

**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
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QUALITY MANAGEMENT SYSTEM

REGULATION ON ELECTIVE COURSES

QMS – AP – 9 – 2025

AGREED

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“ 30 ” 10 2025

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1. General provisions

1.1. This Regulation on elective courses determines requirements to the procedure of formation, approval and conducting of elective courses by choice of students within the framework of educational programs of AIU named after S. Tentishev (hereinafter AIU).

1.2. The Regulation is developed on the basis and in execution of:

- the main task of credit technology of education, assuming freedom of choice by students of disciplines by choice included in basic educational programs (OEP), and ensuring their active participation in formation of an individual curriculum;
- requirements of the State educational standard of higher professional education and secondary professional education, as well as corresponding recommendations of relevant state bodies and international standards in the sphere of higher education, providing obligatoriness of inclusion of disciplines by choice of students in OEP and obligation of AIU to provide students with real possibility of participation in formation of their program of education, including development of individual educational routes.

1.3. The Regulation is obligatory for application in all subdivisions of AIU participating in the process of planning and ensuring the educational process.

1.4. The Regulation is developed on the basis of the following documents:

- Law on education of the Kyrgyz Republic;
- State educational standard of higher professional education and secondary professional education;
- Charter of AIU named after S. Tentishev;
- Regulation on the working program of AIU;
- Regulation on conducting control of academic performance, intermediate (boundary) and final (semester) attestations of students of AIU;
- Other local normative acts of AIU regulating the educational process.

2. Goals and tasks of elective courses

2.1. The goal of studying elective courses is formation of additional knowledge, skills and competencies of students in separate disciplines, blocks of disciplines or disciplines of specializations for the purpose of realization of the mission of AIU, effective achievement of learning outcomes and formation of professional and general cultural competencies within the framework of educational programs of higher professional education.

2.2. Tasks of studying elective courses:

- to supplement the basic or profile course with material expanding and deepening the content of disciplines;
- to promote formation of professional and key competencies necessary for successful career in the chosen field, ensuring readiness for further studying of profile disciplines and adaptation to modern socio-economic conditions and international standards;
- to respond to needs of the labor market and employers both in the Kyrgyz Republic and abroad, which promotes successful employment of graduates and professional mobility;
- to assist project and research activity of students oriented to their future specialty and interdisciplinary directions;
- to promote satisfaction of cognitive interests of students in various spheres of professional and academic activity, stimulating initiative, critical thinking and personal development.

3. Procedure of formalization and approval of elective courses

3.1. The catalog of elective courses of AIU is formed by the educational-methodical council (EMC) on the basis of proposed lists of elective courses of departments taking into account direction of education (specialty), latest achievements of science and scientific research work of teaching staff, on the basis of lists of elective disciplines which are annually revised at departments depending on rating of popularity of a separate elective course and analysis of wishes of students. The approved catalog of elective courses of AIU is fixed in curricula by the educational-methodical department (EMD).

3.2. Each department annually forms a short list of proposed elective courses. This list must include the following elements:

- Name of discipline – exact name of elective course.
- Goals of course – main educational goal of course.
- Tasks of course – concrete tasks which the course solves in the educational process.
- Learning outcomes (LO) – knowledge, abilities and skills which the student acquires after completion of the course.
- Developer of discipline – surname, name, patronymic of developer.

3.3. To the list of elective disciplines must be attached working programs of elective disciplines proposed by departments.

3.4. The list of disciplines and values of their workload must assume that not less than one discipline from the list will remain not included in the choice of the student.

3.5. Each discipline by choice declared by the department must without fail be provided with an approved working program, methodological support and fund of assessment means.

