

**MINISTRY OF SCIENCE, HIGHER EDUCATION, AND INNOVATION OF THE
KYRGYZ REPUBLIC**

**"B. OSMONOV JALA-ABAD STATE UNIVERSITY" SCIENTIFIC EDUCATIONAL
INDUSTRIAL COMPLEX**

The Regulation was reviewed and
proposed for approval by the
Academic Council of JASU
Protocol No. _1 “_01_”
__09__2025

PPROVED Rector of JALAL-
ABAD STATE
UNIVERSITY named after B.
Osmonov, Professor

« » 2025



**REGULATION ON THE CERTIFICATION OF EMPLOYEES FOR THE PURPOSE OF
DETERMINING COMPLIANCE WITH THE POSITION HELD AND THE
INTRODUCTION OF ADDITIONAL SALARY SUPPLEMENTS FUNDED BY THE
UNIVERSITY'S SPECIAL MEANS (OR SPECIAL FUNDS).**

1. General Provisions

1.1. The present Regulation has been developed on the basis of:

- The Law of the Kyrgyz Republic “On Education”;
- The Decree of the President of the Kyrgyz Republic No. 132 of 20.03.2006 “On the salary rates of employees of higher education institutions (HEIs)”;
- The Resolution of the Government of the Kyrgyz Republic No. 408 of 26.07.1999 “On bonuses to remuneration”;
- The Resolutions of the Jogorku Kenesh (Parliament) No. 85 of 29.12.2010 and the Government of the Kyrgyz Republic No. 18 of 19.01.2011 “On the introduction of new conditions for the remuneration of employees of educational institutions”;
- As well as the Regulation “On the Certification (Attestation) of the Faculty (Professor-Teaching Staff) of HEIs,” approved by the Resolution of the Board of the Ministry of Social Protection and Labour of the Kyrgyz Republic and the Ministry of Education of the Kyrgyz Republic No. 8 of 27.07.1993.

1.2. The Certification (Attestation), by stimulating the activities of employees, determines their scientific and theoretical level, professional mastery, and contributes to the growth of their abilities to master advanced creative experience and use it in research work.

1.3. The main principles of certification (attestation) are: voluntariness, openness/transparency, collegiality, unity, and systematic nature of expert evaluations.

1.4. The certification (attestation) of employees is conducted annually at the end of the academic year with the aim of assessing the professional activities of the employees. Based on the results of reviewing the conformity of the work performed during the academic year to the requirements, an additional payment is introduced to the remuneration or a proposal is submitted for the non-renewal of the contract.

1.5. The additional payment to the salary is accrued from September 1 until the end of the academic year, including the period of annual leave.

1.6. Additional payments to the salary are accrued to Heads of Departments, Professors, Associate Professors, Lecturers/Instructors, Assistant Lecturers, educational support staff, administrative and management staff, service personnel, as well as workers and employees who are under the new conditions of remuneration.

1.7. The following are exempt from attestation(Certification/Evaluation):

- Employees who have worked in the position for less than one year.
- Women who are on maternity leave (decree leave) or parental leave for childcare up to one and a half years.
- If they passed the attestation before going on leave, the additional payment is retained (or "preserved")
- Women who are on parental leave for childcare up to 1.5 years undergo attestation one year after returning to work from the leave.

2. Procedure for Preparation and Conduct of Attestation for Calculation of Salary Bonuses and Determination of Conformity with the Position Held

Calculation of Salary Bonuses

2.1. The preparation and conducting of attestation is organized by the rectorate with the participation of the heads of structural divisions.

2.2. Preparation for attestation is carried out in the following order:

- Selection and approval of the composition of the Attestation Commission;
- Development of the attestation schedule;
- Preparation of the necessary documentation to be submitted to the Attestation Commission;
- Familiarization of employees subject to attestation with this regulation by the heads of structural divisions 2 weeks before the attestation in accordance with the current regulation.

2.3. At the end of the academic year, 2 weeks before the attestation, the heads of structural subdivisions (director, head of department, heads of divisions) prepare an attestation sheet for each attested employee based on self-attestation, and monitor the uploading of the attested employees' personal data to the AVN portal. Then, based on the provided data, they submit a proposal for determining the amount of the salary bonus. They submit the minutes of the attestation meeting. (Information not uploaded to the AVN portal is not considered by the university's Attestation Commission).

2.4. The size of the bonus is determined based on criteria developed for the attestation of faculty (teaching staff), educational support, administrative and management, and junior service personnel.

