilities**

#### **2.1. Transcripts and Semester Closure**

2.1.1. Prepares and maintains the package of final semester documents: grade sheets/registers based on the results of midterm assessments and final exams (within the Dean's Office's jurisdiction).

2.1.2. Monitors the timely submission by departments of information affecting the final

recording of results and the accuracy of the document package.

2.1.3. Maintains a registry of reports/protocols and ensures their transfer for storage/archiving in accordance with established procedures.

## **2.2. Academic Debts, Academic Discrepancies, and Committees**

2.2.1. Maintains records of academic deficiencies and academic discrepancies: compiles lists, drafts of remediation schedules, notifications, and reports for the Dean.

2.2.2. Organizes the documentation for retakes and committees: student lists, draft directives/orders, minutes, and final materials.

2.2.3. Prepares draft commission rosters: collects proposals from departments, prepares the package for approval (Vice Rector for Academic Affairs) and ratification (Rector), ensures the recording and storage of approved documents.

2.2.4. Monitors the implementation of committee decisions regarding document flow (without interfering in the grading process).

## **2.3. Monitoring of Deadlines and Data Accuracy**

2.3.1. Monitors the deadlines for finalizing academic documents and data required for the final recording of results by reviewing eBilim and cross-checking with grade sheets.

2.3.2. The methodologist **does not make changes** to the electronic journal (grades, attendance, participation, independent study) and does not edit academic results in eBilim.

2.3.3. Upon identifying errors or discrepancies, prepares official reports and forwards them to the responsible parties: departments / the eBilim administrator / the Academic Affairs Office—in accordance with regulations.

## **2.4. Academic Analytics**

2.4.1. Prepares analytical reports: academic performance, outstanding coursework, exam committees/retakes, trends by course/group based on eBilim (review) and grade sheets.

2.4.2. Prepares information for management upon request from the Dean, Vice Rector for Academic Affairs, or the Rector.

## **2.5. External Requests (Regarding Academic Information)**

2.5.1. Upon resolution or instruction, organizes the collection and preparation of academic information for responses to external agencies (city hall, Ministry of Education and Science, law enforcement agencies, etc.).

2.5.2. Official responses to external agencies **are signed by the Rector**; registration and dispatch are carried out by **the Rector's secretary (records manager)**.

## **2.6. Informing Students (Academic Affairs)**

2.6.1. In coordination with the Dean's Office, informs students of notifications regarding the academic process: exam committees/retakes, deadlines, schedules for clearing academic debts, etc.

2.6.2. Channels: eBilim / email / WhatsApp / Telegram / bulletin board / website. Maintains a registry of notifications.

## **2.7. Participation in the QMS**

2.7.1. Participates in QMS procedures: checklists, evidence base, CAPA within the Dean's Office.

### 3. Rights

3.1. Request documents/information from departments and units necessary for preparing ledgers, commissions, and reports.

3.2. Access eBilim in **view-only** mode and generate reports/downloads within the scope of their authority.

3.3. Submit proposals to the Dean regarding improvements to document workflow and semester closing deadlines.

### 4. Responsibilities

4.1. For the timeliness and accuracy of grade sheets, examination committee packages, and analytical materials.

4.2. For compliance with personal data processing procedures and confidentiality.

4.3. For compliance with office procedures (regarding the transfer of documents for registration/dispatch).

### 5. Coordination and Document Flow

5.1. Official registration of incoming/outgoing correspondence is carried out by the rector's secretary (records manager).

5.2. The dean's office maintains **an** internal correspondence **log** for tracking deadlines (this does not replace official registration).

### 6. KPIs

1. Reports closed on time —  $\geq 95\%$
2. Returns/errors in document packages —  $\leq 3\%$
3. Overdue payment reports prepared on time — 100%

## JOB DESCRIPTION: DEAN'S OFFICE COORDINATOR (CONTINGENT)

### 1. General Provisions

1.1. The Dean's Office Methodologist (Student Body) is classified as a specialist and is responsible for maintaining records and providing support for the student body, as well as handling student transfers and document flow.

1.2. Is appointed and dismissed by order of the Rector upon the recommendation of the Dean.

1.3. Reports to the Dean; interacts with the Student Affairs Office (student statuses), the Academic Affairs Office, the eBilim administrator, departments, the records manager, and external organizations as directed by management.

1.4. Operates in accordance with the Charter, local regulations, the Quality Management System (QMS), eBilim regulations, and personal data processing rules.

1.5. In eBilim, has access to:

1. **view** general data;
2. **limited data entry** *only* in the "Transfers/Academic Transcript (Data Entry)" module — in accordance with the regulations.

## **2. Job Responsibilities**

### **2.1. Student Population and Registers**

2.1.1. Maintains enrollment records (courses/groups/cohorts), generates checklists, and ensures reconciliation with source systems (eBilim/UIO/PriCHR).

2.1.2. Maintains a registry of transfers (incoming/outgoing), a registry of academic transcripts, and a registry of student inquiries regarding student enrollment.

### **2.2. Transfers and Academic Transcripts**

2.2.1. Receives and registers (internally) transfer documents, compiles a package for review by the dean's office/committees.

2.2.2. **Enters data** from the academic transcript of a student transferred from another university into eBilim **only** within the scope of the assigned module and access rights.

2.2.3. Does not change grades/attendance/independent study work and does not edit the electronic grade book; if discrepancies are found, sends a request to the responsible staff members.

### **2.3. Student statuses (via PriCHR)**

2.3.1. Prepares materials and initiates official requests in PriCHR to change statuses (academic leave/dismissal/reinstatement, etc.) in accordance with regulations.

2.3.2. Monitors the reflection of statuses in eBilim (review) and informs the Dean about the impact of statuses on academic procedures.

### **2.4. Official Requests and Responses Regarding Students**

2.4.1. Prepares draft responses to inquiries regarding students transferred to other universities and draft inquiries to universities from which students have been transferred to JAIU.

2.4.2. Official responses/requests to external agencies and organizations **are signed by the Rector**; registration and dispatch are handled by the Rector's Secretary (records manager).

### **2.5. 3NK/2NK and other reporting (regarding student enrollment)**

2.5.1. Collects and organizes data for 3NK/2NK forms and other reports regarding student enrollment and movement; ensures reconciliation with the Student Information System (SIS), the Academic Information System (AIS), and other data sources.

2.5.2. Prepares draft tables and explanatory notes, submits them for approval and signature in accordance with established procedures.

### **2.6. Medical Examinations and Compulsory Medical Insurance for Students**

2.6.1. Organizes the tracking of students' completion of mandatory medical examinations: lists, notifications, reports for the Dean's Office, and monitoring of deadlines.

2.6.2. Maintains a registry of documents related to students' compulsory health insurance (receipt/verification/recording/transfer to the responsible department), without performing financial transactions.

### **2.7. Informing Students (Enrollment/Events)**

2.7.1. In coordination with the Dean's Office, informs students of notifications regarding enrollment, transfers, application deadlines, medical examinations/FOMS, and events.

2.7.2. Channels: eBilim / WhatsApp / Telegram / email / bulletin board / website. Maintains a registry of notifications.

## **2.8. Website and social media (subject to approval/sign-off)**

2.8.1. Prepares a draft text for publication and submits it for approval to the Vice Rector for State Language and Social Work.

2.8.2. Permission to publish is granted by **the Rector's approval on the text** and/or via **an official memo**.

2.8.3. Posting: website — UIO software engineer; social media — University SMM. The methodologist records the posting in the notification register.

## **2.9. QMS**

2.9.1. Participates in QMS procedures: evidence base, checklists, CAPA within the Dean's Office.

## **3. Rights**

3.1. Request documents and information from departments regarding student enrollment, transfers, and reporting.

3.2. Work in eBilim: view + limited data entry in the transfers/academic records module.

3.3. Make suggestions for improving transfer procedures, student enrollment tracking, and student communication.

## **4. Responsibilities**

4.1. For the accuracy and completeness of student enrollment/transfer/academic records, and for meeting deadlines for preparing draft documents.

4.2. For compliance with personal data processing requirements.

4.3. Ensuring compliance with the regulations for the approval and submission of materials to the Rector for signature.

## **5. Coordination and Document Flow**

5.1. Registration of incoming/outgoing correspondence—the Rector's secretary (records manager).

5.2. The Dean's Office maintains an internal log of correspondence processing.

## **6. KPIs**

1. Accuracy of student records/registers —  $\geq 99\%$
2. Average application processing time —  $\leq 2$  business days
3. Transfers/academic transcripts entered on time — 100%
4. Medical examination/FOMS: report completed on time — 100%

## **JOB DESCRIPTION FOR THE CHAIR OF THE DEPARTMENT**

### **1. General Provisions**

- 1.1. The Department Chair belongs to the category of heads of the university's structural units.
- 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 research).
- 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, independent study assignments, 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 of 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 faculty maintain **an electronic journal** (attendance, participation, grades, and independent study records) in eBilim within the established deadlines.

