

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

SCIENTIFIC-EDUCATIONAL PRODUCTION COMPLEX
"B. OSMONOV JALAL-ABAD STATE UNIVERSITY"

Considered and recommended for
approval by the Academic Council of B.
Osmonov JASU
Protocol No. 5
of "31" 01 2025

I APPROVE
Rector of B. Osmonov JASU,
D.Sc. in Engineering, Professor
Usenov K.Zh.
"03" 02 2025



REGULATION ON THE PROCEDURE FOR DEVELOPING AND
APPROVING CURRICULA AND WORKING CURRICULA AT B.
OSMONOV JALAL-ABAD STATE UNIVERSITY

1. Development of Curricula

1.1. Curricula for each major/specialty (bachelor's, specialist, master's) are developed on the basis of the equivalent educational standard (hereinafter - the educational program), recommended by the Educational and Methodological Association (EMA) of JaSU and approved by the Academic Council.

1.2. Curricula are prepared by the head of the educational program/head of the department with the participation of relevant staff.

1.3. The Head of the Department is responsible for the correctness and accuracy of subject names, their sequence, the precise and correct distribution of credits for each semester and academic year, meeting the total number of credits, as well as for the precise and correct definition of reporting in each semester.

1.4. The Head of the Department is responsible for the correct preparation of the curriculum.

1.5. The prepared curricula are discussed at a meeting of the department/division, certified by the signatures of the developers, and recommended for approval.

2. Clearance Procedure (Order of Endorsement/Approval)

- **2.1.** Curricula developed by the department are endorsed by the dean. The Dean of the Faculty/Head of the Division carefully reviews the curriculum for compliance with the requirements of the educational program and certifies it with their signature.
- **2.2.** The academic calendar is carefully reviewed by the educational department, and the relevant staff and the head of the educational department sign it, confirming its correctness of preparation.
- **2.3.** The Practical Training Department checks the correctness of the name and credits of practical training based on the educational program and signs it, confirming the correctness.
- **2.4.** The university's educational department checks the correctness of the compilation of curricula in accordance with the educational program, the compliance of the total number of credits with the standard, and certifies them with their signatures.
- **2.5.** Control over the observance and use of curricula is entrusted to the university's educational department.

3. Procedure for Making Amendments and Corrections to Curricula

- **3.1.** Corresponding amendments and corrections are made to the curricula in the case of a resolution of the Government of the Kyrgyz Republic, a special order of the Ministry of Education and Science, or a change in the educational program.
- **3.2.** Making changes to curricula without a valid reason is not allowed.

4. Procedure for Approval and Re-approval

- **4.1.** In the case of new development of curricula for the respective major/specialty (bachelor's, specialist, master's), they are submitted for discussion to the Academic Council and recommended for approval.
- **4.2.** In the case of making amendments or changes to the curricula, they are submitted to the Academic Council and recommended for re-approval.
- **4.3.** Curricula supported by the Academic Council and recommended for approval are approved by the rector of the educational institution.
- **4.4.** In the absence of the rector, the curricula may be approved by the vice-rector for academic affairs.