

WORK PLAN
of the Department of International Relations of KSMA for the 2025–2026 Academic Year
according to the implementation the plan of the strategy I.K. Akhunbaev KSMA

№	Activity	Timeline	Responsible Person(s)
1	Preparation, coordination, and signing of agreements/contracts on international cooperation with foreign universities to expand international collaboration	Throughout the year	Head
2	Maintaining working contacts with international organizations and universities, correspondence to develop international activities	Throughout the year	Head
3	Ensuring academic mobility of students and faculty within the framework of concluded international agreements	Throughout the year	Head
4	Participation in the organization and conduction of events at KSMA with international participation (conferences, seminars, round tables, working meetings)	Throughout the year	Head
5	Exploring possibilities for submitting project applications to attract funding for joint scientific and educational projects with departments and faculties	Throughout the year	Head
6	Searching for partners to develop and implement joint educational programs (double degree programs)	Throughout the year	Head
7	Coordination and participation in the implementation of international projects	Throughout the year	Head
8	Organization of meetings and support for invited foreign guests visiting KSMA	Throughout the year	Head
9	Preparation of materials for reporting on the department's activities	Throughout the year	Head
10	Preparation of responses to inquiries (within the department's activities)	Throughout the year	Head
11	Organization and conduction of working meetings/round tables on attracting extrabudgetary funds and PPP projects	Throughout the year	Head
12	Attracting investments and grants	Throughout the year	Head
13	Searching for funding sources for student research projects	Throughout the year	Head and Specialists
14	Collecting reports on faculty participation in academic mobility programs (lectures abroad, international conferences, forums, congresses, etc.)	Throughout the year	Senior Specialist
15	Preparation of invitation letters for faculty/representatives, lecturers from foreign institutions and universities for short-term visits, and other required documents	Throughout the year	Senior Specialist
16	Updating the database on international	Throughout the year	Senior Specialist

	scholarship programs and grants		
17	Providing consultations for students within international cooperation (scholarship programs, international projects, conferences)	Throughout the year	Senior Specialist
18	Organizing a selection committee for choosing students for scholarship quotas under academic mobility	As needed	Senior Specialist
19	Updating and adding information to the 'International Cooperation' section of the KSMA website	Throughout the year	Senior Specialist
20	Organization of internal academic mobility of students within agreements with universities of the Kyrgyz Republic	Throughout the year	Senior Specialist
21	Collecting reports on student participation in academic mobility programs (international conferences, olympiads, internships, etc.)	Throughout the year	Specialist
22	Assisting in preparing letters and contracts for students participating in academic mobility and other required documents	Throughout the year	Specialist
23	KSMA membership in international scientific communities/associations	Throughout the year	Head and Specialists
24	Monitoring the KSMA website and posting information	Throughout the year	Specialist
25	Preparing and posting materials on international activities on the university website and social media pages	Throughout the year	IR & PR Specialist
26	Conducting informational events regarding scholarship programs, summer schools, internships (Erasmus+, DAAD, etc.)	Throughout the year	ER & IW Specialist
27	Providing consultations for faculty/staff on international cooperation (scholarship programs, international projects, conferences)	Throughout the year	ER & IW Specialist
28	Issuing visa support letters for foreign applicants; compiling the registry	June–October	Inspector for PVW
29	Issuing letters for visa extension and registration of foreign students; compiling and updating the registry	Throughout the year	Inspector for PVW
30	Sending letters to government agencies regarding expelled students	After the end of the semester	Inspector for PVW
31	Issuing letters for extension of residence registration of foreign students; compiling and updating the registry	Throughout the year	Inspector
32	Participation of the department staff in training seminars and webinars on international university activities	Throughout the year	All Staff

Head of the International Relations Department



T.B. Yusupova