

REGULATIONS ON CHARITABLE AND VOLUNTEER PROJECTS OF THE JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)

1. General Provisions

1.1. These Regulations define the goals, objectives, principles, and procedures for the organization, implementation, and reporting of charitable and volunteer projects (hereinafter referred to as “Projects”) at JAIU.

1.2. These Regulations have been developed in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, the Regulations on Educational and Social Work, the Regulations on Social Support for Students, the Regulations on Student Self-Governance and Student Clubs, the Regulations on the Quality Management System (QMS) of JAIU, and other local regulatory acts.

1.3. Charitable and volunteer projects are defined as organized and formally documented initiatives by students, faculty, and staff of JAIU aimed at providing pro bono assistance to socially vulnerable groups, educational, medical, and other organizations; developing the local community; and promoting the values of social responsibility.

1.4. These Regulations apply to all students, faculty, and staff of JAIU participating in charitable and volunteer projects on behalf of the University.

1.5. The implementation of Projects must not conflict with educational activities, the academic process, or the internal regulations of JAIU.

2. Goals and Objectives of Charitable and Volunteer Projects

2.1. The objective of the Projects is to foster social responsibility, civic engagement, and humanistic values among JAIU students and staff, and to strengthen the University’s reputation as a socially oriented educational institution.

2.2. Main objectives:

2.2.1. To develop students’ skills in volunteer work and participation in socially significant initiatives.

2.2.2. Supporting children and youth from socially vulnerable groups, as well as educational, healthcare, and social welfare institutions.

2.2.3. Participating in charitable campaigns and programs at the local, regional, national, and international levels.

2.2.4. Supporting initiatives by student self-government bodies, clubs, and faculty in the areas of charity and volunteering.

2.2.5. Incorporating the results of volunteer and charitable projects into JAIU’s educational, social, and public relations efforts.

3. Principles for Implementing Charitable and Volunteer Projects

3.1. Voluntary participation of students and staff.

3.2. Legality and respect for the rights and dignity of all participants and beneficiaries.

3.3. Transparency and accountability regarding the use of resources and project results.

3.4. Non-political and non-religious nature of the projects (absence of campaigning and propaganda).

3.5. Prioritizing the interests of aid recipients and preventing harm.

3.6. Consideration of the cultural, age-related, and individual characteristics of target groups.

3.7. Integration of Projects into the system of educational and social work and the QMS of JAIU.

4. Main Types of Charitable and Volunteer Projects

4.1. Social and charitable initiatives:

- collecting and donating items, books, office supplies, and medications (within the limits of the law);
- targeted assistance to orphans, children from low-income families, people with disabilities, and others

4.2. Educational and awareness-raising projects:

- free classes, workshops, and career guidance sessions for schoolchildren;
- awareness-raising events on healthy lifestyles, disease prevention, legal literacy, and digital literacy.

4.3. Medical, social, and humanitarian projects (for medical universities):

- volunteer assistance in medical organizations (within the scope of the agreement and authority);
- blood donation drives (in collaboration with local government bodies and healthcare organizations).

4.4. Environmental and infrastructure projects:

- beautification of city areas, villages, arboretums, and green spaces;
- environmental initiatives, tree planting, cleanup efforts, and educational campaigns.

4.5. Volunteering in educational, cultural, sports, scientific, and other events organized by JAIU and its partners.

4.6. Other types of charitable and volunteer initiatives consistent with the goals and principles of these Regulations.

5. Organization of the Management of Charitable and Volunteer Projects

5.1. The Rector of JAIU is responsible for the overall management of the development of charitable and volunteer projects.

5.2. Activities are coordinated by the Vice Rector (Vice President) overseeing educational and social work, in conjunction with:

- the Department (Office) of Educational and Social Work;
- the deans of the faculties;
- the JAIU Student Council;
- the heads of student clubs and volunteer associations.

5.3. **A coordinating council for charitable and volunteer projects** may be established (by decision of the Rector) to plan and coordinate major projects.

5.4. At the faculty level, responsibility for organizing and tracking student participation in projects rests with the dean and the designated coordinators for educational and social work.

6. Procedure for Initiating, Coordinating, and Implementing Projects

6.1. Project initiators may include:

- students and student organizations;
- student self-government bodies;
- faculty and staff of JAIU;
- the University administration;
- partner organizations (by agreement).

6.2. To obtain approval for the Project, the initiator submits **a brief application/project concept** to the department responsible for educational and social work, containing:

- the Project title;
- the goal and objectives;
- target group (who benefits and how);
- main activities and timelines;

- planned participants from JAIU;
- Proposed partners;
- resource requirements (if applicable).

6.3. If activities are held outside the JAIU campus or involve external partners, the application must be additionally approved by the Vice Rector overseeing educational work and (if necessary) by the legal counsel and security service.

