

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 S. Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Medical Sciences, Professor
Selpiev T.T.



**QUALITY MANAGEMENT SYSTEM
REGULATION ON THE PROCEDURE FOR CONDUCTING
OBJECTIVE STRUCTURED CLINICAL EXAMINATION
(OSCE)**

QMS – AP – 5 – 2025

AGREED

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“30” 10 2025

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1. General Provisions

1.1. This Regulation establishes the procedure for preparation, organization, conducting, assessment and documentation of the Objective Structured Clinical Examination (OSCE), including planning, conducting the examination and analysis of its results at the Asian International University named after S. Tentishev (hereinafter – the University).

1.2. This Regulation is a procedural document of the quality management system, regulates the process “Assessment of Learning Outcomes and Attestation of Students” within the framework of the University QMS, is its integral part and is applied during conducting all OSCE cycles (sessions).

1.3. Conducting OSCE is carried out on the basis of the principles of objectivity, standardization, transparency, comparability of assessment conditions and academic integrity.

1.4. The following terms and abbreviations are used in this Regulation:

- OSCE cycle (session) – a specific conduct of the examination on established dates for a specific contingent of students.
- OSCE blueprint – a matrix of distribution of stations according to competencies, topics and level of students’ preparation.
- OSCE Coordinator – a responsible person carrying out general planning, organization, coordination and control of conducting the OSCE cycle.
- Site Coordinator – a responsible person for preparation of infrastructure, premises and logistics of conducting OSCE.
- Flow Supervisor – a responsible person for accompanying students along the station route, compliance with timing, discipline and examination procedure.
- Simulated Patient (SP) – a person trained to reproduce a clinical scenario for the purpose of assessing students’ practical skills.
- OSCE Station – a structured element of the examination representing a standardized practical task aimed at assessment of specific clinical skills, abilities and competencies of the student in conditions close to professional activity.
- Calibration of Examiners – a process of harmonizing approaches to assessment aimed at ensuring uniform interpretation of checklist criteria, comparability of results and objectivity of assessment, including review of station materials and trial assessment.
- Checklist – a structured assessment tool containing a list of criteria and indicators for performance of the task at the OSCE station, including a scoring system and fail criteria.
- Route Sheet – a document issued to the student before the beginning of OSCE containing the sequence of passing stations, identification data and necessary marks for ensuring accounting, movement control and recording of results during the examination.

2. Normative References and Documents

2.1. This Regulation was developed and is applied in accordance with the following normative legal acts and documents:

- legislation of the Kyrgyz Republic in the field of education
- legislation of the Kyrgyz Republic in the field of healthcare
- state educational standards of higher professional education of the Kyrgyz Republic
- National Qualifications Framework of the Kyrgyz Republic
- international standards of medical education (WFME)
- Charter of AIU named after S. Tentishev;
- Regulation on SFA;
- other normative legal acts, regulations and provisions regulating the educational process and assessment of students’ knowledge.

2.2. This Regulation is an internal normative document of the University and establishes the procedure for organization and conducting of the Objective Structured Clinical Examination

(OSCE), including planning, preparation, conducting, assessment and analysis of results, and is applied within the framework of the University quality management system.

2.3. In the event of amendments to normative legal acts of the Kyrgyz Republic or local normative acts of the University, this Regulation is subject to updating in the established manner.

2.4. Interested parties in the OSCE process are students, professor-teaching staff, employers (representatives of medical organizations), state bodies and accreditation agencies, whose requirements are taken into account during organization and conducting of the examination.

3. OSCE Participants and Distribution of Responsibilities

3.1. Organization of the OSCE cycle is carried out on the basis of the rector's order (or authorized person) and the approved schedule of conducting.

3.2. Key roles and responsibilities:

The University OSCE Coordinator carries out general management of preparation and conducting of the OSCE cycle and bears responsibility for its organization, coordination and results. His/her functions include planning of the OSCE cycle, including determination of deadlines, resources and examination structure, approval of the list of stations and examination materials, organization and control of calibration of examiners, coordination of work of all participants in the process, ensuring compliance with the established procedure for conducting OSCE, as well as control of correctness and completeness of assessment. Upon completion of the cycle, the coordinator forms the final report, ensures transfer of results for subsequent analysis and participates in development of measures for improvement of the OSCE procedure.

