

REGULATIONS
ON INTERNSHIPS AND THE FINAL QUALIFICATION PROJECT
(MODEL FOR JAIU)

1. GENERAL PROVISIONS

1.1. These Regulations define the goals, objectives, types, and procedures for organizing, conducting, and evaluating all types of internships and final qualification projects (hereinafter referred to as FQP) for students of Jalal-Abad International University (JAIU).

1.2. These regulations are standard and apply to all educational programs (EPs) at the bachelor's, specialist, and master's levels (where applicable), unless otherwise specified by specific local regulations governing individual EPs.

1.3. In their activities, participants in the educational process are guided by:

- the legislation of the Kyrgyz Republic on education and healthcare;
- the Charter of JAIU;
- State Educational Standards (SES) and relevant professional standards;
- the Regulations on the Quality Management System (QMS) of JAIU;
- these Regulations;
- other local regulatory acts of JAIU.

1.4. The specific types, duration, and content of internships, as well as the details regarding the completion of the Final Qualification Work (FQW) for each educational program, are outlined in the working curricula and internship programs / methodological guidelines for the FQW, which are attached as appendices to these Regulations.

1.5. Document management for internships and the final course project is conducted in accordance with the Regulations on the System of Regulatory Documents of JAIU and, where possible, using the eBilim LMS (assignments, logs, reports, evaluation sheets, anti-plagiarism checks).

1. GOALS AND OBJECTIVES OF PRACTICUM AND THESIS

2.1. The objective of the internship is to develop and reinforce students' practical skills and professional competencies in conditions that closely resemble real-world professional practice.

2.2. Objectives of the internship:

- applying theoretical knowledge to solve practical problems;
- mastering professional technologies, procedures, and equipment;
- developing communication and teamwork skills;
- developing a sense of responsibility, professional ethics, and a culture of safety.

2.3. The purpose of the final project is to comprehensively assess the graduate's level of competence and ability to independently solve professional problems based on the analysis of data, scientific literature, and practical materials.

2.4. Objectives of the Final Qualifying Work:

- Demonstrating the ability to set research (project/development) goals and objectives;
- analysis and synthesis of scientific and practical data;
- selection and justification of research/solution methods;
- formulation of well-founded conclusions and practical recommendations;
- adherence to the principles of academic integrity and ethics.

1. TYPES OF PRACTICAL TRAINING AND THEIR PLACE IN THE EDUCATIONAL PROGRAM

3.1. Depending on the level and profile of the educational program, the following types of internships may be conducted at JAIU:

- educational (introductory, preparatory);
- industrial (specialized, clinical, pedagogical, etc.);
- research (if available);
- pre-graduation (pre-diploma).

3.2. The list, objectives, tasks, duration, credit hours, and form of final assessment for each type of internship are determined by:

- the educational program's curriculum;
- the internship syllabus.

3.3. For medical educational programs, the following are distinguished separately:

- clinical internships;
- preclinical training (in a simulation center);
- on-the-job training at clinical sites – in accordance with the Regulations on Clinical Sites and Clinical Instructors.

3.4. The practicum is a mandatory part of the educational program. Failure to complete the practicum results in academic probation.

3.5.

1. ORGANIZATION AND SUPERVISION OF THE PRACTICAL TRAINING

4.1. General supervision of the internship is carried out by the Vice Rector for Academic (and/or Clinical) Affairs; direct organization is handled by the Dean's Office (Directorate) and the relevant departments.

4.2. To conduct the internship, the university enters into agreements:

- with clinical sites (for medical programs);
- with enterprises, organizations, and institutions (for non-medical programs);
- with internal structural units of JAIU (research institutes, laboratories, centers).

4.3. Each student (or group of students) is assigned:

- a university internship supervisor (faculty member);
- a practice supervisor from the host institution (designated specialist).

4.4. Before the start of the internship, the department:

- conducts an introductory session (briefing) on the goals, objectives, content, and requirements;
- familiarizes students with the internal rules and occupational safety regulations at the internship site;
- issues a referral, the internship program, and a logbook (paper or in eBilim).

