

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 ORGANIZATION OF THE ACADEMIC PROCESS

QMS – AP – 1 – 2025

AGREED

Vice-Rector for Academic and Scientific Work,

PhD, Associate Professor Choguldurov M.D.

“30” 10 2025

Head of Educational and Methodological Department

Sulaimanova Zh.B.

“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 defines the procedure for planning, organization and control of the academic process for the main educational programs of higher professional and secondary professional education implemented at the Asian International University named after Satkynbai Tentishev (AIU). The regulation is intended for introducing unified requirements to the organization of the academic process for all forms of education and levels of education and application by all structural subdivisions and employees of the institute ensuring the academic process, as well as by students – in the part concerning them.

1.2. The regulation has been developed on the basis of the following documents:

- Law of the Kyrgyz Republic “On Education”;
- Regulation on the organization of the academic process in educational organizations of higher professional education using academic credits;
- State educational standards of higher professional education (SES HPE);
- Charter of AIU named after S. Tentishev;
- Basic educational programs of higher education of AIU named after S. Tentishev;
- Development strategy of AIU named after S. Tentishev;
- Quality policy of AIU named after S. Tentishev;
- Other local normative acts of AIU regulating the organization of the academic process and its provision.

1.3. Under the academic process is understood the purposeful joint activity of administrative-management staff, academic staff, educational-support, administrative-economic personnel and students for training highly qualified specialists.

1.4. The main principles of organization of the academic process in AIU:

- ensuring optimal ratio of theoretical and practical training;
- creation for students and academic staff of conditions for achieving learning outcomes and formation of competencies in the process of mastering educational programs within established timeframes in accordance with state educational standards;
- introduction into the academic process of the latest achievements of science;
- rational combination of traditional methods of transfer and consolidation of information with the latest achievements in various fields of science.

1.5. The procedure for organization of the academic process in AIU is determined by the Academic Council, current management is carried out by the rectorate headed by the rector. The responsible organizer and head of the academic process is the vice-rector for academic and research work. The structure of management of the educational process includes: the educational-methodological department and dean’s offices of faculties. The main academic structural unit of AIU is the department.

1.6. The main documents regulating the academic process in AIU are:

- main educational programs by areas of training / specialties, including working curricula, schedules of the academic process, educational-methodological complexes of disciplines, working plans and syllabi of subjects, programs of clinical practice and programs of state final attestation;
- schedules of classes, schedules of conducting intermediate (midterm) and final (semester) controls of academic performance, as well as state final attestations and interdisciplinary examinations;

- schedule of work of state attestation commissions;
- local acts, orders and instructions on all types of academic work.

1.7. In AIU the academic process is implemented with the use of credit technology of education (ECTS). Modular-rating technology of education is used as a tool for implementation of credit technology and is aimed at accumulation of academic credits, individualization of academic trajectory of students and transparency of the assessment system.

2. Planning of the academic process

2.1. The main condition for organization of the academic process in AIU is its planning, the purposes of which are:

- ensuring strict logical sequence in accumulation of knowledge and practical skills of students through horizontal-vertical interrelation between disciplines and balance between theoretical and practical training;
- promoting effective use of educational-methodological and material-technical base;
- application of the most progressive teaching methods.

2.2. Planning of the academic process is carried out by the educational-methodological department jointly with departments and faculties, under the guidance of the vice-rector for academic and research work.

Basic elements of planning are:

- schedule of the academic process;
- working curricula for all forms of education and levels of education;
- calculation of the volume of teaching workload of academic staff.

2.2.1. The schedule of the educational process for each year is compiled in the educational-methodological department and approved by the vice-rector for academic and research work. In it are determined the terms of theoretical training, examination sessions, vacations, all types of practice, conducting of state final attestation and etc.

2.2.2. When compiling working curricula the following requirements are taken into account:

- application of modular-rating technology of education and application of credit technology of education in organization of the academic process;
- the maximum volume of student workload cannot be more than 54 academic hours per week, including all types of classroom and extracurricular academic workload for mastering the main educational program;
- the total volume of vacation time in the academic year must be 7–10 weeks, including not less than 2 weeks in winter period;
- the composition of final (semester) attestation of students during the semester includes not more than 12 exams, not including credits in “Physical Training” and elective courses.

