

PROCEDURE
for the preparation, coordination, approval, and amendment
to the JAIU class schedule

1. General Provisions

1.1. This Procedure establishes the mechanism for the preparation, coordination, approval, publication, updating, and monitoring of the implementation of the class schedule at Jalal-Abad International University.

1.2. These Procedures constitute a local regulatory act of JAIU and apply to all organizational units involved in the organization of the academic process, including the Academic and Information Department, deans' offices, departments, faculty members, and students.

1.3. The purpose of this Procedure is to ensure the timely, transparent, coordinated, and managed creation of class schedules using the **eBilim** automated information system.

1.4. These Procedures have been developed to meet the requirements of state accreditation for medical educational institutions in the Kyrgyz Republic regarding the existence of an internal document defining the procedure for compiling and approving the class schedule.

2. Regulatory References

2.1. This Procedure has been developed in accordance with:

1. The Law of the Kyrgyz Republic "**On Education**";
2. **Decree of the Cabinet of Ministers of the Kyrgyz Republic No. 590 of September 27, 2024**, "On the Approval of Regulatory Legal Acts Governing the Activities of Higher and Secondary Vocational Education Institutions"; ([CBD Ministry of Justice](#))
3. **The Regulations on the Organization of the Educational Process in Higher Vocational Education Institutions of the Kyrgyz Republic**, approved by the aforementioned resolution; ([CBD Ministry of Justice](#))
4. The Charter of Jalal-Abad International University;
5. Local regulations of JIU governing the organization of the educational process, the credit-based learning system, course load, educational programs, and the maintenance of the schedule in the **eBilim** system.

3. Basic Principles for Scheduling

3.1. The class schedule at JAIU is formed based on:

1. approved educational programs and curricula;
2. the academic calendar;
3. the distribution of the academic workload;
4. data on the faculty;
5. data on study groups and cohorts;

6. data on the semester and academic weeks;
7. data on classrooms and other educational facilities.

3.2. When compiling the schedule, the following shall be ensured:

1. compliance with the curriculum and academic calendar;
2. an even distribution of the academic workload;
3. consideration of classroom availability;
4. accessibility of information for students and faculty;
5. prompt implementation of changes when necessary;
6. monitoring the timeliness of the schedule.

3.3. The schedule is generated taking into account the functional capabilities of the **eBilim** system and the requirements for organizing the educational process as stipulated by the national regulatory framework. ([CBD, Ministry of Justice](#))

4. Automated Timetable Generation in the eBilim System

4.1. At JAIU, the schedule is created using a special scheduling module within the **eBilim** system.

4.2. The **eBilim** module allows for the creation of schedules:

1. **on a weekly basis;**
2. **for the entire semester.**

4.3. When generating the schedule in the **eBilim** system, the following are taken into account:

1. instructors;
2. class sections;
3. the semester;
4. courses;
5. types of classes;
6. classrooms and other facilities;
7. overall class load for the entire semester.

4.4. The use of the **eBilim** system is the primary method for creating, publishing, and updating the schedule at JAIU.

5. Types of Schedules

5.1. The following types of schedules are used at JAIU:

1. the main class schedule for the semester;
2. weekly current schedule;
3. updated schedule with changes;

4. the schedule for the current day;
 1. if necessary—schedules for specific types of classes, internships, consultations, module-based activities, and exams.
- 5.2. The schedule posted in the **eBilim** system is considered the primary and current schedule.

6. Responsible Persons and Departments

6.1. Lead Specialist of the Academic Information Department:

1. creates the schedule in the **eBilim** system;
2. monitors the accuracy of the schedule on an ongoing basis;
3. makes changes in accordance with established procedures;
4. ensures that the published schedule is up to date;
5. coordinates with faculty, departments, academic offices, and administration regarding the schedule.

6.2. Academic and Information Department:

1. provides organizational and technical support for the timetable preparation process;
2. ensures compliance with established procedures;
3. ensures the proper functioning of the scheduling module in **eBilim**;

6.3. Departments, faculty members, and deans' offices:

1. provide the necessary data for creating the schedule;
2. review the draft schedule;
3. submit suggestions and comments regarding its revision;
4. ensure the approved schedule is followed.

