

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.
31 01 2025



Regulation on the procedure for licensing educational activities
at Jalal-Abad State University named after B. Osmonov

1. General Provisions

1.1. This Regulation governs the procedure for issuance, renewal, recognition, suspension, reinstatement, and revocation of licenses (hereinafter — licenses) for carrying out educational activities at Jalal-Abad State University named after B. Osmonov (hereinafter — JASU).

1.2. University structural units are required to obtain a license in accordance with this Regulation to carry out educational activities in the relevant fields of study.

- **University structural** units include departments, subject-cycle commissions, the Institute for Professional Development, schools, and other entities that provide education.
- **Fields of study** refer to all academic disciplines and specialties across all levels and forms of education — full-time, part-time, evening, online — covering initial, secondary, higher, and postgraduate professional education.

1.3. Licenses issued under this Regulation are recorded in the JASU License Register and confirmed by official university-standard documents.

1.4. To obtain permanent (indefinite) licensing of educational programs at JASU, the following must be in place:

- A state educational standard or one developed and approved by JASU;
- An academic and/or experimental academic curriculum approved by the Academic Council for the period when the standard and main educational program are not yet officially adopted;
- Completed licensing forms 1–5 (plus form 6 for medical and religious specialties).

1.5. The organization of licensing procedures, coordination of expert group work, and license registration in the university register is carried out by the Department of Licensing, Accreditation, and Quality of Education (hereinafter — DLAQE) in accordance with this Regulation.

1.6. The expert group operates based on this Regulation and the "Regulation on Licensing Certain Types of Activities in the Kyrgyz Republic" and prepares an expert opinion (Appendices 7–9).

1.7. Recommendations on license issuance, refusal, suspension, annulment, or revocation are developed by the Licensing Council of JASU and submitted to the Academic Council for consideration. Decisions made are approved by Rector's order.

1.8. Licensing of educational activities at JASU is carried out based on amendments (dated October 14, 2024) to the Decree of the President of the Kyrgyz Republic No. 243 "On Measures to Enhance the Capacity and Competitiveness of Higher Educational Institutions of the Kyrgyz Republic" dated July 18, 2022; Resolution of the Cabinet of Ministers No. 654 "On Amendments to Certain Decisions of the Government of the Kyrgyz Republic on Granting Special Status to State Higher Educational Institutions" dated November 21, 2022; the Law of the Kyrgyz Republic 'On Education'; and internal regulations of JASU, including:

- Regulation on the Licensing Council;
- Regulation on the development and approval of educational standards;
- Regulation on the development and approval of experimental curricula;

- Regulation on the development and approval of core and professional educational programs;
- Regulation on the storage and issuance of licensing documents;
- Regulation on the monitoring of educational programs;
- And this regulation.

2. Procedure for Licensing Educational Activities

2.1. Activities of the Licensing Council

2.1.1. The Licensing Council (hereinafter — LC) prepares proposals regarding the issuance, denial, suspension, annulment of licenses, and compliance of educational activities with licensing requirements. Decisions are made by the University Academic Council and approved by order of the Rector.

2.1.2. The LC performs the following functions:

- Analyzing compliance with licensing requirements and issuing an expert opinion;
- Issuing a license;
- Refusing to issue a license;
- Suspending or annulling a license.

2.1.3. The LC analyzes compliance with licensing requirements based on submitted applications for educational activity licensing, and either issues a license or an expert conclusion with a decision to deny the license.

2.2. Activities of the Licensing Authority

2.2.1. The Department of Licensing, Accreditation, and Quality of Education (hereinafter — DLAQE) is responsible for organizing and supporting the licensing process, as well as registering licenses in the university's license register.

2.2.2. The responsibilities and authority of DLAQE include:

- Ensuring proper documentation (including details on the expert group and completeness of the application package) and storing originals in accordance with the established procedure;
- Organizing procedures for early license revocation based on LC decisions;
- Executing the license issuance procedure;
- Creating and maintaining the university license register (registration and timely data entry);
- Maintaining and regularly updating the university's licensing electronic portal.

2.2.3. DLAQE stores original licensing documents in accordance with the internal regulation “On the Storage and Issuance of Documents Related to the Licensing of Educational Activities at JASU.”

