

REGULATIONS

on Career Guidance and Employment of Students and Graduates of JAIU**

1. General Provisions

1.1. These Regulations on Career Guidance and Employment for Students and Graduates of JAIU (hereinafter referred to as **the Regulations**) define the objectives, objectives, directions, forms of organization, and procedures for carrying out activities related to career guidance, vocational orientation, career path support, and employment assistance for students and graduates of Jalal-Abad International University.

1.2. These Regulations constitute an internal regulatory document of the university and apply to the structural units involved in organizing practical training, career counseling, interaction with employers, monitoring the career trajectories of graduates, and analytical work on employment issues.

1.3. Career support and employment assistance are part of the internal system for ensuring the quality of education, practice-oriented training, interaction with internship sites and employers, as well as a mechanism for assessing the relevance of educational programs.

1.4. These Regulations apply to:

1. students at all levels and in all forms of study;
2. university graduates;
3. the university's administrative units;
4. relevant medical, pharmaceutical, educational, scientific, IT, manufacturing, government, private, and other organizations that collaborate with the university;
5. partner organizations, internship sites, clinical sites, employers, and professional communities.

1.5. For medical education programs, career support is viewed not only as facilitating direct employment but also as supporting the graduate's transition to the next stages of their professional trajectory, including internship, residency, clinical practice, internships, continuing education, and other forms of professional development.

2. Purpose and Objectives

2.1. The purpose of these Regulations is to establish a sustainable system of career support and employment assistance for students and graduates of the university, taking into account the specific nature of the educational programs offered and the needs of the labor market.

2.2. The main objectives are:

1. to facilitate students' professional self-determination;

2. helping students understand possible career paths;
3. developing students' professional communication, self-presentation, and labor market adaptation skills;
4. supporting the transition from education to professional activity;
5. facilitating internships, work placements, and other forms of professional immersion;
6. developing partnerships with employers and internship sites;
7. organizing monitoring of graduates' employment and career trajectories;
8. analyzing differences in the employment trajectories of local and international graduates;
9. using monitoring results to improve educational programs and management decisions.

3. Key Concepts

3.1. Career support — a set of organizational, advisory, informational, analytical, and practice-oriented activities aimed at supporting career choices, career planning, professional development, and employment for students and graduates.

3.2. Employment assistance — university activities aimed at helping students and graduates find job openings, internships, practicum placements, professional contacts, and prepare for entering the labor market.

3.3. Graduate's professional trajectory — the graduate's path following the completion of their studies, including employment, continuing education, internship, residency, fellowship, scientific research, self-employment, entrepreneurial activity, and other forms of professional fulfillment.

3.4. Graduate employment monitoring — the systematic collection, analysis, and use of data on the professional status and career trajectory of graduates.

3.5. Employer — an organization or individual that provides jobs, internships, practical training, postgraduate training, or other opportunities for the professional development of students and graduates.

3.6. Clinical site — a medical organization participating in the practical training of students and/or the professional development of graduates of medical education programs.

4. Principles of Career Support

4.1. Career support and employment assistance are provided based on the following principles:

1. systematic approach;
2. practical orientation;

3. continuity of support;
4. accessibility of information;

1. voluntary participation;
2. equal opportunities;
3. alignment with the educational program's focus;
4. consideration of regional and international labor markets;
5. analytical suitability of the collected data;
6. the link between employment monitoring and improving the quality of training.

4.2. Career support efforts should focus on graduates' actual career paths, rather than merely on formally recording employment status.

5. Main Areas of Activity

5.1. The university may carry out the following activities:

1. advising students on career paths;
2. providing information on employment opportunities, internships, practical training, and postgraduate education;
3. supporting career self-determination;
4. promoting the development of skills sought by employers;
5. organizing career events;
6. collaborating with employers, clinical sites, and partners;
7. supporting graduates during their transition to professional practice;
8. collecting and analyzing data on graduate employment and career trajectories;
9. taking into account the specificities of employment for international graduates, including returning to their country of origin, undergoing further training, licensing, and other aspects of their career path.

5.2. For medical education programs, the following are also priority areas:

1. supporting graduates as they begin clinical rotations;
2. providing information on opportunities for internships, post-graduate training, residency programs, and other forms of post-graduate education;
3. interaction with medical organizations as potential employers;
4. analyzing the alignment of practical training with the requirements of the professional environment.