6.4. The decision to approve the Project is made taking into account:

- alignment with JAIU's goals and principles;
- the feasibility of the timeline and resources;
- the safety of participants;
- the absence of conflicts with the law.

6.5. For approved Projects, a **responsible person** (coordinator) from JAIU is appointed, who:

- communicates with partners;
- informs participants;
- ensures the collection of primary documentation and reports;
- monitors compliance with safety and ethical requirements.

7. Participation of Students and Staff

7.1. Participation in charitable and volunteer projects is voluntary, except in cases where specific activities are required by curricula or agreements (e.g., part of the educational/extracurricular workload, practice-oriented modules).

7.2. Students and staff participating in Projects:

- are required to comply with JAIU's internal regulations and the host organization's requirements;
- are personally responsible for their conduct;
- are required to respect the dignity and rights of service recipients.

7.3. If necessary, prior to participation, **training** is provided **on safety procedures, ethical conduct, personal data protection**, and the specificities of working with the target group (children, patients, people with disabilities, etc.).

7.4. The hours, scope, and student participation in Projects may be recorded:

- in individual plans (student portfolios);
- in the eBilim system (if the relevant functionality is available);
- in standard forms/certificates.

8. Partnerships, Resources, and Financial Matters

8.1. Projects may be implemented in cooperation with:

- schools, colleges, and universities;
- medical and social organizations;
- municipal authorities;
- NGOs, foundations, and initiative groups;
- international partner organizations (subject to the existence of agreements).

8.2. Partnerships are formalized through:

- cooperation agreements;
- letters of intent;
- agreements on individual Projects.

8.3. Financial and material resources for Projects may be provided from:

- funds from JAIU (subject to approval and within budget limits);
- grants and support programs;
- charitable donations (within the framework of the law);
- contributions from partners and sponsors.

8.4. The acquisition and use of material and financial resources shall be documented in separate documents and carried out **in a strictly transparent and accountable manner**, in compliance with the requirements of the financial department and applicable laws.

8.5. Students may not independently collect funds “on behalf of JAIU” without official permission from the University administration and a designated responsible person.

9. Ethical and Safety Requirements

9.1. The following must be strictly observed when implementing Projects:

- the rights and dignity of all participants;
- rules of confidentiality and personal data protection;
- the prohibition on using Projects for political, religious, or commercial campaigning.

9.2. The following are not permitted:

- degrading, traumatic, or unethical forms of interaction;
- publicly “exposing” aid recipients without their consent;
- the use of images of children and vulnerable groups in the media/social networks without the consent of their legal guardians and the administration.

9.3. When working with children, patients, people with disabilities, and other vulnerable groups, it is recommended that responsible specialists (teachers, doctors, psychologists, social workers) provide guidance and supervision.

9.4. When conducting field events, outings, or activities involving increased risk (traffic, crowds, epidemiological factors, etc.), organizers are required to implement safety measures, inform participants, and have a contingency plan in place.

10. Documentation, Record-Keeping, and Reporting

10.1. For each approved Project, the following must be submitted to JAIU:

- a project application/concept;
- an order/directive authorizing the event (if necessary);
- a list of participants;
- a brief report (in the prescribed form);
- if available – photos and media materials.

10.2. Project reports shall be submitted to the department overseeing educational and social work within the established deadlines.

10.3. Based on these reports, **an annual summary report** on JAIU’s charitable and volunteer projects is compiled, which:

- is used for reporting to the University administration and accreditation bodies;
- may be published on the JAIU website and in public reports.

11. Motivation, Incentives, and Recognition

11.1. Active participants and organizers of charitable and volunteer projects may be rewarded with:

- letters of appreciation, certificates from the rector or dean;

- inclusion of information about participation in performance reviews and portfolios;
- consideration of their activity when awarding scholarships (if relevant provisions exist);
- recommendations for participation in competitions, grants, and exchange programs.

11.2. Project results may be taken into account when ranking faculties, departments, and student organizations, as well as when evaluating the effectiveness of educational and social work.

12. Final Provisions

12.1. These Regulations are approved by the Academic Council of JAIU and enter into force by order of the rector.

12.2. Amendments and additions to these Regulations shall be made at the initiative of the Rector, the Vice Rector for Educational and Social Work, deans, and the Student Council, and shall be approved in accordance with established procedures.

12.3. Matters not covered by these Regulations shall be governed by the current legislation of the Kyrgyz Republic, the Charter of JAIU, and other local regulations of the University.

Application Form for a JAIU Charity/Volunteer Project

**APPLICATION
to conduct a charitable/volunteer project
at Jalal-Abad International University (JAIU)**

1. General Information about the Project

1. Full project name:

2. Short title (if any):

3. Project type (check one):

charitable

volunteer

Mixed (charity and volunteer)

4. Project initiator(s) (Full name, status – student/faculty member/staff, department/division):

5. Project coordinator from JAIU (full name, position, phone number, email):

2. Project Goals and Objectives

1. Project goal (1–3 sentences):

2. Main tasks (bullet points):

1.