2.2.3. Changes in the curriculum are adopted by decision of the Academic Council of AIU before calculation of teaching workload.

2.2.4. Calculation of the total volume of teaching workload of academic staff of AIU for the upcoming academic year is carried out by the educational-methodological department jointly with heads of departments.

2.2.5. For carrying out calculation of the volume of academic work the following data are used:

- expected contingent of students for the new academic year with mandatory indication of distribution by areas of training and specialties, number of batches and student groups;
- working curricula with introduced changes by areas of training and specialties;

- distribution of student contingent by elective courses;
- norms of time for calculation of the volume of academic work and main types of educational-methodological, research and other works performed by academic staff;
- data on distribution of students for clinical practice by departments.

2.2.6. Calculation of the total volume of academic work is carried out separately by areas of training, by specialties and by years.

At the same time, it is necessary to consider the following:

- calculation of lecture hours is carried out per stream. Under the term “batch” is understood a set of academic groups united for lectures, having identical content and volume of classroom hours, with total number of students up to 120 persons, division into batches is allowed only in case of different educational programs or large number of students;
- when calculating hours of practical, seminar and other types of classes the main academic unit is the academic group.

Under the term “group” is understood an academic group with number of:

- in professional sciences – not more than 13 students;
- in humanitarian-social and natural-mathematical sciences – not more than 26 students;
- in college – not more than 25 persons;
- in physical training – 20–50 persons;
- calculated workload is agreed by heads of departments with the vice-rector for academic and research work.

2.3. Registration of students for subjects is carried out on the basis of working curriculum and catalog of elective courses within the terms established by the academic calendar. Students are given the opportunity to choose elective courses, and if there are alternative batches – to choose a teacher.

2.4. The number of staff units by departments is calculated according to the approved volume of teaching workload of the department and normative teaching workload.

2.5. The final volume of workload of academic staff and changes in staffing schedule are approved for each academic year after issuing orders on admission to 1 year, on transfer and expulsion of students, but not later than November 1.

2.6. Responsible for the following these rules are heads of departments, head of the educational-methodological department, vice-rector for academic and research work.

3. Organization of academic classes

3.1. The academic process in AIU is organized with the use of credit technology of education (CTE) and use of credit system ECTS.

3.1.1. The main tasks of organization of the educational process, according to CTE, are:

- unification of the field of knowledge;
- to create conditions for maximum individualization of the teacher and ensuring academic freedom in organization of the academic process;
- strengthening the role and effectiveness of students’ individual work of;
- on the basis of effective and transparent procedure of control and determination of academic achievements of students using point-rating system.

3.1.2. One credit ECTS is accepted equal to 30 academic hours. Each subject of the curriculum is measured by a certain number of credits, which the student must spend for its study. For a semester, the student must gain a minimum of 30 credits. This means that during the semester he

must attend a certain number of classroom classes and complete a certain number of extracurricular tasks, from which the volume of credits for the semester is formed. 60 credits correspond to the minimum workload of a student during one academic year. Credits are assigned to each subject included in the curriculum, except for "Physical Training".

3.1.3. Within the framework of credit technology of education, the academic trajectory of the student may be implemented through an individual study plan. The individual study plan is formed for each academic year or semester on the basis of the working curriculum of the educational program, the catalog of elective courses and the academic calendar.

The individual study plan determines the list of disciplines, their sequence of study, the volume of academic credits and forms of control.

3.1.4. For the purpose of implementation of credit technology of education and support of individual educational trajectory of students, the functions of academic consultants in AIU are performed by curators-advisors of academic groups.

Curators-advisors are appointed from among academic staff or employees of academic subdivisions and carry out consulting of students on issues of forming an individual study plan, choosing disciplines, registration for academic courses, as well as compliance with requirements of the educational program and schedule of the academic process.

The procedure of appointment, rights, duties and responsibility of curators-advisors are regulated by the Regulation on curators-advisors of AIU.