Examiner – person responsible for the station: preparation of the station (passport, checklist, instructions), participation in calibration, ensuring readiness of the station and assessment of students strictly according to the approved checklist.

Coordinator of Simulated Patients (SP): selection, training and distribution of SPs, ensuring standardization of scenario performance and compliance with ethics/confidentiality.

Coordinator of the site/simulation center: preparation of premises, equipment, consumable materials, timers/signals, marking and routing.

OSCE Secretary (data operator): registration of participants, preparation of route sheets, collection and primary verification of checklists, input/export of data, archiving of documents.

Flow Supervisors: accompanying students, compliance with timing, prevention of violations of academic integrity, recording of emergency situations.

Appeal Commission: consideration of appeals in the manner established by local acts of the University.

3.3. All OSCE participants are obliged to comply with requirements of confidentiality, prevention of conflict of interest and academic integrity, as well as established procedures for conducting the examination and principles of objectivity of assessment, and bear personal responsibility for their compliance.

4. Planning of the OSCE Cycle (Session)

4.1. Planning of the OSCE cycle includes determination of the contingent of students and examination dates, formation of the examination structure (blueprint), selection of stations, calculation of necessary resources (premises, equipment, simulated patients, personnel), risk assessment and development of the organizational plan for conducting the examination. Responsibility for planning of the content and organizational model of the cycle is borne by the OSCE Coordinator.

4.2. The draft order on conducting OSCE is formed by the OSCE Coordinator regarding the content of the examination, including the list of stations and parameters of conducting, and is transferred to the dean's office for formalization and approval in the established manner. The schedule for conducting OSCE is developed by the Educational-Methodological Department on the basis of data provided by the OSCE Coordinator. The OSCE Coordinator ensures completeness and relevance of the submitted data.

4.3. The list of stations is formed on the basis of the competency model of the educational program and must ensure representative assessment of key professional competencies of students. The list of stations is subject to preliminary verification by the OSCE Coordinator for compliance with established requirements and principles of standardization, as well as approval in the established manner by the authorized body (State Attestation Commission or other commission).

4.4. Students are informed about the dates, time, place of conducting and OSCE rules no later than 10 calendar days before the examination. Informing students is carried out by the dean's office on the basis of the approved schedule and data provided by the OSCE Coordinator.

4.5. Planning of the OSCE cycle is subject to documentation and includes identification and assessment of risks capable of influencing objectivity and reliability of assessment, with subsequent determination and consideration of measures for their minimization during preparation and conducting of the examination.

5. Preparation and Readiness Control of Station Materials

5.1. Materials of each station (station passport, scenario, checklist indicating weight coefficients and fail criteria, instructions for the examiner and simulated patient) are prepared by the examiner responsible for the station. Prepared materials are subject to mandatory verification and approval by the OSCE Coordinator before inclusion of the station into the examination cycle. The examiner bears responsibility for completeness, correctness and relevance of station materials, the OSCE Coordinator – for their compliance with established requirements, unified principles of assessment and ensuring comparability of results.

5.2. Use of unapproved station materials, including checklists, scenarios and fail criteria, is not allowed. Violation of this requirement is regarded as nonconformity with the established procedure and is subject to recording in the established manner.

5.3. Station materials belong to official information of restricted access and are subject to protection from unauthorized use, copying and distribution. Access to materials is provided only to persons included in the order on conducting the OSCE cycle. Responsibility for compliance with the confidentiality regime is borne by all admitted persons.

5.4. Before the beginning of the OSCE cycle, mandatory verification of station readiness is conducted using the readiness checklist. Verification includes assessment of the availability of approved materials, readiness of equipment and compliance of conducting conditions with established requirements. Verification results are subject to mandatory recording, and identified nonconformities are eliminated before the beginning of the examination.

5.5. Forms of documents used during conducting OSCE (checklists, route sheets, protocols, acts, reports) are approved as part of working documentation and are an integral part of the examination procedure.

