

REGULATIONS

for the development, review, approval, and revision of educational programs of Jalal-Abad International University (JAIU)

Draft. University level.

1. General Provisions

1.1. These Regulations establish the procedure for the development, review, approval, and revision of educational programs (hereinafter referred to as “EPs” or “Programs”) at Jalal-Abad International University (JAIU).

1.2. These Regulations have been developed in accordance with:

1. the legislation of the Kyrgyz Republic in the field of education;
2. State educational standards;
3. the Charter of JAIU;
4. the Regulations on the JIU Education Quality Management System;
5. the Regulations on the Educational Program of JAIU;
6. the requirements of national and international accreditation agencies (NAAR, AOPO, WFME, etc.).

1.3. These Regulations apply to all levels and forms of education offered at JAIU, including the “General Medicine” educational program and other programs in the fields of medicine, engineering, and IT.

1.4. The purpose of these Regulations is to ensure transparency, consistency, and documentation of all stages of the educational program’s life cycle, as well as the participation of key stakeholders in its development and improvement.

2. General Principles for the Development and Revision of the OOP

2.1. The development and revision of the OOP are based on:

1. JAIU’s mission and vision;
2. labor market needs and stakeholder requests;
3. competency-based and student-centered approaches;
4. the principles of evidence-based medicine and sustainable development (for specialized programs).

2.2. The following are mandatory:

1. the availability of **an Educational Program Passport**;

2. a curriculum;
3. an academic calendar;
4. a set of syllabi;
5. FOS;
6. descriptions of staffing, resource, and digital support.

2.3. For the “General Medicine” educational program and other medical programs, the following are additionally taken into account: WFME requirements, national standards for medical education, the availability of clinical training sites, preclinical and clinical training, and OSCE/OSPE.

3. Stages of developing (revising) the educational program

3.1. The development (revision) lifecycle of the educational program includes the following stages:

1. **Initiation**
2. **Formation of a working group**
3. **Curriculum design**
4. **Internal departmental/faculty review**
5. **Review by the Quality Department and the Educational Institution**
6. **(If necessary) External review**
7. **Review and approval by councils**
8. **Approval by the Rector**
9. **Implementation and monitoring**
10. **Scheduled/unscheduled review.**

3.2. Initiation

The following may initiate the development or revision of the OOP:

1. the Rector’s Office;
2. the Quality Council;
3. the dean of the faculty;
4. the head of the educational program;
5. the relevant department;
6. Employers, clinical sites (via official request).

3.3. Formation of the Working Group

3.3.1. The working group on the educational program is formed by order of the rector or dean and typically includes:

1. the head of the educational program (chair);
2. representatives of relevant departments;
3. a representative of the Academic Affairs Office;

4. a representative of the Quality Department;
5. if necessary, a representative of employers/clinical sites;
1. during revision – a representative of senior students.

3.3.2. The working group develops a draft curriculum within the established deadlines.

4. Designing the Educational Program

4.1. During the design phase, the working group develops:

1. Draft **Curriculum Profile** (objectives, graduate profile, learning outcomes, competencies).
2. Draft **structure and scope of the educational program** (credits, cycles, modules, courses, internships, final project).
3. Draft **curriculum and academic calendar**.
4. Draft **descriptions of courses/modules (syllabi)**.
5. Draft **structure of the assessment system** (assessment forms, criteria, rubrics, references to the Assessment Regulations).
6. **Description of personnel, material, technical, and informational support**.
7. **Internal quality assurance** mechanisms for this educational program.

4.2. For the “General Medicine” educational program, the working group additionally ensures:

1. vertical and horizontal integration of disciplines;
 2. modules on clinical skills, communication, and evidence-based medicine;
 3. modules on preclinical and early clinical training, OSCE;
 4. compliance with WFME standards and the requirements of clinical training sites.
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5. Internal Review of the Educational Program

5.1. Departmental review

5.1.1. The curriculum draft is discussed at meetings of relevant departments.

5.1.2. Based on the results of the discussion, minutes are drawn up containing comments and suggestions.

5.2. Faculty and methodological review

5.2.1. The draft curriculum, together with the department minutes, is submitted for review to:

1. the Faculty Methodological Council;

2. the Faculty Council (if applicable).
- 5.2.2. A conclusion is drawn up, which specifies:
3. compliance with graduate profiles and state educational standards;
4. interdisciplinary coherence;
5. availability of resources;
6. suggestions for improvement.