3.6. The catalog of elective courses formed by the educational-methodical council (EMC) The educational-methodical council (EMC) on the basis of all short lists of departments forms a unified catalog of elective courses. The catalog includes:

- Name of the course – exact name of the discipline.
- Prerequisites – disciplines which the student must master before the beginning of studying the course.
- Postrequisites – disciplines which may be studied after the given course or complement it.
- Number of credits / hours – accounting of academic workload according to the plan.
- Brief description of the course – content of the course, main topics, approaches, features.
- Learning outcomes (LO) – full formulation of knowledge, abilities and skills which the student acquires after completion of the course.

3.7. The approved catalog is fixed in curricula by the educational-methodical department (EMD) and serves as an official document for organization of elective courses.

3.7. The catalog of elective courses must contain a set of disciplines with total workload greater than the budget of credits allocated for realization of elective courses in this section of the educational program (excess set).

3.8. Elective courses are included in curricula from the second semester of the first year.

3.9. The workload of mastering elective courses is established on the basis of requirements of the State educational standard of higher professional education and secondary professional education and internal normative documents.

3.10. The volume of one elective course must not exceed 1.5 credits (at the same time, the ratio of classroom hours and independent work of students is 50/50 or 40/60).

3.11. Control of knowledge of students on elective courses is carried out in the form of a pass by means of computer testing. The result of mastering the content of the elective course is a record in the grade book containing the name of the course, number of hours, surname, initials of the teacher, date of the pass and certified by the signature of the teacher.

3.12. Elective courses mastered during the period of study at AIU are entered into the diploma supplement with indication of the number of hours according to the curriculum, direction or theme of the elective course.

3.13. Students who do not have a pass in the elective course in the necessary volume of hours are not admitted to the examination session.

4. Procedure of choice of elective courses by students

4.1. The choice of elective courses by students is carried out in accordance with individual educational needs on a voluntary basis.

4.2. The right of choice is granted to all students regardless of the form of education and the presence of academic debts.

4.3. The number of academic disciplines chosen by students for the next academic year and their total workload are determined in accordance with the curriculum of the educational program.

4.4. The choice of disciplines is carried out after familiarization of students with annotations of programs of elective courses.

4.5. Departments conduct a fair of elective courses, at which students receive full information about the content, goals and requirements of courses, and also have the opportunity to discuss questions with teachers.

4.6. Enrollment in elective courses is carried out by filling in by the student of an application (Appendix 1) of the established form and submitting it to the corresponding dean's office within the established сроки.

4.7. The student is obliged to complete the formalization and submit the application for studying the elective course for the upcoming academic year for approval to the dean's office at the beginning of the first month of the semester.

4.8. If within the established сроки the student does not fill in and does not submit to the dean's office the application with the list of elective courses, then he will study disciplines determined by the dean's office without the right to make changes.

4.9. For each elective course a minimum number of students necessary for opening the discipline is established, based on economic and organizational possibilities (more than 50 % of the contingent of students mastering the educational program in this year).

4.10. In case if for the given elective course the number of students enrolled is less than the established minimum, then the course is not included in the curriculum of training by specialty for this academic year.

4.11. Students enrolled in an elective course which is not opened must study an alternative discipline.

4.12. In the current academic year changes in the catalog of elective courses chosen by students, as a rule, are not introduced.

4.13. Enrollment for studying elective courses of a student reinstated, returned from academic leave, enrolled or transferred from another university, from other specialties is carried out in the dean's office after an interview with the student and the choice by him of the course to which he would like to enroll.

4.14. The curator-advisor organizes the process of filling in by students of applications for the choice of elective courses, provides consultative assistance and checks the correctness of their formalization.

4.15. The applications filled in by students are transferred by the curator to the head of the department at which the corresponding elective course is implemented.

4.16. The head of the department after verification of applications forms a consolidated report with attachment of all applications of students and transfers it to the dean's office within the established срок.

4.17. The dean's office is obliged before the end of the first month of the semester to provide to the educational-methodical department (EMD) the list of students who have chosen one or another elective course.

