

PROCEDURE

for organizing orientation activities for international students

of Jalal-Abad International University (JAIU)

1. General Provisions

1.1. These Procedures for organizing orientation activities for international students at Jalal-Abad International University define the sequence of organizing, conducting, recording, and evaluating orientation activities aimed at supporting international students during their integration into the educational and sociocultural environment of Jalal-Abad International University (hereinafter referred to as the University, JAIU).

1.2. These Procedures apply to:

1. international students at JAIU;
2. dean's offices;
3. departments;
4. the Academic and Information Department;
5. advisors;
6. units responsible for educational, social, informational, and organizational work;
7. other employees and officials involved in the preparation and conduct of orientation activities.

1.3. These Procedures have been developed in accordance with the Law of the Kyrgyz Republic "On Education," the Regulations on Educational Institutions of Higher and Postgraduate Professional Education of the Kyrgyz Republic, the Charter of JAIU, the Regulations on the Language and Sociocultural Adaptation of Foreign Students at JAIU, and other local regulatory acts of the University.

1.4. These Procedures are binding on all structural units and officials of JAIU involved in supporting international students.

1.5. If the provisions of this Procedure conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply.

2. Purpose and Objectives of Adaptation Activities

2.1. The purpose of adaptation activities is to create organizational, informational, linguistic, and sociocultural conditions for the successful integration of international students into the educational environment of JAIU.

2.2. The main objectives of the orientation activities are:

1. to provide foreign students with an initial introduction to the University, its rules, and structures;
2. providing information about the educational process, the assessment system, digital services, and internal regulations;
3. familiarizing students with issues related to safety, housing, medical care, and daily orientation;
4. supporting linguistic and sociocultural adaptation;
5. preventing difficulties, maladjustment, and violations;
6. facilitating interaction between international students and the JAIU's administrative units.

3. Principles for Organizing Adaptation Activities

3.1. Adaptation activities are conducted based on the following principles:

1. systematicity;
2. timeliness;
3. accessibility of information;
4. intercultural respect;
5. coordination of actions among organizational units;
6. practical focus;
7. documentary evidence.

4. Types of Adaptation Activities

4.1. The following orientation activities may be conducted at JAIU:

1. introductory meetings with the administration, the dean's office, the department, and academic advisors;
2. orientation sessions on academic regulations and internal rules;
3. briefings on safety, housing, and conduct;
4. consultations on using eBilim and other digital services;
5. tours of the library, academic buildings, clinical facilities, and other locations;
6. language and orientation sessions;
7. cultural, educational, and integration events;
8. meetings on medical support, immigration, and daily life issues;
9. other activities provided for in the adaptation plan.

5. Main stages of organizing adaptation activities

5.1. The organization of adaptation activities includes:

1. planning;
2. preparing materials and assigning responsibilities;
3. conducting events;
4. tracking participation;

5. analysis of results and adjustment of activities.

5.2. Planning for orientation activities is typically carried out before the start of the academic year, at the beginning of the semester, and during the orientation period for international students.

5.3. The plan of activities must include:

1. the name of the event;
2. purpose;
3. dates;
4. category of participants;
5. responsible personnel;
6. expected outcome

6. Content of the mandatory orientation module

6.1. It is recommended that the mandatory orientation module for international students at JAIU include:

1. information about the University's structure and main departments;
2. internal regulations;
3. information about the schedule, academic calendar, and grading system;
4. procedures for using eBilim;
5. procedures for contacting the Dean's Office, department, Academic Affairs Office, library, and other services;
6. information on safety, medical care, and emergency procedures;
7. information on housing and conduct rules;
8. information about the linguistic and cultural environment of the Kyrgyz Republic;
9. a brief overview of the Student Guide and other orientation materials.

7. Powers of Structural Units

7.1. JAIU Administration:

1. approves general approaches to the adaptation of international students;
2. ensures coordination of departmental activities.

7.2. Vice Rector for the State Language and the relevant area of responsibility:

1. coordinates matters related to the linguistic and sociocultural components of adaptation activities;
2. participates in the approval of adaptation programs and materials;
3. ensures interdepartmental cooperation on issues related to the language environment and integration.

7.3. Deans' Offices:

1. organize orientation activities at the faculty level;
2. coordinate the participation of academic advisors and departments;
3. ensure that international students are informed.

7.4. Departments:

1. participate in academic orientation;
2. explain course requirements;
3. facilitate the integration of international students into the academic process.

7.5. Academic and Information Department:

1. provides informational and organizational support;
2. participates in explaining how to use eBilim and other resources;
3. posts approved orientation materials online as needed.

7.6. Advisors:

1. conduct orientation meetings;
2. provide initial orientation for international students;
3. assist in resolving issues that arise within their scope of authority;
4. refer students to the appropriate departments.

8. Documentation of orientation activities

8.1. All major adaptation activities must be recorded.

8.2. Supporting documents may include:

1. orientation activity plans;
2. meeting agendas;
3. participant lists;
4. logbooks;
5. reports from coordinators and departments;
6. informational materials, handouts, and student guides;
7. photos, videos, and presentation materials;
8. other records confirming the holding of events.

8.3. Documents related to orientation activities are stored in accordance with the JAIU file classification system in the prescribed manner.

9. Evaluation of the effectiveness of orientation activities

9.1. The effectiveness of orientation activities is assessed based on:

1. the coverage of international students;
2. the completeness of the mandatory orientation program;
3. feedback from students;
4. an analysis of difficulties and inquiries;
5. an analysis of participation in language and sociocultural activities;
6. suggestions from departments on improving operations.

9.2. Based on the results of the evaluation, the following decisions may be made:

1. regarding adjustments to the action plan;
2. updating the Student Guide and other materials;
3. expanding language support measures;
4. on strengthening academic advising;
5. on holding additional events.

10. Responsibility

10.1. The responsible departments and officials of JAIU are responsible for the timely organization and conduct of orientation activities within their respective areas of authority.

10.2. Failure to conduct, the superficial conduct of, or the lack of documentary evidence of orientation activities shall be considered a failure to properly comply with this Procedure.

11. Final Provisions

11.1. This Procedure shall enter into force on the date of its approval.

11.2. Amendments and additions to this Procedure shall be made in accordance with established procedures.

11.3. Matters not covered by this Procedure shall be resolved in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, and the University's local regulations.

APPROVAL SHEET

Document Title: Adaptation Program for International Students at JAIU

Document code: SMK-90-10

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Change Registration Sheet

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

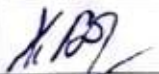
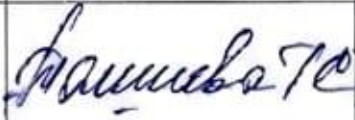







CHANGE LOG

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

Edition: _____

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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.