4.2.2. Monitors the completion of course materials **in the electronic curriculum**: syllabus, course outline, materials, assignments, criteria, learning outcomes, 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 instructional materials.

4.3.2. Ensures compliance with local regulations regarding the educational process, assessment, independent study assignments, 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), develops 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 allocation of teaching loads, staffing requirements, and staffing proposals.
- 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 assigned 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.

## JOB DESCRIPTION FOR PROFESSOR

### 1. General Provisions

1.1. The position of professor is filled **based on the results of a competitive selection process (election by competition)**, followed by the conclusion of an employment contract, in accordance with the procedure established by **the Regulations on the Procedure for Filling Positions of Faculty Members**. ([CBD Minjust](#))

1.2. A professor belongs to the category of faculty and **reports directly to the department chair**.

1.3. A person who meets the qualification requirements established by the legislation of the Kyrgyz Republic and the local regulations of Jalal-Abad International University shall be appointed to the position of professor.

1.4. During a professor's temporary absence (vacation, illness, business trip), their duties are performed by a faculty member appointed by the department chair from among the teaching staff, with responsibility for proper performance.

1.5. A professor must be familiar with:

1. the legislation of the Kyrgyz Republic in the field of education (including the Law of the Kyrgyz Republic "On Education"); ([CBD Minjust](#))
2. regulatory acts governing the activities of higher and postgraduate professional education institutions (including the regulations approved by the Cabinet of Ministers of the Kyrgyz Republic); ([CBD Minjust](#))
3. the university's local regulations: regarding the educational process, assessment, academic integrity, the Quality Management System (QMS), internal rules, and record-keeping;
4. procedures for maintaining academic records, including in the AIS/LMS **eBilim**;
5. modern teaching methods (including distance/blended learning), methodologies for developing curricula and assessment tools;
6. requirements for occupational health and safety, health, and fire safety;
7. requirements for personal data protection and information security.

1.6. In their work, professors are guided by:

8. The Law of the Kyrgyz Republic "On Education"; ([CBD Minjust](#))
9. Regulations on Educational Institutions of Higher and Postgraduate Professional Education of the Kyrgyz Republic (approved by a resolution of the Cabinet of Ministers of the Kyrgyz Republic); ([CBD Minjust](#))
10. Regulations on the Procedure for Filling Academic Staff Positions; ([CBD Minjust](#))
11. The University Charter, the Collective Agreement, and the Internal Regulations;
12. Decisions of the Academic Council, orders/directives of the Rector and Vice Rectors;
13. Regulations on the Faculty, Regulations on the Department;
14. this job description.

1.7. Working hours are determined by the employment contract, the Collective Bargaining Agreement, and the Internal Labor Regulations.

### 2. Duties of a Professor

2.1. Comprehensive teaching, instructional, educational, and research work.

2.2. Leading one of the areas of the department's research/methodological work.

2.3. Methodological support for the department chair within the scope of assigned tasks.

2.4. Academic supervision (if relevant programs/student body are available): master's students, candidates, and doctoral students.

### 3. Job Responsibilities

- 3.1. Plans, organizes, and supervises educational, instructional, and pedagogical work in the disciplines under their supervision.
- 3.2. Conducts all types of instructional classes; supervises term papers, final course projects, and research projects of undergraduate and master's students (in accordance with the department's specialization and as assigned).
- 3.3. Supervises research projects in the department's scientific field (and/or related fields).
- 3.4. Involves faculty members, administrative staff, students, and specialists from other departments in research (in accordance with established procedures).
- 3.5. Creates conditions for the development of students' competencies, ensuring their readiness for professional practice.
- 3.6. Develops (and/or oversees the development of) course outlines, syllabi, learning outcomes, and assessment criteria and rubrics.
- 3.7. Oversees the methodological support for the disciplines under their supervision; participates in the work of methodological commissions/councils.
- 3.8. Oversees the preparation of textbooks, manuals, lecture notes, and other teaching materials; participates in their development and preparation for publication.
- 3.9. Makes proposals for improving the educational and methodological work of the department/faculty.
- 3.10. Participates in seminars, meetings, and conferences (including international ones) related to the department's field of activity.
- 3.11. Organizes and supervises students' independent work in academic disciplines, student research projects, and the activities of the student research society (if applicable).
- 3.12. Provides methodological assistance to faculty members of the department and participates in faculty professional development (in accordance with the department's/university's plan).
- 3.13. Participates in the work of the university's elected bodies/committees within the scope of their authority.

#### 3.14. eBilim (mandatory minimum)

- 3.14.1. Uploads and keeps up-to-date the electronic course materials, assignments, and assessment criteria.
- 3.14.2. Maintains an electronic grade book (attendance/academic performance/independent study) **within the scope of access rights** and within the timeframes established by regulations.
- 3.14.3. Generates reports/data exports for the course upon request from the department/dean's office/academic unit (within the scope of the regulations).

#### 3.15. QMS and Internal Quality

- 3.15.1. Fulfills the university's QMS requirements: evidence base for the course, participation in internal audits, analysis of learning outcomes, and corrective and preventive actions (CAPA) within the scope of responsibility.
- 3.15.2. Participates in quality improvement activities based on the results of monitoring, surveys, and inspections.

### 4. Rights and Powers

- 4.1. To elect and be elected to elected bodies (in accordance with established procedures).
- 4.2. Determine the content of training courses within the framework of state educational standards/regulations and approved programs.
- 4.3. Select teaching methods and resources that ensure the quality of the educational process.

- 4.4. Request and receive materials/documents necessary for the performance of duties.
- 4.5. Sign documents within the scope of functional duties (in accordance with established document flow procedures).
- 4.6. Other rights provided for by local regulations and labor laws.

## 5. Responsibilities

- 5.1. For failure to perform or improper performance of duties—within the scope of the labor laws of the Kyrgyz Republic and local regulations.
- 5.2. For offenses committed in the course of work—within the scope of administrative, criminal, and civil law.
- 5.3. For causing property damage—within the limits of labor and civil law.
- 5.4. For decisions exceeding the scope of authority.
- 5.5. For violations of the Internal Labor Regulations, local regulations, occupational safety/fire safety requirements, and personal data protection requirements.
- 5.6. For failure to comply with the requirements of the Quality Management System (QMS) and the individual work plan (if established).

## 6. Relationships (Work-Related Interactions)

- 6.1. Interacts with all university departments within the scope of their authority.
- 6.2. Interacts with external organizations (clinical sites/partners/publishers/conferences) within the scope of authority and in accordance with established procedures.

## 7. Department-Specific Responsibilities

- 7.1. **Professor of clinical disciplines** additionally: clinical case discussions, simulation training, participation in OSCE/OSPE (stations/criteria/examiner), working with clinical sites in accordance with regulations.
- 7.2. **Professors of morphological disciplines** additionally: laboratory/microscopic practicals, laboratory safety, validity of laboratory assignments and criteria.
- 7.3. **Professor of EGD**, additionally: computer workshops/simulation, project-based and case-based assignments, digital course structure in eBilim.

## JOB DESCRIPTION FOR ASSOCIATE PROFESSOR

### 1. General Provisions

- 1.1. The position of associate professor is filled **through a competitive selection process**, followed by the execution of an employment contract in accordance with the procedures established by the university's internal regulations.
- 1.2. An associate professor belongs to the category of faculty and **reports directly to the department chair**.
- 1.3. During the associate professor's temporary absence (due to illness, vacation, or business trip), their duties are performed by a faculty member appointed by the department chair, who is held responsible for the proper performance of those duties.
- 1.4. An associate professor must be familiar with:
  1. the legislation of the Kyrgyz Republic in the field of education and the activities of higher education institutions;
  2. the university's local regulations regarding the educational process, assessment, academic integrity, the Quality Management System (QMS), and record-keeping;

3. state educational standards for the relevant programs;
  4. the fundamentals of pedagogy, psychology, teaching methodologies, and modern forms and methods of instruction (including distance and blended learning);
  5. rules for maintaining academic records, including electronic records (including in LMS/AIS **eBilim**);
  6. fundamentals of research work, information search/processing, and basic issues of intellectual property;
  7. occupational health and safety, safety engineering, industrial hygiene, and fire safety requirements;
  8. requirements for personal data protection and information security.
- 1.5. In their work, associate professors are guided by:
9. The University Charter;
  10. the Collective Agreement and the Internal Labor Regulations;
  11. the decisions of the Academic Council; the orders and directives of the rector/vice rectors;
  12. The Faculty Regulations and Department Regulations;
  13. local regulations on the organization of the educational process, assessment, and the Quality Management System;
  14. this job description.
- 1.6. Working hours and working conditions are determined by the employment contract, the Collective Agreement, the Internal Labor Regulations, and other local regulations.

