

REGULATIONS
on the System of Regulatory Documents
of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations on the Regulatory Document System of Jalal-Abad International University (hereinafter referred to as the “Regulations”) define the objectives, tasks, composition, classification, and the procedure for the development, coordination, approval, enactment, recording, updating, storage, repeal, and monitoring of the implementation of regulatory documents at Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. These Regulations apply to all structural units of JAIU, as well as to officials and employees involved in the development, coordination, approval, application, storage, and updating of the University’s regulatory documents.

1.3. These Regulations are binding on all structural units and officials of JAIU.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic “On Education”; (cbd.minjust.gov.kg)
2. The Law of the Kyrgyz Republic “On Regulatory Legal Acts of the Kyrgyz Republic”; (cbd.minjust.gov.kg)
3. The Regulations on Higher and Postgraduate Professional Education Institutions of the Kyrgyz Republic, approved by Resolution No. 329 of the Cabinet of Ministers of the Kyrgyz Republic dated June 10, 2025; (cbd.minjust.gov.kg)
4. Model Instructions on Document Management in the Kyrgyz Republic; (cbd.minjust.gov.kg)
5. List of Standard Administrative Documents with Specified Retention Periods; (cbd.minjust.gov.kg)
6. the Charter of JAIU;
7. other local regulatory acts of JAIU.

1.5. The system of regulatory documents of JAIU is part of the University’s governance system and quality management system and is aimed at ensuring legality, the orderliness of processes, uniformity of requirements, the distribution of authority, the traceability of management decisions, and the substantiation of internal and external controls.

1.6. If the provisions of these Regulations conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. (cbd.minjust.gov.kg)

2. Purpose and Objectives of the Regulatory Document System

2.1. The purpose of the JAIU regulatory document system is to establish a unified, up-to-date, manageable, and transparent collection of documents governing the University’s activities.

2.2. The main objectives of the regulatory document system are:

1. establishing uniform requirements for the development and formatting of documents;
2. distinguishing between types of documents and their areas of application;
3. ensuring that documents comply with the legislation of the Kyrgyz Republic and the Charter of JAIU;
4. ensuring the documents remain up-to-date;
5. eliminating duplication and contradictions;
6. ensuring that current versions are accessible to authorized users;
7. ensuring the registration, tracking, storage, archiving, and removal of obsolete documents;
8. creating a document database for internal control, audit, licensing, and accreditation.

3. Basic Principles for Developing the Regulatory Document System

3.1. The system of regulatory documents of JAIU is formed based on the following principles:

1. legality;
2. hierarchy;
3. systematicity;
4. comprehensive regulation;
5. consistency;
6. uniformity of presentation;
7. identifiability;
8. timeliness;
9. accessibility of current versions;
10. change management;
11. traceability of versions and decisions.

4. Composition of the JAIU Regulatory Document System

4.1. The system of regulatory documents of JAIU includes:

1. the JAIU Charter;
2. decisions of the founder and other authorized bodies within their jurisdiction;
3. orders and directives of the rector;
4. regulations;
5. regulations;
6. rules;
7. procedures;
8. instructions;
9. standards;
10. procedures;
11. methods;
12. regulations on organizational units;
13. job descriptions;
14. other regulatory documents approved in accordance with established procedures.

4.2. The system of regulatory documents of JAIU does not include documents of a one-time, informational, clerical, reporting, or reference nature, unless they establish mandatory norms of permanent or long-term effect.

4.3. JAIU's regulatory documents apply only within the University's jurisdiction and may not conflict with the legislation of the Kyrgyz Republic, acts of authorized state bodies, or the JAIU Charter. This distinction is consistent with the general principles governing the application of regulatory legal acts and the status of a higher education institution. (cbd.minjust.gov.kg)

5. Classification of Regulatory Documents

5.1. Based on their scope of application, JAIU documents are classified as:

1. university-wide;
2. faculty documents;
3. departmental documents;
4. documents of other structural units.

5.2. Based on their functional purpose, JAIU documents may fall into the following categories:

1. strategic management;
2. quality management system;
3. educational activities;
4. research activities;
5. educational and social work;
6. human resources;
7. financial and economic activities;
8. administrative and logistical activities;
9. safety, occupational health, data protection, and emergency response;
10. library and information services;
11. digital learning environment and information systems;
12. Archives and records management;
13. other areas of activity.

5.3. Documents may be classified by duration as:

1. permanent;
2. fixed-term;
3. temporary;
4. valid until replaced by a new version;
5. valid until revoked.