4.5. The responsibilities of the university's internship supervisor include:

- advising students;
- monitoring program implementation;
- coordinating with the host organization;
- receiving and evaluating reporting documentation.

4.6. The responsibilities of the internship supervisor from the host organization include:

- providing a workspace and access to equipment within their scope of authority;
- assigning tasks, monitoring attendance and discipline;
- preparing a performance evaluation/review of the student.

1. REPORTING AND EVALUATION OF THE PRACTICAL TRAINING

5.1. The following may serve as forms of internship reporting:

- a practice journal/logbook;
- written report (individual/group);
- presentation, case study, clinical analysis;
- a portfolio of completed work/procedures;
- other forms specified by the internship program.

5.2. The internship report must include:

- the goals and objectives of the internship;
- a brief description of the facility;
- a description of the work performed (procedures, tasks);
- an analysis of the experience gained;
- conclusions and recommendations.

5.3. The following are attached to the report (if available):

- a logbook with notes and the signature of the supervisor from the facility;
- evaluation/review from the clinical training site;
- assessment sheets for clinical and practical skills (Mini-CEX, DOPS, etc. – for medical students).

5.4. The final grade for the practicum is determined based on:

- the completeness and quality of program completion;
- the content and format of the report;
- evaluations from the clinical site supervisor and the university;
- adherence to discipline and ethics.

5.5. The results of the internship are recorded:

- in a report (paper and/or electronic);

- in the eBilim LMS;
- in the academic record book/electronic transcript.

1. ORGANIZATION OF THE FINAL PROJECT

6.1. The final course project is a mandatory final assignment for completing the educational program (except in cases where the State Educational Standard provides for a different format of final assessment).

6.2. Thesis topics:

- are determined by the departments in accordance with the educational program's profile, the needs of clinical training sites, and employers;
- are updated annually;
- must ensure practical relevance and a connection to real-world challenges in healthcare, business, education, and other fields.

6.3. The student has the right to:

- choose a topic from the list proposed by the department;
- propose their own topic with a justification of its relevance and approval by the department.

6.4. Thesis Advisor:

- is appointed by the department from among the faculty;
- for collaborative projects, an advisor (practicing physician, industry specialist) may be appointed.

6.5. An individual thesis assignment is prepared for each student, including:

- topic;
- goal and objectives;
- the object and subject of the research;
- a work plan and timeline;
- a list of issues/deliverables to be developed.

6.6. The student is required to adhere to the approved schedule for the thesis, consult regularly with the advisor, and submit interim results.

1. REQUIREMENTS FOR FORMATTING AND ADMISSION TO THE THESIS DEFENSE

7.1. The thesis is prepared in accordance with:

- the department's guidelines for the formatting of the thesis;
- the university's requirements for the structure and formatting of academic and research papers.

7.2. The structure of the thesis typically includes:

- a title page;
- the assignment;
- table of contents;
- an introduction;

- literature review / theoretical section;
- materials and methods;
- results and discussion / design solution;
- conclusions;
- practical recommendations (if necessary);
- References;
- appendices.

7.3. Before being admitted to the defense, the thesis must undergo verification:

- for compliance with the assignment and the department’s requirements;
- for plagiarism (anti-plagiarism) in accordance with the Regulations on Academic Integrity and Plagiarism.

7.4. The conditions for admission to the thesis defense are:

- a positive review from the academic advisor;
- a review by an external reviewer (if required by the academic program);
- a positive result of the plagiarism check (originality percentage not lower than the established threshold).

7.5. The decision on admission is made by a department meeting and recorded in the minutes.

1. FINAL STATE EXAMINATION AND DEFENSE OF THE FINAL THESIS

8.1. The defense of the final thesis takes place at an open meeting of the State Examination Commission (SEC) in accordance with the Regulations on the Final State Examination at JAIU.

