

REGULATIONS
on the Information Policy
of Jalal-Abad International University

1. General Provisions

1.1. These Regulations on the Information Policy of JAIU define the goals, principles, objectives, main directions, implementation mechanisms, and distribution of responsibilities in the field of information policy at JAIU.

1.2. These Regulations apply to all structural units of JAIU, employees, students, and other persons involved in the creation, coordination, dissemination, publication, storage, and use of the University's official information.

1.3. JAIU's information policy is aimed at ensuring the openness and transparency of the University's activities, the accuracy of disseminated information, the protection of personal data, the preservation of its business reputation, the maintenance of a unified information space, and compliance with the requirements of the legislation of the Kyrgyz Republic.

1.4. These Regulations have been developed in accordance with:

1. The Law of the Kyrgyz Republic "On Education"; ([Ministry of Justice Database Center](#))
2. The Law of the Kyrgyz Republic "On the Right to Access Information"; ([Ministry of Justice Database Center](#))
3. The Law of the Kyrgyz Republic "On Personal Data"; ([Ministry of Justice Data Center](#))
4. The Law of the Kyrgyz Republic "On Mass Media"; ([Ministry of Justice Database Center](#))
5. Regulations on Higher and Postgraduate Professional Education Institutions of the Kyrgyz Republic; ([Ministry of Justice Database Center](#))
6. The Charter of JAIU;
7. 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. ([Ministry of Justice Data Center](#))

2. Purpose and Objectives of the Information Policy

2.1. The purpose of JAIU's information policy is to establish a unified system for managing the University's official information, ensuring:

1. accessibility of socially significant and official information;
2. the accuracy and timeliness of published information;
3. the legality of information processing and dissemination;

4. information support for educational, scientific, educational, and administrative activities;
5. the protection of the rights and legitimate interests of students, employees, and the University.

2.2. The main objectives of the information policy are:

1. establishing uniform rules for the preparation and dissemination of official information;
2. ensuring the transparency of JAIU's activities;
3. regulating the operation of the official website, official pages, and other information resources;
4. ensuring consistency between external and internal communications;
5. protecting personal data and restricted-access information;
6. developing a unified approach to providing information support for events, decisions, and processes;
7. preventing the dissemination of inaccurate, incomplete, or uncoordinated information.

3. Principles of the Information Policy

3.1. JAIU's information policy is implemented based on the following principles:

1. legality;
2. accuracy;
3. timeliness;
4. transparency within the limits permitted by law;
5. objectivity;
6. systematicity;
7. consistency of the official position;
8. accountability for the content and dissemination of information;
9. protection of personal data and other restricted-access information.

3.2. The University provides open and publicly accessible information resources containing information about the educational institution and its activities, as expressly provided for in the current regulations governing higher education institutions in the Kyrgyz Republic.

([Ministry of Justice Data Center](#))

4. Objects of the Information Policy

4.1. The objects of JAIU's information policy are:

1. the University's official website;
2. JAIU's official pages and accounts on social media and digital platforms;
3. informational materials for students, staff, applicants, partners, and the public;

4. press releases, news, announcements, interviews, comments, and official statements;
5. documents and information subject to public disclosure;
1. internal information resources, systems, and notification channels;
2. other informational products created or distributed on behalf of JAIU.

5. Official Information of JAIU

5.1. JAIU's official information includes:

1. information about the University's status, structure, mission, strategy, and activities;
2. information about educational programs, admission policies, and procedures for instruction and assessment;
3. information about research, international, educational, and other activities;
4. official decisions, announcements, news, clarifications, and communications;
5. other materials posted or distributed on behalf of JAIU by authorized persons.

5.2. Information published on behalf of JAIU must be:

1. accurate;
2. up-to-date;
3. verified;
4. approved in accordance with established procedures;
5. presented in an officially acceptable format.

6. Official Website and Open Information Resources

6.1. The official website of JAIU is the University's primary open information resource.

6.2. Information whose publication is required by the legislation of the Kyrgyz Republic and local regulations of JAIU must be posted on the official website. The Law "On Education" and the regulations on higher education institutions require the creation of open and publicly accessible information resources regarding the educational institution and its activities. ([Ministry of Justice Data Center](#))

6.3. Information posted on the official website must be updated in a timely manner and kept current.

6.4. Technical support for the official website is provided by the authorized department, while content is managed by the structural units within their respective areas of responsibility.