6. Forms of Career Support

6.1. Career support may be provided in the following forms:

1. individual consultations;
2. group counseling;
3. career counseling sessions and meetings;

4. professional communication workshops;
5. workshops on resume writing and interview preparation;
6. meetings with employers, alumni, and professional communities;
7. job fairs and career days;
8. support for internships and work placements;
9. newsletter;
10. digital career guidance;
11. surveys on students' career expectations and graduates' professional trajectories.

6.2. For students in medical programs, the following may also be organized:

1. meetings with representatives from clinical sites;
2. consultations on choosing a career path;
3. meetings regarding internships, postgraduate training, and residency programs;
4. consultations on professional adaptation within a medical organization.

7. Employment Assistance

7.1. Employment assistance for students and graduates may include:

1. providing information about job openings, internships, competitions, and professional development programs;
2. providing information about employers and partner organizations;
3. assistance in preparing resumes, portfolios, and other documents;
4. facilitating contact with employers;
5. support during the interview process;
6. providing guidance on professional adaptation;
7. supporting graduates' transition to the next stage of professional training.

7.2. For graduates of medical programs, forms of employment assistance also include:

1. providing information on available clinical training sites and job openings in healthcare organizations;
2. support for career navigation within the healthcare system;
3. counseling on further professional training;
4. taking into account the specifics of initial employment and professional licensing.

7.3. The University assists with employment within the scope of its authority and assumes no obligation to guarantee employment for every graduate, unless otherwise required by law or specific contractual terms.

8. Interaction with Employers and Partners

8.1. The University develops cooperation with employers and partners for the purpose of:

1. improving practical training;

2. take into account the needs of the labor market;
3. expand the base of internships, work placements, and job opportunities;
4. developing mechanisms for the professional adaptation of graduates;
5. obtain feedback on the quality of training.

8.2. Forms of cooperation include:

1. agreements and memorandums;
2. contracts with internship sites;
3. joint events;
4. employer participation in career days and career guidance meetings;
5. collection of employer feedback;
6. participation of employer representatives in discussions on the quality of graduate training;
7. other forms of professional partnership.

8.3. For medical education programs, interaction with the following is of particular importance:

1. clinical training sites;
2. healthcare organizations;
3. pharmaceutical organizations;
4. research and diagnostic institutions;
5. public and private healthcare institutions.

9. Monitoring of Graduates' Employment and Career Trajectories

9.1. The University organizes the monitoring of graduates' employment and career paths.

9.2. Monitoring is conducted for the following purposes:

1. assess the demand for graduates;
2. to determine the structure of career paths;
3. identify problem areas in the transition from education to professional activity;
4. analyze the alignment of training with labor market demands;
5. using the results to improve educational programs.

9.3. The following may be taken into account in the monitoring:

1. employment status;
2. employment in a field related to the training;
3. continuation of education;
4. completion of internships, postgraduate training, residency programs, or apprenticeships;
5. employment outside the Kyrgyz Republic;
6. return of a foreign graduate to their country of origin;

7. temporary employment;
8. self-employment and entrepreneurship;
9. unemployment at the time of the survey;
10. reasons for difficulties in finding employment.

9.4. Monitoring may be conducted:

1. through surveys of graduates;
2. through employer surveys;
3. through departments, deans' offices, and academic advisors;
4. through digital services and communication channels;
5. through partner organizations and professional contacts;
6. through the collection of detailed data on educational programs.

9.5. When analyzing the results, it is recommended to consider the following separately:

1. local graduates;
2. foreign graduates;
3. graduates of medical programs;
4. graduates of other educational programs;
5. graduates continuing their education;
6. graduates who entered the labor market immediately after graduating from the university.

10. Responsible departments and individuals

10.1. Activities related to career guidance and employment are organized by the designated university department and other departments within the scope of their authority.

10.2. The following may participate in these activities:

1. the Academic and Information Department;
2. dean's offices;
3. departments;
4. the internship, career, or employment office, if established;
5. advisors;
6. the International Office, if support for international graduates is required;
7. other structural units as determined by management.

10.3. The responsible units and individuals shall ensure:

1. event planning;
2. cooperation with employers and clinical training sites;
3. support for career events;
4. collection of data on graduates' career trajectories;

5. preparation of analytical materials;
6. presenting results to management;
7. participating in corrective and developmental measures.