Procedure for Determining Suitability for the Position Held

- 2.5. If, during the academic year, cases of violation of the Charter, employment contract, internal regulations, and other adopted provisions, rules, or failure to perform functional duties by the employee are recorded, acts of violation are drawn up, and explanatory notes are requested.
- Heads of structural divisions review the employee's fulfillment (or non-fulfillment) of the terms of the contract and functional duties during the past academic year at their meeting. A special protocol on the employee's suitability for the position held is drawn up, and a proposal is submitted to the Rector regarding the employee's future work, contract termination, non-renewal of the contract for the next year, or transfer to another job with a lower salary.

3. Composition and Procedure of the Certification Commission

3.1. The specially formed Composition of the Commission and its work Schedule are approved by the university Rector.

3.2. The Commission includes Vice-Rectors of the university and representatives of administrative structural units.

3.3. The discussion of the information received by the Commission is carried out based on a special schedule and is recorded in the minutes.

3.4. Heads of structural units are subject to certification first, followed by employees.

3.5. The Certification Commission issues a corresponding decision through open (or closed) voting, having reviewed the documents and conclusions confirmed by the heads of the relevant structural units of the person being certified. Appropriate measures are applied to the head who confirmed unreliable information about the certified person's work.

3.6. Repeated certification of the same person is not allowed.

3.7. If the certified person was unable to attend the meeting of the Certification Commission due to a valid reason, they may undergo certification before the start of the new academic year (before September 1st), but only once.

3.8. The decision of the Certification Commission enters into force at the start of the new academic year and remains unchanged (is considered the final decision).

3.9. The presence of at least 2/3 of the members of the approved composition of the Certification Commission is mandatory for conducting the certification and voting. The results of the voting are determined by a simple majority of votes.

3.10. If the certified employee is a member of the Certification Commission, they do not participate in the voting on their own matter.

3.11. Based on the results of the certification, the Rector issues an order approving the amount of additional remuneration (or supplementary pay).

4. Criteria for Evaluating the Performance of the Faculty, Administrative and Managerial Staff, Educational Support Staff, and Junior Service Personnel (Must be uploaded to the AVN portal) Protocol of the Academic Council No. 5 dated 31.01.2025, Protocol of the Academic Council No. 10 dated 30.06.2025, Protocol No. 1 dated 01.09.2025 (amendments and additions have been introduced).

№	Title of the Work	Grades
1.	Scientific monographs, textbooks, teaching aids (number of lecture courses) published under the seal of the Ministry of Education and Science of the Kyrgyz Republic, the number of times they were posted (published) on the AVN portal, in the electronic library (N – number of monographs, textbooks, teaching aids, counted over 5 years).	N x 15 grade
2.	Patents for inventions (total number, N)	N x 15 grade
3.	Based on the results of career guidance work (proforientatsionnaya rabota), points are not awarded for applicants admitted to the full-time department of a Secondary Specialized Educational Institution (SUZ, <i>Srednee Spetsial'noe Uchebnoe Zavedenie</i>) or a Higher Educational Institution (VUZ, <i>Vysshee Uchebnoe Zavedenie</i>) (if confirmed by the order of the admissions committee, applicants transferred from a SUZ to a VUZ full-time department are also taken into account) if they enroll in the following specialties: In a SUZ: "Primary Education" (<i>Nachal'noye obrazovaniye</i>), "Software for Computer Engineering and Automated Systems" (<i>Programmnoye obespecheniye vychislitel'noy tekhniki i avtomatizirovannykh sistem</i>), "Foreign Language Teacher" (<i>Uchitel' inostrannogo yazyka</i>); In a VUZ: "Foreign Language" (<i>Inostranny yazyk</i>). (The list of specialties for which points are awarded changes annually depending on the student enrollment contingent.) \$N\$ is the number of applicants (the additional payment based on the accrued points does not exceed 100%, i.e., $SDP \leq 100\%$, and for Candidates of Sciences, Doctors of Sciences, and PhD Doctors, the additional payment does not exceed 50%, i.e., $SDP \leq 50\%$). Throughout the year, the lecturer (employee) conducts career guidance work in schools, and when the admissions committee starts its work, they submit a list of applicants in the appropriate form to the technical secretaries.	N x 4 grade
4	Academician (or Corresponding Member) of the National Academy of Sciences of the Kyrgyz Republic (NAS KR) Academician (or Corresponding Member) of the Engineering Academy of the Kyrgyz Republic (EA KR)	15 grade 15 grade
5	For the results of the proficiency test in the subject taught (the system records only one subject), if a score of up to 60 points is achieved, the Certification Commission will propose to the Rector that the individual's fitness for the position be reviewed. A result above 60 points is considered passing (Candidates and Doctors of Sciences are automatically awarded an additional 25 points).	60-79 =7 grade 80-89 =14 grade 90-100=25grade
6.	Certificates confirming participation in educational and research courses at JASU	N x 3 grade
7	The mentors (up to \$N\$, where $SN \leq 3$), who were officially appointed by order to guide young lecturers (those whose graduation	N x 8 grade

