

**REGULATIONS
ON DISTANCE AND E-LEARNING
AT JALAL-ABAD INTERNATIONAL UNIVERSITY
(BASED ON LMS eBILIM AND OTHER DIGITAL PLATFORMS)**

QMS Registry Code: _____

APPROVED

Rector of Jalal-Abad International University

_____/Full Name/

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1. General Provisions

1.1. These Regulations define the goals, objectives, principles, forms, and procedures for the organization and implementation of distance and e-learning (hereinafter referred to as “DEO”) at Jalal-Abad International University (hereinafter referred to as “the University” or “JAIU”) using the eBilim LMS and other digital platforms.

1.2. These Regulations constitute a local regulatory act of the University and apply to all educational programs (EPs) that utilize elements of e-learning, distance learning technologies, and blended learning formats.

1.3. In their activities, participants in the educational process are guided by the following when implementing DEO:

1. the legislation of the Kyrgyz Republic in the field of education and information technology;
2. State Educational Standards (SES) / SES of the Kyrgyz Republic for the relevant fields of study;
3. the Charter of JAIU;
4. the Regulations on the Quality Management System (QMS) of JAIU;
5. Regulations on the Organization of the Educational Process Using the Credit System;
6. Regulations on Academic Integrity and the Prevention of Plagiarism;
7. these Regulations and other local acts of the University.

1.4. The primary platform for implementing e-learning at JAIU is the **eBilim** LMS. If necessary, additional services and platforms (video conferencing systems, virtual simulators, external courses, etc.) may be used, either integrated with eBilim or used in conjunction with it.

1.5. E-learning is an integral part of the educational process and is used:

1. when implementing educational programs in a face-to-face format (as elements of e-learning and blended learning);
2. during a partial or complete transition to a distance learning format (for example, in the event of force majeure, quarantine, etc.);
3. to support students’ independent work (SRW/SRO), internships, and final qualification projects.

2. Terms and Definitions

2.1. **E-learning** – the organization of the educational process using information and communication technologies, electronic educational resources, the eBilim LMS, and other platforms.

2.2. **Distance learning technologies** – learning technologies implemented primarily through telecommunication networks when the instructor and student are geographically separated.

2.3. **Blended learning** – a combination of in-person classes and electronic forms of learning (online courses, webinars, assignments in eBilim, etc.).

2.4. **LMS eBilim** – JAIU’s corporate learning management system, which includes electronic course materials, communication tools, and assessment and monitoring features.

2.5. **Course module** – a structured set of materials and activities in the LMS (syllabus, lectures, assignments, tests, forums, etc.) that ensures the implementation of the course curriculum.

2.6. **Synchronous format** – real-time online interaction between instructors and students (webinars, video lectures, virtual classes).

2.7. **Asynchronous format** – learning via deferred access to materials and assignments (independent study of lectures, completion of tests and assignments in eBilim by the specified deadline).

3. Goals and Objectives of Distance and E-Learning

3.1. The goal of distance and e-learning is to ensure the accessibility and flexibility of learning, improve the quality of the educational process, and enhance the effectiveness of students’ independent work through the use of the eBilim LMS and modern digital technologies.

3.2. Main tasks:

1. supporting the implementation of the educational program using the credit system, including independent study and formative assessment;
2. creating and maintaining e-courses in all disciplines;
3. ensuring transparency and objectivity in assessment through electronic gradebooks and testing systems;
4. expanding opportunities for personalized learning (individual learning paths, 24/7 access to materials);
5. developing digital competencies among faculty and students;
6. providing an evidence base for the internal quality system and accreditation of educational programs (activity logs, reports, digital learning records).

4. Forms of Digital Educational Assessment

4.1. The following forms of distance education are used at JAIU:

1. **electronic support for** in-person learning (eBilim as a mandatory course component);
2. **blended learning** (part of classes in the classroom, part online);
3. **fully remote format** (upon decision of the rectorate and subject to regulatory requirements);
4. **modular online courses** (preparatory, adaptation, elective, and NMO/CPD courses).

4.2. The following are used within the framework of distance education:

1. online lectures (video lectures, webinars, live streams);
2. virtual practical sessions, seminars, and case discussions;
3. tests and practice-oriented assignments in the LMS;
4. forums and chats for discussions and feedback;
5. electronic reporting forms (portfolios, file uploads, projects).

4.3. For medical educational programs, distance education does not replace mandatory in-person clinical, simulation, and practical sessions, but rather supplements them (virtual case studies, simulators, video reviews, OSCE preparation, etc.).

5. Organization of online courses in the eBilim LMS

5.1. Every academic course (subject) at JAIU must have an electronic version in the eBilim LMS that corresponds to the course syllabus.