6.4. Vice Rector for Academic Affairs:

1. coordinates and approves the class schedule;
2. makes decisions on contentious issues related to the creation and modification of the schedule.

7. Procedure for Compiling the Schedule

7.1. The preparation of the schedule begins based on approved source data:

1. curricula;
2. faculty workloads;
3. information about classes;
4. classroom availability;
5. the academic calendar.

7.2. The draft schedule is created by the lead specialist of the Academic Affairs Office in the **eBilim** system.

7.3. When drafting the schedule, the following are taken into account:

1. teachers' weekly and semester workloads;
2. the sequence of courses and types of classes;
3. the requirement that groups, instructors, and classrooms do not overlap;
4. the efficient use of classroom resources;
5. the specific nature of courses and types of classes.

7.4. After the draft schedule is prepared, it is subject to preliminary review and working-level approval.

8. Procedure for Coordinating and Approving the Schedule

8.1. The draft schedule is brought to the attention of instructors and relevant departments for approval.

8.2. Faculty members have the right to submit comments, suggestions, and requests related to:

1. scheduling;
2. class conflicts;
3. inappropriate classrooms;
4. other operational issues affecting the feasibility of the schedule.

8.3. Requests from faculty regarding schedule flexibility and changes are reviewed by the lead specialist of the Academic Affairs Office in accordance with standard procedures, taking into account the need to ensure the stability of the educational process and the capabilities of the **eBilim** system.

8.4. After consultation with faculty members and resolution of identified issues, the schedule is submitted to the Vice Rector for Academic Affairs for approval.

8.5. A schedule is considered approved when it has been agreed upon and approved by the Vice Rector for Academic Affairs and posted in the **eBilim** system.

9. Timetable Accessibility

9.1. The approved schedule is posted in the **eBilim** system and is available:

1. in the student's personal account;
2. in the instructor's personal account.

9.2. Additionally, **the schedule for the current day** is displayed on the **eBilim** system's home page.

9.3. The schedule posted in the **eBilim** system is the official source of information for students and instructors.

10. Procedure for Making Changes to the Schedule

10.1. Changes to the schedule are permitted in the following cases:

1. operational necessity;
2. temporary unavailability of a faculty member;
3. replacement of a faculty member;
4. changes in classroom availability;
5. special events;
6. other valid reasons.

10.2. All changes to the schedule are entered via the **eBilim** system by the lead specialist of the UIO.

10.3. Changes must be reflected in a timely manner:

1. in faculty members' personal accounts;
2. in students' personal accounts;
3. on the system's main page, if they affect the current day's schedule.

10.4. Changes to the schedule are subject to routine approval and must not disrupt the educational process without sufficient justification.

11. Monitoring of Schedule Compliance

11.1. The lead specialist of the Academic Information Office monitors the timeliness and accuracy of the schedule.

11.2. Overall monitoring of compliance with this Procedure is carried out by the Academic and Information Department and the Vice Rector for Academic Affairs.

11.3. Any identified violations of the procedures for the formation, approval, posting, and implementation of the schedule shall be reviewed in accordance with established procedures.

12. Responsibility

12.1. Officials and departments involved in the creation and implementation of the schedule are responsible for:

1. the accuracy of the data provided;
2. timely approval;
3. adherence to the approved schedule;
4. timely notification of circumstances requiring changes to the schedule;
5. the proper implementation of changes to the **eBilim** system.

12.2. Failure to comply with this Procedure shall be considered a violation of the established educational process.

13. Final Provisions

13.1. These Procedures shall enter into force by order of the Rector of JAIU.

13.2. Amendments and additions to this Procedure shall be made in accordance with the procedures established by the university.

13.3. Oversight of the implementation of this Procedure is entrusted to the Academic and Information Department and the Vice Rector for Academic Affairs.

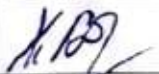
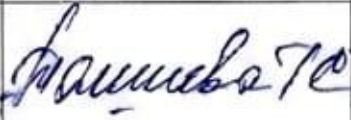







CHANGE LOG

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.

