

**I.K. AKHUNBAEV KYRGYZ STATE MEDICAL ACADEMY**

**«Approved»**

**Rector of KSMA, doc. of med. sciences, prof.**

\_\_\_\_\_ **Kudaibergenova I.O.**

«\_\_\_\_\_» \_\_\_\_\_ **2017**

**PROVISION  
ON TRAINING AND COORDINATION COUNCIL**

**Bishkek – 2017**

## **1. General provisions of the Training and Coordination Council**

**The Educational Coordination Council (ECC)** is a structural division of the I. K. Akhunbayev KSMA (KSMA or Academy), whose mission is to promote the educational services of the Academy by implementing the 3rd generation State educational system and optimizing the educational process of the pre - graduate level of the KSMA.

The strategic goal of the ECC is to ensure the improvement of the education quality in the training of highly qualified medical specialists who are competitive in the modern market labor. The ECC is headed by the Rector and the Vice-Rector for Academic Affairs KSMA, appointed and dismissed by the order of the KSMA Rector.

In its activities, the ECC is guided by:

- The policy and taska of the KSMA in the field of quality of medical education;
- the current legislation of the Kyrgyz Republic;
- KSMA Charter;
- The Quality Manual of the KSMA and other normative documents of the quality management system (QMS) of the Academy;
- Orders and instructions of the KSMA;
- Provisions of the SES 3rd generation of training at KSMA;
- Provision and other internal documents of the KSMA.

The ECC carries out its activities in accordance with the annual curriculum of work.

### **2. The main tasks of the ECC coordinator:**

1. Assistance to dean offices and departments in the organization of the educational and methodological process in KSMA.
2. Development of professional and methodological competence of teachers by monitoring the quality of educational programs of university disciplines.
3. Implementation of the policy and goals of the KSMA in the field of improving the quality of the educational medical process.

### **3. Functions of the ECC coordinator:**

1. Develops draft regulatory documents of the KSMA on the activities of the ECC.
2. Prepares reports, letters, opinions and other information on the activities of the ECC.
3. Participates in the development of annual curricula and curricula for faculties, submits them for approval in accordance with the established procedure.
4. Plans educational and methodological activities in KSMA together with the deans and departments of KSMA.
5. Coordinates and monitors the timely implementation of changes in the curriculum in all disciplines.

6. Controls the planning and implementation of the teaching load of teachers in accordance with the established training standards.
7. Participates in the development of the training sessions schedule for the KSMA faculties.
8. Checks the calculation of the academic load of the departments and the correctness of the distribution of this load among the teaching staff of the KSMA.
9. Checks the actual implementation of the academic load of the KSMA departments.
10. Informs the departments about changes in the curricula in all disciplines of the KSMA.
11. Corrects the teaching staff data from the KGMA electronic database.
13. Participates in the monitoring of the effectiveness evaluation of the KSMA training programs.
14. Performs other functions provided for by the legislation of the Kyrgyz Republic and internal documents of the KSMA.

#### **4. The authority of the ECC coordinator:**

1. To request and receive from the structural divisions of the KSMA the documents and materials necessary for the performance of the tasks and functions assigned to the ECC.
2. In agreement with the management of the KSMA, involve employees of the structural divisions of the KSMA in the preparation of training programs in accordance with the duties assigned to it.
3. Participate in the relevant KSMA EMPC, MEMC, councils and its divisions on the activities of the ECC.
4. Make suggestions to the management of KSMA on improving the educational and methodological work of all KSMA training units.
5. If necessary, initiate workshops, organize working groups on issues related to the competence of the ECC, and participate in other meetings, working groups held at the Academy on the activities of the ECC.
6. Perform other actions within the competence of the ECC, defined in accordance with this regulation, by other regulatory documents and decisions of the KSMA management bodies.

#### **5. Responsibility of the ECC.**

The ECC is responsible for the proper performance of the assigned tasks and functions provided for in this Provision, including:

- quality and timeliness of execution;
- the correctness and completeness of the use of the granted powers;
- meeting quality obligations and QMS requirements;
- timely notification of the academy management about the progress of the performance of the assigned functions.

**The order was prepared by the EMD**

Head of EMD

K.N. Stambekova

APPROVAL SHEET

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