5.2. An online course must include, at a minimum:

1. an online syllabus (objectives, learning outcomes, topics, types of assessment, grading criteria);
2. lecture materials (presentations, texts, videos, etc.);
3. assignments for independent study (case studies, essays, practical tasks, projects);
4. tests (for ongoing and midterm assessment);
5. a forum/communication channel for students;
6. an electronic grade and attendance log.

5.3. Responsibility for creating and updating the online course lies with the instructor/department teaching the course.

5.4. The Academic and Information Department (AID) and the IT Service:

1. provide methodological and technical support for work in the LMS;
2. form study groups, configure courses, and set access rights;
3. organize training for faculty and students on using eBilim.

5.5. The structure of the online course must be logical and consistent across the University (the recommended template is approved by separate regulations/methodological guidelines).

6. Rights and Responsibilities of Participants in the Educational Process

6.1. The instructor has the right to:

1. use all available tools of the eBilim LMS and other approved platforms;
2. receive technical and methodological support;
3. require students to adhere to deadlines and the format for completing assignments in the LMS;
4. use the results of DEO (activities, tests, assignments) in the assessment system.

6.2. The instructor is required to:

1. post materials, assignments, and announcements in the LMS in a timely manner;
2. provide feedback (comments, consultations, error analysis) within the established deadlines;
3. comply with requirements regarding the protection of personal data and copyrights;
4. record the results of ongoing, midterm, and final assessments in eBilim;
5. ensure academic integrity (use of anti-plagiarism tools, verification of independent work).

6.3. The student has the right to:

1. access course materials and assignments in eBilim throughout the semester;
2. receive feedback on completed assignments;
3. seek technical and academic support;
4. use their personal account as an electronic portfolio.

6.4. Students are required to:

1. log in to the LMS in a timely manner and complete assignments by the deadlines;
2. comply with the rules of netiquette, academic integrity, and confidentiality;
3. not share their login and password with others;
4. regularly check announcements in the LMS (this is considered official notification).

7. Assessment and Monitoring in Distance Education

7.1. Assessment in the distance education program is conducted in accordance with the Regulations on the Assessment System of JAIU and includes:

1. ongoing assessment (online tests, assignments, participation in forums, mini-case studies);
2. midterm assessments (tests, online colloquia, interim exams);
3. final assessment (exam, credit test, OSCE/OSPE, comprehensive assignment).

7.2. When using DEO, it is recommended to:

1. use a combination of assessment methods (test + case study + online interview);
2. use assignments that require analysis and reasoning, rather than simple copying;
3. record test results and assignment completion in LMS logs (for the Quality Management System and accreditation).

7.3. For written assignments and projects uploaded via the LMS, a plagiarism check is conducted in accordance with the Academic Integrity Policy.

7.4. When conducting online exams, the following may be applied:

1. time limits and a limit on the number of attempts;
2. random selection of questions and answer options;
3. an oral component (video/audio communication) to confirm independent work.

8. Technical Requirements and Support

8.1. The University provides:

1. operation of the eBilim LMS on a separate server/hosting;
2. data backup;
3. access to the system from computer labs and dormitories (as available);
4. technical support (IT department, eBilim administrator).

8.2. To work in the DEO, students and instructors need:

1. a device with internet access (PC, laptop, tablet, smartphone);
2. an up-to-date browser;
3. for synchronous classes – a camera and microphone (recommended).

8.3. In the event of technical issues (server failure, power outage, etc.), the instructor is required to:

1. notify students via available channels (eBilim, messaging apps—if regulations permit);
2. postpone deadlines for completing/submitting assignments within reasonable limits;
3. document the incident (if necessary, in a report to the OVMK).

9. Quality Assurance and Data Security

9.1. Quality assurance for digital educational resources is part of JAIU's QMS and includes:

1. monitoring student and instructor activity in the LMS;
2. surveying students on the quality of the e-course and the instructor's online work;
3. internal audits of e-courses (availability of syllabi, materials, assignments, and assessment criteria);
4. analysis of academic performance and attendance results in the e-learning system.

9.2. Responsibility for monitoring the quality of the DEO lies with:

1. OVMC (developing indicators, conducting surveys, preparing reports);
2. Academic Affairs Office (verifying the availability of courses, the accuracy of curricula and schedules);
3. dean's offices and departments (quality of content and pedagogical components).

9.3. Personal data of LMS users and learning outcomes are considered confidential information and are protected in accordance with the law and internal regulations of JAIU.

9.4. Access to the administrative functions of the LMS is granted to a strictly limited group of individuals (the system administrator, authorized staff of the Academic Affairs Office, and the IT department).

