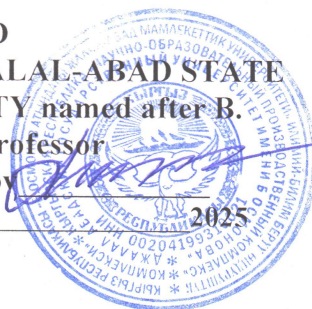


MINISTRY OF SCIENCE, HIGHER EDUCATION, AND INNOVATION OF THE
KYRGYZ REPUBLIC

" JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV "
INDUSTRIAL SCIENTIFIC EDUCATIONAL INSTITUTION

The Regulation was reviewed
and proposed for approval by
the Academic Council of JASU
Protocol No. 5
"31" 01 2025

APPROVED
Rector of JALAL-ABAD STATE
UNIVERSITY named after B.
Osmonov, professor
K.Zh. Usenov
« ____ » 2025



Regulation on Educational and Methodological Council of the University

Jalal-Abad 2025

1. General Provisions

1.1. The **Educational and Methodological Council (EMC)** in its activities is guided by the Law of the Kyrgyz Republic "On Education" and the regulatory legal acts governing the activities of higher educational institutions, the normative documents of the Ministry of Education and Science of the Kyrgyz Republic, the University Charter, the decisions of the Academic Council, and the orders of the Rector.

The University Educational and Methodological Council (**EMC**) is a permanently operating collegiate body under the Vice-Rector for Academic Affairs. The EMC develops the main directions of methodological work at the university, guides the work of institutes, colleges, faculties, departments, and other structural divisions related to the educational process and methodological work. To improve the level of specialist training, it develops prospective directions for the scientific and methodological support of the educational process.

1.2. The **members of the Educational and Methodological Council** are approved by the order of the Rector of **JASU** (Jalal-Abad State University) for each academic year.

1.3. **Institutes and colleges** establish their own **Educational and Methodological Councils**, which guide the educational and methodological work. Their annual work plan is approved by the Department of Academic Policy of **JASU**. The annual work plan of the University Educational and Methodological Council is approved by the Vice-Rector for Academic Affairs.

2. Educational and Methodological Council (EMC) Activities

Key Focus Areas of the EMC:

- Conducting **educational and methodological work** for the purpose of strategic planning and ensuring the **quality of education** at the university.
- **Monitoring, analyzing, and assessing the quality** of educational and methodological work at the university.
- Providing faculties and departments with **regulatory and methodological documents**, and **educational and methodological literature** recommended by the Ministry of Education and Science of the Kyrgyz Republic and the EMC.
- **Scientific support** for the university's educational and methodological activities.
- Reviewing and recommending for publication **educational and methodological works** and **textbooks/manuals** prepared by the teaching staff (TS).
- Organizing and conducting activities to prepare the university for **licensing, attestation, and accreditation** as instructed by the Ministry of Education and Science of the KR, and the Academic Affairs Office (AAO).
- Conducting **conferences, seminars, master classes, and meetings** on issues of higher and additional education.
- Preparing relevant issues for the **Academic Council of JASU** (Jalal-Abad State University).
- Conducting various **methodological competitions** among the JASU teaching staff.
- **Monitoring teachers' instructional materials**.
- **Attending classes** to disseminate best practices and findings according to the relevant schedule.

3. Organization of the Activities of the Educational and Methodological Council

The activities of the Educational and Methodological Council (EMC) are led by the **Chairperson** (male or female), and in their absence, by the **Deputy**. The Chairperson provides information on educational and methodological issues at the Rectorate meeting. The current activities of the EMC are carried out by the **Department of Academic Policy of JASU** (JASU is assumed to be the abbreviation of the University).

The EMC carries out its work in accordance with the **annual plan**, based on the strategic goal of ensuring the quality of education at the university. The working group of the EMC consists of the (Chairperson, Deputy Chairperson, heads of EMCs of institutes, faculties, heads of methodological commissions under the EMC).

The Chairperson of the EMC reports on the work done during the year to the **Academic Council of the University**.

To solve the set tasks, organize meetings, and conduct experiments, **temporary working groups** and **commissions** are created. The work of the commission and working group is carried out according to a plan approved at the EMC meeting and compiled by the heads of the commission. At the end of the academic year, the heads of the commissions provide a report on the work done to the Chairperson of the EMC, as well as proposals for improving the educational process and the work plan for the next academic year.

The meeting of the Educational and Methodological Council (EMC) is held according to the work plan **at least twice per semester**. The agenda for the next meeting and the materials to be considered are provided to the EMC members in advance. The EMC meeting is held with the participation of university staff.

Decisions are adopted by **open voting** of the EMC members. A decision is considered adopted if it receives **at least 50% of the votes** of the members present.

The decision of the EMC meeting is documented in the form of a **methodological and informational letter, resolution, instruction, draft resolution of the Academic Council, and draft order of the Rector**.

The EMC considers methodological works of the teaching staff (TS), such as: **textbooks, study guides, educational and methodological guidelines, collections of lecture courses, practical courses on subjects, workbooks, model programs, and other works (excluding the educational and methodological complex)**, with the aim of recommending them for publication.

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