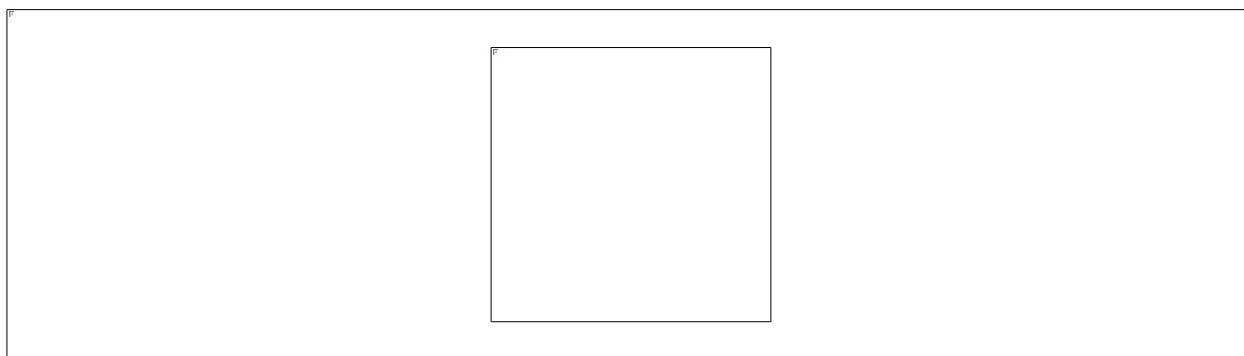


**MINISTRY OF SCIENCE, HIGHER EDUCATION, AND INNOVATION OF THE KYRGYZ
REPUBLIC**

JALAL-ABAD INTERNATIONAL UNIVERSITY



REGULATIONS
ON THE USE OF THE AUTOMATED INFORMATION SYSTEM
FOR THE EDUCATIONAL PROCESS “EBILIM”
AT THE JALAL-ABAD INTERNATIONAL UNIVERSITY



1. General Provisions

1.1. These Regulations define the goals, objectives, structure, and procedures for the operation and use of the “eBilim” automated information system for the educational process (hereinafter referred to as the “eBilim” AIS” or the “System”) at Jalal-Abad International University (hereinafter referred to as the “University”).

1.2. The AIS “eBilim” is a comprehensive system for automating the educational process, built on web technologies, and provides automation of the University’s main areas of activity: the development and review of curricula, the creation and oversight of instructional materials, workload tracking, schedule planning, the operations of academic departments, student enrollment tracking, library services, financial accounting, and more.

1.3. The “eBilim” system is part of the University’s electronic information and educational environment (EIE) and is integrated with the educational quality management system and the policy for assessing students’ educational achievements.

1.4. These Regulations have been developed in accordance with:

- The Law of the Kyrgyz Republic “On Education”;
- the state educational standards of the Kyrgyz Republic;
- the University’s internal regulatory documents (Assessment Policy, Regulations on the Knowledge Assessment System, Regulations on the FOS, etc.);
- the requirements of national and international accreditation agencies.

1.5. These Regulations apply to all users of the “eBilim” AIS: the administration, staff of the deans’ offices, departments, accounting/cashier’s office, faculty, students, and other authorized persons.

2. Goals and Objectives of Using the “eBilim” AIS

2.1. The primary objective of implementing and using the “eBilim” AIS is to ensure a transparent, manageable, and documented educational process and assessment system that meets the requirements of the State Educational Standards of the Kyrgyz Republic and accreditation systems.

2.2. Objectives of the “eBilim” AIS:

2.2.1. Automation:

- the creation and maintenance of curricula, course catalogs, and class rosters;
- generating and tracking the teaching load of faculty members;
- planning and monitoring class and exam schedules.

2.2.2. Student enrollment management:

- entering student data, forming groups, and tracking student movements (enrollment, transfer, withdrawal);

2.2.3. Ensuring the recording of learning outcomes and assessments:

- maintaining electronic grade books, module records, and exam records;
- generating reports on academic performance, eligibility for exams, and module and exam results.