7. Official Pages on Social Media and Digital Platforms

7.1. JAIU has the right to use official pages and accounts on social media and other digital platforms to:

1. providing information about the University's activities;
2. covering events;
3. interacting with students, prospective students, alumni, and the public;
4. promoting educational and scientific initiatives;
5. promptly disseminating official information.

7.2. Only those accounts and pages created or approved by JAIU in accordance with established procedures are recognized as official.

7.3. Posts on official accounts must comply with:

1. the legislation of the Kyrgyz Republic;
2. these Regulations;
3. the official position of JAIU;
4. requirements for the protection of personal data and restricted-access information. Requirements for personal data are defined by the Law of the Kyrgyz Republic "On Personal Data." ([Ministry of Justice Data Center](#))

8. Restricted-Access Information

8.1. The following information is not subject to public disclosure at JAIU:

1. containing personal data without legal grounds;
2. containing restricted-access information;
3. that could violate the rights and legitimate interests of students, employees, and other individuals;
4. the dissemination of which is restricted by the legislation of the Kyrgyz Republic.

8.2. The processing, storage, and dissemination of personal data are carried out in compliance with the requirements of the Law of the Kyrgyz Republic "On Personal Data." ([Ministry of Justice Data Center](#))

8.3. When publishing photos, videos, and other materials featuring specific individuals, JAIU is required to comply with the requirements of the legislation on personal data, image rights, and consent to the processing of information, where required. This is a legal implication of personal data regulations and the right to access information. ([Ministry of Justice Data Center](#))

9. Preparation and Approval of Information Materials

9.1. Information materials distributed on behalf of JAIU are prepared by the relevant structural units or authorized persons.

9.2. Materials that address the University's official position, legal issues, controversial situations, statistical data, information regarding student enrollment, staff, finances, international relations, accreditation, licensing, and other sensitive matters must be approved in accordance with established procedures.

9.3. Depending on the content of the material, approval may require:

1. the head of the structural unit;
2. the Academic and Information Department;
3. the Quality Department / QMS;
4. the Legal Department;
5. the vice-rector for the relevant field;
6. the rector or another authorized person.

10. Responses to Information Requests and Inquiries

10.1. Requests for information are processed in accordance with the laws of the Kyrgyz Republic and JAIU's internal procedures.

10.2. When providing information, JAIU adheres to the principle of openness of official information, except in cases where access to information is restricted by law. This follows from the Law of the Kyrgyz Republic "On the Right to Access Information." ([Ministry of Justice Data Center](#))

10.3. Responses to external information requests are prepared by structural units within their respective areas of competence and are sent after approval in accordance with established procedures.

11. Internal Information Policy

11.1. JAIU's internal information policy is aimed at providing employees and students with accurate and timely information regarding:

1. management decisions;
2. changes in the educational process;
3. regulatory documents;
4. schedules, timetables, orders, and announcements;
5. events and projects;
6. safety, occupational health, and other significant issues.

11.2. The following may be used for internal communication:

1. eBilim;
2. electronic document management;
3. the official website;
4. corporate email;

5. internal chat rooms and services;
6. information boards;
7. other approved channels.

12. Powers and Responsibilities of Structural Units

12.1. JAIU Administration:

1. determines the University's general information policy;
2. approves local regulations in this area;
3. designates authorized units and officials.

12.2. Academic and Information Department:

1. provides organizational and informational support;
2. participates in the administration of official digital resources;
3. provides technical and methodological coordination of information placement within its scope of authority;
4. participates in monitoring the relevance of information on official resources.

12.3. Structural units of JAIU:

1. are responsible for the accuracy and timeliness of information in their respective areas;
2. submit information for publication and updates in a timely manner;
3. comply with the established procedure for approving materials.

12.4. Legal Department:

1. participates in the legal review of materials when required;
2. provides advice on issues related to access restrictions, personal data, and the legality of publications.