6. Requirements for regulatory documents

6.1. A JAIU regulatory document must:

1. have a title;
2. contain a legal and administrative basis;
3. have a clear subject matter of regulation;
4. contain unambiguous and enforceable provisions;
5. be within the competence of the body or official approving it;

6. not contradict the current regulatory legal acts of the Kyrgyz Republic and local acts of higher legal force;
1. contain the details necessary for identification.

6.2. A JAIU regulatory document must generally include:

1. document code;
2. full title;
3. information on approval;
4. date of entry into force;
5. scope of application;
6. main regulatory provisions;
7. if necessary, appendices;
8. approval sheet;
9. change log;
10. information on revisions or update dates.

6.3. The preparation, registration, circulation, storage, and archiving of documents are carried out in accordance with the requirements of recordkeeping and the file classification system. This is directly consistent with the standard recordkeeping instructions and the list of documents with retention periods. (cbd.minjust.gov.kg)

7. Hierarchy of Regulatory Documents of JAIU

7.1. The hierarchy of regulatory documents of JAIU is structured as follows:

1. Legislation of the Kyrgyz Republic;
2. the Charter of JAIU;
3. decisions of the founder and other authorized bodies;
4. regulatory orders of the rector;
5. regulations, rules, procedures, instructions, standards, and other local documents of JAIU;
6. documents of structural units adopted within the scope of their authority.

7.2. A lower-level document may not contradict a higher-level document.

7.3. In the event of a conflict, the document with higher legal force shall apply, and the conflicting local document shall be subject to revision or repeal. This approach is consistent with the Law of the Kyrgyz Republic “On Regulatory Legal Acts.” (cbd.minjust.gov.kg)

8. Development of Regulatory Documents

8.1. The following may initiate the development of regulatory documents at JAIU:

1. the rector;
2. vice rectors;
3. heads of structural units;
4. collegial governing bodies;
5. the Quality Department / QMS;
6. Academic and Information Department;
7. Legal Department;
8. other authorized persons.

8.2. The grounds for developing a new document or revising an existing document may include:

1. changes in the legislation of the Kyrgyz Republic;
2. changes in the University’s structure or processes;
3. comments resulting from audits, licensing, accreditation, or self-assessments;
4. identification of gaps or inconsistencies in regulations;
5. the need to regulate a new process;
6. results of risk analysis and management analysis.

8.3. The document developer is required to:

1. define the purpose and scope of regulation;
2. verify the existence of existing documents on the matter;
3. eliminate duplication and contradictions;
4. prepare a draft document and, if necessary, appendices;
5. ensure that the draft is coordinated with the relevant departments.

9. Coordination of Regulatory Documents

9.1. A draft regulatory document must be coordinated with the relevant departments depending on the subject matter.

9.2. As a rule, the following are subject to mandatory coordination:

1. the legal department—for legal accuracy;
2. the Quality Department / QMS — for compliance with the document system and process-based approach;
3. the Educational and Information Department—for documents related to the educational process, the digital environment, eBilim, and instructional materials;
4. the Finance and Economics Department — if there are financial implications;
5. Human Resources Department — regarding personnel matters;
6. other departments relevant to the subject matter of the document.

9.3. If necessary, the draft document is reviewed at a meeting of the department, faculty, Academic and Methodological Council, Academic Council, or other collegial body.

10. Approval and Entry into Force

10.1. Regulatory documents of JAIU are approved by the official or governing body responsible for adopting the relevant document.

10.2. The document enters into force:

1. on the date of approval;
2. from the date specified in the document itself;
3. from the date specified in the order on its entry into force.

10.3. If necessary, upon approval of the document, previously effective documents on the relevant matter are deemed to be wholly or partially repealed.

11. Coding, Registration, and Record-Keeping of Documents

11.1. Each regulatory document of JAIU must have a unique code.

11.2. The document code is generated in accordance with the rules established by JAIU and, as a rule, reflects:

1. affiliation with the QMS;
2. functional unit;
3. Document serial number.

11.3. Current regulatory documents are recorded in the unified registry of documents of JAIU.

11.4. The document registry shall include:

1. document code;
2. title;
3. date of approval;
4. date of entry into force;
5. developer;
6. Person responsible for updates;
7. document status;
8. version information;
9. information on revocation or replacement.

11.5. Maintenance of a unified registry of regulatory documents is typically carried out by a department designated by order of the rector. At JAIU, it is advisable to assign this responsibility to the Quality Department in conjunction with the Academic and Information Department.

12. Storage, Access, and Version Control

12.1. Current versions of regulatory documents must be stored:

1. in paper form, if necessary;
2. in electronic form in the established JAIU document storage system;
3. in the QMS document repository;
4. in the register of current documents.

12.2. Only current versions of documents shall be made available to users.

12.3. Obsolete, revoked, or replaced documents shall be removed from current use and transferred to the archival collection with a corresponding notation indicating their expiration.