4.18. On the basis of the list provided by the dean's office, the educational-methodical department submits a report addressed to the vice-rector for educational and scientific work with subsequent compilation of the schedule and a report to the accounting department with subsequent making corrections into the workload of the teacher.

5. Interaction in organization and realization of teaching of elective courses

5.1.1. Organization, coordination and control of teaching of elective courses in AIU are ensured by:

- Vice-Rector for educational and scientific work – general management, control of execution and approval of decisions.
- Educational-methodical council (EMC) – methodological support, consideration and approval of programs, reporting and proposals for improvement of elective courses.
- Educational-methodical department (EMD) – organizational-methodical support, compilation of schedules and catalogs of elective courses, methodological assistance to departments and dean's offices.
- Dean's offices of faculties – coordination of choice of courses by students, maintaining accounting of enrollments, organization of fairs of elective courses jointly with departments and curators.
- Departments – development and realization of working programs of elective courses, conducting classes, analysis of effectiveness and adjustment of content.
- Curators-advisors – consulting students on choice of courses, assistance in formation of individual curricula.
- Department of system and software support of the educational process – technical support in accounting of attendance and academic performance in elective courses.
- Department of quality of education and labor discipline (EQLDD) – monitoring of effectiveness, analysis of feedback and preparation of proposals for improvement.

5.1.2. Interaction between subdivisions is carried out according to the principle: planning → coordination → realization → control → analysis → adjustment.

6. Responsibility in organization and realization of teaching of elective courses

6.1. Direct management of implementation and realization of requirements of this Regulation, as well as control of their execution is carried out by the vice-rector for educational and scientific work of AIU.

Vice-Rector:

- ensures compliance of realization of elective courses with the mission and strategy of AIU;
 - controls observance of norms, requirements and сроки of realization of the Regulation at all faculties and departments;
 - makes decisions on adjustment and improvement of organizational procedures for implementation of elective courses.
- 6.2. Educational-methodical council (EMC) of AIU:
- approves the list of elective courses recommended for realization by departments;
 - considers and approves accounting-reporting documents on elective courses (catalog of elective disciplines, working programs) within its powers;
 - conducts analysis of effectiveness of realization of elective courses and makes recommendations on their improvement.
- 6.3. Educational-methodical department (EMD):
- organizes development of normative documentation and methodological materials;
 - provides methodological support to faculties, departments and curators on questions of organization of studying and teaching of elective courses;
 - controls correctness of inclusion of elective courses in curricula and schedule.
- 6.4. Deans of faculties:
- coordinate the process of choice and enrollment of students in elective courses;
 - ensure timeliness and availability of information for students about the procedure of choice and enrollment;
 - interact with curators and departments for correct formation of lists of students;
 - control current academic performance and intermediate attestation of students in elective courses.
- 6.5. Heads of departments:
- plan and develop the list of elective courses jointly with teaching staff of departments;
 - conduct fairs of elective courses and consultations for students;
 - analyze effectiveness of studying elective courses and make adjustments for the purpose of improvement.
- 6.6. Teaching staff of departments:
- develop and use working programs, educational materials, tests and tasks for control of knowledge;
 - provide students with necessary educational and educational-methodical literature;
 - apply modern educational technologies and interactive teaching methods;
 - control attendance, activity and academic performance of students in elective courses.
- 6.7. Curators-advisors:
- consult students on choice of elective courses taking into account individual educational routes;
 - assist students in filling applications and check correctness of their formalization;
 - inform the dean's office and departments about problems of students or necessity of adjustment of choice;
 - control observance by students of deadlines and rules of enrollment in elective courses.

6.8. Department of system and software support of the educational process:

- controls input of test tasks for conducting testing;
- ensures uninterrupted conducting of pass in the form of computer testing;
- systematizes results of testing in electronic registers for the dean's office and EQLDD.

6.9. Department of quality of education and labor discipline (EQLDD):

- carries out control of quality of conducting classes in elective courses;
- carries out control of transparency and objectivity of conducting final attestation.

