

REVIEWED
at the meeting of the Academic
Council of JASU named after
B. Osmonov
Minutes No. 5
31 01 2025

APPROVED
by the Rector of JASU named
after B. Osmonov
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31 01 2025



Academic policy of Jalal-Abad State University named after B.Osmonov

1. General Provisions

1.1. The Academic Policy of Jalal-Abad State University named after B.Osmonov defines the procedures for organizing the educational process at the university under secondary, higher, and postgraduate education programs. The Academic Policy of JASU (hereinafter – the Academic Policy) is developed in accordance with the Law "On Education" No. 179 dated August 11, 2023; Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 258 dated May 22, 2024 "On Certain Issues in the Field of Higher and Secondary Vocational Education"; Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 45 dated February 5, 2024 "On Amendments to Certain Resolutions of the Government of the Kyrgyz Republic"; resolutions of the Cabinet of Ministers granting special status to public higher education institutions; Resolution No. 346 of the Government of the Kyrgyz Republic dated May 29, 2012 "On the Approval of Regulatory Legal Acts Governing the Activities of Educational Organizations of Higher and Secondary Vocational Education of the Kyrgyz Republic"; and Resolution No. 354 dated June 26, 2014 "On the Approval of Regulatory Legal Acts Governing the Use of Distance Learning Technologies".

1.2. The Academic Policy represents a system of rules and procedures for planning, organizing, and monitoring educational activities aimed at improving the quality of education, implementing student-centered learning, and positioning the university as a leading center of competence in digital transformation in Central Asia, promoting both academic and personal development.

1.3. The academic activities of Jalal-Abad State University named after B. Osmonov are carried out in accordance with the academic calendar and are regulated by the Internal Rules of JASU, the Regulation on the Organization of the Educational Process based on the credit-based learning system, as well as a number of internal regulatory documents governing the university's educational activities.

1.4. The purpose of the Academic Policy is to maintain high standards of quality in the university's educational services and to cover all areas of academic and research activities, reinforcing the recognition of the university as a leader in the training of highly qualified specialists in the Kyrgyz Republic and in Central Asia.

1.5. In line with the primary goal of the Academic Policy, JASU has identified the following objectives:

- To ensure high-quality training of specialists that meets regional and national needs as defined by the implementation of state strategic programs of the Kyrgyz Republic, through the development of unique and competitive educational programs;
- To create conditions for student-centered learning and teaching;
- To establish organizational and methodological conditions for the implementation of the university's educational programs;
- To develop an internal quality assurance system based on ISO 9001:2015 standards and higher education quality assurance guidelines, aimed at improving the efficiency of educational management and formalizing the university's business process regulations.

1.6. Principles of the Academic Policy:

- Responsibility for the quality of educational service delivery;
- Meeting the needs of students and all stakeholders;

- Involvement of students in the university's academic processes;
- Student-centered approach to the educational process;
- Integration of advanced technologies and innovations into educational activities;
- Transparency in educational, research, and extracurricular processes.

1.7. The core requirement of the Academic Policy:

Implementation of the principles of a digital state through:

- The development and implementation of innovative educational programs;
- The organization of mass online courses to improve public literacy;
- The involvement of leading experts;
- The establishment of modern scientific and industrial laboratories focused on the needs of the national economy.

1.8. The Academic Policy of JASU reflects the following values:

- Corporate ethics, a culture of quality, academic freedom, and integrity;
- Multidisciplinary and interdisciplinary approaches;
- Critical and problem-oriented thinking, and lifelong learning;
- Communication, leadership, and teamwork;
- Entrepreneurship, innovation, and a willingness to take risks;
- Creativity and the uniqueness of educational programs.

2. Educational Process

2.1. Educational activities at JASU are carried out in accordance with the Charter of JASU.

2.2. Jalal-Abad State University named after B.Osmonov holds licenses for conducting educational activities in accordance with the legislation of the Kyrgyz Republic at the following levels:

- Postgraduate professional education
- Higher professional education
- Secondary professional education
- Additional education

2.3. Jalal-Abad State University named after B.Osmonov implements training of specialists through educational programs of secondary, higher, postgraduate professional, and additional education.

2.4. The Academic Policy of JASU defines the procedures for training personnel under secondary, higher, and postgraduate education programs.

