

**Unofficial translation**  
**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC**  
**MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC**  
**INSTITUTION "SALYMBEKOV UNIVERSITY"**



**REGULATIONS**  
**ON INTERNATIONAL FACULTY OF MEDICINE**

**BISHKEK 2019**



**INSTITUTION**  
**"SALYMBEKOV UNIVERSITY"**  
**International Faculty of Medicine**

**REGULATIONS ON THE FACULTY**  
**Protocol US**

The Regulation on the International Faculty of Medicine (hereinafter referred to as the Regulation) was developed in accordance with the Law "On Education of the Kyrgyz Republic" dated April 30, 2003 No. 92.

This Regulation determines the procedure for the creation, reorganization and liquidation of the medical faculty, its purpose, main tasks, activities, structure, functions, rights, duties and responsibilities.

These Regulations on the International Faculty of Medicine, amendments and additions to it are approved by the Academic Council of the University.

**1. GENERAL PROVISION**

1.1. The faculty of a higher educational institution of the Kyrgyz Republic (hereinafter referred to as the faculty) is an educational and scientific, administrative unit of a higher educational institution of the Kyrgyz Republic and implements professional educational programs of higher, postgraduate and additional professional education in one profile or several related areas and specialties, conducts research activities in the relevant fields of science.

1.2. The dean is in charge of the work of the faculty. The dean of the faculty is elected by the Academic Council of the University in the manner prescribed by the Charter of the University and the regulation on the election of the dean of the faculty. During the period of temporary absence (business trip, vacation, illness, etc.) of the dean of the faculty, his duties are performed by an employee of the university, appointed in the prescribed manner, who acquires the rights and is responsible for the performance or improper non-performance of the duties assigned to him in connection with the replacement.

1.3. The highest collegial management body of the faculty is the Academic Council of Specialties in accordance with the organizational structure of the university.

1.4. The faculty carries out general management of educational, educational and methodological, research, scientific and methodological activities of departments, laboratories and other departments.

1.5. Educational activities are carried out in Russian in the direction 560001 "General Medicine" on the basis of 11 years of secondary general education.

1.6. Educational activities are carried out in English in the direction of "Medicine" on the basis of 12 years of secondary general education.

1.7. The faculty is created, reorganized and liquidated by the order of the rector on the basis of the relevant decision of the Academic Council of the "Salymbekov University" Institution

1.8. The faculty may have its own symbols, forms of service documentation, seal.

1.9. In its activities, the International Faculty of Medicine is guided by:

- the law on education of the Kyrgyz Republic;
- orders of the Ministry of Health of the Kyrgyz Republic and the Ministry of Education and Science of the Kyrgyz Republic;
- state educational standards;
- the curriculum and programs of disciplines approved by the Ministry of Education and Science of the Kyrgyz Republic in the specialty;



**INSTITUTION**  
**"SALYMBEKOV UNIVERSITY"**  
**International Faculty of Medicine**

**REGULATIONS ON THE FACULTY**  
**Protocol US**

- the charter of the university;
- orders of the rector of the university;
- decisions of the Academic Council of the University and faculty;
- present position.

1.10. The direct management of the activities of the faculty is carried out by the dean of the faculty, appointed on a contract-competitive basis by order of the head of the university for a period of up to 5 years, elected at a general meeting of the faculty of the university from among specialists with an academic degree and titles of the corresponding profile and qualifications, by secret ballot.

1.11. The individual term of office of the dean of the faculty is established by the rector on the proposal of the academic council of the university.

1.12. During the organization and reorganization (separation, consolidation and re-profiling) of the faculty, before the selection of the dean of the faculty in the prescribed manner, the acting dean of the faculty is appointed by order of the head of the university.

1.13. The dean of the faculty, acting on behalf of the faculty, within the limits of authority determined by the Charter of the university and the Regulations on the faculty of the university:

- represents the faculty in all organizations and institutions;
  - participates in the work of the structural divisions of the university, where issues of the university and the faculty are discussed and resolved;
  - plans the work of the faculty and distributes it among the staff of the faculty in accordance with their approved functional duties;
  - carries out management of educational, educational and methodological, research, scientific and methodological activities of departments, laboratories and other departments of the faculty;
  - bears full responsibility for compliance with the requirements of state educational standards in the implementation of professional educational programs of higher, postgraduate and additional professional education;
  - exercises control over the educational process, the progress of students' internships and educational work among students;
  - manages the scheduling of training sessions, the schedule of the educational process and monitors their implementation;
  - organizes control over the independent work of students, current (rating) (during the semester) and final (at the end of each semester) control of knowledge
- students, analyzes their results and prepares a report to the university management with proposals for improving the educational, methodological and research work at the faculty;
- transfers students from course to course, allows graduate students to pass the final state certification and organizes the final state certification in the prescribed manner;
  - submits a report to the management of the university indicating the reasons for expelling students, on granting students' academic leave from study, on reinstatement of persons previously expelled from this university, and on the transfer of students who previously studied at another university;



