

REGULATIONS

for the development, coordination, approval, recording, and revision of local regulatory acts of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Regulations on the development, coordination, approval, record-keeping, and revision of local regulatory acts of Jalal-Abad International University (hereinafter referred to as the “Regulations”) establish a unified procedure for the preparation, coordination, approval, enactment, registration, record-keeping, storage, updating, revision, and repeal of local regulatory acts of 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, record-keeping, and revision of local regulations.

1.3. These Regulations are mandatory in all cases where local regulations are developed, revised, replaced, updated, or repealed at JAIU.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic “On Education”; ([CBD Minjust](#))
2. The Law of the Kyrgyz Republic “On Regulatory Legal Acts of the Kyrgyz Republic”; ([CBD Minjust](#))
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](#))
4. Model Instructions on Document Management in the Kyrgyz Republic; ([CBD Minjust](#))
5. The Charter of JAIU;
6. other local regulatory acts of JAIU.

1.5. 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. This approach is consistent with the general principle of the hierarchy of regulatory norms. ([CBD Minjust](#))

2. Purpose and Objectives of the Regulations

2.1. The purpose of these Regulations is to establish a uniform, transparent, and controllable procedure for managing local regulations at JAIU.

2.2. The main objectives of the Regulations are:

1. ensuring that local regulatory acts comply with the legislation of the Kyrgyz Republic and the Charter of JAIU;
2. establishing uniform requirements for the preparation and formatting of draft local regulatory acts;
3. to allocate responsibilities among structural units and officials;
4. ensuring the registration, record-keeping, and storage of current versions;
5. eliminating duplication, contradictions, and the use of obsolete documents;
6. ensuring scheduled and unscheduled reviews of documents.

3. Basic Concepts

3.1. The following key terms are used in these Regulations:

3.1.1. Local regulatory act — an internal document of JAIU of a regulatory nature, adopted within the University's jurisdiction and establishing rules, procedures, requirements, or operational procedures that are mandatory for implementation.

3.1.2. Drafting entity of a local regulatory act — a structural unit, working group, or official responsible for preparing the draft document.

3.1.3. Coordination — the procedure for reviewing a draft local regulatory act by interested units and officials, resulting in comments, proposals, or approval.

3.1.4. Update — bringing a local regulatory act into compliance with current legislation, the structure, processes, and needs of JAIU.

3.1.5. Revision — the procedure for evaluating a current local regulatory act, followed by a decision to leave it unchanged, make amendments, approve a new version, or repeal it.

4. Types of Local Regulatory Acts of JAIU

4.1. Local regulatory acts of JAIU include:

1. regulations;
2. regulations;
3. rules;
4. procedures;
5. instructions;
6. standards;
7. procedures;
8. methods;
9. regulations on organizational units;
10. job descriptions;
11. other regulatory documents approved in accordance with established procedures.

4.2. The following are not considered local regulatory acts:

1. letters;
2. memos;
3. certificates;
4. reports;
5. informational messages;
6. one-time documents that do not contain provisions for permanent or long-term application.

5. Initiating the Development or Revision of a Local Regulatory Act

5.1. The following may initiate the development or revision of a local regulatory act:

1. the rector;
2. vice rectors;
3. heads of structural units;
4. the Academic Council;
5. the Academic and Methodological Council;
6. Quality Department / QMS;
7. Academic and Information Department;
8. Legal Department;
9. Other authorized persons.

5.2. The grounds for developing a new document or revising an existing document are:

1. the adoption or amendment of legislation of the Kyrgyz Republic; ([CBD Minjust](#))
 2. changes in the structure of JAIU;
-
1. changes in processes or authorities;
 2. the results of internal audits, self-assessments, licensing, accreditation, or inspections;
 3. the identification of gaps, inconsistencies, or duplication;
 4. the need to regulate a new process;
 5. the expiration of the scheduled review period.

5.3. The initiation of development or revision is typically formalized by a memorandum, a directive from management, a decision by a collegial body, or an item in the work plan.

6. Procedure for Drafting a Local Regulatory Act

6.1. The drafter of a draft local regulatory act is required to:

1. define the subject matter and purpose of the document;
2. verify the existence of existing documents on the relevant issue;
3. review the applicable regulatory framework of the Kyrgyz Republic;
4. identify the relevant departments;
5. prepare the draft document and, if necessary, its annexes;
6. ensure consistent formatting of the draft.

6.2. A draft local regulatory act must:

1. be within the jurisdiction of JAIU;
2. not contradict the legislation of the Kyrgyz Republic, the Charter of JAIU, or documents of higher legal force; ([CBD Minjust](#))
3. be clearly, unambiguously, and enforceably worded;
4. include the scope of application, main provisions, procedures for implementation, and, if necessary, appendices;
5. include the document code, if required by the JAIU coding system.

6.3. If necessary, the draft is developed by a working group whose composition is approved by an order or directive from management.