3.2. The academic process for educational programs is organized by periods of study – academic years (years), as well as semesters within them. Each semester ends with an examination session. When organizing the academic process it is necessary to be guided by the following main provisions:

- theoretical training in the academic year составляет 32–36 weeks, academic semester consists of 16–18 weeks;
- the volume of classroom classes of the student must not exceed during the period of theoretical training the number of hours per week regulated by educational standards;
- for all types of classroom classes an academic hour of 40 minutes is established;
- the beginning and end of academic classes is regulated by the schedule grid;
- the permissible volume of discipline and form of reporting for the discipline are determined by the curriculum of AIU.

3.3. The educational process in AIU is organized in the following forms:

- classroom classes: lectures and practical classes;
- extracurricular classes: students' individual work, research work of students, group or individual consultations;
- supervision of clinical practice;
- control of academic achievements of students: current control, intermediate-midterm control (1st midterm – computer testing by module of studied topics and sections of the discipline, 2nd midterm – assessment of student performance based on results of current control), final-semester control (in the form of oral exams or computerized testing) and state final attestation.

3.4. The procedure for conducting control of academic achievements of students is regulated by the Regulation on conducting current control of academic performance, intermediate (midterm) and final (semester) attestation of students in AIU and the Regulation on state final attestation of graduates of AIU.

3.5. Within the framework of credit technology of education in AIU a letter grading system is applied (A, B, C, D, F, E, FX, F) with digital equivalent and calculation of the average grade point (GPA) of the student in accordance with local acts of the university.

4. Procedure for formation of the schedule

4.1. Schedule – a document systematizing all elements of the educational process and regulating the режим of execution of teaching work. The schedule of academic classes must correspond to the volume and content of the curriculum, by terms of study – to the calendar schedule of the educational process; ensure systematicity, logicity and continuity of the educational process during the day; observe uniform distribution of educational work during the academic week; meet the principles of scientific organization of labor of academic staff (uniform workload); ensure rational use of material-technical base.

4.2. The schedule of classes is formed on the basis of the following information:

- calendar schedule of the educational process;
- semester curriculum;
- distribution of workload of academic staff (full-time, part-time) by streams and academic groups;
- classrooms fund.

4.2. The schedule of classes is оформляется in a unified form. In the schedule of academic classes are indicated:

- name of the educational program;
- academic year;
- semester;
- year;
- batch;
- week (even, odd);
- number of academic group;
- full name of the discipline in accordance with the curriculum;
- form of conducting the academic class;
- full name and position of the teacher;
- time and place of conducting the academic class (classroom number).

4.2.1. The beginning of each semester (not more than 2 weeks) may be organized according to a temporary schedule. In this period lecture form of classes prevails, and also classes in physical education and practical classes in disciplines without lecture courses are included in the schedule.

4.3. The schedule of classes is formed one month before the beginning of classes.

4.4. The schedule of classes is communicated to students and teachers not later than 3 days before the beginning of classes.

4.5. Development and introduction of assessment tools (test tasks) for conducting the first midterm control, entering results of the second midterm control into the electronic register of the system “e-Bilim” and admission to exams are ensured by teachers of departments before the beginning of the examination session. The first midterm control is conducted by inspectors of the Education Quality and Labor Discipline Department through computerized testing, the second midterm control is conducted by the teacher after completion of the curriculum in the last weeks of the theoretical course without allocation of special time budget.