	occurred no more than 3 years ago), submitted a report based on the relevant criteria and demonstrated good results.	
8	Availability of relevant materials for the taught disciplines among the faculty (textbook (manual), collection of lectures, practical book, student workbook, educational and methodical complex, etc. (quantity – N)	N x 4 grade

Note:

The Additional Salary Supplement, KT (%) is determined as follows:

$$KT = K \times \sum \text{score}, \%$$

Where K is the coefficient (K=0.5); $\sum \text{score} \leq 100\%$ is the total sum of the accumulated scores, with Total $KT \leq 100\%$.

The results of the attestation must be mandatorily uploaded by the attested person to the AVN portal. If the document is not uploaded to the AVN portal in PDF format in a timely manner, no revision will be made, and no result will be issued.

4.1. Scientific Publications

An separate bonus of 20,000 Soms is paid for the publication of scientific articles (Scopus, Web of Science, etc.) (calculated for one year, with distribution among the authors)

4.2. Foreign Language Proficiency Supplement

Depending on the level of the certificate confirming foreign language proficiency (English), an amount indicated in the table below is added to the monthly salary (for employees of all departments, except foreign language departments) (Academic Council Protocol No. 6 of 28.01.2022, Academic Council Protocol No. 5 of 31.01.2025 – amendments and additions introduced).

	1. B - Independent User (самостоятельное обучение):	Soms
1.	B1 - (Intermediate);	7000
2.	B2 - (Advanced).	8000
	2. C - Proficient User (Свободное знание):	Soms
3.	C1 - (Proficiency);	9000
4.	C2 - (Masters).	10000

The results of the appraisal must be **mandatory** uploaded by the appraisee to the AVN portal. If not uploaded to the AVN portal in PDF format **on time**, the review will not be carried out and the result will not be issued.

4.1. Incentive for scientific publications

- For the publication of scientific articles (in Scopus, Web of Science, etc.), a separate bonus is issued in the amount of **10,000 to 20,000 soms** (calculated for one year, with distribution among the authors).

4.2. Allowance for foreign language proficiency

- A sum specified in the table below is added to the salary, depending on the level of the obtained foreign (English) language proficiency certificate (for everyone, except departments of foreign languages).
- (Amendments and additions were introduced by Protocol of the Academic Council No. 6 dated 28.01.2022, Protocol of the Academic Council No. 5 dated 31.01.2025).

1. B - Independent User (самостоятельное обучение):		Soms
1.	B1 - (Intermediate);	7000
2.	B2 - (Advanced).	8000
3. C - Proficient User (Свободное знание):		Soms
3.	C1 - (Proficiency);	9000
4.	C2 - (Masters).	10000

5. Penalty Points

5.1. Gross violations of labor discipline and internal regulations, expressed in the negligent attitude of employees to their functional duties, the implementation of individual work plans, educational work, and inaccurate performance of their duties:

- In case of registered tardiness for classes, disruption of classes, etc., the amount of the percentage-based additional payment and material incentives of the employee is reduced (annulled), or the head of the structural unit submits a proposal to the Rector regarding the non-renewal of the employment contract for the next academic year.

5.2. Norms for the reduction of the amount of Additional Payments (AP) and Material Incentives (MI) (come into force from the date of issuance of the order on disciplinary violation, amendments were introduced by the decision of the Academic Council Protocol No. 3 dated 29.10.2021).

Types of Disciplinary Violations

Employees (teaching staff) commit a disciplinary violation if they:

Are late for work (classes), disrupt classes, fail to provide information in a timely manner or do not communicate it, violate the University Charter, internal labour regulations, Code of Ethics, and other adopted rules (as confirmed by an act, notification, or protocol).

Fail to perform the assigned work on time (or perform it poorly), fail to input data into AVN in a timely manner (do not fill out electronic group registers, rating results, exam results, grade sheets, student lists, test assignments, UMK (educational and methodological complexes), syllabi, etc.).