6. Calibration of Examiners and Preparation of SPs

6.1. Admission of examiners to assessment is carried out only in the presence of current calibration conducted before the beginning of the corresponding OSCE cycle. Calibration is a mandatory condition for participation of the examiner and is aimed at ensuring uniform interpretation of assessment criteria, objectivity and comparability of results. The fact of passing calibration is confirmed by the protocol and is the basis for admission of the examiner to work in a specific cycle. Control of the presence of calibration is carried out by the OSCE Coordinator. Examiners who have not passed calibration are not admitted to assessment.

6.2. Calibration of examiners is conducted by the OSCE Coordinator with mandatory participation of examiners involved in conducting stations. In order to ensure practice orientation and compliance of assessment with professional requirements, participation of employers' representatives (medical organizations) in calibration is mandatory and is ensured during planning of the OSCE cycle. If necessary, other experts may also be involved.

- 6.3. During calibration, review of station materials is carried out, including the station passport and checklist, harmonization of approaches to interpretation of assessment criteria, rules for awarding and deducting points, application of critical errors, as well as trial assessment.
- 6.4. The criterion for successful calibration is achievement of consistency of assessment decisions of examiners on standard tasks and absence of significant discrepancies in assessment.
- 6.5. Conducting calibration is recorded in the protocol (register) of the established form indicating the date, composition of participants and admission results. Responsibility for preparation and maintenance of the protocol is borne by the OSCE Coordinator or authorized person.
- 6.6. Preparation of simulated patients includes briefing on the scenario, practicing behavior and replicas, compliance with ethics, confidentiality and safety requirements, as well as rules of interaction with students.
- 6.7. Control of readiness of simulated patients for participation in the examination is carried out by the responsible person before the beginning of the OSCE cycle. Only trained simulated patients are admitted to participation.
- 6.8. Results of calibration of examiners and preparation of simulated patients are subject to accounting and analysis for the purpose of improving assessment quality, ensuring uniformity of conducting OSCE and improving the examination procedure.
- 6.9. Examiners possessing appropriate qualifications, professional experience and who have passed mandatory training and calibration in the established manner are admitted to assessment.

7. Preparation of the Site, Equipment and Logistics

- 7.1. The Site Coordinator ensures preparation of premises and infrastructure for conducting OSCE, including organization and marking of stations, development and compliance with routes of student movement, equipment of waiting and rest zones, functioning of timers and signals for beginning and end of stages, availability of communication means, first aid kits and evacuation plans. The Site Coordinator bears responsibility for readiness of infrastructure for conducting the examination.
- 7.2. Equipment and consumable materials are prepared in accordance with the requirements of station passports. Before the beginning of the OSCE cycle, mandatory verification of operability of equipment and completeness of materials is conducted with recording of verification results in the established form. Responsibility for preparation and verification is borne by examiners and the Site Coordinator within the limits of their functions.
- 7.3. In order to prevent unauthorized distribution of examination materials, measures are ensured for restriction of access and control of participants' behavior, including prohibition of photo and video recording, access control to the examination area, organization of separate entrances and exits (if possible), as well as separation of student flows. Control of compliance with the specified measures is carried out by responsible site persons.
- 7.4. In the event of use of audio or video recording during conducting OSCE, preliminary notification of participants, compliance with confidentiality requirements and personal data protection, as well as restriction of access to recordings are ensured. Use of recordings is allowed exclusively for official purposes, within the framework of anti-corruption measures, including consideration of appeals and analysis of results.

8. Registration, Admission and Briefing of Students

- 8.1. Students who have fulfilled the established requirements of the educational program, including absence of academic due in disciplines предусмотренных for admission, and completion of all предусмотренных assessment activities are admitted to passing OSCE. Responsibility for formation of the list of admitted students is borne by the dean's office.
- 8.2. On the day of conducting the examination, the student is obliged to present an identity document. Registration is carried out by the OSCE Secretary with mandatory identification of

the student's identity and issuance of a route sheet or other identifier. The OSCE Secretary bears responsibility for correctness of registration and accounting of students.

