

# JALAL-ABAD INTERNATIONAL UNIVERSITY

JAIU — Jalal-Abad, Kyrgyzstan

OFFICIAL INSTITUTIONAL DOCUMENT

## REGULATIONS ON THE OFFICE OF INTERNATIONAL RELATIONS & INVESTMENT

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Drafted by:

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Approved by Academic Council Resolution No. \_\_\_\_/2025 | Date: \_\_\_\_\_

## PREAMBLE

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These Regulations govern the establishment, mandate, structure, functions, responsibilities, and operational procedures of the Office of International Relations and Investment (hereinafter "the Office" or "OIRI") of Jalal-Abad International University (hereinafter "the University" or "JAIU"), located in Jalal-Abad, Kyrgyzstan.

These Regulations have been developed in accordance with: the Law of the Kyrgyz Republic on Education; JAIU Charter and Strategic Development Plan 2023–2030; recommendations of the European Association for International Education (EAIE); the EAIE Code of Ethics for International Student Recruitment; Erasmus+ Programme guidelines (EU EACEA); and the standards of the World Federation for Medical Education (WFME).

These Regulations supersede all previous documentation related to international relations functions at JAIU and shall be reviewed every two years or following a significant change in the university's international strategy.

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## CHAPTER I — GENERAL PROVISIONS

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### Article 1: Name and Legal Status

- 1.1. The full official name of the unit is: Office of International Relations and Investment, Jalal-Abad International University (OIRI-JAIU).
- 1.2. The Office is a structural subdivision of JAIU, accountable to the Vice Rector for International Relations and Investment and to the Rector.
- 1.3. The Office operates on the basis of these Regulations, the JAIU Charter, applicable Kyrgyz law, and international agreements to which JAIU is a signatory.
- 1.4. The Office has its own letterhead, official seal (when delegated), and email domain (@jaiu.kg), and acts in the name of JAIU in matters of international cooperation within the scope of its mandate.

### Article 2: Mission and Vision

**Mission:** To position JAIU as a globally connected, internationally recognised, and investment-attractive university by fostering strategic partnerships, promoting academic mobility, diversifying the student body, and securing resources for institutional development.

**Vision:** To be the leading international affairs office among Central Asian universities, benchmarked against European standards of internationalisation by 2030.

### Article 3: Core Values

- **Excellence:** maintaining the highest standards in all international activities.
- **Integrity:** transparent, ethical, and legally compliant partnerships.
- **Inclusivity:** equal access to international opportunities for all students and staff.

- Innovation: pioneering technology-driven internationalisation (VR, AI, digital platforms).
  - Partnership: collaborative relationships built on mutual benefit and respect.
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## CHAPTER II — OBJECTIVES AND FUNCTIONS

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### Article 4: Strategic Objectives

The Office pursues the following strategic objectives:

- 4.1 To develop and manage a network of international academic, research, and institutional partnerships through MOUs and partnership agreements.
- 4.2 To coordinate double degree, joint degree, and credit-transfer programs with European and Asian universities.
- 4.3 To implement and administer the Erasmus+ Programme (KA171 — ICM, KA131, KA1) for student and staff academic mobility.
- 4.4 To enhance JAIU's standing in global university rankings (QS Stars, Webometrics, UniRank, THE Impact Rankings).
- 4.5 To lead branding, marketing, and recruitment campaigns targeting new international markets in Europe, South Asia, Central Asia, the Middle East, and Southeast Asia.
- 4.6 To support the development and accreditation of new faculties including IT Engineering, AI Engineering, Pharmacy, and Nursing.
- 4.7 To coordinate investment in advanced educational infrastructure: VR Laboratories, AI Engineering Laboratories, Medical Simulation Centers, and a modernised University Library.
- 4.8 To support international student welfare, graduate employability, and the university's hostel upgrade program in partnership with WCIEC and other strategic partners.
- 4.9 To oversee the university's digital transformation, including the JAIU Mobile App, online documentation, and e-library access.
- 4.10 To organise international cultural events, including the Annual May 5th International Day, and coordinate visiting artists, influencers, and academics.
- 4.11 To manage and coordinate all accreditation processes (national and international), including WFME, NMC, ISO 21001, and QS Stars.

