

**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

**POSITION "ON THE HEAD OF THE EDUCATIONAL
PROGRAM"**

Jalal-Abad – 2025

1. General Provisions

1.1. The Position was developed in accordance with the Law of the Kyrgyz Republic "On Education" dated 11.08.2023, state educational standards of higher and secondary vocational education, the Charter of the Scientific-Educational Production Complex "B. Osmonov Zhalal-Abad State University", Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 258 dated May 22, 2024 "On certain issues in the field of professional higher and secondary education", Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 24, 2024 "On the approval of regulatory legal acts governing the activities of organizations of higher professional education", and No. 329 dated June 10, 2025 "On the approval of regulatory legal acts in the field of professional higher and secondary education", as well as the Resolution No. 371 dated July 8, 2024 "On the approval of the model of the state educational standard for primary, secondary, and higher vocational education of the Kyrgyz Republic", and is based on the Position on main educational programs of higher and secondary vocational education developed at JASU.

1.2. The Position defines the procedure for the appointment of the heads of the main educational programs (hereinafter – Head of MEP) implemented at B. Osmonov Zhalal-Abad State University (hereinafter – JASU, University), their qualification requirements, responsibility, rights, and functional duties.

The main goal of the Head of MEP is to ensure the quality implementation of the educational program, and to enhance the level of knowledge, competencies, and academic results of students.

1.3. The Head of MEP is the person responsible for ensuring the quality of the educational process, and for the organization and monitoring of the implementation of the educational program.

Heads of educational programs are considered by the Academic Council of JASU and approved by the Rector's order at the beginning of each academic year.

1.4. The Head of the main educational program for Bachelor's, Master's, and Specialist's degrees is appointed from among the scientific and pedagogical staff of the department involved in the implementation of the educational program, who have an academic degree and academic title, as well as scientific and pedagogical, organizational, and methodological experience.

1.5. When implementing Bachelor's programs in profile areas, a separate responsible program head is appointed for each profile.

1.6. In colleges, the heads of the main professional educational programs are the chairmen of the subject-cycle commissions.

1.7. Changes and additions to the Position are introduced by the Academic Council of JASU.

2. Functional Duties of the Head of MEP

The Head of MEP performs the following functions:

1. Participates in the development and updating of the structure, content, and curriculum of the educational program.
2. Ensures the compliance of the program with the state educational standard, the educational standard developed by JASU, labor market requirements, and the strategic development plan.
3. Monitors the quality of the work programs of academic disciplines (syllabus).
4. Organizes the educational process, internships, and final qualifying works for the program.
5. Participates in the development of the fund of assessment tools (FAT) and indicators for evaluating student achievements.
6. Coordinates the work of teachers on the educational program, and provides methodological assistance.
7. Conducts internal monitoring of the program according to the set criteria (in the Position on the educational program) (quality of teaching, student attendance, results, grading system).
8. Establishes contact with employers and graduates, and analyzes their opinions.
9. Organizes preparations for accreditation.

10. Prepares an annual report and submits it to the Academic Council of the institute, and the Vice-Rector.
11. Maintains educational and methodological documentation related to the implementation of the program.
12. Initiates the introduction of innovative and digital technologies in the educational process.
13. Participates in the creation of the "Graduate Model".

3. Rights of the Head of MEP

The Head of MEP has the right to:

1. Demand information and documents related to the implementation of the program.
2. Make proposals for improving the content of the program.
3. Speak at institute meetings on academic and administrative issues.
4. Make proposals on the evaluation of teachers' work and methodological support.
5. Analyze the work of students and teachers and demand a report.
6. Organize seminars, round tables, and meetings on the program.

4. Responsibility of the Head of MEP

The Head of MEP is responsible for the following:

1. For the quality and content of the educational program;
2. For the compliance of the program with the state standard;
3. For the reliability of information in monitoring and reporting;
4. For the effectiveness of the educational process and academic discipline;
5. For deficiencies in case of untimely preparation of methodological documents.