5.3. Review by the Educational Institution and the Quality Department

5.3.1. The Academic Affairs Office evaluates:

1. compliance of the educational program structure and curriculum with credit-based technology requirements;
2. the appropriateness of the distribution of the academic workload and forms of assessment;
3. the completeness of the documentation package.

5.3.2. The Quality Department evaluates:

4. compliance with the standards of accreditation agencies;
5. the presence and quality of the formulation of learning outcomes and competencies;
6. the integration of monitoring and improvement mechanisms;
7. (for the “LD” educational program) compliance with WFME requirements, the presence of OSCE, and clinical modules.

5.3.3. Based on the results of the review, a **summary report** is prepared listing the comments and deadlines for their resolution.

6. External Review (if necessary)

6.1. Upon the decision of the Rector’s Office, the Quality Council, or the Dean’s Office, the educational program draft may be submitted for external review:

1. employers and clinical sites;
2. professional associations;
3. external academic experts (including international partners).

6.2. External experts provide a written opinion, which is attached to the curriculum materials and taken into account during the revision process.

7. Review and Approval of the OOP

7.1. After addressing the comments, the draft QMS is submitted to:

1. To **the Quality Council** (or a similar body) – for assessment of compliance with the QMS.

2. To the **Faculty Academic Council** – for approval at the faculty level (if applicable).
3. To the **Academic Council of JAIU** – for review and recommendation for approval.

7.2. Based on the results of the discussion, the Academic Council decides:

1. to recommend the curriculum for approval;
2. to send it back for revision with comments and deadlines.

7.3. Final approval of the curriculum is carried out **by order of the Rector of JAIU**. The approved Curriculum Description and course outline are attached to the order.

8. Timelines, Planning, and Revision of the Educational Program

8.1. **The initial development** of a new curriculum is typically planned at least one academic year prior to the anticipated start of student enrollment.

8.2. **A scheduled revision** of the current curriculum is conducted at least once every 3–5 years.

8.3. **An unscheduled revision** of the curriculum is conducted in the following cases:

1. changes in legislation or state standards;
2. results of accreditation and external audits;
3. significant feedback from employers, clinical sites, and students;
4. strategic decisions by the university administration.

8.4. The plan for revising the curriculum is developed by the Academic Affairs Office in collaboration with the Quality Department and the deans' offices and is approved by the Vice Rector for Academic Affairs.

9. Documentation and Storage

9.1. All stages of the development, review, and approval of the curriculum are documented:

1. orders establishing working groups;
2. minutes of department meetings, methodological councils, quality councils, and the Academic Council;
3. conclusions of the Academic Affairs Office, the Quality Department, and external experts;
4. the rector's order approving the curriculum.

9.2. The complete set of curriculum documents is stored:

1. at the Academic Affairs Office (centralized archive, paper and/or electronic);
2. with the head of the educational program (working copy);
3. in the LMS and/or electronic document management system.

9.3. The publicly available portion of information regarding the educational program (program description, curriculum, course descriptions, etc.) is published on the official website of JAIU.

10. Final Provisions

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

10.2. Amendments and additions to these Regulations shall be made in accordance with the procedure established for local regulatory acts of JAIU, at the initiative of the Rector's Office, the Quality Council, the Academic Affairs Office, or the deans' offices.

10.3. In all matters not covered by these Regulations, the QMS Regulations, the Educational Program Regulations, and other local acts of JAIU shall apply.

Practical next step

1. Copy the text of the Regulations into Word and add the required details ("APPROVED," rector, date, order number).
2. Insert links to your actual organizational structures (exact names of councils and departments).
3. In the Regulations on the Educational Program, include the following sentence:

"The procedure for the development, review, approval, and revision of the Educational Program is determined by a separate JAIU Regulation."

If you wish, we can further create a short **checklist/template for the approval process of the "Clinical Medicine" curriculum** in the form of a table: step – responsible party – document – deadline.

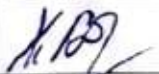
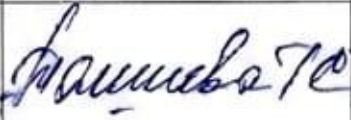







CHANGE LOG

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

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

№	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