7. Methodological support of the working program of an elective discipline

7.1. The working program of an elective discipline is the main normative-methodological document determining the content, goals, tasks, forms and methods of studying the discipline, as well as the system of control of learning outcomes.

7.2. The working program is developed by the department – developer of the course in accordance with:

- State educational standard of higher professional education / secondary professional education of the Kyrgyz Republic;
- Mission, Policy and strategy of development of AIU;
- profile of the educational program;
- needs of the labor market and professional standards;
- requests of students and recommendations of employers.

7.3. The structure and content of the working program of an elective discipline are developed by the developer department and are regulated by the Regulation on the working program of AIU. The working program must include goals and tasks of the discipline, planned learning outcomes, thematic plan with indication of forms of classes and hours, methodological support, as well as forms of control and evaluation of mastering the discipline.

7.4. The department ensures availability of methodological guidelines, presentation materials, tasks for independent and project work, a bank of test tasks and criteria-based rubrics of evaluation for all forms of educational activity.

7.5. The developed and formalized working program is subject to:

- consideration at the meeting of the department;
- agreement with the educational-methodical department (EMD);
- approval by the educational-methodical council (EMC) and the vice-rector for educational and scientific work.

7.6. All approved working programs of elective disciplines are placed in the electronic database of educational-methodical materials of AIU and are available for students and teachers through the internal portal.

7.7. Methodological support of elective disciplines is subject to annual updating taking into account:

- modern trends of science and education;
- digitalization of the educational process;
- proposals of teachers, students and employers;
- analysis of effectiveness of teaching elective courses.

7.8. Control of quality of methodological support is carried out by the educational-methodical department (EMD) and the department of quality of education and labor discipline (EQLDD) jointly with heads of departments, who present an annual report on the state and updating of educational-methodical materials.

8. Forms of control and evaluation of knowledge of students in an elective discipline

8.1. Control of mastering of an elective discipline is carried out during the semester and includes:

- current control – written and oral tasks, tests, participation in seminars, discussions and practical classes;
- final control – oral pass at the end of studying the discipline.

8.2. Control is directed to evaluation of:

- achievement of planned learning outcomes;
- formation of competencies and practical skills;
- effectiveness of teaching and independent work of students.

8.3. Conducting of control is carried out according to the Regulation on conducting control of academic performance, intermediate (boundary) and final (semester) attestations of students of AIU.

8.4. Results of current control are fixed in the journal of academic performance of the teacher and in the electronic journal of academic performance of the eBilim system.

8.5. Results of final control (oral pass) are fixed in the digital platform of accounting of academic performance eBilim and are reflected in the final record sheet of the student. The final result is also entered into the grade book of the student as “Passed” or “Not passed” in accordance with established criteria.

8.6. Procedure of conducting and criteria of evaluation when conducting the oral pass are regulated by the Regulation on conducting current, boundary and final controls.

9. Procedure of storage and introduction of changes into the Regulation

9.1. Revision of the Regulation is carried out as necessary, but not less than once in three years. The Regulation may be revised for the purpose of introduction of changes of operational character:

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

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

9.3. The Regulation enters into force from the moment of its signing by the Rector of AIU.

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

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

9.6. Copies of the new Regulation are replicated by the EQLDD department, distribution among corresponding structural subdivisions is assigned to the human resources 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 borne by the employee of the EQLDD department responsible for updating information on the website jointly with the department of system and software support.

Asian International University named after S. Tentishev

To the Dean of the _____ faculty
AIU named after S. Tentishev

Application for selection of an elective course

I, _____ student of the faculty
_____ of the year _____ semester
_____ of the group _____ request to enroll me in the
following elective course: _____ implemented by the department
_____.

I undertake to attend all classes and to make every effort for its successful mastering.

Date: “ _____ ” _____ 20_____

Signature of the student: _____