**Qualification Requirements (recommended to be included as Appendix 1 to the job description):**

1.7. To fill the position of associate professor, the candidate must, as a rule, hold a Ph.D. and/or the academic title of associate professor and have at least 5 years of scientific and teaching experience, including at least 3 years of teaching at higher education institutions, as well as documented results of educational, methodological, and/or research work over the past 5 years (to the extent specified by local regulations).

1.8. The position of associate professor may be filled by a specialist without an academic title or degree if they have significant practical experience (e.g., more than 10 years), **subject to the decision of the selection committee** and in compliance with the requirements of the local competition regulations.

2. Duties of an Associate Professor

2.1. Conducting educational, pedagogical, educational-methodological, and research work in the department's field.

2.2. Organizing and supervising students' independent work.

2.3. Developing curricula, methodologies, and teaching materials for the disciplines taught.

2.4. Supervising the research work of undergraduate and graduate students (in the department's field).

2.5. Providing methodological assistance to novice instructors.

2.6. Preparing and conducting academic and methodological events (roundtables, discussions, seminars, conferences) in accordance with the department's/university's plan.

3. Job Responsibilities

3.1. Plans, organizes, and supervises educational, instructional, and pedagogical work in the disciplines under their supervision.

3.2. Conducts all types of classes in accordance with approved curricula and schedules.

3.3. Supervises term papers, final qualification projects (as assigned), and research work of

students (undergraduates, master's students) in the department's field of study.

3.4. Organizes and conducts research work in the department's field (topics, publications, participation in projects/grants—as planned).

3.5. Ensures the implementation of course syllabi, participation in the implementation of curricula and educational programs (with regard to the subjects taught).

3.6. Develops course syllabi, assignments, assessment tools (FOS), and evaluation criteria/rubrics; participates in their review and updating.

3.7. Develops and updates teaching materials for courses (instructional manuals, practical exercises, lab work, case studies, etc.).

3.8. Participates in the scientific and methodological work of the department and faculty (methodological committees, meetings, internal quality discussions).

3.9. Participates in seminars, meetings, and conferences (including international ones) related to the department's field.

3.10. Organizes independent student work (ISW/ISR—if applicable): assignments, consultations, and monitoring of deadlines and criteria.

3.11. Provides methodological assistance to novice instructors and participates in faculty professional development activities (as scheduled).

3.12. Participates in student guidance and departmental/university events.

3.13. Participates in the development of the department's material and technical resources: formulates proposals regarding equipment and educational resources.

3.14. Work in eBilim (mandatory minimum)

3.14.1. Uploads and keeps up-to-date the electronic course materials, assignments, and assessment criteria.

3.14.2. Maintains an electronic journal (attendance/academic performance/independent study) **within the scope of access rights** and within the timeframes established by the regulations.

3.14.3. Generates reports/data exports for the course upon request from the department/dean's office/Academic Affairs Office (in accordance with regulations).

3.15. QMS and Internal Quality Control

3.15.1. Complies with QMS requirements: maintains an evidence base for the course, participates in internal audits, and implements corrective actions (CAPA) within the scope of responsibility.

3.15.2. Participates in quality improvement activities based on the results of monitoring, surveys, and analysis of academic performance/attendance.

4. Rights and Authorities

4.1. Make recommendations for improving educational, instructional, research, and administrative work within the scope of one's authority.

4.2. Review documents and obtain the information necessary to perform duties effectively.

4.3. Improve professional qualifications in accordance with established procedures.

4.4. Sign documents related to matters falling within their functional responsibilities, **in accordance with established document circulation procedures**.

4.5. Other rights provided for by the university's local regulations and labor legislation.

5. Responsibilities

5.1. For failure to perform or improper performance of duties and failure to carry out management instructions—within the limits of the labor laws of the Kyrgyz Republic and local

regulations.

5.2. For offenses committed in the course of work—within the limits of administrative, criminal, and civil law.

5.3. For causing material damage—within the limits of labor and civil law.

5.4. For decisions exceeding one's authority.

5.5. For violations of the Internal Labor Regulations, local regulations, occupational safety/fire safety requirements, and personal data protection.

5.6. For failure to comply with the requirements of the Quality Management System (QMS) and the individual work plan (if established).

5.7. For inaccurate reporting on the performance of duties and failure to meet deadlines for entering data into eBilim (within the scope of rights and regulations).

## 6. Interactions

6.1. Interacts with all university departments within the scope of their authority.

6.2. Interacts with external organizations (clinical sites/partners/internship sites/conferences) in accordance with established procedures and within the scope of authority.

## 7. Department-Specific Responsibilities

7.1. **Associate Professor of Clinical Disciplines** additionally: participation in organizing classes at clinical sites; clinical case reviews; simulation training; participation in OSCE/OSPE (stations/criteria/examiner) in accordance with regulations.

7.2. **Assistant Professor of Morphological Disciplines** additionally: organizing laboratory/microscopic practical sessions; ensuring laboratory safety; developing laboratory assignments and criteria.

7.3. **Associate Professor of EGD** additionally: computer workshops/simulation; project-based and case-based assignments; digital course structure in eBilim in accordance with regulations.

## JOB DESCRIPTION FOR SENIOR LECTURER

### 1. General Provisions

1.1. The position of Senior Lecturer is filled **based on the results of a competitive selection process**, followed by the conclusion of an employment contract in accordance with the procedures established by the university's local regulations.

1.2. The senior lecturer belongs to the category of faculty and staff and **reports directly to the department chair ( )**.

1.3. During a senior lecturer's temporary absence (due to illness, vacation, or business trip), their duties are performed by a faculty member appointed by the department chair, who is held responsible for the proper execution of those duties.

1.4. A senior lecturer must be familiar with:

1. the legislation of the Kyrgyz Republic in the field of education and the activities of higher education institutions;
2. the university's local regulations regarding the educational process, assessment, academic integrity, the Quality Management System (QMS), and record-keeping;
3. state educational standards for the relevant programs;
4. teaching methodologies for the discipline, as well as modern forms and methods of instruction and education (including distance and blended learning);
5. rules for maintaining academic records, including electronic records (including in LMS/AIS **eBilim**);

6. the fundamentals of research work, information search and processing, and basic issues of intellectual property;
  7. requirements for occupational health and safety, industrial hygiene, and fire safety;
  8. requirements for personal data protection and information security.
- 1.5. In their work, senior lecturers are guided by:
9. The University Charter;
  10. the Collective Agreement and the Internal Labor Regulations;
  11. the decisions of the Academic Council; the orders and directives of the rector/vice rectors;
  12. The Faculty Regulations and Department Regulations;
  13. local regulations on the organization of the educational process, assessment, and the Quality Management System;
  14. this job description.
- 1.6. Working hours and working conditions are determined by the employment contract, the Collective Agreement, the Internal Labor Regulations, and other local regulations.

**Qualification requirements (recommended to be included as Appendix 1):**

- 1.7. To fill the position of senior lecturer, the candidate, as a rule, must hold an academic degree and/or a relevant higher education degree and have experience in scientific and pedagogical/pedagogical work (duration and criteria—as per the university’s local regulations), as well as documented results of educational and methodological and/or scientific work over the past 5 years.
- 1.8. The position may be filled by a specialist without an academic title or degree if they have significant practical experience in the discipline’s field, **subject to the decision of the selection committee** and in accordance with the procedures established by the university’s local competition regulations.

2. Duties of a Senior Lecturer

- 2.1. Conducting instructional, pedagogical, educational, and (where applicable) research activities related to the disciplines.
- 2.2. Developing curricula, teaching methodologies, and instructional materials for the disciplines.
- 2.3. Organizing and supervising students’ independent work.
- 2.4. Supervising students’ academic/research work (projects, reports, research projects) as assigned by the department.
- 2.5. Providing methodological support to novice instructors (mentoring) as directed by the department chair.
- 2.6. Preparing and conducting the department’s methodological events (seminars, roundtables, discussions) according to the schedule.