- 4.6. The schedule of the examination session is compiled in strict accordance with the curriculum and is approved by the vice-rector for academic and research work.
- 4.7. Dates of examinations are established taking into account allocation of days for preparation of students for the exam, in accordance with the curriculum. The schedule of the session is communicated to students and teachers not later than 2 weeks before the beginning of the session.
- 4.8. Examination is allowed to be conducted only in the classroom established by the schedule. If it is necessary to change the classroom, the teacher is obliged to obtain permission in the educational-methodological department and inform the Education Quality and Labor Discipline Department.
- 4.9. Any violations of the schedule are recorded by employees of the educational-methodological department and the of Education Quality and Labor Discipline Department, information about violations is transmitted to the vice-rector for Education Quality and Labor Discipline for analysis and taking necessary decisions.
- 4.10. Changes may be introduced into the schedules connected with temporary absence of individual teachers or change of classrooms. Changes in the schedule must not violate conditions of conducting classes in another faculty. All changes in the schedule are communicated to teachers by educational-support staff of the department.
- 4.11. When developing schedules, the following requirements of methodological and organizational character must be taken into account:
- compiling of schedule of classes of students is carried out by the method of typical week: numerator/denominator;
 - continuous distribution of classes during the day (absence of gaps);
 - uniform distribution of classes of the same discipline during the week;
 - consideration of technological features of conducting classroom classes in accordance with working programs of disciplines;
 - provision of classes with classrooms fund, including classrooms equipped with technical means (by taking into account requests from departments for use of specialized classrooms);
 - absence of overlaps in teaching time of academic staff;
 - planning of academic classes of academic staff based on six-day working week and nine-hour day;
 - consideration of individual wishes of teachers if they do not lead to violation of the above requirements;
 - organizational-methodological, research, educational work, as well as medical examinations, excursions, off-site events and etc. must be carried out outside the schedule grid.
- 4.12. For timely compilation of schedules of academic classes, examination sessions, schedules of state final attestation, it is necessary to observe deadlines and forms of submission of data by all structural subdivisions of the institute involved in the process of organization of the educational process, established by the educational-methodological department.
- 4.13. Responsibility for ensuring the educational process lies with heads of departments and is controlled by employees of the educational-methodological department and the vice-rector for academic and research work.

4.14. The classroom фонд of AIU is common for all faculties and forms of education. During the academic year withdrawal of premises from the classrooms fund is not allowed.

5. Organization and conducting of clinical practice

5.1. Clinical practice is an integral part of educational programs of higher education implemented by AIU and represents a systematic and purposeful activity of students for mastering practical skills and deeper consolidation of theoretical knowledge at each stage of training.

5.2. The tasks of Clinical practice are:

- obtaining primary professional abilities and skills, preparation of students for conscious and in-depth study of general professional and special disciplines, instilling in them practical professional abilities and skills in the chosen specialty;
- formation in students of competencies, professional knowledge, abilities, skills and experience of activity in making independent decisions at a specific workplace in real production conditions by performing various duties characteristic of future professional, organizational-managerial, research and other types of activity.

5.3. Organization of Clinical practice at all its stages is aimed at:

- fulfillment of state requirements to the minimum content and level of training of graduates in accordance with the obtained specialty and assigned qualification;
- ensuring continuity and sequence of mastering by students of professional activity in accordance with the program of practice.

5.4. Organization of Clinical practice is carried out on the basis of agreements concluded between AIU and healthcare organizations, regardless of forms of ownership, corresponding to the profile of training of specialists in higher educational institutions, which are approved by order of the Ministry of Health of the Kyrgyz Republic as clinical bases.

6. Provision of the academic process

6.1. The main documents determining the content and organization of the academic process in AIU are the State educational standards of higher professional education and the main educational programs by areas of training / specialties, including working curricula, schedules of the academic process, educational-methodological complexes of disciplines, syllabi of disciplines, programs of clinical practice and programs of state final attestation.

6.2. The curriculum of AIU is developed on the basis of requirements of State educational standards, discussed and approved at the Academic Council of AIU. The curriculum includes the schedule of the academic process and the plan of the academic process. The plan of the educational process contains the list of academic disciplines, time, terms and logical sequence of their study, types of academic classes and clinical practice, forms and terms of intermediate and final attestations. If necessary, changes may be introduced into curricula by decision of the Academic Council of AIU, determined by new normative acts of the Ministry of science, higher education and innovations of the Kyrgyz Republic, and for medical areas also of the Ministry of Health of the Kyrgyz Republic.

6.3. The process of development of methodological provision of the academic process in AIU represents a purposeful joint activity of all structural subdivisions of AIU involved in implementation of the academic process.

