

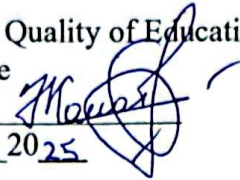
MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE
KYRGYZ REPUBLIC

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

AGREED

Vice-Rector for Quality of Education and
Labor Discipline
Edigeev Zh.A.

“ 30 ” 10 2025



APPROVED

by the decision of
the Academic Council of AIU

Protocol № 2

dated 30 10 2025

Rector of AIU named after Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Medical Sciences, Professor
Selpiev T.T.



QUALITY MANAGEMENT SYSTEM

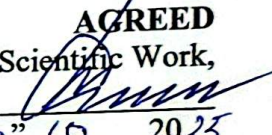
REGULATION ON ACADEMIC MOBILITY

QMS – IA – 1 – 2025

AGREED

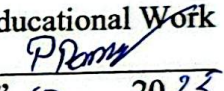
Vice-Rector for Academic and Scientific Work,
PhD, Associate Professor Choguldurov M.D.

“ 30 ” 10 2025



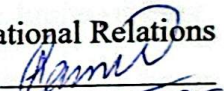
Vice-Rector for Educational Work
Mishra Prashant Ranjan

“ 30 ” 10 2025



Vice-Rector for International Relations
Muhammad Aamir Hayat

“ 30 ” 10 2025



COMPILED BY

QMS Specialist at the Quality of Education
and Labor Discipline Department
Karagulova M.Sh.

“ 30 ” 10 2025



Kant – 2025

1. General provisions

1.1. This Regulation regulates activity on organization and ensuring of academic mobility of students, residents, postgraduate students, teaching staff and employees of the Asian International University named after S. Tentishev (hereinafter – University, AIU).

1.2. This Regulation defines goals, principles, forms, procedure of implementation and distribution of responsibility in implementation of academic mobility.

1.3. Academic mobility is one of the key directions of international educational and scientific activity of the University and an instrument of improving quality of education.

1.4. Academic mobility (internal and external) represents temporary participation of students, residents, postgraduate students, teaching staff and employees of the University in educational, scientific or professional activity of another educational or scientific organization with subsequent return to the University.

1.5. The main goals of academic mobility are:

- development of international and inter-university cooperation;
- improvement of quality of education and educational programs;
- development of scientific potential of students and employees;
- increase of competitiveness of graduates;
- development of professional, intercultural and communicative competencies;
- implementation of advanced educational and scientific experience;
- implementation of mission and strategic goals of the University;

1.6. Academic mobility is implemented in the following forms:

- study under exchange programs;
- study under joint educational programs;
- internships, including scientific and language;
- participation in conferences, seminars, trainings and projects;
- passing of educational, industrial and research practice;
- teaching and scientific activity in the receiving organization;

1.7. Academic mobility is carried out on the basis of contracts, agreements, memorandums of cooperation, as well as official invitations of receiving organizations.

1.8. General rules of implementation of academic mobility are mandatory for all participants of the educational process and structural subdivisions of the University within the limits of their competence.

1.9. Academic mobility in the University is implemented, as a rule, in the form of business trip and is formalized by the order of the Rector of the University.

1.10. Implementation of academic mobility of foreign citizens is carried out in accordance with legislation of the Kyrgyz Republic.

2. Goals and objectives of academic mobility

2.1. The goal of academic mobility is implementation of strategic directions of development of the University in the field of education, science and international cooperation, as well as improvement of quality of educational and scientific activity.