7. Procedure for Approving the Draft

7.1. A draft local regulatory act is subject to mandatory approval by the relevant departments and officials.

7.2. The following are generally subject to mandatory approval:

1. the legal department—for legal correctness;
2. the Quality Department / QMS — for compliance with the document system;
3. the Education and Information Department—regarding educational activities, instructional materials, the digital environment, and eBilim;
4. the Human Resources Department—regarding personnel matters;
5. the Finance and Economics Department—if there are financial implications;
6. other departments — regarding the subject matter of regulation.

7.3. Based on the results of the review:

1. the draft is approved without comments;
2. the draft is approved with comments;
3. the draft is returned for revision;

4. the draft is not approved with a reasoned justification.

7.4. The developer is required to review all comments received and, if necessary, revise the draft.

7.5. In the event of significant disagreements, the draft is submitted for further review by the JAIU administration or an authorized collegial body.

8. Review of the draft by collegial bodies

8.1. If the subject matter falls within the jurisdiction of a collegial body, the draft local regulatory act shall be reviewed:

1. at a department meeting;
2. at a faculty meeting;
3. at the Academic and Methodological Council;
4. at the Academic Council;
5. by another authorized body of JAIU.

8.2. The review of the draft by a collegial body shall be recorded in the minutes or an extract from the minutes.

9. Approval of a local regulatory act

9.1. A local regulatory act is approved by an official or governing body whose authority includes the adoption of the relevant document.

9.2. As a rule, local regulatory acts of JAIU are approved by:

1. the rector;
2. by an order of the rector putting the document into effect;
3. by a decision of an authorized collegial body, if provided for by the Charter of JAIU or internal documents.

9.3. If necessary, concurrently with the approval of a new document:

1. the previously effective document is deemed to have lost its force;
2. individual provisions of existing documents shall be repealed;
3. a new version of the document shall be introduced.

10. Entry into Force

10.1. A local regulatory act shall enter into force:

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

10.2. If a local regulatory act affects the activities of several departments, the developer shall ensure that the approved version is communicated to all interested parties.

11. Registration and Record-Keeping of Local Regulatory Acts

11.1. Every approved local regulatory act shall be registered in accordance with the procedure established by JAIU.

11.2. Registration includes:

1. assigning or confirming the document code;
2. entering information into the register of local regulatory acts;
3. recording the date of approval and entry into force;
4. indication of the responsible department;
5. indication of the document's status and version.

11.3. The register of local regulatory acts shall specify:

1. document code;
2. title;
3. type of document;
4. date of approval;
5. date of entry into force;
6. author;
7. responsible department;
8. document status;
9. revision information;
10. information on replacement, repeal, or revision.

11.4. The registry of local regulatory acts is maintained by a department designated by order of the rector. For JAIU, it is advisable to assign this function to the Quality/QMS Department in conjunction with the Academic and Information Department.

12. Storage and Access to Current Versions

12.1. Current versions of local regulatory acts are stored:

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

12.2. Users are granted access only to current versions of documents.

12.3. Versions that have expired, been replaced, or revoked shall be removed from current use and transferred to the archive in accordance with the procedure established by JAIU, taking into account record-keeping rules. ([CBD Minjust](#))

13. Review and Update of Local Regulatory Acts

13.1. Local regulatory acts of JAIU are subject to:

1. scheduled review;
2. unscheduled review;
3. updating as necessary.

13.2. Scheduled revisions are carried out within the timeframes established by JAIU in the plan for revising regulatory documents.

13.3. Unscheduled revisions are carried out in the following cases:

1. changes in the legislation of the Kyrgyz Republic; ([CBD Minjust](#))
2. changes in the organizational structure of JAIU;

3. changes in processes and authorities;
4. identification of inconsistencies during an audit or inspection;
5. the identification of contradictions, gaps, or outdated provisions.

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

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

13.5. All changes are subject to mandatory registration.

14. Repeal and Replacement of a Local Regulatory Act

14.1. A local regulatory act is repealed:

1. due to obsolescence;
2. due to replacement by a new document;
3. due to a conflict with the legislation of the Kyrgyz Republic;
4. by decision of an authorized person or body.

14.2. The repeal of a document is formalized by an order, a new version, or another established method.

14.3. After the document is repealed:

1. a note regarding its invalidation is made in the registry;
2. the document is withdrawn from current use;
3. if necessary, a record of the withdrawal of the invalid version is drawn up.

15. Monitoring Compliance with the Regulations

15.1. Compliance with these Regulations shall be monitored by:

1. the rector and vice rectors—within the scope of their authority;
2. the Quality Department / QMS;
3. the Academic and Information Department—for documents related to educational activities and the digital environment;
4. the Legal Department—within the scope of their authority;
5. the heads of structural units.

15.2. Monitoring may be carried out in the form of:

1. ongoing monitoring;
2. spot checks;
3. internal audit;
4. analysis of the document registry;
5. analysis of the implementation of revision plans.