6.3.1. The educational-methodological department organizes:

- development of the draft of the main academic program;

- templates of documents included in the structure of the educational program;
- methodological assistance to departments in development of documents of the educational program;
- control over the process of development and approval;
- informing interested parties;
- discussions, exchange of opinions of interested parties for collection of comments and proposals;
- distribution, publication on the AIU website;
- activities for optimization, improvement and updating of the content of the educational program.

6.3.2. The Center for development of clinical skills and clinical practice bears responsibility for the content of programs of clinical practice.

6.3.3. The Department of system and software support carries out technical support of implementation of the educational program through the system e-Bilim.

6.3.4. The main responsibility for development of methodological provision of the academic process is assigned to departments of AIU: content of each discipline of the main educational program of AIU, methods of teaching and control of achievement of learning outcomes, assessment tools of midterm-intermediate and final semester types of control of knowledge and etc. The main requirements to development of methodological provision of the educational process are regulated by the following regulations:

- Regulation on development of the main educational program;
- Regulation on the educational-methodological complex;
- Regulation on the working program;
- Regulation on the syllabus;
- Regulation on elective courses;
- Regulation on mutual class observation and observation by administration;
- Regulation on assessment tools;
- Regulation on students' individual work;
- Regulation on conducting midterm and final attestation in the form of computer testing;
- Regulation on conducting current control, midterm (intermediate) and final (semester) attestation;
- Regulation on state final attestation;
- Regulation on course retake for credit;
- Regulation on clinical practice.

6.3.5. For the purpose of evaluation of teaching mastery of the teacher, compliance of the delivered material with the curriculum, level of mastering of educational material by students in AIU, visits of classes by administration are implemented: the head of department or deputy conducts control visits of classes and lectures. The results of control visits are discussed with the lecturer or teacher who conducted the class, and main conclusions are communicated by the head of department to all employees of the department.

7. Control of the academic process (internal)

7.1. The purpose of control of the academic process in AIU is:

- establishment of compliance of organization of the academic process with the requirements of State educational standards of higher and secondary professional education, ISO 19001 2015,

QMS of AIU, normative legal acts and orders of the Ministry of Science, Higher Education and Innovations of the Kyrgyz Republic, as well as of the Ministry of Health of the Kyrgyz Republic for medical areas, normative legal documents, orders and other local acts regulating the activity of AIU;

- ensuring implementation of the Mission of AIU and achievement of learning outcomes of the main educational programs of AIU;
- implementation of curricula and programs of academic disciplines;
- improvement of theoretical and methodological level of conducting classes;
- improvement of organization and conducting of independent work of students;
- improvement of the level of material-technical provision of academic classes and condition of the educational-material base;
- establishment of compliance of methodological instructions and requirements of the academic discipline with the actual conducting of classes;
- systematic increase of quality of training of specialists, level of knowledge, abilities and skills of students.

7.2. Control of the educational process is carried out in the form of:

- complex and thematic inspections of departments, faculties and structural subdivisions involved in organization and implementation of the academic process;
- participation of management staff in meetings of departments, quality councils and meetings of departments;
- consideration and approval by corresponding structures of AIU of educational-methodological documentation and documentation on organization of the academic process;
- control of academic performance and attendance of students;
- inspections of implementation of class schedules, journals of academic performance, lesson plans, individual plans of teachers and etc.;
- visits of classroom classes by administration;
- conducting internal and external control of educational-methodological activity of departments and dean's offices;
- through remote control of the Education Quality and Labor Discipline Department (video and audio recording in classrooms).

7.3. Control is carried out by the rectorate, the Education Quality and Labor Discipline Department, the educational-methodological department, deans, deputy deans, heads of departments. Control of the educational process is conducted planned in accordance with schedules of open classes of departments and unplanned compiled by the Department of Quality Assurance and Labor Discipline.

7.4. Control of academic performance of students is divided into current control, midterm-intermediate and final (semester) attestation and is regulated by the Regulation on conducting current control of academic performance, intermediate (midterm) and final (semester) attestation of students and the Regulation on conducting midterm and final attestation in the form of computer testing.