### Article 5: Key Functions

#### 5.1 Partnership Development & MOU Management

- Identify, negotiate, and formalise MOUs and partnership agreements with universities, hospitals, research institutes, and international organisations.
- Maintain a centralised MOU register with expiry tracking, annual review cycle, and activity log.
- Coordinate joint academic programs, double degrees, credit recognition, and curricula alignment with partner institutions.
- Represent JAIU at international education fairs (EAIE, FICCI, QS World University Tour, etc.).

## 5.2 Erasmus+ Programme Administration

- Maintain and renew the JAIU Erasmus Charter for Higher Education (ECHE).
- Manage all Erasmus+ project applications, grant agreements, financial reporting, and participant data in the EU Participant Portal.
- Coordinate student and staff selection, pre-departure preparation, learning agreements, and recognition of credits/qualifications.
- Ensure compliance with Erasmus+ Programme Guide, EU financial regulations, and EACEA requirements.

## 5.3 International Student Recruitment & Services

- Develop and implement international recruitment strategy aligned with ethical standards (EAIE Code of Ethics, British Council guidance).
- Coordinate with regional brand ambassadors, education agencies, and government bodies.
- Provide pre-arrival information, visa support documentation, orientation programs, and ongoing pastoral support for international students.
- Maintain a database of all international students with academic, visa, and welfare tracking.

## 5.4 Rankings, Accreditation & Quality

- Coordinate annual data submission to QS, THE, Webometrics, UniRank, and other ranking bodies.
- Lead accreditation preparations: NMC compliance, WFME standards, ISO 21001:2018, national accreditation (Kyrgyzstan Ministry of Education).
- Liaise with the University's Quality Assurance Office on continuous improvement aligned with accreditation criteria.

## 5.5 Investment Coordination & Infrastructure Development

- Identify and apply for external grants (Erasmus+, EU Horizon, UNDP, World Bank, Aga Khan Foundation).
- Coordinate investment procurement for VR Labs, AI Labs, Simulation Centers, Nursing Skills Labs, and Library modernisation.
- Manage the WCIEC partnership for hostel infrastructure development and student welfare facility upgrades.
- Prepare investment proposals and ROI reports for the Board of Trustees.

## 5.6 Branding, Marketing & Digital Presence

- Develop multilingual marketing materials (English, Russian, Hindi, Arabic, German, Polish).
- Manage JAIU's digital presence: website internationalisation, social media, YouTube channel, and the JAIU Mobile App.
- Organise and support international education fairs, study abroad events, and alumni engagement programs.

- Coordinate the development and maintenance of the University App, online student portal, and paperless documentation systems.

### 5.7 Cultural Events & Community Engagement

- Plan and deliver the Annual May 5th International Day with international guests, artists, influencers, and dignitaries.
- Manage scholarship award ceremonies, research symposia, and community health camps.
- Invite international academic influencers and cultural artists (particularly from India, Central Asia, and globally) in coordination with diplomatic missions.

## CHAPTER III — ORGANISATIONAL STRUCTURE

### Article 6: Staffing and Hierarchy

The Office is headed by the Vice Rector for International Relations and Investment. The following positions constitute the core team of the Office:

No.	POSITION TITLE	REPORTING TO	KEY RESPONSIBILITY AREA
1	Vice Rector for Intl. Relations & Investment	Rector	Strategic leadership; all OIRI activities
2	Head of International Partnerships	Vice Rector OIRI	MOU management; partner development
3	Erasmus+ Institutional Coordinator	Vice Rector OIRI	Erasmus+ programme; EU relations
4	International Student Recruitment Officer	Head of Partnerships	Recruitment strategy; agent management
5	International Student Services Officer	Vice Rector OIRI	Student welfare; visa support; orientation
6	Rankings & Accreditation Officer	Vice Rector OIRI	Rankings data; accreditation coordination
7	Digital Communications & Branding Officer	Vice Rector OIRI	Website; social media; app management
8	Investment & Grants Officer	Vice Rector OIRI	Grant applications; investment proposals
9	Events Coordinator (Intl. Day & Ceremonies)	Vice Rector OIRI	May 5th event; cultural programs
10	Administrative Officer / Secretary	Vice Rector OIRI	Correspondence; documentation; records

The Office may appoint part-time staff, student assistants (OIRI Student Representatives), and international volunteers with the approval of the Vice Rector and the Rector.