2.5. JASU independently develops and approves admission rules for bachelor's degree programs and specializations.

The implementation of educational programs at JASU is supported by students' free access to library collections, educational-methodical and scientific literature, academic and scientific information databases, including international sources available in electronic libraries.

2.6. One academic year consists of two semesters and a summer semester. The academic year starts on September 1st and ends according to the academic calendar.

2.7. The duration of an academic session is one academic hour, which equals 40–50 minutes (or 80 minutes for extended sessions).

2.8. Credits are awarded only upon passing the final assessment of a course with a positive grade.

2.9. If a student receives a failing grade ('unsatisfactory'), they may retake the FX exam or retake the course (on a paid basis).

2.10. Standard duration of study: 4 years for bachelor's programs, 2 years for master's programs, and 5–6 years for specialist degrees.

2.11. Students accumulate an average of 60 credits per academic year, with 30 credits per semester.

2.12. Each semester ends with an examination period. Each subject is taught within one academic period and concludes with a final assessment (exam).

2.13. Midterm assessments are conducted as exams and professional practice reports, with mandatory grading, and are treated as examination sessions.

2.14. Midterm exams are held in accordance with the academic calendar, course syllabus, and curriculum developed based on state educational standards.

2.15. The languages of instruction are Kyrgyz, Russian, and English.

2.16. The principles of student-centered learning are reflected in all types of instructional activities, including lectures, seminars, lab work, consultations, and internships.

2.17. Within the framework of lecture sessions, which are of a current and fundamental nature, a foundation is laid for the subsequent assimilation of the educational material by students.

2.18. Conducting seminar sessions is aimed at developing students' skills in applying theoretical knowledge to the specifics of the studied discipline. The topics of seminar sessions are problem-oriented, allowing students to acquire skills in discussion and academic debate. The student plays an active role in seminar sessions, demonstrating the degree of understanding of the theoretical material.

2.19. Conducting laboratory sessions enables students to develop practical skills related to the application of experimental methodologies.

2.20. Independent student work is regulated by academic plans and syllabi, which define the workload and contain methodological recommendations for organizing self-study.

2.21. A mandatory stage in the implementation of an educational program is the completion of internships: academic, industrial, and pre-graduation (state). The academic internship provides a general introduction to the specifics of the chosen profession. Industrial and pre-graduation internships are conducted at partner organizations with the aim of applying the acquired knowledge and skills in practice.

2.22. The University's Academic Policy supports academic freedom, which implies that, in the context of academic and scientific activities, the teaching staff and students of the university are free to express their own views and opinions.

2.23. In the educational process, organizational and methodological support is provided by the AVN Information System platform, where all necessary instructional and informational materials are posted, and where students can select academic courses.

2.24. The following instructional and methodological materials for each course are made available to students in electronic form via the AVN Information System (AVN IS):

- Course syllabus;
- Instructional and methodological materials including lecture outlines, seminar plans, laboratory practicals, assignments for Independent Student Work (ISW) and Guided Independent Student Work (GISW);
- Multimedia presentations;
- Electronic textbooks and learning resources;
- Links to available online content on relevant topics (if applicable);
- References to recommended literature;
- Assignment submission schedule broken down by course.

2.25. Access to informational and educational online resources for students is provided through a login and password.

2.26. The university allows for the organization of the educational process in a remote format. A transition to mass distance learning is implemented in emergency situations that may arise as a result of hazardous natural phenomena, catastrophes, pandemics, natural or other disasters, which may lead to human casualties, harm to human health or the environment, significant material losses, and disruption of living conditions.

2.27. The implementation of the university's educational process in distance learning mode, using various teaching technologies including the active use of digital technologies, is carried out based on a rector's order, which defines the timelines, regulations, and those responsible for organizing the educational process.

2.28. Before the start of the educational process in the distance learning format, training seminars are organized for all participants in the educational process: students and teachers. For staff involved in supporting academic activities, additional seminars are conducted on working with the AVN systems and providing the necessary academic documents in electronic form, ensuring their availability on the

university's educational platforms (class schedules, consultation timetables, provision of services based on student requests, etc.).

2.29. In the transition to mass distance learning during emergency situations, digital technologies are effectively utilized at the following stages:

- organization and planning of the educational process;
- methodological support;
- tracking attendance and assessing academic achievements;
- conducting remote classes;
- organizing interim assessments (examination sessions);
- conducting appeals;
- monitoring educational activities.