3. Job Responsibilities

- 3.1. Organizes and conducts classes in the subjects taught in accordance with approved curricula, schedules, and academic calendars.
- 3.2. Ensures the implementation of course syllabi and participation in the execution of academic plans (with regard to the subjects taught).
- 3.3. Develops course syllabi, assignments, assessment tools (FOS), and evaluation criteria/rubrics; participates in their updating.
- 3.4. Develops and updates teaching resources for courses: workshops, lab assignments, case studies, teaching guidelines, and handouts.
- 3.5. Organizes independent student work: assignments, consultations, monitoring of completion,

and feedback.

3.6. Participates in the department's scientific and methodological work: meetings, methodological committees, and discussions on teaching quality.

3.7. Participates in the department's research work (as scheduled), as well as in seminars and conferences (including international ones) related to the field.

3.8. Participates in student mentoring and department/university events.

3.9. Provides methodological assistance to teaching assistants and instructors (mentoring, classroom observations, recommendations) **as directed by the department chair**.

3.10. Participates in the development of the department's material and technical resources: formulates proposals regarding equipment and educational resources.

3.11. Monitors students' compliance with occupational safety and fire safety regulations during laboratory/practical classes (within the scope of the course).

3.12. Work in eBilim (mandatory minimum)

3.12.1. Uploads and keeps up-to-date the electronic course materials, assignments, and assessment criteria.

3.12.2. Maintains an electronic gradebook (attendance/academic performance/independent study) **within the scope of access rights** and within the timeframes established by the regulations.

3.12.3. Generates reports/data exports for the course upon request from the department/dean's office/Academic Affairs Office (in accordance with regulations).

3.13. QMS and Internal Quality Control

3.13.1. Fulfills QMS requirements: maintains an evidence base for the course, participates in internal audits, and implements corrective actions (CAPA) within the scope of responsibility.

3.13.2. Participates in improvements based on the results of monitoring, surveys, and analysis of academic performance/attendance.

4. Rights and Authorities

4.1. Select teaching methods and resources within the framework of approved university programs and regulations.

4.2. Participate in discussions regarding the activities of the department/school/university in accordance with established procedures.

4.3. Make proposals regarding the organizational and logistical support for their activities.

4.4. Review documents and obtain information necessary to perform their duties.

4.5. Improve professional qualifications in accordance with established procedures.

4.6. Exercise other rights provided for by labor legislation, the Charter, and the Collective Agreement.

5. Liability

5.1. For failure to perform or improper performance of duties and failure to carry out management instructions—within the limits of the labor laws of the Kyrgyz Republic and local regulations.

5.2. For offenses committed in the course of work—within the limits of administrative, criminal, and civil law.

5.3. For causing material damage—within the limits of labor and civil law.

5.4. For violations of the Internal Labor Regulations, local regulations, occupational safety/fire safety requirements, and personal data protection requirements.

5.5. For failure to comply with the requirements of the Quality Management System (QMS) and the individual work plan (if established).

5.6. For inaccurate reporting and failure to meet deadlines for entering data into eBilim (within the scope of rights and regulations).

5.7. For violations identified during open classes and deficiencies in the preparation of teaching materials/curricula (within the scope of responsibility).

6. Relationships (professional connections)

6.1. Interacts with all university departments within the scope of their authority.

6.2. Interacts with external organizations (clinical sites/partners/internship sites/conferences) in accordance with established procedures and within the scope of authority.

7. Specifics of the department's profile (you have 3 departments)

7.1. **Senior Lecturer in Clinical Disciplines** additionally: participation in practical sessions at clinical sites; clinical case reviews; simulation training; participation in OSCE/OSPE as per regulations.

7.2. **Senior instructor of morphological disciplines** additionally: laboratory/microscopic practicals; compliance with laboratory safety protocols; development of laboratory assignments and criteria.

7.3. **Senior Instructor of EGD** additionally: computer workshops/simulation; project-based and case-based assignments; digital course structure in eBilim in accordance with regulations.

## **JOB DESCRIPTION FOR INSTRUCTORS**

1. General Provisions

1.1. The position of instructor is filled **through a competitive selection process**, followed by the execution of an employment contract in accordance with the procedures established by the university's internal regulations.

1.2. The faculty member belongs to the category of academic staff and **reports directly to the department chair**.

1.3. During a lecturer's temporary absence (due to illness, vacation, or business trip), their duties are performed by a faculty member appointed by the department chair from among the academic staff, with responsibility for proper performance assigned to that individual.

1.4. The instructor must be familiar with:

1. the legislation of the Kyrgyz Republic in the field of education and the activities of higher education institutions;
2. the university's local regulations regarding the educational process, assessment, academic integrity, the Quality Management System (QMS), and record-keeping;
3. state educational standards for the relevant programs;
4. the fundamentals of pedagogy and psychology, teaching methodology, and modern forms and methods of instruction (including distance and blended learning);
5. rules for maintaining academic records, including electronic records (including in LMS/AIS **eBilim**);
6. requirements for occupational health and safety, industrial hygiene, and fire safety;
7. requirements for personal data protection and information security.

1.5. In their work, instructors are guided by:

8. The University Charter;
9. The Collective Agreement and the Internal Labor Regulations;

10. the decisions of the Academic Council; orders and directives of the rector/vice rectors;
11. The Faculty Regulations and Department Regulations;
12. local regulations on the organization of the educational process, assessment, and the Quality Management System;
13. this job description.
  - 1.6. Working hours and working conditions are determined by the employment contract, the Collective Agreement, the Internal Labor Regulations, and other local regulations.
  - 1.7. A person with a higher professional education corresponding to the profile of the discipline taught shall be appointed to the position of instructor; qualification requirements and work experience may be specified in local university regulations.

## 2. Duties of the Instructor

- 2.1. Conducting educational, instructional, and educational-methodological work in the department's disciplines.
- 2.2. Participating in the development of teaching materials and instructional support for classes.
- 2.3. Organizing and supervising students' independent work in the discipline.
- 2.4. Participating in the department's research activities and (when assigned) supervising student projects/research work.
- 2.5. Participate in the preparation and conduct of educational, methodological, and developmental activities of the department/university.

## 3. Job Responsibilities

- 3.1. Organizes and conducts instructional and pedagogical work for various types of classes in accordance with approved curricula, schedules, and academic calendars.
- 3.2. **Conducts practical, seminar, and laboratory classes; lecturing is permitted by decision of the department/administration and subject to an appropriate assignment (workload).**
- 3.3. Ensures the implementation of course syllabi and participation in the execution of academic plans (with regard to the courses taught).
- 3.4. Under the methodological guidance of a professor/associate professor/senior lecturer, develops (or participates in the development of) teaching materials for various types of classes; provides methodological and organizational support for academic classes.
- 3.5. Creates conditions for the development of students' competencies and ensures the objectivity of assessment according to approved criteria.
- 3.6. Participates in educational work with students, career guidance, as well as in department/university events.
- 3.7. Participates in the department's research work (as scheduled) and in scientific and methodological events (seminars, meetings, conferences).
- 3.8. Participates in strengthening and improving the material and technical base of the educational process (proposals regarding equipment, resources, and consumables).
- 3.9. Monitors students' compliance with occupational safety and fire safety regulations during laboratory and practical work (within the scope of the course).
- 3.10. Work in eBilim (mandatory minimum)
  - 3.10.1. Uploads and keeps up-to-date course materials, assignments, assessment criteria/rubrics, and methodological guidelines (within access rights).
  - 3.10.2. Maintains an electronic journal (attendance/academic performance/independent study) **within the scope of access rights** and within the deadlines established by the regulations.
  - 3.10.3. Generates reports/data exports for the course upon request from the department/dean's office/Academic Affairs Office in accordance with established procedures.

### 3.11. QMS and Internal Quality Control

3.11.1. Complies with the university's QMS requirements: maintains an evidence base for the course, participates in quality monitoring, and implements corrective actions (CAPA) within the scope of responsibility.

3.11.2. Participates in quality improvement activities based on the results of monitoring, academic performance analysis, and student feedback.

### 4. Rights and Authorities

4.1. Use the university's educational equipment, laboratories, and resources in accordance with the procedures established by the Charter and local regulations.

4.2. To elect and be elected to elected bodies (faculty/university academic council) in accordance with established procedures.

4.3. To participate in discussions regarding the activities of the department/faculty/university.

4.4. To make proposals regarding the organizational and logistical support for their activities and the improvement of the educational process.