**INSTITUTION**  
**"SALYMBEKOV UNIVERSITY"**  
**International Faculty of Medicine**

**REGULATIONS ON THE FACULTY**  
**Protocol US**

- coordinates the work of the departments on the development of textbooks, educational and methodological aids, the organization of creative work of students carried out at the departments, research and educational laboratories, scientific circles and other departments of the faculty;
- coordinates the training of scientific and pedagogical staff (postgraduate students, doctoral students and applicants) and the work to improve the qualifications of the teaching staff;
- submits to the management of the university proposals for hiring, dismissals and relocations of faculty employees, their moral and material incentives, as well as disciplinary measures;
- submits proposals to the management of the university on the formation of the structure and staffing of departments and faculty;
- decides, together with other structural divisions of the university, the issues of providing the necessary conditions for teaching and educational, methodological and research work;
- organizes the consideration at the departments of dissertations for a scientific degree submitted for defense by faculty members or, on behalf of the university management, by other applicants;
- organizes the consideration at the departments of manuscripts of textbooks, teaching aids, draft curricula of disciplines prepared by faculty members, and on behalf of the head of the university - prepared at another university;
- maintains contacts with university graduates and graduate students, doctoral students - graduates of the faculty;
- participates in the established order in the organization of admission to the university;
- establishes creative relations with structural units of universities, organizations, enterprises, firms, institutions in order to study, generalize and disseminate experience, new innovative teaching technologies, organize joint scientific research, design and other developments, improve the skills of specialists with higher education, as well as conduct conferences, seminars and other events;
- establishes relations with structural divisions of universities of foreign countries for educational, methodological and research work, as well as with foreign research organizations - in the scientific direction of the faculty.

1.14. At the faculty, departments can be created according to the forms of education, headed by the deputy dean, within the limits of the financial resources available to the university.

1.15. The deputy dean is appointed by order of the head of the university on the proposal of the dean of the faculty from among persons with an academic degree or academic title.

1.16. The admission of students to the faculty is organized and conducted by the admission committee of the university on the basis of the admission plan.

1.17. Faculty students are persons enrolled for training by order of the rector of the university.

1.18. The rights and obligations of students are determined by the regulatory and legal documents of the Ministry of Education of the Kyrgyz Republic, the Charter of the University, the Internal Regulations, the relevant Regulations of the University and the Agreement for the training of a specialist.

1.19. In order to implement the main educational program, the faculty develops and the academic council of the university approves curricula for the training of graduates based on exemplary



**INSTITUTION**  
**"SALYMBEKOV UNIVERSITY"**  
**International Faculty of Medicine**

**REGULATIONS ON THE FACULTY**  
**Protocol US**

curricula approved by the UMO of universities and the state educational standard of higher professional education.

## **2. PURPOSE, MAIN TASKS AND ACTIVITIES OF THE FACULTY**

2.1. The purpose of the faculty is the implementation of a professional educational program of higher medical education in the specialty 560001 "Medicine".

### **2.2. The main tasks of the faculty are:**

- training of qualified specialists with professional and general cultural competencies in the specialty "Medicine".
- formation of civil and moral qualities of the future doctor;
- improving the quality of methodological support of the educational process in the relevant disciplines;
- development of new technologies in teaching students and training specialists;
- advanced training of the teaching staff;
- conducting fundamental and applied scientific research, using the results obtained in the educational process and practical healthcare, disseminating and promoting scientific knowledge.

### **2.3. Areas of activity of the faculty:**

- educational work (training) - the process of organizing the activities of students to acquire knowledge, skills, gain experience, develop abilities and form students' motivation to receive education throughout their lives;
- educational and methodological activities for the development and improvement of work programs, teaching aids, methodological developments, funds of assessment tools for disciplines taught at the departments that are part of the faculty in accordance with the requirements of the educational standard of the Ministry of Education and Science of the Kyrgyz Republic.
- research activities for the organization and conduct of scientific research in accordance with the scientific areas of activity of the departments that are part of the faculty;
- activities for the practical training of students, ensuring their participation in the provision of medical care to citizens;
- educational activities aimed at developing the personality, creating conditions for self-determination and socialization of students on the basis of cultural and spiritual and moral values and rules and norms of behavior accepted in society;
- innovative activities in the field of education in order to ensure the development and modernization of the education system, taking into account the priority areas of state policy.