2.2.4. Support for financial processes related to student education (preparing budgets, tracking payments, discounts, and outstanding balances).

2.2.5. Providing access to educational and library resources (electronic library, educational materials, reference guides).

2.2.6. Providing users with personal accounts for quick access to information and management of the educational process.

3. General Description of the “eBilim” AIS

3.1. The "eBilim" AIS has a client-server architecture and operates on the University's local network and/or via the Internet, providing access to the EOS through a web browser without the need to install additional software.

3.2. Access to the System is provided via a secure protocol (HTTPS is recommended) using individual usernames and passwords.

3.3. The system supports multiple languages (Russian, Kyrgyz, English) and is optimized for mobile devices.

3.4. The “eBilim” AIS has a modular structure. The University uses, in particular, the following subsystems (modules):

- Administration;
- Curriculum;
- Students (enrollment);
- Dean’s Office;
- Library;
- Cashier’s Office (Payments);
- Schedule;
- Human Resources;
- Other modules depending on the system configuration.

4. User Categories and Their Functions

4.1. The following user categories (roles) are distinguished in the “eBilim” AIS:

- System administrator;
- Staff of the Academic Information Department / Administration;
- Dean’s Office staff;

- Staff of the Human Resources and Accounting/Cashier's Office;
- Heads of educational programs and departments;
- Faculty;
- Students;
- Other users as determined by the administration.

4.2. System Administrator:

- Configures global settings for modules, reference databases, and system parameters;
- creates and deactivates user accounts, assigns access rights;
- maintains the structure of directories (departments, forms of study, fields of study, majors, departments, cycles, etc.);
- ensures information security and backup.

4.3. Academic and Information Department:

- coordinates the maintenance of curricula, course catalogs, and organizational units;
- monitors the accuracy and currency of data in the System;
- prepares reports on the educational process.

4.4. Dean's Office Staff:

- ensure the creation and updating of student rosters, groups, and student status changes (enrollment, transfer, withdrawal);
- maintain grade books, module records, and exam records;
- prepare module schedules, session admission lists, and reports on module and exam results.

4.5. Staff of the financial and economic departments (cashier's office):

- prepare budgets by major, course, and student category;
- maintain records of contracts and payments, apply individual budgets and discounts;
- generate reports on payments and outstanding balances.

4.6. Heads of educational programs and department chairs:

- oversee the maintenance of curricula and courses in the System;
- monitor the fulfillment of course loads and assessment results;
- analyze academic performance and attendance reports to inform management decisions.

4.7. Instructors:

- access their teaching load, schedule, and class rosters through their personal account;
- maintain electronic grade books and enter current, module, and exam grades;
- upload teaching materials (including via the "Library" module, if authorized).

4.8. Students:

- access information about their curriculum, schedule, assessment results, and library materials through their personal account;
- use the System to interact with instructors and administration within the EIS.

5. Organization of the educational process in the AIS “eBilim”

5.1. Curricula, course catalogs, and class rosters are created in the “Curriculum” and “Catalogs” modules based on approved educational programs and university directives.

5.2. The creation and maintenance of the student roster, enrollment, course transfers, changes in enrollment status, and withdrawal are carried out in the “Students” module—under the “Student Administration” section—in accordance with approved orders regarding admission, transfer, and withdrawal.

5.3. The schedule of classes and modules (exam sessions) is generated in the “Schedule” and “Dean’s Office” modules (the “Module Schedule by Credits” section), taking into account the curriculum, faculty workload, and classroom availability.

5.4. The maintenance of electronic journals, module and exam grade sheets, as well as the generation of session eligibility lists, is carried out in the “Dean’s Office” module (sections “Journal,” “Module Results,” “Session Eligibility,” “Grade Sheet Manager”).

5.5. The electronic library and the posting of educational materials for students are managed in the “Library” module using category, material type, and language filters.

5.6. All official assessment results (midterm, interim, and final) must be entered into the “eBilim” AIS within the established deadlines and are considered valid only after being recorded in the System.