4.5. To exercise other rights provided for by labor legislation, the Charter, and the Collective Agreement.

### 5. Responsibilities

5.1. For failure to perform or improper performance of duties, and failure to comply with management instructions—in accordance with the labor laws of the Kyrgyz Republic and local regulations.

5.2. For offenses committed in the course of employment—within the limits of administrative, criminal, and civil law.

5.3. For causing property damage—within the limits of labor and civil law.

5.4. For violations of the Internal Labor Regulations, local regulations, occupational safety/fire safety requirements, and personal data protection requirements.

5.5. For failure to comply with the requirements of the Quality Management System (QMS) and the individual work plan (if established).

5.6. For inaccurate reporting, failure to meet deadlines for entering data into eBilim (within the scope of rights and regulations).

5.7. For violations identified during open classes and deficiencies in the preparation of teaching materials for the course (within the scope of responsibility).

### 6. Relationships (Work-Related Interactions)

6.1. Interacts with all university departments within the scope of their authority.

6.2. Interacts with external organizations (internship sites/partners/conferences) in accordance with established procedures and within the scope of authority.

## **JOB DESCRIPTION FOR ASSISTANT PROFESSOR**

### 1. General Provisions

1.1. The position of teaching assistant is filled based on the results of a competitive selection process (if a competition is held) or through hiring in accordance with the procedures established by the university's local regulations, followed by the conclusion of an employment contract.

1.2. The teaching assistant belongs to the category of faculty and staff and **reports directly to the department chair**; methodological guidance is provided by the designated lead instructor (professor/associate professor/senior lecturer) for the discipline.

1.3. During periods of temporary absence (illness, vacation, business trip), duties are performed by a faculty member appointed by the department chair from among the teaching staff, with responsibility for proper performance assigned to that individual.

1.4. A teaching assistant must be familiar with:

1. the legislation of the Kyrgyz Republic in the field of education;
2. the university's local regulations on the organization of the educational process, assessment, academic integrity, the Quality Management System (QMS), and record-keeping;
3. state educational standards for the programs being implemented;
4. the fundamentals of pedagogy and psychology, as well as methods for conducting practical, seminar, and laboratory classes;
5. rules for maintaining academic records, including electronic records (LMS/AIS **eBilim**);
6. occupational health and safety, safety, and fire safety requirements;
7. requirements for personal data protection and information security.

1.5. In their work, teaching assistants are guided by: the University Charter, the Internal Regulations, the Collective Agreement, decisions of the Academic Council, orders/directives of the Rector and Vice Rectors, the Regulations on the Department/Faculty, local regulations on the educational process, assessment, and the Quality Management System, and these instructions.

1.6. Working hours and working conditions are determined by the employment contract, the Collective Agreement, the Internal Regulations, and local regulations.

1.7. Qualification requirements: as a rule, **a higher professional education** in the discipline's field (or a related field); requirements regarding work experience and other criteria are established by the university's local regulations.

## 2. Duties of the Teaching Assistant

2.1. Conducting instructional and pedagogical work in the department's disciplines under the pedagogical guidance of the lead instructor.

2.2. Organizing and supervising students' independent work (SRC/SRSP—if applicable).

2.3. Preparing teaching and methodological materials and providing organizational support for classes.

2.4. Participating in the department's educational, career guidance, and project activities.

2.5. Participation in the department's activities related to internal quality and the Quality Management System (QMS).

## 3. Job Responsibilities

3.1. Conducts practical, seminar, and laboratory classes in accordance with approved programs, schedules, and academic calendars.

3.2. **Does not deliver lectures**, except in cases where this is explicitly assigned by the department chair/administration and included in the teaching load.

3.3. Ensures compliance with the requirements of the course syllabus regarding the classes conducted (topics, objectives, assignments, assessment).

3.4. Prepares instructional materials: lesson plans, assignments, case studies, instructions for laboratory work, handouts, and reading lists (following the department's template).

3.5. Organizes consultations and supervises independent study: setting tasks, accepting work, providing feedback, and monitoring deadlines.

- 3.6. Participates in the ongoing monitoring and assessment of students **according to approved criteria/rubrics**; ensures the objectivity and transparency of assessment.
- 3.7. Participates in department activities: meetings, methodological seminars, classroom observations, and discussions of academic performance and attendance results.
- 3.8. Participates in educational work with students (according to the department/dean's office plan), in organizing events, and in career guidance.
- 3.9. Complies with occupational safety and fire safety requirements; monitors students' compliance with safety rules during laboratory and practical work.
- 3.10. Maintains confidentiality and adheres to the rules for processing students' personal data.

#### 3.11. Work in eBilim (mandatory minimum)

- 3.11.1. Uploads materials for their classes (instructions, assignments, assessment criteria) within the scope of their access rights.
- 3.11.2. Maintains an electronic journal (attendance/academic performance/independent study) **within the scope of access rights** and within the deadlines established by the department/university regulations.
- 3.11.3. Generates reports/data exports for the course upon request from the lead instructor, department chair, dean's office, or Academic Information Office—in accordance with established procedures.

#### 3.12. QMS and Quality

- 3.12.1. Complies with QMS requirements: maintains a record of evidence (lesson plans, assignments, assessment results), and participates in monitoring and internal audits within their area of responsibility.
- 3.12.2. Participates in corrective actions (CAPA) based on the results of educational quality control.

### 4. Rights and Authorities

- 4.1. Receive from the department the instructional materials, templates, and regulations necessary to perform duties.
- 4.2. Make suggestions for improving the content of practical/laboratory classes, assignments, and assessment criteria.
- 4.3. Use the university's educational equipment and resources in accordance with established procedures.
- 4.4. To pursue professional development (pedagogy, teaching methods, digital skills, eBilim) in accordance with established procedures.
- 4.5. Other rights provided for by labor legislation and the university's internal regulations.

### 5. Responsibilities

- 5.1. For failure to perform or improper performance of duties—within the limits of the labor laws of the Kyrgyz Republic and the university's local regulations.
- 5.2. For violation of the Internal Labor Regulations, occupational safety/fire safety requirements, information security rules, and personal data protection regulations.
- 5.3. For the inaccuracy of entered data and failure to meet deadlines for entering information into eBilim (within the scope of access rights and regulations).
- 5.4. For violations identified during open classes/internal quality control related to methodology, assessment, and educational documentation (within the scope of responsibility).
- 5.5. For causing property damage—within the limits of labor and civil law.

## 6. Relationships (professional connections)

6.1. Interacts with the department chair, the lead instructor of the discipline, the dean's office, the Academic Affairs Office, the library, and other departments regarding issues related to the educational process and the provision of classes.

6.2. Interacts with external organizations only at the request of the department chair/administration and within the scope of their authority.

## 7. Specifics of the Department's Profile (as necessary)

7.1. **Clinical disciplines:** participation in clinical rotations and simulation sessions; participation in OSCE/OSPE in accordance with regulations (as a station assistant/examiner—if assigned).

7.2. **Morphological disciplines:** laboratory/microscopic practicals, strict monitoring of laboratory safety, instructions for working with equipment.

7.3. **EGD:** computer workshops, digital assignments, supervision of project work, proper publication of materials in eBilim.

## JOB DESCRIPTION FOR LABORATORY ASSISTANT OF THE DEPARTMENT

### 1. General Provisions

1.1. The department laboratory assistant is classified as a member of the teaching support staff.

1.2. The department laboratory assistant reports directly to the department chair and carries out the instructions of department faculty members within the scope of their authority.

1.3. Appointment to and dismissal from the position are carried out by order of the rector in accordance with established procedures.

1.4. A person with a vocational or higher education (preferably in the department's field) and skills in working with computers and office equipment is appointed to the position of department laboratory assistant. Work experience requirements may be established by local university regulations.

1.5. A laboratory assistant must be familiar with:

1. ZhAMU's local regulations on the organization of the educational process and the department's operations;
2. the rules for operating educational equipment, instruments, and office equipment;
3. the rules for accounting, storage, issuance, and write-off of equipment and consumables;
4. rules for occupational health and safety, industrial hygiene, and fire safety;
5. sanitary requirements (if the department uses laboratories/rooms with heightened requirements);
6. procedures for preparing requests, reports, and memos;
7. basics of working with the university's information systems (regarding "view" access/data entry in accordance with regulations, if granted).

1.6. In their work, laboratory assistants are guided by: the University Charter, orders and directives of the Rector, Vice Rectors, and the Department Chair, the Department Regulations, the Internal Labor Regulations, the Quality Policy/QMS documents, and this job description.