11. Documentation and Reporting

11.1. Documents related to career support and employment include:

1. action plans;
2. career event programs;
3. lists of employers and partners;
4. contracts and agreements;
5. questionnaires and survey results;
6. databases of job openings and internship opportunities;
7. analytical reports and summaries;
8. summary data on graduate employment;
9. materials on graduates' career paths;
10. other documents related to the implementation of these Regulations.

11.2. Documentation must enable analysis of:

1. by educational programs;
2. by level of training;
3. by domestic and international graduates;
4. forms of professional realization;
5. by employment trends.

12. Use of Results

12.1. The results of career guidance and employment support activities are used:

1. to improve educational programs;
2. to adjust practical training;
3. to develop cooperation with employers;
4. for internal quality monitoring;
5. in the preparation of analytical and accreditation materials;
6. in management analysis;
7. when developing improvement plans.

12.2. Information on graduates' employment and career trajectories is used in aggregated and analytically processed form.

13. Final Provisions

13.1. These Regulations shall enter into force upon approval in accordance with established procedures.

13.2. Amendments and additions to these Regulations shall be made in accordance with the procedures established by the university.

13.3. Matters not covered by these Regulations shall be resolved in accordance with the university's internal regulatory documents.

13.4. The appendices are an integral part of these Regulations.

Appendix 1

Main Forms of Career Support for Students and Graduates

1. Individual career planning consultations.
2. Consultations on resume, portfolio, and self-presentation preparation.
3. Meetings with employers and representatives of the professional community.
4. Job fairs, career days, and organizational presentations.
5. Information sessions on internships, work placements, employment, and postgraduate training.
6. Training sessions on job interviews and professional communication.
7. Meetings with alumni.
8. Career counseling for graduates of medical programs.
9. Digital support for career information.
10. Monitoring of students' career expectations and graduates' career trajectories.

Appendix 2

Minimum indicators for monitoring graduate employment and career trajectories

1. Total number of graduates from the educational program.
2. Number of graduates for whom data is available.
3. Number of graduates who are employed.
4. Percentage of employed graduates.
5. Percentage of graduates working in their field of study.
6. Number of graduates continuing their education.
7. Number of graduates undergoing internship, residency, or training.
8. Number of international graduates who have returned to their home countries and are continuing their professional careers.
9. Number of graduates engaged in self-employment or entrepreneurship.
10. Number of graduates who are temporarily unemployed.
11. Major barriers to employment.
12. Suggestions from graduates and employers for improving training.

Appendix 3

Form for a brief analytical report on graduate employment and career trajectories

JALAL-ABAD INTERNATIONAL UNIVERSITY

ANALYTICAL REPORT

on graduate employment and career trajectories

1. Educational program: _____

2. Academic year / graduating class: _____

3. Total number of graduates: _____

4. Number of graduates for whom data was collected: _____
5. Number of employed graduates: _____
6. Number of graduates working in their field of study: _____
7. Number of graduates continuing their education: _____
8. Number of graduates undergoing an internship / residency / fellowship / training program: _____
9. Number of international graduates for whom further career paths have been confirmed: _____
10. Main places of employment / career paths:
11. Main challenges / barriers:
12. Conclusions and recommendations:

Prepared by: _____

Position: _____

Signature: _____

Date: _____

APPROVAL SHEET

for document

SMK-90-07

Regulations on Career Guidance and Employment of Students and Graduates of JAIU

No.	Position	Full Name	Signature	Date
1	Prepared by: Head of the Training and Information Department	D.E. Kanetova		
2	Approved by: Vice Rector for Academic Affairs	_____		
3	Approved by: Vice Rector for Quality and Clinical Affairs	_____		
4	Approved by: Head of the Legal and Human Resources Department	_____		
5	Approved by: Dean of the Faculty*	_____		
6	Approved by: Department responsible for internships / career services / employment*	_____		
7	Approved by: Head of International Affairs*	_____		
8	Approved by: Rector of JAIU	M.R. Narbayev		

***To be specified as necessary, depending on the university's structure.**

CHANGE REGISTRATION SHEET

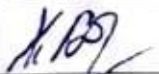
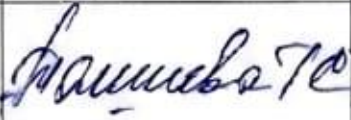






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SMK-90-07

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Change No.	Order/Directive Number and Date	Numbers of amended clauses, sections, and appendices	Content of the amendment	Submitted by (Full Name, Title)	Signature	Date of entry
1						
2						
3						
4						
5						
6						
7						
8						
9						
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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.