8.3. Before the beginning of OSCE, mandatory briefing of students is conducted, including clarification of the procedure for passing stations, time regulations, requirements of academic integrity, prohibition on use of communication devices, rules of behavior in emergency situations and safety requirements. The fact of conducting briefing and familiarization of students with the requirements of academic honesty and rules for conducting OSCE is subject to mandatory recording in the established form.

8.4. Personal belongings of students, including mobile phones, smart watches and other electronic devices, are subject to submission to a specially organized storage place or must be left outside the examination area. Control of compliance with this requirement is carried out by responsible site persons.

8.5. A student's lateness of more than 10 minutes is regarded as absence. In exceptional cases, in the presence of documentarily confirmed valid reasons, inclusion of the student into the flow by decision of the OSCE Coordinator agreed with the dean's office is allowed, provided that objectivity and equal assessment conditions are maintained. The adopted decision is subject to mandatory documentation.

9. Conducting OSCE

9.1. OSCE is conducted by flows in accordance with the approved schedule. The procedure for passing stations and routes of student movement are determined before the beginning of the examination on the basis of the approved organizational plan and are mandatory for execution by all participants. The specified routes are subject to communication to responsible persons and recording in the established documentation.

9.2. Each station has an established structure including time for familiarization with the task, performance of the task and transition to the next station. Signals of the beginning and end of stages are given centrally and uniformly for all stations for the purpose of ensuring comparability of assessment conditions.

9.3. The student performs the task at the station independently. The examiner has no right to influence performance of the task, including consulting, prompting, demonstration of actions or other interference in the process of performance.

9.4. Movement of students between stations is carried out strictly according to the established route and only upon the command of the Flow Supervisor. The Supervisor bears responsibility for compliance with routing, timing and discipline of students. Contacts between different flows must be minimized.

9.5. Violations of academic integrity, including use of communication devices, receipt or transfer of information, as well as attempts to copy station materials, are subject to mandatory recording in the established form. In the event of detection of violations, an act of the established form is drawn up, and the materials are transferred for consideration to the authorized bodies of the University. Recorded violations entail application of disciplinary measures in accordance with local normative acts of the University, up to annulment of examination results.

9.6. In order to ensure safety, students are obliged to comply with infection control requirements, safety regulations and rules for proper use of equipment and simulation tools. Control of compliance with the specified requirements is carried out by examiners and responsible site persons.

10. Assessment and Recording of Results

10.1. Assessment at each station is carried out by the examiner strictly in accordance with the approved checklist. Only observable actions of the student and results of their performance are subject to assessment, without consideration of subjective factors.

10.2. In the presence of a critical error предусмотренной by the station checklist, the station is recognized as failed regardless of the total number of obtained points. The list of critical errors must be predetermined and communicated to examiners.

10.3. The examiner is obliged to complete the checklist legibly and in full, recording results for each assessment criterion. Introduction of corrections is allowed only by crossing out the incorrect entry with subsequent certification by the examiner's signature indicating the date and time of introduction of the correction.

10.4. Upon completion of station work, completed checklists are transferred to the OSCE Secretary in a manner ensuring preservation of documents and excluding their substitution or loss. Responsibility for transfer is borne by the examiner, for acceptance and accounting – by the OSCE Secretary.

10.5. When using electronic checklists, data protection, backup copying, differentiation of access rights and possibility of subsequent audit of all introduced changes are ensured. Responsibility for correctness and preservation of data is assigned to authorized persons.

10.6. Rules for calculation of the final result of the cycle, including determination of the passing score, application of standard-setting methods and pass criteria, are approved before the beginning of the OSCE cycle and communicated to examiners. The applied methodology is recorded documentarily and is subject to inclusion in the final report.

10.7. In order to ensure objectivity of assessment, selective verification of checklists and comparative analysis of examiners' grades may be conducted.

11. Emergency Situations and Risk Management

11.1. Emergency situations include: equipment/timer failures, absence or inconsistency of consumable materials, violation of the SP scenario, deterioration of the participant's condition, fire alarm/evacuation, discipline violations and other circumstances influencing objectivity of assessment.

11.2. Any emergency situation is recorded by an official act indicating the time, station, participants, description and primary measures. The act is signed by the station examiner and the Flow Supervisor (if present).