6. The Relationship Between the “eBilim” AIS and the Assessment System and Educational Quality

6.1. The “eBilim” AIS is the official tool for implementing the University’s Policy on the Assessment of Student Academic Achievement, ensuring:

- recording of results from ongoing, midterm, and final assessments;
- the generation and storage of grade sheets, session admission lists, and academic performance reports;
- student access to their own assessment results.

6.2. Reports generated by the “eBilim” AIS are used:

- by academic departments and faculties – to analyze academic performance and attendance;
- by program directors – to analyze the achievement of learning outcomes and adjust the program;
- by the Academic Affairs Office and University administration – in the internal education quality monitoring system and in preparation for accreditation.

7. Procedures for Access, Authentication, and Information Security

7.1. Access to the “eBilim” AIS is granted only through individual accounts (username and password) issued by the system administrator or authorized personnel (for students—via the “Student Authentication” function).

7.2. The user is personally responsible for the security of their login and password and is not permitted to disclose them to third parties.

7.3. Access rights are differentiated through system roles and settings (viewing, editing, report generation, etc.).

7.4. The processing of personal data of students and staff in the “eBilim” AIS is carried out in accordance with the legislation of the Kyrgyz Republic on the protection of personal data and the University’s internal regulations.

7.5. The system administrator ensures regular database backups and compliance with information security measures.

8. User Responsibility

8.1. Users who violate the requirements of these Regulations (including data falsification, untimely entry of information, and breaches of confidentiality) shall be held liable in accordance with the University’s internal regulations and the applicable laws of the Kyrgyz Republic.

8.2. Faculty and staff of the deans’ offices are responsible for the accuracy and completeness of academic data, assessment results, and reporting.

8.3. Financial departments are responsible for the accuracy of financial data (budgets, payments, discounts, and outstanding balances).

9. User Training and Methodological Support

9.1. Initial training for users (administrators, deans’ offices, faculty members, HR and cashier staff, and students) on working with the “eBilim” AIS is organized by the University using instructions and video guides developed by the system provider, as well as internal instructional materials.

9.2. Methodological support and consultations regarding work in the System are provided by the Academic and Information Department and designated representatives from the faculties/departments.

10. Procedure for Approval, Amendments, and Oversight

10.1. These Regulations are approved by order of the University Rector.

10.2. Amendments and additions to these Regulations are made by order of the Rector based on proposals from structural units, the results of internal monitoring, accreditations, and the development of the functionality of the “eBilim” AIS.

10.3. Oversight of the implementation of these Regulations is entrusted to the Vice Rector for Academic Affairs and the Head of the Academic and Information Department.

1. Brief Checklist for eBilim Users

1.1. General Checklist (for all users)

1. Received login and password, changed password upon first login.
2. Verified the accuracy of my full name, role, and faculty/department.
3. Reviewed the brief instructions for using eBilim.
4. I will not share my login credentials with others.
5. I log out of the system using the “Log Out” button after finishing my work.

1.2. System Administrator

1. **Directories** have been configured: faculties, departments, majors, forms of study, courses, and groups.
2. User **roles** have been created and assigned (Dean’s Office, faculty, cashier’s office, library, students).
3. **Curricula** have been configured and linked to majors/courses.
4. Scheduled database **backups** are enabled.
5. Access to the administrative section is restricted to authorized personnel only.

1.3. Academic and Information Department (AID)

1. All **curricula** have been uploaded/created and approved in eBilim.
2. The following are specified for each educational program: cycles, courses, semesters, credits, and types of assessment.
3. The correctness **of the distribution of class hours** and the types of assessment for each course has been verified.
4. **Course catalogs** and department assignments have been created.
5. Regular **checks** are conducted **to ensure that grades** and reports from the deans’ offices **are entered in full**.

1.4. Dean’s Office

1. All students have been entered and assigned to **the correct groups, courses, and mode of study**.
2. Orders (enrollment, transfer, academic leave, withdrawal) are promptly reflected in eBilim.
3. **The module/session schedule** has been created and verified.
4. **Class registers, module records, and exam records** have been opened and are being maintained.
5. **Session eligibility** has been determined, and modules and exam records have been closed on time.