8.2. During the defense, the student:

- briefly (usually 7–10 minutes) present the purpose, objectives, methods, results, and conclusions of the thesis;
- answer questions from SAC members;
- responds to the reviewer’s comments.

8.3. The GAC evaluates:

- the relevance and novelty of the topic;
- the comprehensiveness and depth of the study;
- methodological correctness;
- the degree of independence;
- the quality of the work’s formatting and presentation;
- the quality of the answers to the questions.

8.4. The decision to assign a grade is made by the State Examination Commission in a closed session by a simple majority vote and is recorded in the minutes.

8.5. The final thesis is stored in accordance with the JAIU file classification system. The best theses may be recommended for publication, entry into competitions, or implementation in practice.

1. RIGHTS AND OBLIGATIONS OF PARTICIPANTS

9.1. The student has the right:

- to be informed in a timely manner about internship programs and requirements for the final course project;
- to choose an internship site and a thesis topic within the established procedures;
- to consultations with internship and thesis supervisors;
- to an objective evaluation of their results.

9.2. Students are required to:

- comply with the internal regulations of JAIU and the internship sites;
- complete the internship program and the final project assignment;
- comply with occupational health and safety and confidentiality requirements;
- adhere to the principles of academic integrity.

9.3. Internship and thesis supervisors are required to:

- provide methodological guidance;
- conduct consultations and ongoing monitoring;
- provide timely feedback and recommendations;
- maintain objectivity in evaluation.

9.4. Internship sites:

- are required to provide the necessary conditions for the internship program;
- are responsible for compliance with occupational health and safety regulations.

1. FINAL PROVISIONS

10.1. These Regulations are part of the system of regulatory documents and the QMS of JAIU and are subject to review at least once every 5 years or as necessary (changes in legislation, standards, or accreditation requirements).

10.2. Amendments and additions to these Regulations are proposed by the deans' offices, departments, and the Academic Council and are approved by the Rector of JAIU.

10.3. Specific regulations regarding internships and final qualification projects for individual educational programs (medical, IT, economic, etc.) are developed based on these model Regulations and approved in accordance with established procedures.

APPENDIX 1

MODEL INTERNSHIP PROGRAM

1. General Information

- 1.1. Name of the university: Jalal-Abad International University (JAIU).
- 1.2. Name of the educational program (EP): _____
- 1.3. Field of study / major: _____
- 1.4. Type of internship: academic / industrial / clinical / teaching / pre-graduation (underline as appropriate).
- 1.5. Year: ___ Semester: ___
- 1.6. Internship duration: ___ weeks, ___ academic hours, ___ credits.
- 1.7. Internship site(s): _____
- 1.8. Department responsible for the internship: _____
- 1.9. Program developer: Full name, position, department _____

1. Purpose and objectives of the internship

2.1. Purpose of the internship:
In brief: to help students develop _____ (list of key professional skills/competencies) necessary for _____.

2.2. Objectives of the internship:
– Reinforce theoretical knowledge in the disciplines _____;
– developing skills in _____;
– mastering basic operations/procedures _____;
– to develop the ability to work in an interdisciplinary team;
– fostering professional responsibility, ethics, and a culture of safety.

1. Place of the internship within the educational program

- 3.1. The internship belongs to the cycle: B1 / B2 / PC / variable component (select as appropriate).
- 3.2. Related disciplines (prerequisites): _____
- 3.3. Disciplines/modules for which the internship is a post-requisite: _____
- 3.4. The course is designed to develop the following competencies (general, professional, information, and others):
– Competency __ (code, description);
– Competency __;
(list according to the curriculum).

1. Requirements for the outcomes of the internship

Upon completion of the practicum, the student must:

Know:

- the basic principles, norms, and standards _____;
- the structure and functions of the internship site _____;
- occupational health and safety regulations and professional ethics.

Be able to:

- perform (list of basic operations, procedures, tasks) _____;

- analyze the results of the work performed and draw conclusions;
- prepare work and reporting documentation using established forms.