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## CHAPTER IV — GOVERNANCE, AUTHORITY & ACCOUNTABILITY

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### Article 7: Decision-Making Authority

- 7.1. The Vice Rector for International Relations and Investment has delegated authority to sign MOUs, Letters of Intent, and partnership agreements on behalf of JAIU, subject to Rector's countersignature for agreements with financial obligations above \$10,000.
- 7.2. The Office reports quarterly to the Rector and annually to the Academic Council and Board of Trustees.
- 7.3. Major policy changes to international strategy require Academic Council approval.
- 7.4. The Vice Rector chairs the International Advisory Committee (IAC), which includes two external international experts and meets biannually.

### Article 8: Financial Management

- 8.1. The Office operates with an annual budget approved by the Board of Trustees.
- 8.2. All grants received (Erasmus+, EU Horizon, UNDP, etc.) are managed in accordance with the respective donor requirements and JAIU financial regulations.
- 8.3. Investment proposals for infrastructure (VR Lab, AI Lab, Simulation Center, Library, Hostel) are submitted by the Vice Rector to the Board with full cost-benefit analysis.
- 8.4. The Office submits a quarterly financial expenditure report to the Chief Financial Officer.

### Article 9: Ethics, Compliance & Confidentiality

- 9.1. All OIRI staff are bound by JAIU's Code of Professional Ethics and the EAIE Code of Ethics for International Student Recruitment.
  - 9.2. All partnership negotiations and MOUs shall not contain provisions that compromise academic integrity, student welfare, or national law.
  - 9.3. Personal data of students, staff, and partners shall be processed in accordance with applicable data protection law and JAIU's Data Privacy Policy.
  - 9.4. Any conflict of interest involving OIRI staff must be declared in writing to the Vice Rector within 48 hours of identification.
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## CHAPTER V — PARTNERSHIPS, AGREEMENTS & PROGRAMS

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### Article 10: Classification of Partnerships

JAIU recognises the following categories of international partnerships:

CATEGORY	DESCRIPTION	INSTRUMENTS
Strategic Partnership	Long-term, multi-faculty engagement with joint research, double degrees, and Erasmus+ mobility	MOU + Specific Agreements; Joint Governance Committee
Academic Partnership	Faculty/department-level cooperation for joint programs, staff exchanges, and curriculum development	MOU + Program Agreement
Research Partnership	Joint research projects, publications, grant applications	Research Collaboration Agreement
Clinical Partnership	Hospital/healthcare facility agreements for student internships and clinical rotations	Clinical Placement Agreement
Industry Partnership	Cooperation with technology companies, NGOs, and employers for employability programs	Industry Partnership MOU
Erasmus+ Partner	EU-funded mobility cooperation under KA171 (International Credit Mobility)	Inter-Institutional Erasmus+ Agreement
WCIEC Partnership	Hostel and student welfare infrastructure partnership	WCIEC-JAIU Partnership Agreement

### Article 11: Double Degree & Joint Degree Program Requirements

- 11.1. All double/joint degree programs shall be governed by a specific Double Degree Agreement defining: curricula, credit allocation, examination regulations, tuition arrangements, and diploma issuance.
- 11.2. Double degree programs must obtain Academic Council approval and be registered with the Ministry of Education of the Kyrgyz Republic.
- 11.3. Minimum JAIU credit requirement in double degree programs: 50% of total credits must be earned at JAIU.
- 11.4. Partner universities for double degree programs shall hold recognised national accreditation and be listed in the relevant international directories (e.g., WDOMS, QS, THE).
- 11.5. Target partner regions: Germany, Poland, Czech Republic, Hungary (Europe); India, Turkey, Kazakhstan, Malaysia (Asia).

### Article 12: Erasmus+ Programme Governance

- 12.1. The Erasmus+ Institutional Coordinator is the primary contact person with EACEA and EU partner universities.
- 12.2. All Erasmus+ activities shall comply with the Erasmus+ Programme Guide (current edition), the Financial Regulation of the EU, and JAIU's Erasmus+ Policy Statement.
- 12.3. Student selection for Erasmus+ mobility shall be transparent, merit-based, and in accordance with published selection criteria. No student shall be excluded on grounds of disability, gender, ethnicity, or socioeconomic background.