1.7. The work schedule is determined by the employment contract and the Internal Labor Regulations.

### 2. Duties of the Department Laboratory Assistant

- 2.1. Providing educational and technical support for the department's practical, laboratory, and other classes.
- 2.2. Operation, inventory, storage, preparation, and maintenance of educational equipment, consumables, and classrooms/laboratories.
- 2.3. Organizational and technical support for the department's educational documentation (registers, logbooks, requests, reports).
- 2.4. Compliance with occupational safety, fire safety, and sanitary standards in the department's designated premises.
- 2.5. Participation in QMS processes (preparation of supporting documentation, participation in audits within the scope of competence).

### 3. Job Responsibilities

#### Department Laboratory Assistant:

##### 3.1. Educational and technical support for classes

- 3.1.1. Prepares classrooms/laboratories for classes: checks equipment for proper functioning, ensures the availability of consumables, and ensures the readiness of the instructor's and students' workstations.
- 3.1.2. Prepares and distributes teaching materials and equipment to instructors/students for conducting laboratory/practical work in accordance with approved methodological guidelines.
- 3.1.3. Ensures the collection, receipt, return, and storage of equipment after classes; monitors its condition and completeness.
- 3.1.4. Provides technical assistance to the instructor during equipment demonstrations as needed (without interfering with grading or instructional decisions).

##### 3.2. Equipment, Tangible Assets, and Inventory

- 3.2.1. Maintains records of the department's physical assets (inventory lists, issue/return logs, and records of consumables).
- 3.2.2. Ensures the proper storage of equipment, reagents (if applicable), consumables, and teaching aids in compliance with safety regulations.
- 3.2.3. Prepares requests for the purchase, repair, or maintenance of equipment and consumables, and drafts memos and reports (as directed by the department chair).
- 3.2.4. Participates in inventory counts, the preparation of write-off reports, and transfer documents in collaboration with property custodians (in accordance with established procedures).
- 3.2.5. Organizes routine maintenance of equipment (cleaning, checking connections, replacing consumables), and refers specialized repairs/adjustments to the UIO/AHR/contractors in accordance with regulations.

##### 3.3. Occupational Health and Safety, Security, and Sanitary Conditions

- 3.3.1. Monitors compliance with occupational safety and fire safety regulations in the department's designated premises (within the scope of authority) and reports any identified violations to the department chair.
- 3.3.2. Ensures the availability and integrity of occupational safety instructions, primary fire extinguishing equipment (as per the list), and safety signs (where required).
- 3.3.3. Upon identifying equipment malfunctions or hazardous conditions, **immediately** initiates the suspension of equipment use and informs the department head and responsible personnel.

### 3.4. Department Document Flow (Technical Section)

3.4.1. Prepares and maintains logs of laboratory work/equipment (technical logs), as well as inventories of equipment and consumables.

3.4.2. Prepares materials for department meetings regarding technical support (lists, requests, reports).

3.4.3. Copies, prints, and scans teaching and methodological materials **as instructed by the department chair/instructors** in accordance with established rules.

### 3.5. Working with eBilim and Digital Resources

3.5.1. Uses eBilim within the scope of granted permissions (typically “view” or data entry as per department regulations).

3.5.2. Does not perform actions falling under the authority of the teaching staff: assigning grades/attendance, changing test results, generating grade sheets—these functions are performed by instructors/the department chair/the dean’s office in accordance with regulations.

### 3.6. QMS (Quality Management System)

3.6.1. Complies with the university’s QMS requirements regarding documentation and the preservation of evidence related to department processes (equipment records, logs, reports).

3.6.2. Participates in internal inspections/audits within their area of competence and resolves identified non-conformities within the established deadlines.

## 4. Rights

A department laboratory assistant has the right to:

4.1. Request information from department staff necessary for the performance of their duties (class schedules, equipment lists, room usage schedules).

4.2. Submit proposals to the department chair regarding improvements to classroom/laboratory equipment, enhanced safety, and the efficient use of resources.

4.3. Require compliance with safety regulations when working with equipment.

4.4. Gain access to equipment, facilities, and systems to the extent necessary for the performance of duties, in accordance with established procedures.

4.5. Complete training/instructions on occupational safety, working with equipment, and digital tools as part of professional development.

## 5. Responsibilities

The department laboratory assistant is responsible for:

5.1. For the safety and proper operation of assigned equipment and material assets (within the limits of material liability established by law and the contract).

5.2. For improper performance of job duties—within the limits of the labor legislation of the Kyrgyz Republic and local regulations of JAIU.

5.3. For violations of occupational safety and fire safety rules, as well as sanitary standards—within the limits of established liability.

5.4. For falsifying accounting data (inventory lists, logs, reports), or failing to process documents in a timely manner.

5.5. For failure to comply with QMS requirements within the area of responsibility.

## 6. Interrelationships (Work Relationships)

To perform their duties, the laboratory assistant interacts with:

- 6.1. With the department chair—regarding class support, record-keeping, and requests.
- 6.2. With department faculty—regarding class preparation and equipment use.
- 6.3. With the Dean's Office/UIO/AHR—regarding requests for repairs, equipment, access, and maintenance.
- 6.4. With the Procurement and Accounting Department and the Accounting Office—regarding documents for procurement, record-keeping, and write-offs (as directed by the department chair).

## 7. Scope of Authority

The laboratory assistant **is not responsible for** and **does not perform the following**:

1. approving schedules/timetables/RUP;
2. entering grades, attendance records, and test results into eBilim;
3. preparing exam sheets and commission decisions;
4. publishing on behalf of the university without approval;
5. independently writing off property without following established procedures.

## **JOB DESCRIPTION FOR THE RECTOR'S SECRETARY (ADMINISTRATIVE OFFICER)**

### 1. General Provisions

1.1. The Rector's Secretary (Administrative Clerk) is classified as a member of the administrative staff.

1.2. The Rector's Secretary is appointed and dismissed by order of the Rector in accordance with the procedures established by the University Charter and local regulations.

1.3. The Rector's Secretary **reports directly to the Rector**.

1.4. During periods of temporary absence (vacation, illness, business trip), the duties of the Rector's Secretary are performed by a person appointed by order of the Rector.

1.5. The Rector's Secretary must be familiar with: rules for record-keeping and document management; requirements for drafting official letters, orders, minutes, and memos; procedures for registering and monitoring the execution of documents; the fundamentals of the Kyrgyz Republic's labor and education legislation regarding document management; rules for handling personal data and confidential information; standards of business correspondence; occupational safety and fire safety requirements.

1.6. In performing their duties, the Rector's Secretary is guided by: the legislation of the Kyrgyz Republic; the University Charter; local regulations on record keeping and information security; orders and directives of the Rector; QMS documents (regarding documented information); and this job description.

### 2. Purpose of the Position

To ensure an organized, controlled, and legally compliant document flow within the Rector's Office: **registration, routing, monitoring of execution, storage**, and preparation of materials for management decision-making.

### 3. Duties

3.1. Organization of the Rector's document flow: receipt, registration, record-keeping, distribution, and monitoring of execution.

3.2. Administrative support for management procedures: endorsements, memos, resolutions, and instructions.

3.3. Preparation of draft responses/cover letters (at the rector's request) and monitoring of deadlines.

3.4. Archiving and ensuring the preservation of documents, maintaining the file classification system.

3.5. Ensuring proper communications from the Rector's Office (e-mail, etc.) within the scope of authority.

#### 4. Job Responsibilities

##### 4.1. Receiving and registering correspondence

4.1.1. Receives incoming correspondence (letters, requests, notifications, directives) through all channels designated by the university (paper documents, email, etc.).

4.1.2. Registers incoming correspondence in a log/recording system, assigns a registration number, and records the date of receipt, sender, subject, and response deadline.

4.1.3. Registers outgoing correspondence, ensures the accuracy of details, and verifies the presence of attachments and approval sheets (if necessary).

4.1.4. Maintains records of parallel document flow if part of the correspondence is recorded in the dean's office or departments, ensuring data consistency (number, date, assignee).

##### 4.2. Distribution and Monitoring of Execution (Resolutions)

4.2.1. Submits documents to the rector for resolution or forwards them to the responsible executors in accordance with established procedures.

4.2.2. Prepares the rector's instructions/resolutions (assignee, co-assignees, deadline, response format).

4.2.3. Monitors the deadlines for the execution of the rector's instructions; maintains tracking cards/a control register.

4.2.4. Reminds executors of deadlines, requests status updates on execution, and compiles reports on delays/risks.

##### 4.3. Preparation of Draft Documents and Responses

4.3.1. At the Rector's request, prepares draft responses to letters from external agencies and organizations (including the Ministry of Education and Science, the City Hall, law enforcement agencies, etc.) and ensures their coordination with the responsible structural units.