Possess (skills):

- practical skills _____;
- communication skills in interacting with patients/clients/colleagues;
- skills in self-analysis and reflection on the results of practice.

(If desired, the table “Competency – Indicator – Assessment Method” can be inserted here.)

1. Practicum Content

5.1. Main sections (modules) of the practicum:

Example of a table structure:

No.	Section / Type of Activity	Scope of work	Planned number of hours
1	Orientation phase	Orientation, familiarization with the facility, safety rules	—
2	Main phase 1	Completion	
3	Main Stage 2	Completion	
4	Final stage	Report preparation, self-assessment, defense	

Or by week:

Week	Internship location / department	Types of work	Hours
1			
2			
...			

1. Forms of student activities

- individual work at the workplace;
- work in small groups;
- participation in rounds / conferences / meetings (for clinical sites);
- carrying out assignments from the clinical supervisor;
- keeping a journal/logbook;
- preparing and presenting case studies / presentations.

1. Forms of Monitoring and Assessment

Recommended table:

Type of assessment	Format	Criteria	Percentage of Final Grade, %
Ongoing assessment	Checking the journal, oral questioning, observation	Completeness, participation, discipline	—
Midterm (interim)	Mini-reports, case studies	Quality of task completion	—
Final	Report, defense, evaluation from the database	Alignment with the program, depth of analysis, recommendations	—

1. Teaching, methodological, and resource support

- regulatory documents (state standards, orders of the Ministry of Education and Science of the Kyrgyz Republic, etc.);
- Local regulations of the Kyrgyz State Medical University (Regulations on Internships and Theses, Regulations on Clinical Training Sites, Quality Management System, etc.);
- recommended reading (textbooks, manuals, guides; list);
- electronic resources, databases;
- material and technical support (equipment, software, simulators, etc.).

1. Assessment tools

- diary/logbook;
- individual assignment;
- checklists / practical skills assessment forms;
- criteria for evaluating the report and defense;
- grading scale (in accordance with the Regulations on the Assessment System).

1. Organizational and Methodological Guidelines

- procedure for assigning students to training sites;
- requirements for attendance and discipline;
- occupational health and safety requirements;
- procedure for resolving conflicts;
- procedure for retaking/repeating the internship in case of failing grades.

APPENDIX 2

Internship Journal/Logbook Template

1. Cover page of the logbook (sample)

JALAL-ABAD INTERNATIONAL UNIVERSITY

Faculty (Institute) _____

Department _____

INTERNSHIP DIARY (LOG BOOK)

Type of internship: _____

Educational program: _____

Year: ___ Class: ___

Student: Full Name _____

Internship Site: _____

Department: _____

Internship Dates: from “” _____ 20 to “” _____ 20

University Internship Supervisor:

Full Name, Position, Department _____

Internship supervisor from the host institution:

Full Name, Position _____

Student’s signature: _____

Signature of the university supervisor: _____

Signature of the supervisor from the host institution: _____

1. Main Table of the Logbook (General Version)

Date	Department / Internship Site	Work performed, procedures, tasks	Number of hours	Signature of the supervisor from the facility

(rows by number of days/shifts)

1. For clinical practices, you can add an extended logbook:

Date	Department	Clinical cases / diagnoses	Procedures performed (observed, assisted, performed independently)	Number of procedures	Signature of supervisor
—	—	—	N/A/S (observed/assisted/performed)	—	—

1. Final section of the journal

Brief student self-assessment (to be completed by the student):

- What skills were developed/improved;
- What difficulties arose;
- What knowledge/skills require further development.