- 12.4. Erasmus+ grants shall not be used to replace existing JAIU funding for regular academic activities.
- 12.5. All Erasmus+ participants must complete a Learning Agreement (students) or Mobility Agreement (staff) approved by OIRI before departure.

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## CHAPTER VI — ACCREDITATION & QUALITY ASSURANCE

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### Article 13: Accreditation Framework

JAIU is committed to maintaining and improving its accreditation status at national and international levels. The Office of International Relations and Investment co-leads accreditation processes in collaboration with the Quality Assurance Office.

- 13.1 National: Ministry of Education and Science of the Kyrgyz Republic — full institutional accreditation (review cycle: every 5 years).
- 13.2 Medical/Clinical: National Medical Commission (NMC) of India — ongoing compliance; annual data submission; NCT resolution.
- 13.3 World Directory of Medical Schools (WDOMS/FAIMER) — JAIU listing maintained and updated annually.
- 13.4 WFME Recognition — JAIU targets WFME-recognised status through gap analysis and a 3-year improvement plan (2025–2028).
- 13.5 ISO 21001:2018 (Educational Organizations Management Systems) — certification targeted by 2027.
- 13.6 QS Stars Rating — JAIU targets  $\geq 1$  QS Star by 2026 and  $\geq 3$  QS Stars by 2028.
- 13.7 Pharmacy Faculty: FIP/WHO educational standards; national pharmacy council accreditation.
- 13.8 Nursing Faculty: National Nursing Council (Kyrgyzstan); international nursing education benchmarks (ICN, UK NMC standards).

### Article 14: Annual Accreditation Review

- 14.1. The Office shall conduct an annual internal accreditation status review in February–March each year.
- 14.2. A consolidated Accreditation Status Report shall be presented to the Rector and Academic Council by April 30 each year.
- 14.3. Any accreditation deficiency identified shall be communicated to the relevant Dean/Head of Department with a remediation plan within 30 days.

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## CHAPTER VII — STUDENT WELFARE, HOSTEL & GRADUATE SUPPORT

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### Article 15: International Student Welfare

- 15.1. The Office shall provide comprehensive pre-arrival, on-arrival, and ongoing support services to all international students.
- 15.2. A dedicated International Student Buddy Programme shall pair incoming exchange students with trained JAIU student ambassadors.
- 15.3. The Office shall maintain a 24/7 emergency contact system for international students.
- 15.4. An International Student Welfare Committee (ISWC) shall meet monthly, chaired by the International Student Services Officer.

### **Article 16: WCIEC Partnership & Hostel Standards**

- 16.1. JAIU shall maintain a strategic partnership with WCIEC for the equipping, furnishing, and standards compliance of student hostels.
- 16.2. WCIEC-JAIU hostel facilities shall meet the following minimum standards: secure access control; Wi-Fi 6 connectivity; fire safety compliance; dedicated counselling room; multi-faith prayer space; international student lounge; gym/recreation room; modern laundry facilities.
- 16.3. A minimum of 50 hostel beds shall be reserved annually for Erasmus+/exchange students.
- 16.4. Hostel inspection reports shall be submitted to the Vice Rector OIRI and the Rector quarterly.

### **Article 17: Graduate Employment & Internship Support**

- 17.1. The Office shall maintain and develop JAIU's International Medical Internship Network with partner hospitals in India, Nepal, Turkey, Germany, UAE, and other countries.
- 17.2. A Graduate Employment Support Cell (GESC) shall operate within the Office, maintaining an online career portal with international job listings.
- 17.3. The Office shall conduct an annual Graduate Outcomes Survey to track employment rates and career pathways of JAIU alumni globally.
- 17.4. Partnership agreements with at least three international healthcare recruitment agencies shall be maintained at all times.

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## **CHAPTER VIII — DIGITAL TRANSFORMATION & INFRASTRUCTURE**

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### **Article 18: University App & Online Systems**

- 18.1. The Office shall co-manage the JAIU Mobile Application (iOS and Android) in collaboration with the IT Department, ensuring the app provides: student portal access, e-library, course schedules, fee payment, push notifications, and online documentation submission.
- 18.2. All student-facing international processes (admission, scholarship application, visa support request, exchange application) shall be fully digitised by March 2026.

