

*Unofficial translation*

**Ministry of education and science of the Kyrgyz Republic  
Eurasian International Medical University**

**«Approved»  
On Scientific council  
of EIMU,  
Protocol No. 1  
10 September 2025**

**«Approved»  
Rector of EIMU  
E.M.Saliev**

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**10 September 2021**

**Work plan of the  
International Department**

<b>№</b>	<b>Event</b>	<b>Responsible executives</b>	<b>Terms of conducting</b>
1	Preparation of necessary documents for the stay of foreign citizens in the Kyrgyz Republic, control over compliance with the passport and visa regime, registration	Head of ID Chief specialist	September 2021 February 2022
2	Invitations Visa documents Guarantee letters Increase of the level of “EIMU” EI’s internationalization	Head of ID Chief specialist	September 2021 February 2022
3	Support for the procedure of inviting foreign teachers within the framework of inter-university agreements, including highly qualified specialists, lecturers on short-term visits, official delegations of foreign universities, international organizations and foundations.	Head of ID Chief specialist	September-June 2021-2022 During study year
4	Invitations Visa documents Guarantee letters (increase of student knowledge quality) Competitivity of graduates on labor market	Head of ID Chief specialist	September-June 2021-2022

	Increase of the level of internationalization		
5	Conducting work contacts with international organizations, universities with aim to develop international activities	Head of ID Chief specialist	September-June 2021-2022
6	Preparation of information and analytical materials, reports on international activities at the request of the Academic Council of the University and other departments	Head of ID Chief specialist	During the year
7	Preparation of proposals for amendments to regulatory documents related to the activities of the department	Head of ID Chief specialist	September 2021
8	Conducting organizational activities within the framework of projects implemented by "EIMU" EI	Head of ID Chief specialist	September-June 2021-2022  During study year
9	Provision of consulting services within the framework of international cooperation (scholarship programs, international projects, conferences, etc.)	Head of ID Chief specialist	September-June 2021-2022
10	Preparation, translation and verification of documents within the framework of international cooperation (scholarship programs, international projects, conferences, etc.).	Head of ID Chief specialist	During the year
11	Updating the database of international scholarship programs and grants.	Head of ID Chief specialist	During study year
12	Updating information base, official LMS web-site on English and Russian languages	Head of ID Chief specialist	September-June 2021-2022  During study year
13	Submitting a report for the previous period of the academic year.	Head of ID	June 2022  At the end of

			study year
14	Drawing up a work plan for the next academic year	Head of ID	June 2022  At the end of study year
15	Reference and information support for the international activities of the university.	Head of ID	September-June during the study year
16	Coordination of participation of students and teachers in international conferences, seminars, symposiums, etc.	Head of ID	During the study year
17	Providing academic mobility for students within the framework of student exchange programs with foreign universities.	Head of ID	September 2021
18	Providing academic mobility for students within the framework of international scholarship educational programs of foreign universities, organizations, foundations and the Ministry of Education and Science of the Kyrgyz Republic.	Head of ID	September-June 2021-2022  During study year
19	Monitoring of existing and newly opened scientific and technical programs, grants, funds, commercial projects and analysis of the possibility of participation of scientific staff and departments.	Head of ID	September 2021
20	Support of ongoing international scientific and technical projects and preparation of applications for participation in international scientific and technical projects.	Head of ID	During the year
21	Search for new foreign partners in the leading scientific areas of the university, establishment of new contacts in the field of international cooperation.	Head of ID	During the year
22	Updating and correcting information and advertising materials for foreign organizations.	Head of ID	During study year