

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
Usenov K. Zh.
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Regulation on the storage and issuance of documents related to licensing of educational activities at Jalal-Abad State University named after B. Osmonov

1. General provisions

1.1. This Regulation establishes the procedures for storage, registration, and issuance of documents related to obtaining, extending, modifying, and canceling licenses for educational activities.

1.2. Documents related to the licensing of educational activities have legal significance and must be stored in accordance with the legislation of the Kyrgyz Republic and the internal regulations of JASU.

1.3. Storage and issuance of documents are carried out to ensure their preservation, provide authorized personnel with access, and protect them from unauthorized access, destruction, or damage.

2. List of documents subject to storage and issuance

2.1. The following documents are subject to storage and issuance:

- Rector's order granting the right to conduct educational activities for a specific educational program;
- Code and title of the educational program;
- License number and date of issue;
- License validity period;
- Documents confirming compliance with licensing requirements (application, forms, expert opinions, inspection reports).

2.2. Copies of documents, including certificates and other supporting materials related to the licensing process, must also be stored and made available when needed.

3. Document storage locations

3.1. Licensing-related documents are stored in the Department of Licensing, Accreditation, and Quality of Education (DLAQE) and are registered in a special logbook. They are also stored electronically in the university's information systems.

3.2. Physical documents must be stored in designated archival cabinets and safes.

3.3. Electronic documents must be stored in a secure information system that allows fast search, archiving, and recovery. The system must be password-protected and include backup functionality.

4. Persons Responsible for document storage and registration

4.1. Responsibility for the storage and registration of licensing-related documents lies with:

- Staff of the department responsible for organizing educational activities;
- System administrators ensuring secure electronic data storage.

5. Access to documents

5.1. Access to licensing documents is granted only to authorized persons with corresponding powers as defined in their job descriptions or upon official request from university

leadership.

5.2. To obtain access to documents, a written request must be submitted indicating the purpose and intended date of use or copying. Requests are reviewed within 1 working day.

5.3. All issuance and return of documents must be recorded in a logbook, indicating:

- Document title;
- Date and time of issuance;
- Name and signature of the recipient;
- Duration for which the document is issued.

6. Procedure for document issuance

6.1. Licensing-related documents may only be issued to staff or institutions authorized to receive them.

6.2. Documents are issued only after verifying the identity and authority of the requester. When copies are issued, originals remain on file.

6.3. When issuing a document, the responsible staff member must complete an issuance act indicating:

- Document title;
- Date of issuance;
- Full name and position of the recipient;
- Purpose of issuance.

6.4. The maximum period for which a document may be issued is 30 calendar days. In exceptional cases, this period may be extended upon a justified written request.

7. Storage of electronic documents

7.1. Electronic versions of licensing-related documents must be stored in protected information systems of the university that ensure:

- Accessibility for authorized personnel;
- Data protection from unauthorized access;
- Fast data recovery in case of technical failure.

7.2. For storage and data exchange with authorized government agencies, an electronic document management system must be used with appropriate protection and data encryption.

8. Document Retention Period

8.1. Upon expiration of their retention period in the DLAQE, documents related to licensing must be transferred to the university archive.

All amendments and additions to this Regulation shall be issued as official orders and enter into force upon approval.