2.30. When the educational process is transitioned to a distance learning format during emergency situations, the academic period (semester) is organized virtually. Academic classes are conducted in both online and offline modes.

2.31. In a distance learning format, changes to the duration of academic sessions are allowed. Additionally, an extra consultation hour is organized, which takes the form of a Q&A session in a chat or forum.

2.32. Online academic sessions are conducted in real-time (streaming) using digital technologies such as webinars, video conferencing, online messaging, and other modern tools that facilitate interaction between students and instructors.

2.33. Offline academic sessions involve an asynchronous learning process, where interaction between the instructor and the student occurs through means such as email or independent study of assigned materials, followed by midterm and/or final assessments.

2.34. Consultations and classes are conducted in accordance with the approved schedule of consultations and academic sessions.

2.35. SRSP (Student Research and Self-Study Work) is aimed at providing additional consultation sessions on the topics of the academic discipline. SRSP is conducted according to the approved schedule. The forms of organizing consultations range from traditional to interactive. In the context of distance learning, both chats and forums are used.

2.36. If students receive an FX grade, they have the right to retake the exam during the period of interim assessment.

2.37. To monitor the organization and delivery of classes, staff of the academic office, heads of educational programs, and the dean have the opportunity to attend instructors' classes in order to assess the quality of the sessions. For this purpose, these staff members are added as observers to the classes, allowing them to view and participate in the sessions.

3. Students

3.1. The student is the central figure of the educational process, and their professional needs guide the formation of academic programs.

3.2. In accordance with the credit-based learning system, students at the University have the opportunity to independently design their educational trajectory: they can select elective courses, choose instructors, freely enroll in courses not included in the standard curriculum through additional paid educational formats, and—within the framework of academic mobility—study individual courses (with the dean's approval) at other universities, including international institutions.

3.3. To enable students to freely choose academic disciplines, a Catalogue of Elective Courses is provided. This catalogue is developed by the heads of educational programs, coordinated with employers, and approved at a meeting of the Academic Council.

3.4. The selection of academic disciplines is accompanied by the student's simultaneous registration for both the courses and the respective instructors.

3.5. During the study of a course and attendance of classes, students accumulate points that form an admission rating and influence the final grade. As a result, students have the opportunity to receive

timely information about the assessment of their knowledge during ongoing classes from the instructor, as well as during midterm and final assessments through their personal account after completing a specific type of assessment.

3.6. Based on the results of the assessment, students have the opportunity to file an appeal and receive a reasoned response or improve their final grade.

3.7. The university's policy allows students to be reinstated or transferred from one program to another, as well as to study at another university under an academic mobility program. This practice is aimed at meeting the academic needs of students.

3.8. As part of the implementation of the academic policy, it is important to keep students informed about the organization of the educational process, learning conditions, program content, academic integrity, the work of student support services, and tuition fees.

3.9. High standards of honesty and integrity for faculty members and students of the university are governed by the Academic Integrity Rules. Students are required to comply with the Academic Integrity Rules and follow the Student Code of Ethics.

3.10. The Code contributes to the creation of a favorable moral and psychological climate, an atmosphere of mutual respect, and scientific and creative cooperation within the university community.

3.11. The Rules of Academic Integrity outline the principles of honesty and define possible types of violations. Academic integrity is a fundamental principle of the Academic Policy, a key element of learning at the university, and an essential factor in the objective evaluation of the quality and level of students' knowledge, as well as the university's reputation.

3.12. Ensuring academic integrity at the university is based on fair and transparent principles of academic activity and serves as the foundation of trust in addressing academic matters.

3.13. The principles of academic integrity are observed in the development of instructional and examination materials, in conducting scientific research, publishing articles, and writing term papers and final qualification works/projects. Any action that violates these rules and requirements is considered an act of academic dishonesty.

3.14. The University adheres to the European Credit Transfer and Accumulation System (ECTS). ECTS makes study programs and academic achievements of students more transparent and comparable throughout Kyrgyzstan and the countries of the European Union.

3.15. Senior students have the opportunity to enroll in additional training programs and obtain professional certificates.