10. Final Provisions

10.1. These Regulations are binding on all structural units and participants in the educational process at JAIU.

10.2. Amendments and additions to these Regulations are made at the initiative of the Rector's Office, the Academic Affairs and Quality Control Department, the Academic Affairs Office, and the departments, taking into account changes in legislation, the State Educational Standards (GOSO), and the requirements of accreditation agencies (NAAR, AOPO, etc.), and are approved by order of the Rector.

10.3. Specific regulations and instructions (on creating e-courses, working in the eBilim LMS, conducting online exams, and using simulation and external platforms) are developed based on these Regulations and approved in accordance with established procedures.

1. Appendix 1. Recommended structure of an online course in the eBilim LMS

This can be formatted as an internal template for all departments.

STRUCTURE OF AN ONLINE COURSE IN LMS eBILIM (MINIMUM TEMPLATE)

Section 0. Course Administrative Information

1. Full course title.
2. Course code, educational program, year, semester, credits.
3. Instructor's full name(s), contact information (email, office hours).
4. Language of instruction.

Section 1. Syllabus (required)

Contents:

1. Course objective.
2. Objectives and connection to the educational program (list of competencies).
3. Planned learning outcomes (LO, alignment with competencies).
4. Course structure by week/topic.
5. Types of classes (lectures, practicals, labs, clinical/simulation).
6. Types and weighting of assessments (formative, midterm, final; % of final grade).
7. Policies on deadlines, retakes, and academic integrity.
8. Bibliography (required, supplementary, online resources).

Section 2. Lecture Series (Content)

For each topic:

1. Topic title.
2. Brief learning objectives/questions.
3. Materials: presentation (PDF/PPT), lecture notes, video lecture (if available).
4. Brief "guide" for students: what to read/watch before and after class.

Section 3. Practical / Seminar / Lab Sessions

For each practical topic:

1. Class objective.
2. Plan (steps, scenario, case studies).
3. Classroom assignments (case studies, problems, discussions).
4. Downloadable files (forms, checklists, templates).

Section 4. Independent Student Work (ISW/ISR)

1. List of IWS assignments linked to topics and deadlines.
2. Format description: essay, report, mini-project, problem-solving, test, etc.
3. Assessment criteria (rubric or brief scale).
4. Assignment submission windows with deadlines.

Section 5. Assessment Tools and Tests

1. Test question banks (for ongoing/midterm assessment).
2. Online tests (with customizable time limits and number of attempts).
3. Case studies with a field for answers/file uploads.
4. If necessary—links to OSCE/OSPE, practical checklists (as files).

Section 6. Communication and Feedback

1. "Instructor Announcements" forum (one-way channel).
2. "Course Questions" forum (for students).
3. If necessary, separate forums by topic or group.
4. Information on the format of online consultations (Zoom/Teams/other + link).

Section 7. Online Grade Book and Attendance

1. Configured gradebook (the weight of each assessment type corresponds to the syllabus).
2. Attendance tracking (if managed through eBilim).

Section 8. Final materials and reflection

1. Final test / exam block (if conducted in the LMS).
2. Final assignment (project, case study, essay—if applicable).
3. Brief reflection questionnaire for students (what was useful / what could be improved).

2. Appendix 2. E-course audit checklist (for OVMK / UIO / deans' offices)

Format — table in Word/Excel.

TABLE. Checklist for auditing an online course in the eBilim LMS

Columns:

1. No.; 2) Criterion; 3) Yes / Partially / No; 4) Comment; 5) Source of evidence (where to look in eBilim).

Section 1. General Information and Syllabus

1. Course availability in the eBilim LMS for the current semester (group/section created).
2. The following fields are filled in: course title, code, educational program, course, semester, credits.
3. The instructor(s)' full name(s) and contact information are listed.
4. The current version of the syllabus is posted (PDF/Doc).
5. The syllabus clearly specifies:
 1. learning objectives and outcomes;
 2. competencies (with codes);
 3. types and weightings of assessments (which match the settings in the gradebook).

Block 2. Course Structure and Content

1. Course topics are organized by week or module.
2. Lecture materials (presentations/notes/videos) are available for $\geq 80\%$ of the topics.
3. For practical/seminar sessions, there are descriptions of assignments/case studies.
4. All files are readable and correctly named (no "new_final_2(1).pptx").
5. Pre-reading and post-class assignments are specified.

Block 3. Independent Work and Assignments

1. The course has a separate section/tags for independent work and assignments.
2. For each assignment, the following are specified: objective, format, scope, and grading criteria.
3. Assignments with deadlines (Assignment) are set up for submitting work.
4. The number of independent study assignments corresponds to the course syllabus.

Block 4. Assessment and Tests

1. Tests/quizzes have been created for ongoing assessment (at least 1–2 per module).
2. Midterm assessments (tests/comprehensive assignments) have been set up.
3. Test settings ensure fairness (time limits, randomization of questions/answers).
4. The electronic gradebook is configured according to the syllabus (the weightings of assessment types match).
5. The gradebook contains no unused columns.