Student's signature: _____

Feedback from the internship supervisor at the host institution (brief):

Supervisor's evaluation: _____

Feedback from the university's internship coordinator:

Recommended final grade: _____

Date: _____ 20

Signature of the university supervisor: _____

APPENDIX 3
Thesis Assignment and Title Page

1. Title page of the final thesis (sample)

Ministry of Education and Science of the Kyrgyz Republic
Jalal-Abad International University

Faculty (Institute) _____
Department _____

FINAL QUALIFICATION THESIS
(BACHELOR'S / DIPLOMA / MASTER'S – indicate as appropriate)

Topic: “ _____ ”

Field of study / major: _____
Program / curriculum: _____

Completed by: student of the ___ year, group ___
Full Name: _____

Advisor:
Academic degree, title, position, Full Name _____

(if applicable) Advisor:
position, organization, full name _____

Clinical base / organization (if applicable): _____

Jalal-Abad – 20__

1. Thesis Proposal (Template)

JALAL-ABAD INTERNATIONAL UNIVERSITY

Faculty _____

Department _____

ASSIGNMENT

for the completion of the final qualification project

Student: Full Name _____

Field of Study / Major: _____

Class: _____

Thesis Topic: “ _____ ”

Approved by Order of the Rector of JAIUNo. ____ dated “” _____ 20

1. Purpose of the work:

1. Main objectives:

1. _____

2. _____

3. _____

1. Subject of research (development): _____

2. Subject of research (development): _____

3. List of issues to be addressed (structure of the work):

– Introduction;

– Chapter 1. _____;

– Chapter 2. _____;

– Chapter 3. _____;

– Conclusions and recommendations;

(the structure may be modified depending on the thesis topic).

4. Source materials and data for the thesis:

– Literature sources (monographs, articles, reports, protocols);

– data from observations / surveys / experiments / database reports;

– regulatory documents and standards;

– materials from information systems and databases.

5. Schedule for completing the thesis:

Stage	Content	Deadline
1	Literature review	by “” _____ 20
2	Development of research methodology/plan	by “” _____ 20
3	Collection and processing of data	by “” _____ 20
4	Writing Chapters 1, 2, and 3	by “” _____ 20
5	Formatting the paper, preparing the presentation	until “” _____ 20
6	Submission of work to the department	by “” _____ 20

1. Requirements for illustrative, tabular, and practical material:

– number of tables (approximate);

– number of figures, diagrams, and charts;

– list of appendices (questionnaires, protocols, medical records, program codes, etc.).

2. Date of assignment: “” _____ 20

Advisor: _____ /Full Name/

(signature)

Assignment accepted by student: _____ /Full Name/
(signature)

APPENDIX 4

Brief Guide on Plagiarism and Admission to the Defense of the Master's Thesis

1. General Provisions

- 1.1. Checking the thesis for plagiarism is a mandatory procedure for admission to the defense.
- 1.2. The procedure for checking the thesis is governed by:
 - the Regulations on Academic Integrity and the Prevention of Plagiarism;
 - this Appendix;
 - internal instructions for using the anti-plagiarism system (eBilim / other system).

1. Originality Threshold

- 2.1. The minimum acceptable originality level for a thesis is established by order of the rector and, as a rule, is no less than ____% (70% or higher is recommended).
- 2.2. For internship reports, a separate threshold (e.g., at least 60%) may be permitted, as established by a local regulation.

1. Sources of Borrowings

- 3.1. Correctly formatted citations with a source reference are considered acceptable.
- 3.2. The following are not permitted:
 - using others' work (theses, articles, reports) without citation;
 - copying large amounts of text without reworking it;
 - downloading ready-made works from the internet with only minimal editing.

1. Verification Procedure

- 4.1. A certain time before the department meeting (for example, no later than 10 calendar days before the scheduled defense date), the student uploads the full text of the thesis to the anti-plagiarism system (via eBilim or another designated platform).
- 4.2. The system generates a plagiarism report, including:
 - the overall originality percentage;
 - a list of sources of matches;
 - text fragments containing plagiarized content.
- 4.3. The student provides the academic advisor with:
 - the text of the thesis;
 - an anti-plagiarism report.