6. **Reports on academic performance, academic debts, and student enrollment changes** have been generated.

1.5. Instructor (Faculty)

1. **The list of groups and courses** has been verified in the personal account.
1. At the start of the semester, the grading scale, types of assessment, and deadlines for assigning grades are clear.
2. I maintain **an electronic gradebook**: attendance, current grades, and module scores—in a timely manner.
3. Final exam grades have been entered into the system by the established deadlines.
4. I do not retroactively change grades after the grade sheets have been closed without following the official procedure.
5. When necessary, I post **course materials** via the “Library” module / EIOS.

1.6. Library

1. **Reference guides for literature categories** (textbooks, teaching materials, articles, manuals, etc.) have been completed.
2. Records have been created for the main academic disciplines, indicating authors, year, and language.
3. Electronic files (PDFs, presentations) have been correctly uploaded and linked to the records.
4. Student and faculty access to materials has been verified (viewing permissions).
5. Records **of issuance/downloads** are maintained (if supported by the system).

1.7. Cashier’s Office / Accounting

1. **Training budgets** by major, course, and mode of study have been created or updated.
2. All students are linked to **the correct contracts and budgets**.
3. **Payments, discounts, benefits, and outstanding balances** have been recorded.
4. Reports on **cash flow, outstanding balances, and a list of debtors** have been generated.

1.8. Student

1. Received a username/password, logged into the system, and verified their information.
2. I can view my **schedule, courses, and instructors**.
3. Can view **current and final grades** for courses.
4. I know where to go if I find an error in the data or grades.

Appendix 2

2.1. Summary Matrix of Access Rights

Note: “R” – read (view), “W” – write/edit, “—” – no access.

Module / Function	Administrator	UIO	Dean' s Office	Department Chair/Program Director	Instructor
System Settings, Roles, Reference Guides	W	R	—	—	—
Creating/editing curricula	W	W	R	R	R
Subject Reference Guides	W	W	R	R	R
Group and Course Directories	W	W	W	R	R
Student cohort (questionnaires)	W	R	W	R	R
Enrollment, transfer, withdrawal	W	R	W	R	—
Class Schedule	W	W	W	R	R
Module/Exam Schedule	W	W	W	R	R
Electronic journals	W	R	W	R	W (their own)
Modular reports	W	R	W	R	W (own)
Exam records	W	R	W	R	W (after admission)
Admissions to the session	W	R	W	R	R
Reports on academic performance and outstanding work	W	W	W	W	R (by group)
"Library" module	W	R	R	R	W (placement of materials)
Adding/editing database records	W	—	—	—	W (when delegat
"Cash Register/Estimate" Module	W	R	R	R	—
Estimate settings	W	—	—	—	—
Payment and receivables tracking	W	—	—	—	—
Financial Reports	W	R	R	R	—
Personal accounts	—	W (templates)	W (access)	W (monitoring)	W

Here, “R (restricted)” refers to restricted viewing (for example, a student sees only their own study plan, not all plans).

2.2. A brief “matrix for users” (as a reference)

1. **Administrator** – sees everything and configures everything (structure, roles, plans, backups).
2. **Academic Affairs Office** – manages study plans and course catalogs, verifies data accuracy and reports.
3. **Dean’s Office** – responsible for students (enrollment, academic progress), grade books, transcripts, course approvals, and academic performance.
4. **Department / Program Director** – oversees courses, course load, and academic performance for the program, and analyzes reports.
5. **Instructor** – views their groups and courses, maintains class registers and grades, and uploads materials.
6. **Library** – maintains an electronic catalog and provides access to literature.
7. **Cashier’s Office** – manages payments, budgets, and outstanding balances.
8. **Student** – views their schedule, courses, grades, and payment status.

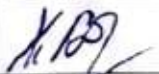
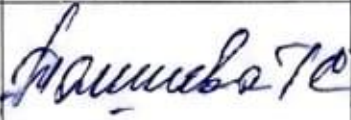







CHANGE LOG

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

Edition: _____

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.