3.16. In accordance with the Academic Policy, a university student is responsible for successfully completing the theoretical course before undergoing the final assessment (defense of the qualification thesis/project), timely fulfilling the individual study plan, adhering to regulations and procedures, meeting deadlines, fulfilling qualification requirements, and monitoring their academic progress.

3.17. In order to meet the interests of the university's educational and upbringing process, a system of student governance operates within the institution.

3.18. Student self-governance at the university is an independent public activity of students aimed at fulfilling university management functions. This activity is determined by the students themselves and is carried out in accordance with the goals and objectives set for student organizations. This area is regulated by the "Regulations of the Youth Committee of Jalal-Abad State University."

3.19. The university has a student committee, which consists of voluntary associations of students aimed at jointly addressing issues related to improving the quality of student life. Student associations may operate at the university and academic program levels, as well as at regional, national, and international levels.

3.20. In case of missing online classes for a valid reason, the student has the opportunity to watch the recorded lessons via the links provided in the AVN system and fully complete all assigned tasks.

3.21. All requirements regarding the assessment and attendance policy are described in the course syllabi and are mandatory conditions for students.

3.22. Students have the opportunity to participate in discussions during all classes; however, in most cases, it is recommended to engage in discussions during the allocated time in lectures, and during practical sessions as assignments are completed and questions arise.

4.Academic and Teaching Staff

4.1. A faculty member is a key figure in ensuring high-quality education and in enabling students to acquire knowledge, skills, abilities, and competencies. The university defines, publishes, and applies transparent procedures for hiring, professional growth, and the development of all staff.

4.2. The procedure for hiring faculty members at Jalal-Abad State University is governed by the "Regulation on the Procedure for Recruitment and Employment."

4.3. A university faculty member must be committed to student-centered teaching, learning, and assessment.

4.4. To ensure effective teaching, the university provides the educational process with the necessary resources by acquiring scientific and educational literature, equipping lecture halls, computer labs, specialized classrooms, and laboratories.

4.5. Lectures are delivered by faculty members holding an academic degree of Doctor of Science and/or Candidate of Science, Doctor of Philosophy (PhD) and/or Doctor by profile, academic titles (Professor, Associate Professor), as well as those holding a Master's degree in the relevant field.

4.6. For organizing academic classes, academic streams and groups are formed from among the students according to their field of study, based on a sufficient number of students enrolled in a particular course and with a particular instructor, as well as the achievement of an adequate level of cost-effectiveness.

4.7. The teaching formats and pedagogical methods applied at the university contribute to strengthening the new role of the teacher as an organizer of cognitive activity and a consultant on issues of self-study and self-organization of students.

4.8. The teaching load of the academic staff is determined by an individual work plan, which, after undergoing the appropriate approval procedure, serves as a specification of the instructor's official duties for the academic year.

4.9. The individual work plan of a faculty member includes the following sections:

- Teaching activities;
- Instructional and methodological work;
- Research activities;
- Administrative responsibilities;
- Educational and mentoring work.

4.10. Within the framework of the courses they teach, faculty members develop all the necessary instructional and methodological materials, including: a syllabus that outlines the overall course policy, main topics, course requirements, grading policy, and assignment submission schedules; assessment materials that enable evaluation of the achieved learning outcomes across all types of course assessments; and other instructional materials that support the course delivery.

4.11. The planning of faculty teaching loads is carried out in academic hours, which represent the time a faculty member works with students according to the class schedule during in-class (or out-of-class) academic sessions or according to a separately approved schedule for other types of academic work.

4.12. The University provides opportunities for career advancement and professional development of academic staff by ensuring the annual development and implementation of a professional development plan. The University mandates that all academic staff undergo professional development at least once every five years.

4.13. To strengthen the connection between education and scientific research, the University encourages the research activities of academic staff.

4.14. When organizing the educational process in a distance learning format, the instructor must fully upload the course materials to the AVN Information System (IS), record all sessions conducted, and provide a link to the recordings.

4.15. Classes are regulated by an electronic schedule, which specifies all online meetings by type of class.

4.16. At the end of the academic period, examinations are held as part of the interim assessment in both online and offline formats.

4.17. The examination schedule is available in the IS for academic staff and students.

4.18. Prior to the start of the examinations, the instructor uploads the exam requirements and instructions on examination rules to the IS.