1. Actions to Take if the Originality Level is Low

- 5.1. If the originality percentage is below the established threshold:
 - the academic advisor points out the problematic sections to the student;
 - the student revises the text (rephrasing, shortening, proper citation);
 - the work is rechecked in the anti-plagiarism system.
- 5.2. If the originality level remains low, the question of admission to the defense is brought before the department meeting; the defense may be postponed to the next term.

1. Admission to the defense

- 6.1. The conditions for admission to the thesis defense are:
 - completion of the curriculum and no outstanding academic obligations;
 - a positive review from the academic advisor;
 - a positive conclusion from an external reviewer (if required by the educational program);

- a plagiarism check result not below the threshold value;
- a positive decision by the department (protocol of admission to the defense).

6.2. The department reviews:

- the anti-plagiarism report;
- the academic advisor's review;
- if necessary – the student's explanations.

6.3. The department's decision is formalized in the meeting minutes and a list of students admitted to the defense.

1. Documentation and Storage

7.1. The anti-plagiarism report is stored:

- in the student's electronic portfolio (eBilim, electronic archive);
- in the department/dean's office file (if necessary, in printed form).

7.2. The best final theses with a high level of originality and significant practical value may be recommended for publication and participation in competitions.

1. Clinical/Pre-Graduation Internship Program

For the "Clinical Practice" course at JAIU (template)

1. General Information

- 1.1. University: Jalal-Abad International University (JAIU).
- 1.2. Educational Program: 560001 – “Clinical Medicine.”
- 1.3. Level: Bachelor’s / Specialist (specify).
- 1.4. Type of internship:
 1. clinical internship /
 2. pre-graduation internship (underline as appropriate).
- 1.5. Year: 5 / 6 (specify).
- 1.6. Semester: ____
- 1.7. Duration: ____ weeks, ____ hours, ____ credits.
- 1.8. Practice sites:
 3. Regional Clinical Hospital _____;
 4. City Hospital _____;
 5. Polyclinic / FMC No. _____;
 6. other healthcare facilities (by agreement).
- 1.9. Responsible department: relevant clinical department (internal medicine / surgery / family medicine, etc.).
- 1.10. Program developer: Full name, position, department.

2. Purpose and objectives of the clinical / pre-graduation internship

2.1. **Objective** – to prepare students in the “General Medicine” program for independent work as a resident physician by reinforcing clinical reasoning and practical skills in real-world healthcare settings while adhering to patient safety principles.

2.2. Main objectives:

1. to integrate theoretical knowledge in internal medicine, surgery, pediatrics, obstetrics and gynecology, and family medicine;
2. to practice standardized clinical skills (taking a medical history, performing a physical examination, interpreting test results, ordering tests and treatment);
3. master algorithms for emergency care at the prehospital and hospital stages;
4. learn to maintain medical records (medical history, outpatient chart, prescription sheet, etc.);
5. develop teamwork and communication skills with patients and their relatives;
6. develop a sense of responsibility, clinical-ethical thinking, and a culture of patient safety.

3. The Place of the Clinical Rotation in the Structure of the Educational Program and Competencies

3.1. The practicum belongs to the cycle:

1. Professional cycle (clinical training).

3.2. Prerequisites (core courses):

1. Propaedeutics of Internal Medicine;
2. Internal Medicine, Surgical Diseases, Obstetrics and Gynecology, Pediatrics;
3. Anesthesiology and resuscitation, infectious diseases, family medicine, public health.

3.3. Post-requisites:

1. Final state examination;
2. Thesis (for clinically oriented topics).

3.4. Competencies to be developed (example):

1. PC_CL1 – ability to take a medical history and conduct an objective physical examination of the patient.
2. PC_CL2 – the ability to formulate a differential diagnosis and a clinical diagnosis.
3. PC_CL3 – the ability to order and interpret laboratory and diagnostic tests.
4. PC_CL4 – the ability to prescribe treatment in accordance with clinical protocols.
5. PC_CL5 – mastery of basic emergency care skills.
6. PC_CL6 – maintaining medical records and adhering to patient safety principles.

