

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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**Regulations on the department of licensing, accreditation,
and quality of education of Jalal-Abad State University named after B. Osmonov**

(The previous version of the regulations on the Quality Assurance Office was approved by the Academic Council of Jalal-Abad State University, Protocol No. 4 dated February 8, 2016. The current version of these regulations was approved by Protocol No. 4 of the Academic Council dated December 2, 2022.)

1. General Provisions

1.1 The Department of Licensing, Accreditation, and Quality of Education (hereinafter referred to as DLAQE) is a structural unit reporting to the Vice-Rector for Academic Affairs. It is responsible for improving the quality of education, licensing, and accreditation.

1.2 The Department operates in accordance with the laws and regulations of the Kyrgyz Republic, the Model Regulation on the Internal Quality Assurance System of Vocational Education Organizations, the Charter of Jalal-Abad State University, the annual work plan, and these regulations.

1.3 In cooperation with other structural units, the Department monitors the activities of faculties and colleges to enhance the quality of education.

1.4 The Department develops its action plans based on the strategic development goals of the university and the national priorities in licensing, accreditation, and educational development.

2. Structure of the department

2.1 The structure, staffing, and payroll of the Department are approved by the Rector, based on available budgetary and extra-budgetary financial resources.

2.2 The Department is headed by a director who is appointed and dismissed by the Rector upon recommendation from the Vice-Rector for Academic Affairs.

2.3 The rights, responsibilities, and qualifications of the head and staff are determined by their job descriptions.

3. Purpose of the department

The main purpose of the Department is to design, implement, and maintain a university-wide quality management system for education, in alignment with JASU's policy to continuously improve the quality of educational services.

4. Functions of the department

4.1 Quality assurance

4.1.1 Design and development of a quality management system; monitoring the dynamics of educational quality.

4.1.2 Preparation of legal, regulatory, and methodological materials; conducting internal quality audits.

4.1.3 Monitoring the availability of learning resources (textbooks, staffing, infrastructure, equipment).

4.1.4 Coordination with faculties, colleges, and departments to implement quality assurance systems.

- 4.1.5 Identifying issues affecting educational quality and developing actionable recommendations.
- 4.1.6 Evaluating the adequacy of educational resources and infrastructure.
- 4.1.7 Reviewing curricula for compliance with national and institutional educational standards.
- 4.1.8 Recommending improvements in textbooks and teaching materials.
- 4.1.9 Monitoring the integration and use of innovative teaching technologies.
- 4.1.10 Organizing and analyzing assessments of students' residual knowledge during academic periods.
- 4.1.11 Conducting meetings and surveys among students and faculty; analyzing results and making recommendations.
- 4.1.12 Coordinating employer, alumni, and parent surveys to assess quality and expectations.
- 4.1.13 Monitoring classroom visits and issuing recommendations for faculty improvement.
- 4.1.14 Studying best practices from other educational institutions and adapting them for implementation.
- 4.1.15 Developing methodological guidance for colleges and faculties and overseeing its application.
- 4.1.16 Enhancing internal mechanisms for quality assessment.
- 4.1.17 Establishing Quality Councils at university, faculty, and college levels and coordinating their work.
- 4.1.18 Implementing quality policy through institutional development plans.
- 4.1.19 Supporting quality management development through compliance with institutional orders and recommendations.
- 4.1.20 Monitoring the quality of interim and final assessments of students.
- 4.1.21 Evaluating how effectively faculty contribute to student competency development.

4.2 Licensing and compliance

- 4.2.1 Reviewing proposals for new programs from faculties and departments based on licensing criteria.
- 4.2.2 Preparing license applications and supporting documentation for new academic programs.
- 4.2.3 Coordinating the licensing process for new programs.
- 4.2.4 Monitoring ongoing compliance with licensing requirements.
- 4.2.5 Managing documentation for license renewals in accordance with national regulations.
- 4.2.6 Documenting results of scheduled and unscheduled inspections for license compliance.

4.3 Independent accreditation of institutions and programs

- 4.3.1 Providing coordination, informational, and methodological support for institutional accreditation.
- 4.3.2 Preparing documentation for programmatic accreditation and coordinating involved units.
- 4.3.3 Facilitating agreements with accreditation agencies in accordance with national requirements.
- 4.3.4 Developing action plans based on external expert commission feedback.
- 4.3.5 Preparing post-accreditation reports and coordinating follow-up activities.

4.4 Coordination of the Participation of the Educational Institution and Academic Programs in International Rankings

- 4.4.1 Preparing applications and coordinating participation in rankings; notifying stakeholders and ensuring public transparency.
- 4.4.2 Recommending eligible academic programs for inclusion in rankings.
- 4.4.3 Analyzing results and preparing improvement recommendations.

5. Rights of the department

- 5.1. Requesting and receiving information on educational quality from university units.
- 5.2 Accessing all relevant information on academic operations.
- 5.3 Setting quality-related priorities and proposing implementation strategies.
- 5.4 Requesting responses to identified deficiencies and submitting reports to the Vice-Rector and Rector.
- 5.5 Making formal proposals to the Academic Council for improvements in quality management, with approval from university leadership.

6. Responsibilities

- 6.1 The Head of the Department is accountable for fulfilling the Department's mission.
- 6.2 Staff are responsible for the accuracy of information submitted to university authorities.
- 6.3 Staff must monitor the educational process to ensure ongoing quality improvement.
- 6.4 Each employee is responsible for the quality of assigned tasks.

7. Internal relations

- 7.1 Staff shall comply with university regulations and decisions of the Academic Council and higher authorities.
- 7.2 The Department collaborates with faculties, colleges, and units in developing and implementing quality systems.
- 7.3 It also maintains cooperative relationships with external educational institutions and partner organizations.

8. Procedure for organization and dissolution

- 8.1 The Department may be dissolved or reorganized by decision of the University Academic Council and by order of the Rector of JASU.
- 8.1 The Department's regulations are discussed and approved by the Academic Council of the university, and the responsibilities of staff members are assigned based on the proposal of the Vice-Rector for Academic Affairs. Department staff are also required to carry out verbal and additional assignments given by the university administration.