4.3.2. Ensures the collection of source data and references from departments for the preparation of responses (including statistics, student enrollment data, 3-NK/2-NK forms, and other forms—in accordance with university procedures).

4.3.3. Prepares memos, cover letters, notifications, and requests to other organizations (as directed by the rector).

4.3.4. Ensures the preparation and formatting of documents for the rector's signature (verifying completeness, attachments, endorsements, and the accuracy of details).

##### 4.4. Endorsement, Approval, and Memos

4.4.1. Organizes the process of approving draft documents: collecting approvals, approval stamps, approval sheets, and, if necessary, legal reviews (through the authorized department).

4.4.2. Ensures uniform requirements for the preparation of memos and documents submitted to the rector: structure, justification, attachments, deadlines.

4.4.3. Maintains a record of documents requiring approval and monitors their return for revision or correction.

#### 4.5. QMS Documented Information and Archives

4.5.1. Ensures the storage of Rector's Office documents in accordance with the file classification and retention schedules.

4.5.2. Organizes files, ensures the safety and confidentiality of documents, and transfers documents to the archive (if an established procedure exists).

4.5.3. Ensures compliance with QMS requirements for the management of documented information (versions, registration, access, storage, issuance of copies).

#### 4.6. Communications and Information (within the scope of authority)

4.6.1. Organizes appointments for citizens/visitors with the rector (according to the schedule), including scheduling and notification.

4.6.2. At the Rector's request, communicates official information/instructions to departments through established channels (email, etc.).

4.6.3. Regarding publications: prepares/compiles materials and submits them to authorized persons for approval; **does not independently post** materials on the website or social media without following the established procedure.

Distinction: **posting on the website** is performed by the UIO software engineer; **social media posts**—by the university's SMM team; **content approval**—according to procedure (Vice Rector for State Language and Social Work and/or the Rector—as you have established).

#### 5. Rights

The Rector's Secretary has the authority to:

5.1. Request from organizational units the information and documents necessary to prepare responses and carry out the Rector's instructions.

5.2. Return documents to the preparers for revision if they lack required details, approvals, attachments, or do not conform to the prescribed format.

5.3. Make proposals to the Rector regarding improvements to document workflow, deadlines, and document templates.

5.4. Access documents and records to the extent necessary to perform duties, while maintaining confidentiality.

#### 6. Responsibilities

The Rector's Secretary is responsible for:

6.1. For the timely registration of incoming/outgoing documents and the accuracy of their details.

6.2. For adhering to deadlines for monitoring the execution of the Rector's instructions and maintaining monitoring registers.

6.3. For the safekeeping of documents, compliance with confidentiality protocols, and personal data requirements.

6.4. For the quality of the preparation of documents submitted to the Rector for signature (completeness, attachments, endorsements).

6.5. For violations of QMS requirements regarding the management of documented information.

#### 7. Relationships (Work Relationships)

The Rector's Secretary interacts:

1. with the Rector—regarding assignments, monitoring of execution, and signing of documents;
2. with the vice rectors, the dean, the Academic Affairs Office, the Human Resources Office, the accounting department, and the departments—to gather information and coordinate responses;
3. with external organizations—regarding the submission of requests/responses within the scope of the Rector's instructions.

## APPENDIX

### Appendix 1. List of job descriptions (register) with versions

Columns: No. / Position / Department / Approval Date / Order No. / Version / Responsible Person / Note.

### Appendix 2. Chart of Authority (Responsibility Matrix)

By key processes: schedule, timetables, workload, evaluations, OSCE/OSPE, student quota, letters, website/social media, certificates/transcripts, eBilim access, etc.

### Appendix 3. Change Log

### Appendix 1. List of job descriptions (registry) with versions

Format: **LNA registry**. It is convenient to track versions as **V1.0 / V1.1 / V2.0** (1.0 — initial approval; 1.1 — edits without changes to functions; 2.0 — substantial revision/redistribution of responsibilities).

No.	Position	Department	Date of Approval	Order No.	Version	Person in Charge	Note
1	University President	Rectorate / Administration			V1.0	HR / Legal Counsel	Separate Position (by decision of the Founder/Board of Founders)
2	Rector	Rector's Office / Administration			V1.0	HR / Lawyer	Subordination and Authority — Strictly in Accordance with the Charter of JAIU
3	Vice Rector for Academic Affairs	Rector's Office			V1.0	PRiCHR + UIO	Approval of schedules/timetables, monitoring of the educational process
4	Vice Rector for the State Language and Social Work	Rector's Office			V1.0	PRiCHR	Communications/social work/events; approval of publications
5	Vice Rector for International Relations and Investments	Rector's Office			V1.0	PR&HR	Partnerships, Investments, International Agreements
6	Vice Rector for Administrative and Financial Affairs	Rector's Office			V1.0	HR + Admin	Material Supply, Property, Security, Infrastructure
7	Vice Rector for Quality and Medical Affairs	Rector's Office			V1.0	Quality Service/QMS	Clinical sites, simulation, OSCE/OSPE, quality
8	Dean of the Faculty of Medicine	Dean's Office			V1.0	Vice Rector for Academic Affairs	Committees: approval by the Vice Rector for Academic Affairs, ratification by the Rector
9	Departmental Coordinator (Academic Affairs)	Dean's Office			V1.0	Dean	eBilim: "view-only" + entry based on academic records/registers
10	Dean's Office Coordinator (contingent)	Dean's Office			V1.0	Dean	Transfers/Reinstatements: Interaction with HR, Registers

1 1	Rector's Secretary (Administrative Assistant)	Office / Rector's Office			V1.0	HR	Registration of incoming/outgoing correspondence; no social media management
1 2	Head of the Department of Clinical Disciplines	Department			V1.0	Vice Rector for Academic Affairs	Reports directly to the Vice Rector for Academic Affairs (as you indicated)
1 3	Head of the Department of Morphological Disciplines	Department			V1.0	Vice Rector for Academic Affairs	eBilim: journal, teaching materials, internship reports, workload, monitoring of absences
1 4	Head of the Department of Humanities and Natural Sciences	Department			V1.0	Vice Rector for Academic Affairs	Related: eBilim— department roles, teaching methods, quality
1 5	Professor (Department of Clinical Disciplines)	Faculty members			V1.0	Department Chair	Standard template + "Department Features" appendix
1 6	Professor (Department of Morphological Disciplines)	Faculty Members			V1.0	Department Chair	
1 7	Professor (Department of Humanities and Natural Sciences)	Faculty			V1.0	Head of Department	
1 8	Associate Professor	Faculty			V1.0	Head of Department	
1 9	Senior Lecturer	Faculty			V1.0	Head of Department	
2 0	Instructor	Faculty			V1.0	Head of Department	
2 1	Assistant Professor	Faculty Members			V1.0	Department Chair	Confirm admission to lectures/practicals and level of supervision
2 2	Department Lab Assistant	Department			V1.0	Department Chair	Teaching and learning, equipment, journals, preparation of classrooms/labs
2 3	Head of the Educational and Information Department (EID)	EID			V1.0	Rector/Vice Rector for Academic Affairs	Regulations, training, coordination of eBilim and the educational process
2 4	Chief Academic Specialist	UIO			V1.0	Head of the Academic Affairs Office	RUP, schedule, timetables, faculty workload, analysis of absences/attendance
2 5	Chief IS Specialist, eBilim administrator, networks/internet	UIO			V1.0	Head of UIO	Access to scheduled testing, protocols, state certification, "single window"
2 6	Software Engineer (Technical)	UIO			V1.0	Head of UIO	Computer equipment/office equipment, website (hosting), software; content

							— not his area of responsibility
27	Librarian	Library (part of the Educational Information Office)			V1.0	Head of the Educational Information Center	Collections, EBS/access, reporting, support for the educational process
28	Head of the Legal Affairs and Human Resources Department (Legal Affairs and HR)	PRiCHR			V1.0	Rector	E-Kyzmat, personnel, student statuses (academic leave/withdrawal/reinstatement)
29	Chief Accountant	Accounting			V1.0	Rector	IC + national systems/bank/terminal, financial discipline
30	Accounting Clerk	Accounting			V1.0	Chief Accountant	Primary documents/payments/interaction with modules/reporting

Mini-rule for the "Responsible Person"

1. **HR/Legal** — maintains the registry, versions, orders, and relevance of regulatory acts.
2. **Department Head** — initiates changes to functions/processes.
3. **QMS/Quality** — approves if processes/responsibilities/controls change.