(If necessary, add a table: “Competency – Indicator – Assessment Methods (Mini-CEX, DOPS, OSCE, logbook).”)

4. Structure and Content of Clinical Rotation

4.1. Recommended structure by blocks (example for the 6th year, 6 weeks):

TABLE. Distribution of hours by core clinical modules

Module	Base	Main Activities	Hours
Internal Medicine	Therapeutic Department / Cardiology	Patient intake, medical history collection, physical examination, diagnosis, medical record maintenance	—
Surgery	Surgical Department / Trauma	Admission of surgical patients, pre- and post-operative examinations, dressing changes, participation in surgeries (observation/assisting), maintaining medical records	—
Pediatrics	Pediatric Department / Clinic	Examination of children, assessment of physical development, vaccination (observation), working with parents	—
Obstetrics and Gynecology	Maternity ward / gynecology department	Prenatal care, participation in childbirth (monitoring/assisting), maintenance of prenatal and postpartum records	—
Family Medicine/Outpatient Clinic	Primary Health Care Center/Family Clinic	Seeing patients, working with chronically ill patients, preventive care, medical checkups	—
Emergency care	Emergency room / intensive care unit	ABCDE algorithms, mechanical ventilation (monitoring), establishing intravenous access, participation in resuscitation procedures (according to authorization level)	—

4.2. By week (example):

Week	Location	Main focus
1	Internal Medicine Department	Internal Medicine (examination, diagnosis, documentation)
2	Surgical Department	Acute abdomen, trauma, dressings
3	Pediatrics	Pediatrics + Vaccination Room
4	Obstetrics/Gynecology	Pregnancy, Childbirth, Postpartum Care
5	Outpatient clinic / family	Chronic diseases, prevention, preventive medical

	medicine	examinations
6	Emergency room / intensive care	Emergencies, triage, patient flow

5. Forms of student work organization

1. Individual work with patients under the supervision of a mentor;
2. Participation in rounds, clinical-anatomical/clinical conferences;
3. Day shifts / half-day shifts (according to local regulations);
4. Practicing skills in the simulation center (OSCE, skill simulators);
5. Maintaining a clinical skills logbook and a practice journal.

6. Monitoring and Evaluation

6.1. Ongoing monitoring:

1. Verification of logbook completion (skill codes, mentor signatures);
2. Mini-CEX (mini clinical evaluation exercise) – assessment of a brief patient consultation;
3. DOPS (direct observation of procedural skills) – observation of procedural skills;
4. testing/OSCE stations upon completion of the module (at the discretion of the department).

6.2. Final assessment:

Formula (example):

Final grade =

1. 30% – completeness and quality of the logbook + journal;
2. 30% – ongoing assessment by mentors (Mini-CEX/DOPS);
3. 20% – final test / OSCE;
4. 20% – final report and oral defense of the practicum (case study / clinical analysis).

6.3. Grading scale – in accordance with the Regulations on the JAIU Grading System (specifying the score ranges for A/B/C...).

7. Educational, methodological, personnel, and resource support

1. Clinical protocols of the Ministry of Health of the Kyrgyz Republic, national guidelines;
2. International guidelines (WHO, ESC, ACC/AHA, NICE – by specialty);
3. Textbooks and atlases on clinical disciplines (list by department);
4. Simulation center (mannequins, simulators, OSCE stations);
5. Staffing: Faculty of clinical departments + clinical mentors with valid certifications.

8. Special safety requirements

1. Compliance with infection control protocols and guidelines for handling biological materials;
2. Prohibition on performing invasive procedures independently without the supervisor's authorization and supervision;
3. Compliance with medical confidentiality and patient data privacy;
4. Wearing a student ID badge.

2. Clinical Skills Logbook

For students in the "General Medicine" program

This document can be printed as a separate "skills book" or as an insert in the journal.