2.2. The main objectives of academic mobility are:

- development of international and inter-university cooperation of the University;
- ensuring academic exchange of students, residents, postgraduate students, teaching staff and employees;

- improvement of quality of educational programs through implementation of best educational and scientific practices;
- development of scientific-research activity and scientific potential of participants of the educational process;
- expansion of opportunities of formation of individual educational trajectories of students within the framework of educational programs;
- ensuring mutual recognition of learning outcomes obtained in other educational organizations;
- development of professional, intercultural and communicative competencies of participants of academic mobility;
- increase of competitiveness of graduates of the University in national and international labor market;

3. Organizational support of academic mobility

3.1. Coordination, organization and monitoring of academic mobility in the University is carried out by the International Relations Department (hereinafter – IRD) on the basis of contracts, agreements, memorandums of cooperation and official invitations of receiving organizations. The partner university and educational programs implemented by it must be accredited and recognized in the established procedure in its country.

3.2. IRD carries out search and selection of partner universities, organizes conclusion of cooperation agreements, ensures receipt of official invitations, and also forms jointly with the Educational and Methodological Department (EMD), dean's offices and departments the list of disciplines and conditions of study within the framework of academic mobility.

3.3. Terms of implementation of academic mobility are determined by conditions of agreements and coordinated programs and are approved by the order of the Rector of the University. Extension of terms is allowed on the basis of a motivated submission of the corresponding structural subdivision and decision of the Rector.

3.4. Financing of academic mobility may be carried out at the expense of:

- funds of the University;
- funds of grants and international programs;
- funds of the receiving party;
- personal funds of participants;

3.5. IRD carries out direct organization of academic mobility with involvement of EMD, dean's offices and departments within the limits of their competence.

3.6. IRD ensures coordination of interaction of structural subdivisions of the University when planning, coordinating and implementing programs of academic mobility.

3.7. The basis for participation in academic mobility is official invitation of the receiving educational or scientific organization or presence of a valid cooperation agreement.

3.8. Academic or scientific program of mobility is formed at the stage of coordination with the receiving party by the International Relations Department jointly with EMD, dean's offices and departments. The participant of academic mobility does not develop an individual curriculum independently.

3.9. The participant of academic mobility submits an application addressed to the Rector of the University indicating the goal, terms, place of mobility and sources of financing. Supporting documents are attached to the application.

3.10. In case of financing at the expense of funds of the University the application is subject to approval with administrative and financial management.

3.11. Upon completion of academic mobility the participant is obliged to submit a report on implementation of the program and supporting documents to IRD, EMD and the corresponding structural subdivision.

4. Academic mobility of residents, postgraduate students, teaching staff and employees

4.1. Academic mobility of residents, postgraduate students, teaching staff and employees is carried out for the purpose of improving professional qualification, development of scientific potential and expansion of international cooperation of the University.

4.2. Forms of academic mobility are:

- participation in educational and scientific programs;
- internships, including scientific and language;
- participation in conferences, seminars, trainings and master classes;
- participation in joint scientific and educational projects;
- implementation of educational and scientific activity in the receiving organization;

4.3. Conditions, content and program of academic mobility are determined by the International Relations Department jointly with the Educational and Methodological Department, departments and other structural subdivisions of the University at the stage of coordination with the receiving party.

4.4. The basis for direction to academic mobility is an official invitation of the receiving organization or implementation of a valid cooperation agreement.

4.5. Direction to academic mobility is carried out on the basis of the order of the Rector of the University.

4.6. Participants of academic mobility are obliged:

- to fulfill the agreed program;
- to comply with requirements of the receiving organization;
- to comply with norms of academic ethics and business behaviour;
- to submit a report and supporting documents upon completion of academic mobility;

5. Academic mobility of students

5.1. Academic mobility of students is organized by the International Relations Department (IRD) within the framework of concluded agreements with partner universities and is carried out in accordance with educational programs without increasing the normative period of study.

5.2. The University has the right to establish limitations on total duration of academic mobility of students during the period of mastering the educational program.

5.3. Selection of students for participation in academic mobility is carried out on a competitive basis with ensuring transparency, equality of opportunities and objectivity of evaluation of candidates.

5.4. Information about competitive selection is placed on the official website of the University and is communicated to students.