2.3. Procedure and Conditions for Licensing a Field of Study

2.3.1. To obtain a license for a field of education, the applicant must submit:

1) A license application completed according to the electronic Form 1 of the Appendix to this Regulation, in paper format. The application must be signed by the head of the unit conducting the educational activity (hereinafter — the applicant).

2) A state educational standard or a JASU-approved educational program standard, approved by the Academic Council.

3) A curriculum or experimental academic plan for the educational program, approved by the Academic Council.

4) A statement signed by the Vice-Rector for Administrative and Economic Affairs confirming the availability of premises that meet capacity norms and the availability of conclusions from authorized state bodies in the fields of:

- **Public health:** confirming that buildings and premises comply with sanitary norms;

- **Civil protection and fire safety:** confirming compliance with fire and safety regulations required for educational activity.

5) The following information:

- **Material and technical resources** for implementing the educational program (Form 2);
- **Accessibility for students with disabilities** (Form 3);
- **Human resources (faculty)** for the program (Form 4).

When applying for a license to carry out educational activities under programs of primary, basic, and secondary general education, as well as primary, secondary, higher, and postgraduate professional education, the applicant must submit written consent for the conclusion of employment contracts with teaching staff. This must be accompanied by notarized copies of educational credentials and employment records (workbooks) for the first year of educational activity.

- In the case of planning educational activities for subsequent academic years, written consent from the teaching staff for those years must also be submitted.
- Information on the academic and methodological support of the educational activities of the legal entity under the declared educational programs must be submitted in the format specified in **Appendix 5** to this Regulation.

A conclusion from the competent state authority in accordance with the form provided in Appendix 6 to this Regulation must also be submitted:

- **From the State Committee for Religious Affairs** – confirming that the religious organization (association) does not promote the superiority of one religion over another, does not engage in religious criticism, and contains no incitement to interethnic or interfaith hatred, radicalism, or extremism in the content of the educational program, in its personnel, or in its academic and methodological resources.
- **From the State Health Authority** – regarding the training of medical and pharmaceutical personnel, confirming that the clinical base complies with the requirements established by this Regulation.

2.3.2. Documents specified in items 1–5 must be submitted in Kyrgyz or Russian, both electronically and in paper form, via the university's official licensing portal. In exceptional cases, paper-only submission of Forms 1–5 is allowed. Applications must include a registration number, name of the field of education, date of submission, and applicant information. A printed copy is signed and registered in DLAQE.

2.3.3. Requirements set in the educational standards are treated as licensing requirements. The LC determines compliance with these requirements.

2.3.4. An educational program registered in the National Qualifications Framework (NQF) and meeting the standard (state or JASU-developed), is granted a perpetual and non-transferable license upon fulfilling all licensing requirements, based on an LC recommendation, Academic Council decision, and Rector's order.

2.3.5. In the absence of an educational standard for the licensed educational program, based on the conclusion of the Licensing Council (LC) regarding compliance with licensing requirements and the experimental curriculum approved by the Academic Council of JASU, a license is issued in accordance with the standard duration of the educational program:

- initial vocational education, internship – 1 year;
- secondary vocational education – from 1 year and 10 months to 3 years and 10 months;
- bachelor's degree – 4 years (or 5 years);
- specialist degree – 5 years;
- master's degree – 2 years (or 2 years and 6 months);
- medicine – 5 or 6 years.

The educational standard and the main/professional educational program must be developed within one year from the date the license is issued, and no later than the end of the standard period of study for the program. If these documents are not developed within the established timeframe, the Licensing Council shall revoke the license prematurely.

3. License Register

3.1. Licenses issued for educational programs at B. Osmonov Jalal-Abad State University (hereinafter — JASU) are included in the License Register in accordance with the procedure established by this Regulation.

3.2. The Register is the only official source confirming the existence and legal status of issued licenses.

3.3. The licensing authority is responsible for creating and maintaining the Register both in printed form and electronically via the JASU digital registry platform.