2.

3.

3. Target group and partners

1. Who is the assistance intended for (target groups):

2. Project location (organization, institution, settlement):

3. Project partner(s) (school, hospital, NGO, akimiyat, etc.), contact person:

4. Timeline and implementation format

1. Planned project duration:
from “” _____ 20 to “” _____ 20
2. Main stages and activities:

No.	Stage / Activity	Timeline (date / period)	Summary
1			
2			
3			

5. Participants from JAIU

1. Estimated number of participating students: _____ people.
2. Estimated number of faculty/staff: _____ people.

If available, please attach a preliminary list of the team’s core members.

6. Resource support (if requested)

1. Required resources from JAIU (facilities, transportation, printing of materials, etc.):

2. Estimated material/financial costs (if a budget is available):

3. Estimated sources of resources:

- JAIU (within the approved budget)
- Partners
- grants / projects
- Voluntary donations (within the framework of the law)

7. Risks and safety measures

1. Potential risks (organizational, epidemiological, transportation, etc.):

2. Planned measures to ensure participant safety:

8. Expected results and reporting formats

1. Expected results (quantitative and qualitative):

2. Forms of documentation and reporting:

- photos/videos;
 - list of participants;
 - letters of appreciation / acceptance and transfer documents;
 - brief written report.
-

Signatures and approvals

Project initiator(s):

_____ /Full Name/ «» _____ 20

Coordinator from JAIU:

_____ /Full Name/ «» _____ 20

Dean's approval (if the project is a faculty initiative):

Dean's opinion: I support I do not support (reasoning below)

Signature _____ /Full Name/ “” _____ 20

Conclusion of the department responsible for educational and social work:

- Recommend for implementation
 - Recommend with revisions
 - Reject (specify reasons)
-

Signature _____ /Full Name/ «» _____ 20

Decision of the Vice Rector overseeing educational work:

Approved Not approved

Signature _____ /Full Name/ «» _____ 20

Appendix 2

Form for a brief report on a charitable/volunteer project

SUMMARY REPORT on the implementation of a charitable / volunteer project at JAIU

1. General Information

1. Project Name: _____
2. Project type: charitable volunteer mixed
3. Project Coordinator (Full Name, Position, Contact):

4. Affiliation (faculty, department, student club, etc.):

5. Duration: from “” _____ 20 to “” _____ 20

1. Project objective and brief description

1. Project objective (1–3 sentences):

2. Brief description of main activities (what was done):

1. Participants and target groups

1. Number of participants from JAIU:
 - students: _____ people;
 - faculty/staff: _____ people.
2. Target group (who received assistance):

3. Actual reach (children, families, patients, residents, etc.):

1. Partners and venues

1. Partner organizations (schools, hospitals, NGOs, etc.):

2. Event venues:

1. **Results and impact**

1. Key results achieved (quantitative + qualitative):

2. Feedback (comments from partners, beneficiaries, and students – brief summary):

3. Publicity:

- news on the JAIU website;
- social media posts;
- media coverage;
- none.

(if available – links or brief description)

1. **Resources used**

1. Material resources (boxes, items, office supplies, etc.):

2. Financial resources (if any, total amount, source – without details):

1. **Conclusions and Recommendations**

1. Key conclusions regarding the project's implementation:

2. Suggestions for continuation/expansion/improvement:

Attachments (if any):

- list of participants;
- photo report;

- letters of appreciation;
 - handover reports;
 - Other: _____
-

Project Coordinator:
Signature _____ /Full Name/ «» _____ **20**

Approval of the department overseeing educational and social work:
Signature _____ /Full Name/ «» _____ **20**

Register of Charitable and Volunteer Projects at JAIU
(for Excel / eBilim)

REGISTER
of JAIU Charity and Volunteer Projects
for _____ (academic year / calendar year)

No.	Project Name	Type (charity/volunteer/mixed)	Affiliation (faculty/department/club)	Coordinator (Full Name, Position)	Duration (from/to)	Target group (brief description)	Number of participants (students/faculty)	Partners (organizations)	Brief results (figures + impact)	Report (date, year)	Public coverage (website, social media, media)	Project status (one-time/annual/completed)
1												
2												

If necessary, you can add columns: *Total resources, Funding source, Responsible department, Comments*

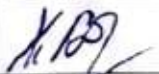
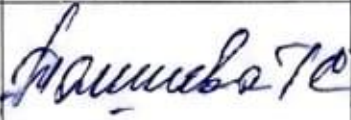







CHANGE LOG

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.