16. Responsibility

16.1. Developers, approving personnel, department heads, and other officials are responsible for:

1. compliance with these Regulations;

2. the quality of draft local regulations;
3. the legal and organizational correctness of documents within their competence;
4. timely updates;
5. preventing the use of unapproved, inactive, or invalid versions.

16.2. The use of local regulatory acts that have not undergone the established procedure for approval, registration, or revision is not permitted.

17. Final Provisions

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

17.2. Amendments and additions to these Regulations shall be made in accordance with the established procedure.

17.3. Matters not covered by these Regulations shall be resolved in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, and the University's local regulations. ([CBD Minjust](#))

Appendix 1

Form of a memorandum on the development/revision of a local regulatory act

MEMORANDUM

To: _____

From: _____

Position: _____

Date: “_” _____ 20

No. _____

Regarding the Development/Revision of a Local Regulatory Act

Please arrange for the development / revision of the local regulatory act:

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

Subject matter of the document:

Proposed developer _____

Co-authors _____

Draft preparation period _____

Need for review by a collegial body _____

List of departments for approval _____

Signature _____ /Full Name/

Appendix 2

Form for Approval of a Draft Local Regulatory Act

APPROVAL FORM

Document title: _____
Document code: _____
Document type: _____

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

Other approving parties:
_____/Full Name/
“ ” _____ 20

Approved by:

Rector of JAIU
_____/Full Name/
“ ” _____ 20

Appendix 3

Form of a local regulatory act

LOCAL REGULATORY ACT CARD

1. Identification Information

1. Document code _____
2. Document Title _____
3. Type of document _____
4. Functional Unit _____
5. Developer _____
6. Responsible department _____
7. Date of Approval _____
8. Effective date _____
9. Revision number _____
10. Document status _____

2. Basis for Adoption

1. Basis for development _____
2. Basis for approval _____

3. Information on approval

1. Legal Department _____
2. Quality Department / QMS _____
3. Training and Information Department _____
4. Other Departments _____

4. Revision Information

1. Date of last revision _____
2. Reason for review _____
3. Decision based on the results of the review _____

5. Storage Information

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

6. Information on cancellation/replacement

1. Date of cancellation _____
2. Reason for cancellation _____
3. Replaced by document _____

Responsible person _____ /Full Name/

“ ” _____ 20

Appendix 4

Change Registration Form

Change No.	Section, item	Summary of the change	Basis	Date of entry	Full Name, Position	Signature
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Appendix 5

Form of the Register of Local Regulatory Acts of JAIU

No.	Document code	Document Title	Document Type	Date of Approval	Effective Date	Responsible department	Revision	Status	Note
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Appendix 6

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

JALAL-ABAD INTERNATIONAL UNIVERSITY ACT

on the withdrawal of the obsolete version of a local regulatory act

Jalal-Abad

“ _ ” _____ 20

We, the undersigned, have drawn up this act certifying that the obsolete version of the local regulatory act 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
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Information on further actions regarding the seized copies:

1. transferred to the archives;
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 7

Form for an Expert Opinion on a Draft Local Regulatory Act

EXPERT OPINION

on a draft local regulatory act

1. Document title: _____
2. Document code: _____
3. Developer: _____
4. Type of document: _____

No.	Evaluation criterion	Meets	Partially meets	Does not meet	Note
1	Compliance with Kyrgyz legislation				
2	Compliance with the Charter of JAIU				
3	No conflicts with applicable local regulations				
4	Document Structure Validity				
5	Clarity and enforceability of regulations				
6	Inclusion of required attachments				
7	The appropriateness of adopting the document				

Conclusion:

1. Recommend for approval;
2. recommend for revision;
3. Do not recommend for approval.

Comments and suggestions:

Expert _____ /Full Name/
Position _____
“ ” _____ 20

Appendix 8

Form for the Annual Plan for the Revision of Local Regulatory Acts

JALAL-ABAD INTERNATIONAL UNIVERSITY PLAN

for the revision of local regulations
for the year _____

No.	Document Code	Document Title	Responsible department	Basis for revision	Revision date	Responsible	Completion Mark
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Approved by:
Rector of JAIU _____ /Full Name/
“ ” _____ 20

Appendix 9

Form for the list of local regulatory acts of a structural unit

LIST

of local regulatory acts mandatory for application
in _____
(name of the structural unit)

No.	Document code	Document title	Status	Storage location / link	Responsible
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Head of Department _____ /Full Name/
 “ ” _____ 20

Appendix 10

Local Regulatory Act Review Form

Document title: _____
 Document code: _____
 Revision: _____

No.	Full Name	Position	Signature	Date of Review
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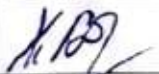
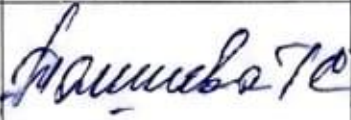







CHANGE LOG

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

Edition: 1000

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.