## **1. STRUCTURE AND FUNCTIONS OF THE FACULTY**

3.1. The faculty includes the dean's office, departments and other divisions that ensure the implementation of the main activities of the faculty.

1.2. The dean of the faculty is in charge of the work of the faculty.

3.2. The dean of the faculty is a member of the state attestation commissions, a member of the admission committee of the university, a member of the academic council of the university.



**INSTITUTION**  
**"SALYMBEKOV UNIVERSITY"**  
**International Faculty of Medicine**

**REGULATIONS ON THE FACULTY**  
**Protocol US**

3.3. The staff of the dean's office of the faculty includes the dean, the secretary.

3.4. To assist the dean of the faculty, a full-time position of deputy dean of the faculty is established. The deputy dean is approved by the rector of the university on the proposal of the dean of the faculty from among the teachers who, as a rule, have an academic degree or academic title.

3.5. To consider the main issues of organizing educational, methodological, scientific, educational and other activities of the faculty, the academic council of the faculty, headed by the dean, is elected. The Academic Council of the Faculty operates on the basis of the relevant Regulations approved by the Academic Council of the University.

Faculty functions:

- development of basic professional educational programs in the specialty "Medicine" (5 years);
- development of basic professional educational programs, in the specialty "Medicine" 560001 (6 years);
- Ensuring state and professional-public accreditation of specialties (directions of training) of the faculty.
- organization of the activities of its constituent departments for the implementation of the main educational program in the specialty "Medicine";
- carrying out systematic work on the implementation of the educational process in accordance with the approved curricula;
- monitoring the results of current control and intermediate certification of students, summing up and bringing them to the attention of the departments. Control of training sessions in the form of their attendance, control surveys of students, tests, testing of residual knowledge, questionnaires;
- organization of accounting for the contingent of students of the faculty and their educational progress;
- planning of educational, educational-methodical, scientific and educational work at the faculty;
- the formation of student self-government bodies, the promotion of the work of student organizations, the provision of the required norms and standards of social and living conditions for studying and living in a hostel;
- improvement of methods and forms of educational work with students, strengthening the role of curators in the process of their moral education;
- initiation, preparation and discussion of draft regulations of the University affecting the interests of the faculty.

#### **4. RIGHTS**

4.1. The faculty dean's office has the right to:

- demand from the departments of the faculty the necessary documentation, information and give instructions related to its competence;
- get acquainted with the personal files of students of the faculty;
- to make proposals to the rector on the imposition of penalties and encouragement, students of the faculty;



employees assigned to the dean's office of departments;

- participate in the meetings of the Council of Deans, Academic Councils;
- participate in the planning and implementation of activities aimed at preventing and eliminating inconsistencies in the implementation by the university of processes and activities within the framework of the university's quality system within its competence.
- make proposals for improving the work of all departments of the university.
- carry out general management of the preparation of educational publications (textbooks, teaching aids and methodological instructions) on the disciplines of the curricula of the specialties in which students of the faculty study;
- organization and holding of inter-departmental meetings, scientific and methodological meetings and conferences;
- to coordinate the research work of students carried out at the departments;
- organize communication with graduates of the faculty and study the quality of their practical work; accumulation of feedback from employers on the quality of training;
- develop measures aimed at improving the quality of student training;
- manage the work of the attestation commission to assess the level of knowledge of students when transferring from other universities, as well as from other educational programs at the university;
- organize educational work among students; supervision of curators

### **5. INTERACTION WITH OTHER UNITS**

5.1. The faculty in the implementation of its activities interacts with other structural divisions of the University to ensure the educational process, the organization of research, educational and methodological and economic work

### **6. REORGANIZATION AND LIQUIDATION OF THE FACULTY**

6.1. Termination of the activity of the faculty is carried out by its liquidation or reorganization. The Faculty is reorganized and liquidated by the order of the Rector of the University on the basis of the decision of the Academic Council of the University.

6.2. During the reorganization of the faculty, the documents on the main activity in the dean's office must be timely transferred for storage to the successor, and in the event of liquidation, to the archive of the University.

### **APPROVAL AND ACQUISITION SHEET**

«\_\_\_» \_\_\_\_\_ 20\_\_ г.

**President of the "Salymbekov University" Institution**

**Zhumadilov A.Zh.**



## REGULATIONS ON THE FACULTY

### Protocol US

**Kasymalieva K.K.**

[illegible]