12.4. Document retention periods are determined by the file classification system and the list of standard documents with retention periods. (cbd.minjust.gov.kg)

13. Updating, Revising, and Repealing Documents

13.1. JAIU's regulatory documents are subject to review:

1. on a scheduled basis;
2. as necessary;
3. when legislation changes;
4. when there are changes in structure, processes, or authority;

5. based on the results of internal and external audits.

13.2. Based on the results of the review, one of the following decisions is made:

1. to leave the document unchanged;
2. make changes;
3. approve a new version;
4. revoke the document;
5. replace the document with a new one.

13.3. All changes must be documented and registered.

14. Monitoring of Compliance

14.1. Monitoring of compliance with the requirements of JAIU's regulatory documents is carried out by:

1. by the heads of structural units;
2. the Quality Department / QMS;
3. the Academic and Information Department—with regard to documents related to educational activities and the digital environment;
4. the Legal Department—within the scope of its authority;
5. other authorized persons.

14.2. Control may be exercised in the form of:

1. ongoing monitoring;
2. internal audit;
3. spot checks;
4. performance analysis;
5. review of reports and statements;
6. management analysis.

15. Responsibility

15.1. Heads of structural units and officials are responsible for:

1. developing documents within their scope of authority;
2. compliance with the established procedure for coordination and approval;
3. using only current versions of documents;
4. timely updating of documents;
5. complying with the rules for storing and disposing of obsolete documents.

15.2. The use of unapproved, invalid, or legally inconsistent documents is prohibited.

16. Final Provisions

16.1. These Regulations shall enter into force on the date of their approval.

16.2. Amendments and additions to these Regulations shall be made in accordance with established procedures.

16.3. Matters not covered by these Regulations shall be resolved in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, and other local regulations of the University. (cbd.minjust.gov.kg)

Appendix 1

Classification of Types of Regulatory Documents of JAIU

No.	Type of Document	Purpose	Who Approves	Note
1	Charter	Defines the legal status, objectives, structure, and general framework of the University's operations	Founder / Authorized Body	Constituent document
2	Regulations	Regulates a specific area of activity, process, department, or system	Rector / Authorized body	One of the basic types of local normative acts
3	Regulations	Establishes the sequence of actions, procedures, and interactions	Rector / Authorized Body	For processes and procedures
4	Procedure	Defines the mechanism for performing specific actions	Rector / Authorized Body	Often applied to educational procedures
5	Rules	Establish mandatory standards of conduct and organization of activities	Rector / Authorized body	For general application
6	Instruction	Specifies the procedure for performing a specific function or operation	Rector / Head of Department within the scope of authority	For practical application
7	Standard	Establishes uniform requirements for an object, process, or result	Rector / Authorized body	May be included in the QMS
8	Procedure	Describes the process in terms of "what, who, when, and how"	Rector / Authorized Body	For process management
9	Methodology	Defines the methods, techniques, and approaches for performing the work	Rector / Authorized Body	For evaluation, analysis, and monitoring
10	Job Description	Defines the functions, rights, duties, and responsibilities of the position	Rector	For personnel management
11	Regulations on the Department	Defines the status, objectives, functions, and authority of the department	Rector	For the organizational structure
12	Regulatory Order	Introduces, approves, amends, or repeals local regulations	Rector	Mandatory
13	Directive	Regulates operational matters within the scope of authority	Rector / Authorized Representative	Usually regarding current activities

Appendix 2

Coding Scheme for JAIU Regulatory Documents

General document code format:

QMS-XX-YY

where:

1. **QMS** — the document belongs to the quality management system / system of local regulatory documents;
2. **XX** — functional block code;
3. **YY** — the document's sequential number within the block.

Example of functional block distribution:

Block code	Block name
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10	Strategic Management
20	Educational Activities
30	Educational Environment, Student Guidance, and Student Support
40	Quality management system
50	Academic integrity, quality assessment, monitoring
60	Human Resources and Organizational Structure
70	Documentation, Registers, Archives
80	Financial, Economic, and Administrative Activities
90	Security, occupational safety, data protection, and other supporting processes

Examples:

1. SMK-20-18 — Regulations on the Procedures for Transfer, Reinstatement, Withdrawal, and Granting of Academic Leaves;
2. SMK-20-19 — Regulations on the Final State Examination for Graduates;
3. SMK-30-08 — Regulations on the Creation and Provision of an Accessible Educational Environment;
4. SMK-70-01 — Regulations on the System of Regulatory Documents.