8. Responsibility for organization of the educational process

8.1. Personal responsibility for organization of the academic process lies on each participant, from the rector and teacher to the student, and is defined by job descriptions of heads of the institute and its subdivisions, rights and duties of academic staff and students of AIU.

8.2. Violation of labor discipline, namely non-fulfillment or improper fulfillment due to the fault of the employee of the labor duties assigned to him, entails imposition of disciplinary sanction.

8.3. Violations of the academic process by teachers are:

- lateness to academic classes;
- violation of class schedule, including unauthorized transfer of classes from the classroom specified in the schedule to another room;
- absence from classes without valid reasons;
- early completion of classes;
- attestation of students without registers and grade books;
- conducting credits and examinations for students not admitted to attestation by the dean's office;
- non-filling of the attendance journal of students;
- delay of more than 1 day after the examination in submitting registers to the dean's office;
- untimely entry of results of midterm-intermediate attestation into the system e-Bilim;
- untimely submission of reports on academic performance and dues for elimination of academic dues: absences and unsatisfactory grades.

8.4. Violations of academic discipline by students are:

- lateness to academic classes;
- absence from classes without valid reasons, non-fulfillment within scope of individual assignments;
- appearance for credits and examinations without grade book and student ID;
- untimely submission of documents on completion of clinical practice, performance of research work;
- use of communication devices and cheat sheets during all types of attestations;
- untimely payment for tuition.

8.5. Rights and duties of students, academic staff as well as other issues in the field of academic relations are regulated by the following regulations and local acts:

- Charter of AIU;
- Labor contract of academic staff;
- Ethical code of employees and academic staff of AIU;
- Study contract;
- Internal regulations and academic discipline rules of students of AIU;
- Regulation on rating of academic staff and academic departments;
- Regulation on ethics commission;
- Regulation on incentives of students;
- Ethical code of students of AIU;
- Regulation on elimination of academic dues;
- Regulation on appeal commission;
- Regulation on procedure of transfer, reinstatement, expulsion and granting academic leave to students;
- Regulation on conducting midterm and final attestation in the form of computer testing;
- regulation on conducting current control of academic performance, midterm (intermediate) and final (semester) attestation of students;

- job descriptions of employees involved in organization, implementation and monitoring of the educational process.

9. Organization of the academic process for students with disabilities

9.1. When organizing the academic process for students with disabilities, the choice of methods and means of teaching, educational technologies and educational-methodological provision for implementation of the educational program is carried out by AIU independently, according to the necessity of achieving by students the planned learning outcomes of the educational program, as well as taking into account individual capabilities of students with disabilities.

9.2. When teaching persons with disabilities in AIU:

- features of psychophysical development, individual capabilities and health condition of students are taken into account;
- classes are organized jointly with other students in academic groups;
- socially-active and reflexive teaching methods, technologies of socio-cultural rehabilitation are used for the purpose of providing assistance in establishing normal interpersonal relations with other students, creating a comfortable psychological climate in the student group;
- specialized technical means of receiving and transmitting educational information in accessible forms for students with various disorders and health limitations are used, release of alternative formats of printed materials (large font), electronic educational resources in forms adapted to health limitations of students is ensured.

9.3. Education of persons with disabilities, if necessary, may be carried out individually, as well as when studying a number of academic disciplines using distance educational technologies and e-learning, ensuring the possibility of communication with the teacher and other students.

9.4. Selection and development of educational materials by teachers is carried out taking into account that students with hearing impairments receive information visually, with visual impairments – auditorily (for example, using speech synthesizer programs or with the help of tifo-information devices). Teachers whose courses require students to perform certain specific actions that represent a problem or an action impossible for students experiencing difficulties with movement or speech are obliged to take into account these features and offer persons with disabilities alternative methods of mastering the studied material.

9.5. Conducting activities of current control of academic performance, intermediate and state attestation of persons with disabilities is regulated by the Regulation on conducting current control, midterm-intermediate and final-semester attestation and the Regulation on state final attestation. In the process of conducting all forms of control of academic performance and assessment of mastering of the content of the educational program by students with disabilities, assessment tools adapted for such students are used, allowing to assess achievement of planned learning outcomes and level of formation of competencies declared in the educational program.