13. Monitoring and Control

13.1. JAIU monitors the status of official information resources and compliance with these Regulations.

13.2. Monitoring may include:

1. verifying the timeliness of information on the website and official pages;
2. analyzing the completeness of required information;
3. analyzing compliance with update deadlines;
4. analyzing user inquiries and comments;
5. identifying instances of inaccurate or unauthorized information.

13.3. Based on the monitoring results, decisions may be made:

1. to update information;
2. to adjust internal procedures;
3. on clarifying responsibilities;
4. to conduct additional training or instruction;
5. to implement response measures in accordance with established procedures.

14. Responsibility

14.1. Officials and structural units of JAIU are responsible for:

1. the accuracy of the information provided;
2. compliance with the procedure for approving and publishing materials;
3. compliance with personal data protection requirements;
4. preventing the dissemination of restricted-access information without legal grounds.

14.2. The dissemination of inaccurate, unapproved, or illegally published information on behalf of JAIU is prohibited.

15. Final Provisions

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

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

15.3. Matters not covered by these Regulations shall be resolved in accordance with the laws of the Kyrgyz Republic, the Charter of JAIU, and other local regulations of the University. ([Ministry of Justice Data Center](#))

Appendix 1

List of mandatory information to be posted on the official website of JAIU

1. General information about the University

1. full and abbreviated name of the University;
2. legal form;
3. information about the founder;
4. the University's charter;
5. information on licensing and accreditation;
6. contact information;
7. address;
8. official details.

2. Information on the structure and administration

1. University structure;
2. information about the leadership;
3. information about faculties, departments, centers, divisions, and other units;
4. contact information for organizational units.

3. Information on educational activities

1. list of educational programs offered;
2. forms of instruction;
3. languages of instruction;
4. curricula, academic calendar, and schedules of the educational process to the extent required for publication;
5. admission policies;
6. tuition fees, if applicable;
7. information on the procedures for transfer, reinstatement, withdrawal, and academic leave;
8. information on the final state examination.

4. Information on research activities

1. main areas of research;
2. information on research departments;
3. information on research projects, conferences, and seminars;
4. information on publication activity, scientific journals, and student research;
5. information on grants, competitions, and research events.

5. Information about students and academic conditions

1. students' rights and responsibilities;
2. internal regulations;
3. information about the accessible educational environment;
4. information about the library, electronic resources, eBilim, and other services;
5. information about educational, social, and cultural activities;
6. information about student support.

6. Information on regulatory documents

1. local regulatory acts subject to publication;
2. provisions, regulations, rules, procedures, and other documents to the extent they are subject to public access;
3. orders and announcements to the extent permitted by law and internal regulations.

7. Information for prospective students, partners, and the public

1. news and announcements;
2. information on international activities;

3. information about partners and cooperation;
4. feedback forms;
5. contact information for inquiries and requests.

8. Other Information

1. information required to be published in accordance with the laws of the Kyrgyz Republic;
2. information deemed by JAIU to be of public interest and subject to disclosure for the purpose of transparency.

Appendix 2

Procedure for Approving Information Materials for the Official Website and Social Media

1. General Provisions

1.1. This procedure establishes the sequence for preparing, approving, and publishing informational materials on the official website of JAIU and on JAIU's official accounts on social media and other digital platforms.

1.2. Information materials shall be published only after approval in accordance with established procedures if they concern the official position of JAIU, personal data, statistics, legal issues, accreditation results, licensing, financial information, or other sensitive topics.

2. Initiating Publication

2.1. The initiator of a publication may be:

1. a structural unit;
2. a department;
3. the Dean's Office;
4. the Research Department;
5. the Academic and Information Department;
6. other authorized person.

2.2. The initiator prepares the material and submits it for approval, attaching the necessary supporting documentation.

3. Mandatory review of the material

3.1. Before publication, the material must be verified for:

1. accuracy;
2. relevance;
3. compliance with the official position of JAIU;
4. compliance with the law;
5. absence of unauthorized disclosure of personal data;
6. accuracy of language, names, dates, titles, and facts.