## Appendix 2. Authority Delineation Chart (Responsibility Matrix)

Format: **RACI**

1. **A (Accountable)** — approves/bears ultimate responsibility
2. **R (Responsible)** — performs the task
3. **C (Consulted)** — coordinates/provides input
4. **I (Informed)** — is informed

Roles (abbreviations): **Pres** — President; **Rec** — Rector; **PUR** — Vice Rector for Academic Affairs; **PGS** — Vice Rector for State Language and Social Work; **PKLD/Kach** — Vice Rector for Quality and Medical Affairs; **Dec** — Dean; **UIO-N** — Head of UIO; **UIO-Uch** — Chief Specialist for Academic Affairs; **UIO-IS** — Chief Specialist for IS / eBilim Admin; **UIO-Inzh** — Software Engineer; **PRiCHR** — Legal Affairs and HR; **ZK** — Department Chair; **Met-Uch** — Dean’s Office Methodologist (academic affairs); **Met-Cont** — Dean’s Office Methodologist (student enrollment); **SecR** — Rector’s Secretary/Administrative Clerk; **QMS** — Quality Management Service; **Acct** — Chief Accountant; **SMM** — SMM (if separate); **Libr** — Librarian.

### 2.1. Academic Planning and Organization

Process	A	R	C	I
<b>Development/Maintenance of the RUP (Working Curriculum)</b>	<b>WTP</b>	<b>UIO-Uch</b>	UIO-N, Dean, ZK	Rec
<b>Class schedule preparation</b>	<b>PUR</b>	<b>UIO-Teach</b>	UIO-N, Dean, ZK	Dean
<b>Approval of the schedule</b>	<b>PUR</b>	UIO-Uch (submitted for approval)	Dean, UIO-N	ZK, PPS
<b>Academic Calendar / Class Schedules</b>	<b>PUR</b>	<b>UIO-Uch</b>	UIO-N, Dean	Rector
<b>Class monitoring / analysis of disruptions (via eBilim + faculty on duty)</b>	<b>PUR</b>	<b>UIO-Teach</b>	UIO-N, Dean, ZK	Dean, QMS
<b>Recommendations for adjusting the educational process</b>	<b>PUR</b>	<b>UIO-N + UIO-Teach</b>	Dean, ZK, SMK	Rector

### 2.2. Course Load, Staffing, and Personnel Documents (Regarding the Educational Process)

Process	A	R	C	I
<b>Calculation and Distribution of Faculty Teaching Load (Summary of Hours)</b>	<b>PUR</b>	<b>UIO-Uch</b>	UIO-N, Dean, ZK, PRiCHR	Rec, Buch
<b>Staff Form / Staff Schedule (Workload Requirements Tracking)</b>	<b>Rec</b>	<b>PRiCHR</b>	PUR, UIO-N, Buch	Dec
<b>Preparation of reports/memos for approval of documents related to the educational process</b>	<b>PUR</b>	<b>UIO-Teach</b>	UIO-N	Rector

### 2.3. Assessments, knowledge checks, testing, protocols

Process	A	R	C	I
<b>Module/Final Assessment Schedule (Exam Schedule)</b>	<b>PUR</b>	<b>UIO-Uch</b>	Dean, UIO-N, ZK	Rector

<b>Access to testing in eBilim will be opened according to the approved schedule</b>	<b>PUR</b>	<b>UIO-IS</b>	UIO-N, Dec	ZK
<b>Generation/printing of reports based on student test results</b>	<b>PUR</b>	<b>UIO-IS</b>	Dean, UIO-N	Rector
<b>State certification (if testing/protocols are available)</b>	<b>Rec</b>	<b>PUR + UIO-IS</b>	Dec, PRiCHR	QMS

#### 2.4. OSCE/OSPE and Clinical Infrastructure

<b>Process</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>I</b>
<b>OSCE/OSPE Organization (Plan, Stations, Resources)</b>	<b>PKLD/Kach</b>	<b>Dec</b>	ZK (clinic/morphology), SMK	Rec, PUR
<b>Management of the OSCE/OSPE process in departments (examiners, checklists, stations)</b>	<b>Dec</b>	<b>ZK</b>	PKLD/Quality, QMS	PU
<b>Simulation Center/Practical Skills Center (operation, schedule, access)</b>	<b>PKLD/Kach</b>	(designated person/center)	Dean, AHC	Rec

#### 2.5. Student Enrollment (Transfers, Withdrawals, Academic Leave, etc.)

<b>Process</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>I</b>
<b>Maintaining student rosters (viewing eBilim + rosters)</b>	<b>Dec</b>	<b>Met-Cont</b>	Met-Uch, PRiCHR	PUR
<b>Entering data on academic transcripts (transferred from other universities)</b>	<b>Dean</b>	<b>Met-Uch</b>	UIO-IS (technical input as needed), PRiCHR	PUR
<b>Status changes: academic leave/withdrawal/reinstatement (as specified)</b>	<b>Rector</b>	<b>PRiCHR</b>	Dean, PUR	UIO-IS, Accounting
<b>Requests/responses regarding transfers between universities (letters, confirmations)</b>	<b>Rec</b>	<b>Met-Cont</b>	PRiCHR, Dean	PUR

#### 2.6. Certificates, transcripts, "Single Window" (eBilim)

<b>Process</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>I</b>
<b>Issuance of Certificates/Transcripts to Students (One-Stop Service)</b>	<b>Dean</b>	<b>UIO-IS</b>	PRiCHR (legal grounds), UIO-N	PUR
<b>Register of issued certificates/transcripts</b>	<b>UIO-N</b>	<b>UIO-IS</b>	Dec	PUR

#### 2.7. Access and Roles in eBilim

<b>Process</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>I</b>
<b>Assigning eBilim roles/access rights to employees (within the access policy)</b>	<b>PUR</b>	<b>UIO-IS</b>	UIO-N, HRM	Rector
<b>Department: electronic journal (attendance/activity/grades/SRC)</b>	<b>ZK</b>	<b>Faculty</b>	Dean	PUR
<b>Department: electronic curriculum/course materials/internship reports</b>	<b>ZK</b>	<b>Faculty + lab assistant</b>	Dean, SMK	PUR

#### 2.8. Letters, Requests, Record Keeping, External Agencies

<b>Process</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>I</b>
----------------	----------	----------	----------	----------

<b>Registration of Incoming/Outgoing Correspondence (Records Management Office)</b>	<b>Rec</b>	<b>SecR</b>	<b>PRiCHR</b>	<b>Pres, PUR</b>
<b>Replies to letters from external agencies (City Hall/Ministry of Education and Science/law enforcement agencies, 2NK/3NK, etc.)</b>	<b>Rec</b>	<b>Met-Uch/Met-Kont (draft preparation)</b>	<b>PRiCHR (legal approval), Dec/PUR (on the merits)</b>	<b>Dean</b>
<b>Maintaining a parallel record of letters in the Dean's Office</b>	<b>Dean</b>	<b>Met-Uch/Met-Kont</b>	<b>SecR</b>	<b>PUR</b>

2.9. Website and social media (according to your approval process)

<b>Process</b>	<b>A</b>	<b>R</b>	<b>C</b>	<b>I</b>
<b>Website/social media posts (content plan, copy)</b>	<b>Advertising</b>	<b>Met-Uch (communication information to students) / SMM (if applicable)</b>	<b>PGS (approval), Dean (if regarding students), PR&amp;HR (risks)</b>	<b>Presentation</b>
<b>Website posting (technical)</b>	<b>UIO-N</b>	<b>UIO-Eng</b>	<b>Rec (publication permission), PGS</b>	<b>Dec</b>
<b>Student notification channels: eBilim/WhatsApp/Telegram/email/bulletin board</b>	<b>Dean</b>	<b>Met-Uch</b>	<b>PGS (if event/social block)</b>	<b>PUR</b>

Single approval route:

**Draft document (preparer) → Substantive approval (Department Head: Dean/UIO-N/ZK) → Legal Review (PRiCHR) → Financial Review (Accounting) — if funds/contracts are involved → QMS/Quality — if the process/responsibility changes → Approval (PUR/Rector — according to the matrix above).**

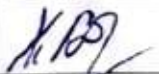
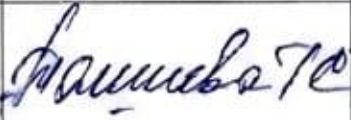







# CHANGE LOG

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

Edition: \_\_\_\_\_

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.