Copy (commit plagiarism) during the performance of educational and methodological work (the fact of plagiarism is established by the head of the department (PCC - Permanent Methodological Commission), or members of the methodological council). Fail to perform work or types of work according to the teacher's individual work plan, etc.

5.3. Upon the commission of a disciplinary violation, inspectors draw up an Act and take an explanatory note from the violator. Based on these documents, a corresponding Rector's order is issued in accordance with the Labour Code of the Kyrgyz Republic.

5.4. The Specialist Department is obliged to transfer copies of orders issued based on the current regulations regarding percentage reductions (fines) for disciplinary violations, to the Secretary of the Attestation Commission of JSU (Jalal-Abad State University) at the end of each month.

5.5. Faculty and all employees are not entitled to additional payments and material incentives at the end of the academic year for any type of disciplinary violation related to the educational process (Amendment introduced by Protocol No. 3 of the Academic Council's decision dated 29.10.21).

5.6. The issue of regulating the amount of percentage additional payment and material incentives to the specific employees' wages is resolved at the monthly meeting of the Attestation Commission, which is held as needed.

6. Points for the implementation of salary supplements and incentives

6.1. The Certification/Attestation Committee has the right to consider other personal qualities of the employee, such as their pedagogical ethics, discipline, responsible attitude towards assigned work, length of service at the given university (or institution of higher education), academic and pedagogical experience/service record, and various awards.

7. Issuing Attestation Results (Certification/Evaluation)

7.1. The level of activity of the faculty (Professor-Teaching Staff) is determined by the total sum of points earned for the work completed during the past academic year. This level indicates their readiness for the new academic year and may also serve as a basis for calculating the size of material incentives (additional payments to the main salary).

7.2.1. In cases of an employee's transfer from one department to another or transfer from one position to another, the salary supplement received based on the results of the previous attestation is retained until the next attestation is completed.

7.2.2. Depending on operational necessity, testing of a faculty member on the subject they teach may be organized. The Attestation Commission takes this point into account during the attestation. The Attestation Commission, taking into account the annual contract concluded with the employees, analyzing their activity during the year, and considering the absolute academic performance (if low) of the groups taught by the faculty, may submit a proposal to the Rector regarding the extension or termination of the contract for the next academic year. The Attestation Commission may make the same proposals regarding faculty members working without a labor contract.

7.2.3. The Attestation Commission may introduce clarifications and additions to the attestation criteria for the faculty and staff of JASU (Jalal-Abad State University) by agreement with the Rector.

7.2.4. The Attestation Commission makes a decision on the accrual of additional payments to the salaries of employees who received the majority of votes, through an open vote with the participation of at least 2/3 of its members.

7.2.5. The results of the attestation (assessment, proposals, and remarks) are entered into the minutes of the Attestation Commission meeting. The minutes of the Attestation Commission are signed by the chairperson (male/female), the secretary, and the members who participated in the voting.

7.2.6. The Rector makes the decision on the accrual of an additional supplement to the main salary of the faculty member or employee, either independently or taking into account the proposal of the Attestation Commission.

7.2.7. If an employee has violated the JASU Charter or is not clearly fulfilling their duties, the Rector has the right to prematurely terminate the additional salary supplements upon the proposal of the head of the structural unit.

7.2.8. The attestation results must be uploaded to the AVN portal by the attested employee. If the results are not uploaded to the AVN portal or the heads of the structural units have not provided the attestation protocol, the attestation results are not output, and the employee is considered as not having participated in the attestation. The Attestation Commission does not consider incorrectly uploaded data and is not obliged to inform the attested employee about this. In case of providing false information, the attestation is annulled, corresponding measures are taken against the attested employee, and measures (attestation score is annulled) are also taken against the head who confirmed the attested employee's personal data (amendments and additions made according to Protocol UC No. 6, 28.01.2022).

8. Procedure for Establishing Surcharges and Special Conditions for the Certain Special Categories of Employees

8.1 In the following cases:

- Increase in the admission of students for contract-based education, the opening of new specialties, the provision of specialists, the introduction of new forms of education;
- Increased initiative of employees in performing their duties, developing the educational, scientific, and material and technical base of the university.

8.2 Individual contracts shall be concluded with highly qualified specialists invited by the university to teach newly opened specialties and certain disciplines, with payment according to the volume of the teaching load performed.

8.3 The amount of the surcharge for faculty and staff is determined by the Rector based on the results of the assessment and analysis of the university's annual economic performance indicators:

- Fulfillment of the admission and graduation plan (on a contract basis);
- Fulfillment of the revenue side of the budget from special funds;
- Targeted (rational) use of financial resources to enhance scientific potential, develop the material and technical base, etc.