Appendix 3
Form for Approval of a Regulatory Document

APPROVAL FORM

Document Title: _____

Document code: _____

Prepared by:

_____/Full Name/

Position _____

“ ” _____ 20

Approved by:

Head of the Department

_____/Full Name/

“ ” _____ 20

Head of the Quality Department / QMS

_____/Full Name/

“ ” _____ 20

Head of the Training and Information Department

_____/Full Name/

“ ” _____ 20

Lawyer / Legal Support Specialist

_____/Full Name/

“ ” _____ 20

Vice Rector for [Area of Responsibility]

_____/Full Name/

“ ” _____ 20

Approved by:

Rector of JAIU

_____/Full Name/

“ ” _____ 20

Appendix 4

Change Registration Form

Change No.	Section, item	Summary of the change	Basis	Date of entry	Full Name, Position	Signature

Appendix 5

Regulatory Document Form

REGULATORY DOCUMENT CARD

1. General Information

1. Document code _____
2. Document Title _____
3. Document Type _____
4. Developer _____
5. Responsible department _____
6. Date of Approval _____
7. Effective date _____
8. Validity period _____
9. Document status _____

2. Revision Information

1. Revision number _____
2. Date of last update _____
3. Reason for revision _____

3. Storage Information

1. Storage location of the paper version _____
2. Location of electronic version _____
3. Included in the registry _____

4. Information on cancellation/replacement

1. Revoked / Not revoked _____
2. Replaced by document _____
3. Date of cancellation _____

Responsible person _____ /Full Name/

“ ” _____ 20

Appendix 6

Form of the Register of Current Regulatory Documents of JAIU

No.	Document Code	Document Title	Document Type	Date of Approval	Effective Date	Responsible department	Status	Note

Appendix 7

Form for the Annual Plan for the Revision of Regulatory Documents

JALAL-ABAD INTERNATIONAL UNIVERSITY
PLAN
for the Revision of Regulatory Documents
for the year

No.	Document Code	Document Title	Responsible Department	Basis for revision	Revision date	Responsible	Completion mark

Approved by:

Rector of JAIU _____ /Full Name/

“ ” _____ 20

Appendix 8

Form of the Act on the Withdrawal of an Obsolete Version of a Document

JALAL-ABAD INTERNATIONAL UNIVERSITY

CERTIFICATE

of the withdrawal of the obsolete version of the document

Jalal-Abad

“ _ ” _____ 20

We, the undersigned, have drawn up this act certifying that the obsolete version of the document has been withdrawn from current use:

1. Document Code _____
2. Document Title _____
3. Edition / Version _____
4. Date of Approval _____
5. Reason for withdrawal _____
6. Replacement document _____

The following copies have been withdrawn:

No.	Location	Number of copies	Note

Seized copies:

1. transferred to the archive;
2. destroyed in accordance with established procedures;
3. replaced with the current version;
4. other _____

Signatures:

1. _____ /Full Name/
2. _____ /Full Name/
3. _____ /Full Name/

Appendix 9

Memo Form for the Development/Revision of a Regulatory Document

MEMO

To: _____

From: _____

Date: “_” _____ 20

No. _____

Regarding the development/revision of a regulatory document

Please arrange for the development / revision of the regulatory document:

1. Document code (if available) _____
2. Document title _____
3. Type of document _____
4. Basis for development / revision _____

Proposed developer _____

Draft preparation deadline _____

Need for coordination with departments _____

Signature _____ /Full Name/

Appendix 10

Form for an Expert Opinion on a Draft Regulatory Document

EXPERT OPINION

on a draft regulatory document

1. Document title: _____

2. Document code: _____

3. Developer: _____

4. Assessment of the draft document:

No.	Criterion	Complies	Partially compliant	Does not meet	Note
1	Compliance with Kyrgyz legislation				
2	Compliance with the JAIU Charter				
3	No conflicts with applicable legal acts				
4	Clarity of the subject matter				
5	Correctness of structure and formatting				
6	Inclusion of required attachments				
7	Enforceability of the provisions				

5. Expert conclusion:

1. recommend for approval;
2. recommend for revision;
3. not recommended for approval.

6. Comments and suggestions:

Expert _____ /Full Name/

Position _____

“_” _____ 20

Appendix 11

Form for the list of regulatory documents of a structural unit

LIST

of regulatory documents required for implementation
in _____
(name of unit)

No.	Document code	Document title	Status	Storage location / link	Responsible

Head of Department _____ /Full Name/
“ ” _____ 20

Appendix 12

Regulatory Document Review Sheet

Document Title: _____
Document code: _____
Edition: _____

No.	Full Name	Position	Signature	Date of Review

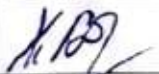
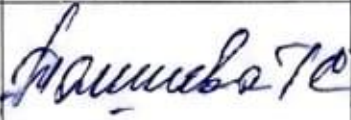







CHANGE LOG

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.