11.3. In the event of an emergency situation during conducting OSCE, operational decisions are made by the OSCE Coordinator within the limits of his/her competence taking into account ensuring safety of participants and preservation of comparability of assessment conditions. Such decisions include continuation of conducting the station, temporary suspension or termination of the station, replacement of equipment, simulated patient or examiner, as well as redistribution or transfer of part of the flow.

In cases related to violation of the established procedure or academic integrity, employees of the Education Quality and Labor Discipline Department may be involved in consideration of the situation.

All adopted decisions are subject to mandatory documentation indicating the circumstances, measures taken and responsible persons.

11.4. In the event of a threat to life/health, safety is the priority. Provision of first aid and calling medical services are carried out immediately.

11.5. In the event that an emergency situation could influence objectivity of assessment of the student's results, its mandatory documentation, analysis of causes and adoption of corrective measures are ensured. Initiation of consideration and organization of the process is assigned to the OSCE Coordinator.

Corrective measures include repeated passing of the corresponding station, assignment of a retake, as well as other actions aimed at restoration of objectivity and fairness of assessment. Decisions influencing students' results are made with mandatory agreement of the dean's office and participation of the State Attestation Commission.

In cases related to violation of the established procedure or other nonconformities, employees of the Education Quality and Labor Discipline Department may be involved in consideration.

The adopted decisions are subject to mandatory documentation indicating the grounds, measures taken and responsible persons and are taken into account during formation of the final report on the OSCE cycle.

11.6. Identified violations of the established procedure for conducting OSCE are regarded as nonconformities and are subject to registration, cause analysis and development of corrective actions.

12. Completion of the Cycle and Processing of Results

12.1. Upon completion of the last flow, the OSCE Secretary carries out verification of completeness of checklists according to lists of students and stations, identifies missing or damaged documents and records these cases in the established form. The OSCE Coordinator, dean's office and employees of the Education Quality and Labor Discipline Department are immediately informed about identified nonconformities.

12.2. Input and verification of data are carried out using the principle of double-control verification, including double data entry or selective verification of not less than 10 percent of checklists. Responsibility for correctness of data input is borne by the OSCE Secretary, control of completeness and reliability is carried out by the OSCE Coordinator. If necessary, employees of the Education Quality and Labor Discipline Department may be involved in verification.

12.3. The final protocol of the cycle is formed by the OSCE Coordinator and includes the list of students, results for each station, final results, information on the presence of critical errors, as well as information on recorded emergency situations and adopted decisions. The final protocol is subject to approval by the State Attestation Commission. After approval, the protocol is transferred to the dean's office for accounting, formalization and storage in accordance with the University records nomenclature.

12.4. Based on the results of conducting OSCE, the coordinator forms an analytical report including analysis of students' results, assessment of reliability and objectivity of assessment, identification of difficult and problematic stations, analysis of the frequency of critical errors, comparative analysis of results of different student flows, as well as information on emergency situations, identified nonconformities and adopted measures, and recommendations for improvement of station content and examination procedure. The analytical report is used for improving the quality of students' clinical training and improvement of the educational process, is subject to transfer to the educational-methodological subdivision and the education quality department for use in the quality management system and storage in the established manner.

12.5. The OSCE Coordinator ensures presentation of the results of conducting the OSCE cycle at the meeting of the Educational-Methodological Council of the University. The report includes the main assessment results, analysis of objectivity and reliability, information on identified nonconformities and emergency situations, as well as proposals for improvement of the educational process and station content. Decisions adopted by the Educational-Methodological Council are subject to consideration during planning of subsequent OSCE cycles and updating of educational programs.

13. Indicators of Effectiveness of Conducting OSCE

13.1. Assessment of the effectiveness of conducting OSCE is carried out on the basis of the following indicators:

- level of successful passing of the examination
- share of appeals
- share of satisfied appeals
- number of emergency situations
- frequency of critical errors
- consistency of examiners' assessment

13.2. Results of the analysis of indicators are used for improvement of the procedure for conducting OSCE and enhancement of the quality of students' training.

14. Familiarization with Results and Appeals

14.1. Familiarization of students with OSCE results is carried out by announcement of results: when conducting the examination in oral form – on the day of conducting the examination, when conducting in written or combined form – no later than the next working day after its conduct. Responsibility for communication of results to students is borne by the dean's office.