5.5. Criteria of selection are:

- academic performance;
- absence of academic due;
- absence of disciplinary penalties;
- compliance with norms of academic discipline;

- scientific-research activity;
 - level of proficiency in the language of instruction of the receiving party;
 - compliance with requirements of the academic mobility program;
- 5.6. For conducting competitive selection a commission is formed with participation of representatives of IRD, EMD, dean's offices and departments.
- 5.7. On the basis of the decision of the commission the dean's office formalizes a report. The student personnel department forms a draft order, which after approval is approved by the Rector of the University.
- 5.8. The list of disciplines subject to study, as well as conditions of their mastering are determined at the stage of coordination with the partner university by the International Relations Department jointly with the Educational and Methodological Department, dean's offices and departments.
- 5.9. The agreed list of disciplines and conditions of study is the basis for preliminary academic recognition of learning outcomes.
- 5.10. Preliminary coordination guarantees recognition of learning outcomes provided full and successful mastering of the program in the receiving organization.
- 5.11. Upon completion of academic mobility the student submits to the Educational and Methodological Department and the dean's office a document confirming learning outcomes (transcript), indicating mastered disciplines, credits and received grades.
- 5.12. Credit transfer of disciplines is carried out without additional attestation provided compliance with previously agreed requirements.
- 5.13. The University has the right to request confirming information about learning outcomes in the receiving educational organization.
- 5.14. Control of correctness of credit transfer of disciplines and compliance of learning outcomes with established requirements is carried out by the Educational and Methodological Department.
- 5.15. Based on results of participation in academic mobility the student submits a report on implementation of the academic mobility program.

6. Control and responsibility

- 6.1. General control over organization and implementation of academic mobility in the University is carried out by the Vice-Rector for International Relations.
- 6.2. The International Relations Department bears responsibility for:
- organization and coordination of academic mobility programs
 - development and support of cooperation with partner universities
 - ensuring documentary support of academic mobility
 - monitoring of implementation of academic mobility programs
- 6.3. The Educational and Methodological Department bears responsibility for:
- academic support of academic mobility programs
 - coordination of the list of disciplines and conditions of study
 - organization and control of the procedure of recognition of learning outcomes
- 6.4. Dean's offices bear responsibility for:
- support of students during the period of preparation and implementation of academic mobility
 - control of academic performance of students
 - formalization of necessary documents within the limits of their competence

6.5. The student personnel department bears responsibility for:

- formalization of draft orders on direction to academic mobility
- maintaining records of participants of academic mobility
- storage and processing of personnel and accounting documentation of students

6.6. The personnel department bears responsibility for:

- formalization of personnel documents of employees and teaching staff directed to academic mobility
- maintaining personnel records and support of business trips of employees

6.7. Participants of academic mobility bear personal responsibility for:

- fulfillment of the agreed program
- compliance with requirements of the receiving organization
- compliance with norms of academic ethics and internal regulations
- timely submission of reporting documentation

6. Procedure for storage and introduction of amendments into the Regulation

6.1. Revision of the Regulation is carried out as necessary, but not less than once every three years. The Regulation may be revised for the purpose of introduction of amendments of operational nature:

- in case of changes in regulatory and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- in case of changes in the Charter of AIU, Mission, Policy and development strategy;
- revision of requirements of educational programs;
- in case of changes in organizational structure;
- in case of changes in staffing table;
- in case of redistribution of functions between divisions and officials;
- within the framework of recommendations based on the results of international institutional or program accreditation.

6.2. Introduction of amendments into approved regulations is carried out by their developer through development of a new document and its agreement and approval in the established procedure.

6.3. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

6.4. The original of the Regulation is stored in the QMS department at EQLDD.

6.5. Copies of the new Regulation are reproduced by the EQLD department. Distribution among relevant structural subdivisions is assigned to the personnel department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old Regulation on the AIU website with the new Regulation is also borne by the head of the department and the employee responsible for updating information on the website.