9.6. In AIU, upon request of a student with disabilities, comprehensive support of students with disabilities may be carried out in accordance with recommendations of medical-social expertise service or psychological-medical-pedagogical commission.

A set of measures may include:

- organization and conducting of the academic process, attestations, examinations on the first floors of academic buildings of the institute;
- provision of special equipment or assistant during attestations;

- organization of an individual plan for elimination of academic dues;
- organization of individual consultations during prolonged absence of students;
- correction of interaction between teachers and students with disabilities in the academic process; consulting teachers and employees on psychophysical features of students with disabilities, correction of situations of difficulties;
- if necessary, a student from a volunteer movement or several students may be assigned to assist in mastering educational material.

In exceptional cases, presence in the building of the institute of a person accompanying a student with disabilities is allowed (if such necessity arises, the student must submit a personal application to the dean of the faculty with attachment of a copy of passport or other identity document of the accompanying person).

10. Organization of the academic process using distance educational technologies in extreme conditions

10.1. In AIU it is possible to organize the academic process in a remote format. Transfer to mass distance learning is carried out under conditions of emergency situations, which may arise as a result of a dangerous natural phenomenon, catastrophe, pandemic, natural or other disaster, and may entail human casualties, damage to human health or the environment, significant material losses and disruption of living conditions of people.

10.2. Implementation of the academic process of the university in the mode of distance learning with the use of various learning technologies, including active use of digital technologies, is carried out on the basis of the order of the rector, where terms, regulations and responsible persons for organization of the academic process are determined.

10.3. When transferring to mass distance learning in emergency situations, digital technologies are effectively used at the stages of:

- organization and planning of the academic process;
- methodological support;
- organization of accounting of attendance and assessment of academic achievements;
- conducting academic classes;
- organization of intermediate attestation (examination session);
- conducting appeal;
- monitoring of academic activity (academic performance, attendance).

10.4. Academic classes in online mode provide the process of educational interaction in the form of webinars, video conferences, video lessons and exchange of messages in real time using modern digital technologies (Zoom meeting, Google meet, Google classroom, Kahoot, Moodle and etc.).

10.5. For monitoring organization and conducting of classes, employees of the educational-methodological department, heads of educational programs, deans have the possibility to attend classes of teachers for control of quality of conducting the class. Also, employees of the of Education Quality and Labor Discipline Department on a regular basis attend all online classes for the purpose of checking attendance of students and compliance with requirements to appearance, regulations of conducting classes and etc., both by students and teachers. For this purpose, these employees are added as observers to classes, and they can see classes and participate in them.

10.6. All types of current control may be conducted in the following forms:

- a) computer testing through remote connection to the system e-Bilim of AIU;
- b) online oral examination in real time via video conferences;
- c) combination of forms (a and b).

10.7. When conducting attestation (current or midterm control, examination session) in the form of computer testing, the following list of measures is provided:

- Academic departments: development of a bank of test tasks for academic disciplines, in accordance with the main rules for composing test tasks and placement of test tasks in the system e-Bilim of AIU;
- Educational-methodological department: development of methodological recommendations for composing test tasks and ensuring their effectiveness and validity, development of criteria for assessment of students' knowledge through computer testing, organization of conducting testological expertise of test tasks, timely consideration and approval of tests;
- Dean's office: conducting consultation of students about the procedure of conducting online testing and assessment criteria, informing students about schedules of conducting attestations in the format of online testing and ensuring timely connection of all students;
- Department of system and software support: ensuring each student with identification number, password and login for remote connection to the testing system, ensuring technical support of operation of the testing system and its information security;
- Education Quality and Labor Discipline Department: control of compliance with schedules of conducting attestations through computer testing, ensuring transparency of the assessment process, academic integrity of academic staff and students.