3.4. The Register contains the following information:

- entry number in the register;
- licenseregistrationnumber;
- address of the educational activity location;
- code of the educational field/specialty;
- name of the educational program;
- formofstudy;
- basis for issuing the license;
- dateoflicenseissuance;
- license form number and series;
- grounds and validity period of the license;
- informationaboutaddresschanges;
- grounds and date of duplicate issuance.

4. Procedure for Approval, Amendment, and Revocation of the Regulation

4.1. The decision to adopt this “Regulation on the Procedure for Licensing Educational Activities at B. Osmonov Jalal-Abad State University” is made by the University Academic Council and approved by the Rector’s order.

4.2. Amendments and additions to the Regulation are made as necessary by decision of the Academic Council.

4.3. If the content of the Regulation is changed by more than 30%, it is annulled in full and replaced with a new edition.

APPLICATION

I hereby request the issuance of a license to carry out educational activities by: _____

(please specify the full name of the structural unit)

Educational programs to be licensed (please indicate as applicable):

1. General education programs: _____
(preschool, primary general, basic general, secondary general with indication of the form of study)

2. Professional education programs: _____
(initial vocational, secondary vocational, higher professional education)

Details of the conclusion from the authorized state body in the field of healthcare
(for implementation of programs for the training of medical personnel): _____

Details of the conclusion from the authorized state body for religious affairs
(for the educational activities of religious organizations (associations)): _____

Applicant's phone (fax) number and email address: _____

Date of completion: "___" _____ 20__

Full name of the head

(signature)

Information on Material and Technical Support of Educational Activities

(Name of the Legal Entity)

(Code and Title of the Educational Program)

No	Location	Total area (m ²)	Form of ownership	Technical passport ID code	Real estate owner	Types of equipped facilities, areas, training grounds and land plots
1						

Note: Equipped facilities include types of classrooms, lecture halls, offices, rooms, laboratories, auditoriums, and other halls.

Date of completion: _____ 20__

Seal

Full name of the head

(signature)

Information on the Availability of Special Conditions for Persons with Disabilities to Receive Education

(Name of the Legal Entity)

(Code and Title of the Educational Program)

№	Availability of ramps, handrails, widened doorways, elevators (specify what is available)	Availability of special (adapted) educational programs (available/not available)	Availability of special textbooks, teaching aids and didactic materials (available/not available)	Availability of special technical training devices for collective and individual use (specify what is available)	Availability of Sign language and tactile-sign language interpretation services (available/not available)	Other special conditions (specify)
1						
2						

Date of Completion: _____ 20____

Seal

Full Name of the Head

(signature)

Appendix 4
Form

Information on the staffing of educational activities

(Name of the Legal Entity)

(Code and Title of the Educational Program)

№	Full name	Name of the discipline, curriculum (program) by cycles/years of study	Education (which university graduated, specialty and qualification, details of the education document)	Academic degree and title	Work Experience		Terms of employment (staff/part-time), employment contract details/work record book number
					Total	Teaching experience	
1							
2							

Note: A separate table must be filled out for each educational program.

Date of Completion: _____ 20____

Seal

Full Name of the Head

(signature)

Appendix 5

Information on the Instructional and methodological support of educational activities

(name of the legal entity)

(code and title of the educational program)

No	Title of courses according to the curriculum by cycles/years of study	Forms of instruction and applied technologies	Number of students	Number of textbooks	Bibliographic details of printed textbooks and materials (author, title, year of publication)	Bibliographic details of electronic textbooks and materials (link)
1						
2						

Note: Educational and instructional-methodological literature for educational programs must comply with the requirements of state educational standards or the content of the curriculum.

Date of Completion: _____ 20____

Seal

Full Name of the Head

(signature)

Appendix 6

Form

Jalal-Abad State University
named after B. Osmonov

(Full name of the approving authorized state body)

Based on the conducted expertise, the authorized body does not object/objectsto the issuance of a license for educational activity _____

(Full name of the structural unit / applicant)

for the implementation of the educational program (specify as applicable):

General education programs: _____

(Preschool, primary general, basic general, and secondary general education programs, indicating the form of instruction)

Professional education programs: _____

(Initial vocational, secondary vocational, and higher professional education programs, indicating the form of instruction)

No	Code	Program Title	Level of Professional Education	Form of Instruction
1				
2				

Full Name of the Head:

(Signature)