14.2. Based on OSCE results, the student has the right to submit an appeal in the event of disagreement with the results or in the presence, in his/her opinion, of violations of the examination procedure.

14.3. The appeal is submitted by the student in written form. In the event of disagreement with OSCE results, the appeal is submitted no later than the next working day after announcement of results. In the event of violation of the examination procedure, the appeal is submitted on the day of conducting the examination, before completion of the examination and without leaving the examination venue.

14.4. Appeals are considered by the Appeal Commission, the composition of which is approved by the University order. The Appeal Commission includes persons from among the professor-teaching staff who are not members of the State Attestation Commission.

14.5. For consideration of the appeal, the Secretary of the State Attestation Commission transfers to the Appeal Commission the protocols, checklists, conclusion of the Chairman of the State Attestation Commission on compliance with the examination procedure, as well as other documented materials.

14.6. The appeal is considered no later than 2 working days from the date of its submission. Based on the results of consideration, the Appeal Commission adopts one of the following decisions:

- rejection of the appeal and preservation of the examination result
- satisfaction of the appeal

14.7. In the event of satisfaction of the appeal, the OSCE result is subject to annulment, after which the student is provided with the opportunity to repeatedly pass the corresponding examination within the сроки determined by the University.

14.8. The decision of the Appeal Commission is formalized by the protocol, communicated to the student within 3 working days and is final and not subject to revision.

15. Retake, Repeated Passing and Annulment of Results

15.1. Retake (repeated passing) of OSCE is assigned in cases of unsatisfactory result, established procedural violations, as well as in the presence of objective circumstances (illness, force majeure) confirmed documentarily. The decision on retake is made taking into account the necessity of ensuring objectivity of assessment.

15.2. The format of retake is determined by the OSCE Coordinator and approved in the established manner. Depending on the nature of identified violations or results, repeated passing of individual stations or the full examination cycle is allowed. The adopted decision is subject to mandatory documentation indicating the grounds.

15.3. Annulment of results is allowed in the event of an established fact of violation of academic integrity or an attempt at unauthorized obtaining or distribution of station materials. The decision on annulment is formalized by an order or protocol of the Ethics Commission and must contain justification of the adopted decision.

16. Storage of Documents, Confidentiality and Access

16.1. Documents of the OSCE cycle (order, lists, route sheets, checklists, protocols, acts, appeal materials) are subject to archiving and storage in the established manner.

16.2. Storage periods are determined by the records nomenclature and local acts of the University (recommended – not less than 1 year for checklists and not less than 3 years for final protocols and reports).

16.3. Access to OSCE materials is provided according to the principle of “need to know” and only to authorized persons. Transfer of materials to third parties is allowed exclusively on legal grounds and by decision of the University administration.

16.4. Station materials (passports, scenarios, checklists, fail criteria) are stored separately from results and protected from unauthorized copying.

17. Control of Compliance with the Procedure and Final Provisions

17.1. Participants of the OSCE process bear responsibility for compliance with the requirements of this Regulation within the limits of their authority. The OSCE Coordinator bears responsibility for organization and coordination of conducting the examination, the dean’s office – for ensuring interaction with students and maintenance of documentation, the Educational-Methodological Council – for methodological support, the State Attestation Commission – for objectivity of assessment of results, the Education Quality and Labor Discipline Department – for control of compliance with procedures and requirements of the quality management system.

17.2. Amendments and additions to this Regulation are introduced in the established manner on the basis of results of analysis of conducting OSCE, identified nonconformities, proposals for improvement, as well as amendments to normative legal acts. Revision of the Regulation is carried out as necessary, but not less than once every three years.

17.3. The Regulation may be revised for the purpose of introducing operational amendments:

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

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

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

17.6. The original of the Regulation is stored in the EQLDD department.

17.7. Copies of the new Regulation are reproduced by the EQLDD department, distribution among corresponding structural subdivisions is assigned to the HR department, the head of the structural subdivision bears responsibility for familiarization of his/her 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 of the department responsible for updating information on the website.