Block 5. Communication and Support

1. There is an "Announcements" forum with at least 1–2 actual announcements per semester.
2. There is a channel open to students for questions (the "Course Questions" forum).
3. The instructor answers students' questions (there are posts in the thread; it is not empty).
4. Information about the times and format of online consultations is communicated via eBilim.

Block 6. Student Activity and Participation

1. Student activity is visible in the course logs (visits, test attempts, downloads).
2. Most students ($\geq 80\%$) have logged into the course at least once in the last 2–3 weeks.
3. There are completed SRC/SRO assignments and assigned grades.

Section 7. Academic Integrity and Security

1. Plagiarism checks are provided for written assignments (separate section/instructions).
2. The syllabus and/or a separate section outlines the policy on plagiarism and its consequences.
3. There are no publicly accessible files containing other students' personal data (grade sheets, grade lists).

Section 8. Overall Course Evaluation

1. The course as a whole meets the requirements of the Regulations on Distance Education and the JAIU standard.
2. Identified non-conformities (list).
3. Recommendations for improvement (specific, with deadlines and responsible parties).

3. Appendix 3. Minimum Standard for the Use of the eBilim LMS for Each Course

This can be formalized as a separate LNA titled "Minimum Standard for Electronic Support of Disciplines."

MINIMUM STANDARD for the use of the eBilim LMS at JAIU (for all disciplines)

3.1. General Requirements

Each discipline included in the curriculum must have:

1. a separate online course in the eBilim LMS;
2. a designated course owner;
3. completed main sections (see below).

3.2. Required elements of an online course (minimum)

1. **Syllabus**

1. Uploaded to eBilim before the start of the semester.
2. Contains learning objectives, learning outcomes, competencies, types and proportions of assessment, and grading criteria.
2. **Course Structure**
 1. The topics or modules of the course are listed below.
 2. For each topic, the title and approximate week/date of completion are listed.
3. **Materials**
 1. Lecture materials (presentations, texts, or videos) are uploaded for at least 70–80% of the topics.
 2. For practical/seminar sessions—a brief description and materials for the work (case studies, assignments, files).
4. **Independent Work (IW/IW)**
 1. At least 2–3 IWS/IRO assignments per semester, listed in eBilim.
 2. Assignments are issued via the LMS, with a deadline and a submission window.
 3. The instructor enters grades into the electronic gradebook.
5. **Assessments**
 1. At least 1 test/quiz in the LMS (ongoing assessment).
 2. If there is a midterm assessment, its electronic component (test/assignment) is also in eBilim.
 3. The electronic gradebook is configured in accordance with the syllabus:
 1. ongoing assessment, midterm assessment, final assessment;
 2. weights (in percentages or points) correspond to local regulations.
6. **Communication**
 1. There is an "Announcements" forum; a minimum of 2 announcements per semester (course start, reminders about assessments).
 2. There is an active channel for student questions (the "Course Questions" forum or equivalent).
7. **Final Results**
 1. By the end of the semester, all grades for the course are entered into eBilim.
 2. In the case of a final exam conducted outside the LMS, final scores are recorded in the system.

3.3. Recommended (but not mandatory) elements

1. Video lectures or class recordings.
2. Mini feedback surveys after a module or at the end of the course.
3. Automated self-assessment tests (not counted toward the grade).
4. Interactive materials (SCORM, simulators, external platforms).

3.4. Deadlines and Responsibilities

1. By the start of the first week of classes:
 1. the course is created, students are added, and the syllabus and basic structure are uploaded.
2. By the end of the second week:
 1. materials for at least the first two topics have been uploaded, the gradebook has been set up, and the first independent study assignment has been assigned.
3. Throughout the semester:
 1. materials and assignments are posted at least one week before the corresponding topic;
 2. Grades for ongoing assessments are entered within 7 calendar days after the assignment is completed.

Responsibilities:

1. Instructor — for the content and relevance of the course;
2. Department Chair — for the availability and quality of courses in all department disciplines;

3. UIO + IT Department — for technical support, training, and monitoring;
4. OVMC — for auditing courses and incorporating metrics into KPIs.

Options for use / adaptation

1. For **medical programs**, a separate module titled “Simulation and Clinical Online Content” (OSCE preparation, virtual cases) can be added.
2. For **IT disciplines** — the “Code, Repositories, Online IDE” module is mandatory.
3. For **English-language programs** — a requirement to duplicate key course elements in English.

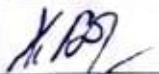
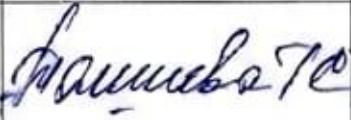







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3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
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