Appendix 7

Additional licensing requirements for the implementation of secondary vocational education programs

№	Indicator Name	Regulatory Values
1	Ratio of full-time teaching staff to the total number of instructors in the educational program	Not less than 60%
	Qualification of teaching staff	In accordance with the requirements of state educational standards
2	Availability of equipped buildings, premises, facilities, training grounds, territories, and land plots	In accordance with sanitary norms and regulations, and the requirements of state educational standards
3	Availability of textbooks and instructional-methodological materials	In accordance with the requirements of state educational standards
4	Ratio of part-time and evening (blended) students to full-time students	1:1

Note: Training of students in part-time and evening (blended) forms of education is permitted only if there are students enrolled in full-time education.

Appendix 8

Additional Licensing Requirements for the Implementation of Higher Professional Education Programs (Bachelor's, Specialist)

№	Indicator Name	Regulatory Values
1	Share of courses taught by instructors holding academic degrees or titles. Compliance of instructors' qualifications and basic education	In accordance with the requirements of state educational standards
2	Ratio of full-time teaching staff to the total number of instructors in the educational program	Not less than 60%
3	Ratio of full-time teaching staff to the total number of instructors in higher professional medical education programs	Not less than 70%
4	Availability of English language proficiency certificates for instructors teaching in English in higher professional medical education programs	At least TOEFL iBT score of 55
5	Availability of equipped buildings, premises, facilities, training grounds, territories, and land plots	In accordance with sanitary norms and regulations, and the requirements of state educational standards
6	Availability of textbooks and instructional-methodological materials	In accordance with the requirements of state educational standards
7	Ratio of part-time and evening (blended) students to full-time students	1:1

Note: Training of students in part-time and evening (blended) forms of education is permitted only if there are students enrolled in full-time education.

Appendix 9

Additional Licensing Requirements for the Implementation of Master's, Postgraduate Professional, and Postgraduate Medical Education Programs

№	Indicator Name	Regulatory Values
1	Share of instructors holding academic degrees and/or titles in the total number of instructors in postgraduate medical professional education programs (residency)	Not less than 20%
2	Share of lectures delivered by instructors holding doctoral or candidate degrees. Compliance of instructors' qualifications and basic education (master's level)	In accordance with the requirements of the state educational standard
3	Share of instructors holding academic degrees and/or titles in the total number of instructors in postgraduate professional education programs (PhD, postgraduate studies). Compliance of instructors' qualifications and basic education	Not less than 90%
4	Share of full-time instructors among all staff involved in postgraduate medical professional education programs (residency)	Not less than 10%
5	Share of full-time instructors among all instructors in the educational program (PhD, postgraduate studies)	Not less than 50%
6	Share of full-time instructors among all instructors in the educational program (Master's)	Not less than 50%
7	Availability of equipped buildings, premises, facilities, territories, and land plots necessary for the implementation of the educational program	In accordance with sanitary norms and regulations, the requirements of the state educational standard / curriculum content
8	Availability of textbooks and instructional-methodological materials	In accordance with the requirements of the state educational standards / curriculum content
9	Ratio of part-time and evening (blended) students to full-time students	1:1

КЫРГЫЗ РЕСПУБЛИКАСЫНЫН БИЛИМ
БЕРҮҮ ЖАНА ИЛИМ МИНИСТРЛИГИ

ЛИЦЕНЗИЯ

Каттоономери № ____ 20____-жылдын " __ " ____
Юридикалык жактын аталышы:

Юридикалык дареги _____

Жайгашкан дареги: _____

Лицензиянын колдонулуумөөнөтү:

Негизи:

ЖАМУнун ректору _____

М.О.

Лицензиянын сериялык номери:

№	Шифр	Багыттын (адистиктин) аталышы	Окутуу формасы

MINISTRY OF EDUCATION AND SCIENCE
OF THE KYRGYZ REPUBLIC

LICENSE

Registration No ____ **Date:** " _ " _____ 20

Name of the Legal Entity:

Legal address _____

Location: _____

License Validity Period:

Basis:

Rector of Jalal-Abad State

University: _____

Seal

Serial Number of the License:

№	Code	Field of Study / Specialty Name	Form of Study