- 18.3. An online document verification portal with blockchain-based credential authentication shall be launched by July 2026.

### **Article 19: VR, AI & Simulation Infrastructure**

- 19.1. The Office shall coordinate the commissioning and operations of the JAIU VR Laboratory (medical and surgical simulation) and AI Engineering Laboratory.
  - 19.2. Access to VR/AI facilities shall be governed by a Facility Use Policy developed jointly by OIRI and the relevant Faculty Dean.
  - 19.3. Annual maintenance contracts for all simulation equipment (SimMan, SimMom, VR headsets, haptic simulators) shall be procured by the Office in collaboration with the Finance Department.
  - 19.4. International collaboration in VR/AI research and curriculum shall be actively sought through Erasmus+, EU Horizon, and bilateral MOUs.
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## **CHAPTER IX — EVENTS, CULTURE & COMMUNICATION**

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### **Article 20: Annual May 5th International Day**

- 20.1. The Annual International Day (May 5th) is a flagship event of JAIU and shall be co-organised by the Office of International Relations and Investment and the Student Council.
- 20.2. The event shall include: international cultural exhibition; food festival; scholarship award ceremony; invited international artists and influencers; research symposium; community health camp.
- 20.3. Planning for the May 5th event shall commence by February 1 each year, with a budget approved by March 1.
- 20.4. The Office shall actively seek sponsorship for the event from JAIU's international partners and corporate donors.
- 20.5. A minimum of two international invited guests (artists, academic influencers, or dignitaries) shall be present at each annual event.

### **Article 21: Scholarship Programme**

- 21.1. The Office shall administer and publicise JAIU's international scholarship programs, including merit scholarships, need-based scholarships, international student scholarships, and sports scholarships.
  - 21.2. A minimum of 20 scholarships shall be awarded annually at the May 5th Scholarship Ceremony.
  - 21.3. Scholarship recipients shall be announced publicly and their achievements celebrated through JAIU's official communication channels.
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## CHAPTER X — MONITORING, REPORTING & REVIEW

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### Article 22: Performance Monitoring

- 22.1. The Office shall maintain a live KPI dashboard accessible to the Vice Rector OIRI, Rector, and Quality Assurance Office.
- 22.2. Quarterly progress reports shall be submitted to the Rector covering all strategic areas of the Annual Work Plan.
- 22.3. An Annual Report of the Office shall be submitted to the Academic Council by August 31 each year.
- 22.4. Partner satisfaction surveys shall be conducted annually among all active MOU partners, exchange students, and alumni.

### Article 23: Amendment and Review of Regulations

- 23.1. These Regulations shall be reviewed every two years or upon significant change in JAIU's international strategy.
- 23.2. Proposed amendments shall be drafted by the Vice Rector OIRI, reviewed by the Legal Office, and approved by the Academic Council.
- 23.3. All amendments shall be communicated to all OIRI staff and relevant university departments within 10 working days of approval.

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## CHAPTER XI — FINAL PROVISIONS

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### Article 24: Entry into Force

These Regulations enter into force from September 1, 2025, upon approval by the Academic Council of Jalal-Abad International University, and shall remain in effect until superseded by a revised version.

All previous internal instructions, orders, or guidelines relating to international relations functions at JAIU that contradict these Regulations are hereby declared null and void.

### Article 25: Dissemination

These Regulations shall be: published on the JAIU official website ([www.jaiu.kg](http://www.jaiu.kg)) in English, Russian, and Kyrgyz; distributed to all OIRI staff and University Deans; filed in the institutional records system; and provided to all incoming Erasmus+ and international partner institutions upon request.

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## AUTHORISATION & SIGNATURES

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DRAFTED BY	REVIEWED BY	APPROVED BY
Dr. Dipak Chaulagain MD, MS, FMAS, PhD Vice Rector OIRI JAIU Signature: _____ Date: Sep 1, 2025	Legal Office / Academic Council Signature: _____ Date: _____	Rector, JAIU Signature: _____ Date: _____

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