A. Title Page

JALAL-ABAD INTERNATIONAL UNIVERSITY

Faculty of General Medicine

Department _____

CLINICAL SKILLS LOG BOOK
for clinical / pre-graduation practice
"MEDICAL PRACTICE" PROGRAM

Student: Full Name _____

Year: ___ Class: ___

Academic Year: 20__ / 20__

University Internship Supervisor:

Full Name, Position, Department _____

Clinical Supervisor(s):

Full Name, Position, Facility _____

B. Summary Table of Competencies (Logbook Cover)

Competency	Indicator	Where it is demonstrated	Completion Mark
PC_CL1	Collects a complete medical history	Mini-CEX No. __, logbook: skills 1.1–1.3	<input type="checkbox"/>
PC_CL2	Formulates a diagnosis	Mini-CEX, case conference	<input type="checkbox"/>
PC_CL3	Interprets test results and examinations	OSCE stations, medical history analysis	<input type="checkbox"/>
PC_CL4	Prescribes treatment according to protocols	Case review, medical history	<input type="checkbox"/>
PC_CL5	Provides basic emergency care	OSCE (BLS/ACLS), DOPS	<input type="checkbox"/>
PC_CL6	Maintains documentation	Reviews medical records / outpatient charts	<input type="checkbox"/>

(The practice supervisor checks the boxes after reviewing the logbook and OSCE.)

C. List of Required Clinical Skills

Printable table format (2–3 lines per skill):

Skill code	Clinical skill	Minimum number of repetitions	Proficiency Level*	Date(s)	Instructor's signature
1.1	Taking a complete physical history	10	N/A/S	___	___
1.2	Taking a history and	5	N/A/S	___	___

	assessing symptoms in cases of acute chest pain				
1.3	Physical examination (PEX: inspection, palpation, percussion, auscultation)	10	N/A/S	—	—
2.1	Blood Pressure and Heart Rate Measurement	20	N/A/C	—	—
2.2	ECG Interpretation (Basic Rhythms, MI)	10	N/A	—	—
3.1	Insertion of a venous catheter (by level of authorization)	5	N/A/C	—	—
3.2	IV injection/infusion (monitored)	10	N/A/S	—	—
3.3	Subcutaneous, intramuscular injections	10	N/A/C	—	—
4.1	Maintenance of inpatient medical records	5	N/A	—	—
4.2	Filling out the outpatient chart / form	10	N/A	—	—
5.1	BLS – Basic Life Support (manikin)	3	N/A/C	—	—
5.2	Anaphylactic Shock Algorithm	2 (OSCE/simulator)	N/A	—	—
6.1	Examination of a Pregnant Woman (OB/GYN)	5	N/A/S	—	—
6.2	Child Examination (PED)	5	N/A/S		

*** Level of completion:**

O – Observed

A – Assisted

P – Performed under supervision

You can easily:

1. add the "Therapy," "Surgery," "Pediatrics," "Obstetrics and Gynecology," and "Emergency Conditions" sections as separate tables;
2. leave space at the bottom of each section for the clinical mentor's general signature.

D. Clinical Work Log (inside the logbook)

Date	Facility / Department	Summary: Which patients were treated	Which skills (codes) were practiced	Hours	Mentor's signature
—	Therapy	3 patients with CHF, 1 with MI	1.1, 1.3, 2.1, 4.1	—	—
—	Surgery	2 patients with acute appendicitis, dressings	1.1, 1.2, 3.2, 4.1	—	—

E. Final logbook assessment

Section	Instructor's Comments
Student's strengths	
Areas for improvement	
Recommendations	

Final grade for practical skills (on the JAIU scale): _____

Clinical Supervisor:

Full Name, Position _____

Signature _____ Date «» _____ 20

University Practice Supervisor:

Full Name _____

Signature _____ Date «» _____ 20

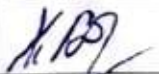
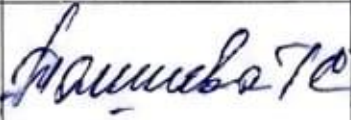







CHANGE LOG

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

Edition: 1.000

Effective date: “ ” 20

APPROVAL SHEET

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.