8.4 The amount of surcharges for heads of structural units is established depending on the indicators of the student contingent and academic performance of students studying at the given faculty (including full-time students).

8.5 Surcharges to the salary (base rate) are additionally introduced for deputy heads of structural units from the day of employment by the Rector's order:

- Deputy Head for Academic Affairs – 20%;
- Deputy Head for Scientific Affairs – 15%;
- Deputy Head for Educational Affairs – 15% (Changes and additions were introduced by Academic Council Protocol No. 6, dated 01/28/2022).

8.6 The Certification Commission approves surcharges for employees belonging to a separate category for heavy and harmful working conditions within the framework of the Labour Code of the Kyrgyz Republic (KR).

8.7 Taking into account the results of the attested employee's activities for the year, the Certification Commission may submit a proposal to the university management regarding the attested employee's suitability for the position, transfer to another job, retention in the occupied position, or release from the occupied position. The issue of transfer or retention in the workplace for faculty (employees) who have successfully passed certification is regulated on the basis of the regulations of the Ministry of Education and Science of the Kyrgyz Republic and JAGU (Jalal-Abad State University) in accordance with the department's staffing table, the calculation-distribution of the teaching load for the new academic year, as well as the number of available vacant positions (Additions introduced by HR Protocols No. 6 of 04/01/2019, No. 7 of 05/06/2020, No. 3 of 10/29/2021, No. 1 of 09/01/2024).

Certification Record for Faculty/Teaching Staff

Full Name _____
 Faculty _____
 Department _____
 Position/Title, Date of Appointment or Election _____
 Education, When and What Educational Institution Graduated
 From _____
 Academic Degree and Title _____ Total Work Experience _____
 Scientific and Pedagogical (Teaching/Academic) Experience _____ Experience at
 JaSU (Jalal-Abad State University) _____
 Awards _____
 Awards (Incentives/Recognition) for the Reporting Period _____

Academic workload performed in the 202__ - 202__ academic year

№	Discipline Name	Lectures	Practical, Seminar Classes	Laboratory Works
	Total			

Published textbooks, manuals, lecture courses prepared in the 202__ - 202__ academic year

№	Title of textbook, manual, lecture notes	Volume	Place of origin	Stamp	Co-authors

Scientific research projects/works completed in the 202__ -202__ academic year

№	Title of Scientific Work (Monograph)	Volume	Place of Origin	Stamp	Co-authors

Types of additional and harmful work provided for in the assessment criteria

№	Applicant's Surname and Name	Department, Specialization	Admission Committee's Note on the Order	Grades

Number of Certification Points _____ Bonus Amount in % _____

Institute Director _____ (signature)

Head of Department _____ (signature)

Questions and Answers for the Person under Attestation (Review/Assessment)

1) _____

Answer: _____

2) _____

Answer: _____

Appraiser's Recommendations and Comments _____

Proposals and Opinions of the Certification/Attestation Committee: _____

Commission Decision _____

Chair of the Commission: _____

Commission member: _____

I have read/reviewed the certification/appraisal report.: _____
 signature

Performance Review Form

Full Name _____

Faculty _____

Department _____

Division _____

Position and Date of Appointment _____

Education (Institution and Date of Graduation) (or simply Education) _____

Awards _____

Awards for the Reporting Period _____

Total Work Experience _____

Work Experience at JASU _____**Types of additional responsible (detrimental) work not covered by the evaluation criteria**

№	Name of Work	Procedure for Execution	Result of Work Performed	Grade

The number of certification/attestation points _____

The amount of the supplement/bonus _____

(%) _____

Institute Director _____ (signature)

Head of Department _____ (signature)

Questions asked to the Attested Person (Appraisee) and their answers:

1) _____

Answer: _____

2) _____

Answer: _____

Suggestions and Comments of the Attested Person (Appraisee)**Recommendations and Suggestions of the Attestation (Appraisal) Commission**

Commission _____

Decision: _____

Chairperson (Chairman/Head) of the Commission: _____

Members of the Commission: _____

I have read and understood the Appraisal Sheet (Attestation Form) _____

(Signature)

Final Attestation (Appraisal) Result _____

(Names of Structural Units/Networks)

Performance Report (Report on Work Done) for the 202__-202__ Academic Year

Full Name	Work Performed	Self-Attestation Result		Conclusion of the Attestation Commission	
		Grade	Percentage Supplement to Salary	Grade	Supplement

Commission Chairman _____

Commission Members _____

Compilers:

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