10.8. When conducting attestation (current or midterm control, examination session) in the mode of video conference, the applied technical means and used premises must ensure:

- identification of the personality of the student undergoing control/examination;
- video surveillance in the room involved in conducting the examination: overview of the room, entrance doors; overview of the student undergoing examination with possibility of control of materials used by him and his working area;
- high-quality and continuous video and audio broadcast of the performance of the student and examiner;
- video recording of examination tests;
- possibility for the examiner(s), and for the student undergoing examination tests, to answer them in the process of passing the examination;
- possibility of demonstration by the student of presentation materials during his performance;
- possibility of restoration of connection in case of technical failures of communication channels or equipment.

10.9. In case of technical failures in operation of equipment and (or) communication channel for a period of more than 15 minutes, the examiner has the right to reschedule the examination test in the form of examination to another time within the examination session.

11. Storage of documents on organization and conducting of clinical practice for medical areas

- 11.1. Documents related to organization and conducting of clinical practice are stored:
- in the department of the Center for development of clinical skills and clinical practice;
 - agreements with clinical bases – in the HR department;
 - working programs of clinical practice: originals – in the educational-methodological department of AIU, copies – in the Center for development of clinical skills and clinical practice, in departments, with curators of Clinical practice;
 - registers on attestation – in the dean’s office of faculties;
 - reports of departments on results of clinical practice – in the Center for development of clinical skills and clinical practice, in departments, in the dean’s office of faculties.
- 11.2. Storage period of the listed documents – in accordance with the nomenclature of cases of AIU.
- 11.3. Results of passing Clinical practice are evaluated through conducting intermediate attestation and taking into account requirements of State educational standards of higher professional education for specialties.
- 11.4. Before intermediate attestation on results of Clinical practice are admitted students, who do not have current due in components of the educational program by the curriculum.
- 11.5. Admission to intermediate attestation is carried out upon presentation:
- For students of specialist programs:
- valid medical book;
 - reference certified by signature of the head of Clinical practice and seal of the organization;
 - Diary of Clinical practice of the student, certified by the responsible person for Clinical practice from the medical organization where the student passed Clinical practice, head of the medical organization, as well as responsible for practice from the institute (curator);
 - report on performed manipulations, according to the program of clinical practice.
- 11.6. The purpose of intermediate attestation for clinical practice is:
- assessment of professional knowledge, abilities and competencies obtained by students during passing Clinical practice in the volume of the curriculum;
 - assessment of labor discipline and professional responsibility.
- 11.7. Attestation for clinical practice is carried out in two stages:
- checking of documentation (diaries, characteristics, reports), assessment for work at the clinical base;
 - final assessment during oral examination.
- 11.8. Examination on Clinical practice is accepted by curators of practice, teachers of профильные departments. In case of retakes, the examination is accepted by a commission consisting of curators, head of department, composition of commissions is approved by order of the Rector of AIU.
- 11.9. Assessment for Clinical practice is assigned in accordance with assessment tools of the corresponding educational program.
- 11.10. Assessment for Clinical practice is entered into the student’s grade book, taken into account in results of academic performance.
- 11.11. Unsatisfactory results of attestation or failure to pass attestation for Clinical practice without valid reasons are academic due, which is eliminated in accordance with the established procedure in AIU.
- 11.12. In case of unsatisfactory assessment during attestation for Clinical practice, retake is allowed no more than two times within the срок established in AIU in accordance with the

Regulation on conducting current control and intermediate (midterm) and final (semester) attestation of students of AIU named after S. Tentishev.

11.13. Absences of Clinical practice are academic due and are made up in accordance with the Regulation on elimination of academic dues.

12. Procedure for storage and introducing amendments into the regulation

12.1. 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 внесение changes of operational character:

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

12.2. Introducing changes into approved regulations is carried out by their developer through development of a new document and its agreement and approval in established manner.

12.3. Approval of a new version of the Regulation is the basis for withdrawal of invalid previous documents.

12.4. The original of the Regulation is stored in the Education Quality and Labor Discipline Department.

12.5. Copies of the new regulation are reproduced by the the Education Quality and Labor Discipline Department.

, distribution among corresponding structural subdivisions is assigned to the HR department, the head of the structural subdivision bears responsibility for familiarization of 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.