4. Approval

4.1. Depending on the content of the material, approval may include:

1. the head of the initiating department;
2. Academic and Information Services;
3. Legal Department;
4. Quality Department / QMS;
5. the Vice Rector for the relevant field;
6. the Rector or another authorized person.

4.2. The following materials are subject to mandatory additional approval:

1. on licensing and accreditation;
2. on inspections, official visits, and inspecting bodies;
3. on controversial, contentious, or reputation-sensitive issues;
4. official statistical data;
5. containing photos, videos, and personal data of specific individuals;
6. regarding personnel decisions;
7. financial matters;
8. about international agreements and official partners.

5. Publication

- 5.1. After approval, the material is forwarded to the person responsible for publication.
- 5.2. Publication on the official website and official social media accounts is carried out by an authorized person or department designated by JAIU.
- 5.3. Independent publication of unapproved materials on behalf of JAIU is not permitted.

6. Updating and Removal

- 6.1. The initiating department is required to promptly report any information that is no longer current.
- 6.2. Upon detection of errors, outdated information, or violations, the material shall be corrected, removed from publication, or replaced in accordance with established procedures.

Appendix 3

Application Form for Posting Information on JAIU's Official Resources

APPLICATION

to publish information on the official resources of JAIU

1. Information about the initiator

1. Department _____
2. Full name of the responsible person _____
3. Position _____
4. Contact phone number _____
5. Email _____

2. Information about the material

1. Title of the material _____
2. Type of material:
 1. news;
 2. advertisement;
 3. preview;

4. report;
 5. congratulations;
 6. official statement;
 7. event information;
 8. other _____
3. Source:
1. official website;
 2. Instagram;
 3. Facebook;
 4. Telegram;
 5. eBilim;
 6. Other _____

3. Content and purpose of posting

1. Brief description of the material _____
1. Purpose of publication _____

4. Timeline

1. Desired publication date _____
2. Valid until _____

5. Attachments

1. text of the material;
2. photos / videos;
3. supporting documents;
4. consent to publish personal data / images, if necessary;
5. other _____

6. Approval

1. Head of Department _____
2. Other approving parties _____

7. Note regarding the decision

1. Approve;
2. revise;
3. reject placement.

Reason for decision:

Signature of the initiator _____ /Full Name/

Date: “_” _____ **20**

Signature of the person responsible for review _____ /Full Name/

Date: “_” _____ **20**

Appendix 4

Form for the log of monitoring the relevance of information on the official website and official accounts

LOG

for monitoring the relevance of information on the official website and in the official accounts of JAIU

| N o. | Date of Chec k | Resour ce / Section | Informati on being checked | Status (curre nt / needs updati ng / delete) | Identifi ed issue | Responsi ble departm ent | Deadlin e for resoluti on | Completi on mark |
|-----------------|-----------------------------------|------------------------------------|---|---|----------------------------------|---|--|-----------------------------|
|-----------------|-----------------------------------|------------------------------------|---|---|----------------------------------|---|--|-----------------------------|

Note:

The log is maintained by the authorized department or person responsible for monitoring JAIU's information resources.

APPROVAL SHEET

of the JAIU QMS document

| No. | Position | Full Name | Signature | Date |
|-----|---|-----------|-----------|------|
| 1 | Prepared by | | | |
| 2 | Approved by: Head of the responsible department | | | |
| 3 | Approved by: Head of the Training and Information Department | | | |
| 4 | Approved by: Head of the Legal and Human Resources Department / Legal Counsel | | | |
| 5 | Approved by: Vice Rector for Academic Affairs | | | |
| 6 | Approved / reviewed in accordance with established procedures | | | |

CHANGE REGISTRATION SHEET

of the QMS Document of JAIU

| Change No. | Reason for the change | Sheets (pages) | Summary of the change | Revision | Signature | Date |
|------------|-----------------------|----------------|-----------------------|----------|-----------|------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |

Revision: __

Effective Date: “_” _____ 20

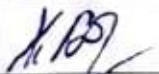
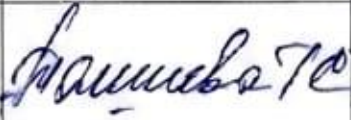







CHANGE LOG

| 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. |

