

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 work of the self-assessment commission for higher and secondary vocational education programs of Jalal-Abad State University named after B. Osmonov

1. General Provisions

The present Regulations on the Self-Assessment Commission for Higher and Secondary Vocational Education Programs of Jalal-Abad State University named after B. Osmonov (hereinafter – the Regulations) define the procedures and rules of operation of the Commission responsible for self-assessing the educational programs undergoing accreditation. The Regulations are based on the Law of the Kyrgyz Republic “On Education” and the Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 246 of May 15, 2024 “On the Approval of Normative Legal Acts on Accreditation in the Field of Education.”

Purpose of the self-assessment:

- To evaluate the compliance of B. Osmonov Jalal-Abad State University and its educational programs with the minimum requirements and state educational standards, as well as standards developed by the university.
- To conduct a SWOT analysis of the educational programs.
- To develop proposals for addressing identified shortcomings and plan activities to improve the quality of education.

2. Planning and Preparation for the work of the self-assessment commission

2.1 The self-assessment is carried out by a commission approved by the rector based on a decision of the Academic Council of the university.

2.2 The composition of the commission, determined by the Academic Council, includes:

- The rector of the university – chair of the commission
- The vice-rector for academic affairs
- Heads of structural units of the university
- Heads of methodological associations
- Representatives of the board of trustees, students, faculty, parents, employers, and other stakeholders

The qualitative composition of the commission depends on the type of accreditation:

- For institutional accreditation, the commission includes individuals with experience in university management.
- For program accreditation, it is recommended to include those responsible for the specific educational program.

2.3 The rector's order on the self-assessment must include:

- Full name, position of each commission member (indicating the chair);
- Start and end dates of the self-assessment (the period must be no less than 6 weeks);
- Date of submission of the self-assessment report to the Academic Council for review.

2.4 The chair organizes a preparatory meeting for the commission. During the meeting:

- The plan of self-assessment is reviewed and approved; responsibilities of members by area are defined;
- The criteria for evaluation based on minimum requirements and state standards are clarified;

- A responsible person is appointed to compile results and prepare the report;
- The schedule for preliminary review of self-assessment results is established.

3. Content of the self-assessment

Self-assessment is a comprehensive and in-depth evaluation of the university's performance against the minimum requirements of the state educational standards and internal standards developed by the university. The analysis covers the past five years of performance across all modes of delivery (full-time, part-time, etc.) and technologies (e-learning, ICT, etc.) for the accredited programs.

The results of the activities of B. Osmonov Jalal-Abad State University must be documented and substantiated. For each minimum requirement, the self-assessment must indicate the following:

- Availability of documentation and resources
- Implementation mechanisms / practical execution
- Evaluation of outcomes
- Improvement plans

The following is a sample list of documents used to assess compliance with the minimum requirements (based on Resolution No. 670 dated December 29, 2015 of the Government of the Kyrgyz Republic "On the Approval of Acts on Independent Accreditation in the Education System of the Kyrgyz Republic").

3.1 Quality assurance policy:

- University charter;
- Organizational and regulatory documents;
- Regulations on monitoring, evaluation, analysis, and improvement of the university's activities (including structural units); internal rules and procedures; code of ethics; policy documents on academic integrity and misconduct; procedures for the development, revision, and approval of educational programs; rules and procedures for objective and transparent assessment of student performance; appeal procedures; university quality assurance policy; quality management manual; regulations on the quality management system, etc.;
- Mission, educational goals, expected learning outcomes;
- Strategic and operational plans (university development program);
- Internal control regulations (monitoring, evaluation, analysis of university activities);
- Organizational structure of B. Osmonov Jalal-Abad State University (organizational chart);
- Meeting minutes (Academic Council, Administrative Council, Parent Committee, Board of Trustees, Methodological Council, Subject Commissions, Student Assemblies, Local Government, Roundtables, Consultative Meetings, etc.);
- Survey reports (interviews, stakeholder tracking studies, etc.);
- Analytical reports (by areas of institutional activity);
- Improvement plans for university activities based on academic performance assessments.

3.2 Development, Approval, Monitoring, and Periodic Evaluation of Educational Programs

- Regulations on the development, approval, monitoring, and periodic evaluation of the university's educational programs;
- Expected learning outcomes aligned with educational goals and the university's mission;
- Curriculum plan (syllabus);
- Class schedules (timetables);
- Monitoring results with analysis, conclusions, and decisions;
- Minutes of subject (cycle) commissions, methodological councils, and other relevant bodies;
- Results of stakeholder surveys (questionnaires, interviews, reports, etc.);
- Instructional and methodological support for the educational process;

- Improvement plans for the university's educational programs.

3.3 B. Osmonov Jalal-Abad State University Assesses Student Access to Student-Centered Learning

- The university's educational goals and expected learning outcomes;
- Analysis of the alignment between the curriculum and educational goals and expected learning outcomes;
- Instructional and methodological support;
- Approved rules and procedures for assessing learning outcomes;
- Systems for informing students about current assessment rules and procedures;
- Enrollment and withdrawal rates, academic performance indicators, percentage of graduates continuing education at higher levels, and graduate employment rates;
- Procedures for observing and analyzing classroom instruction;
- Academic calendars and thematic lesson plans;
- Individual teaching plans;
- Results of the implementation of innovative technologies in the university's activities;
- Regulations on educational and extracurricular work, and results of monitoring, analysis, and evaluation of such activities;
- Regulations on clubs and student organizations, and results of stakeholder surveys;
- Social profile (passport) of the student body;
- Documents regulating the development and support of students' creative abilities;
- Surveys from parents, students, and other stakeholders;
- Monitoring of the university's educational process, including analysis, evaluation results, and reports on student and faculty achievements;
- Improvement plans for JASU's educational activities.

3.4 Student Admission, Recognition of Learning Outcomes, and Completion of Studies

- Regulations on student admission, recognition of prior learning, and graduation;
- Regulations on final attestation (state examinations);
- Registers (logbooks) for issuing certificates and/or diplomas;
- Minutes of the Administrative (Pedagogical) Council on exam admissions, student transfers, and issuance of official state-recognized documents;
- Instructions, orders, and directives for conducting final state attestation;
- Procedures for the collection, analysis, and monitoring of recognized learning outcomes and graduation, including evaluation and reporting on improvements;
- Admissions-related documents and improvement plans regarding recognition of learning outcomes and completion of studies.

3.5 Academic and support staff

- Regulations on the procedures for recruitment, hiring, onboarding (adaptation), training, promotion, incentives, and dismissal of academic and support staff;
- Quantitative and qualitative composition of teaching staff;
- Job descriptions and functional responsibilities of employees;
- Performance evaluation criteria for staff in the educational institution;
- Surveys, interview transcripts, roundtable discussions, conversations, and meeting protocols;
- Monitoring, analysis, evaluation, and reporting on staff performance improvement;
- Five-year professional development plan for staff.

3.6 Infrastructure and Information resources

- Inventory documentation (library collections, computer labs, industry-specific resources, educational equipment and teaching aids, other resources);

- Technical passport (facility specifications);
- Readiness report for the academic year;
- Approved fire safety, occupational health, and safety instructions for the implementation of educational programs;
- Compliance report with sanitary and hygienic standards, as well as fire safety and occupational health regulations for educational program delivery;
- Regulations on the maintenance of the university's infrastructure and information resources;
- Mechanisms for collecting, evaluating, analyzing, and improving the university's infrastructure and information resources;
- Monitoring, evaluation, analysis, and improvement of infrastructure and information resources, including maintenance reports;
- Improvement plans for infrastructure, information resources, and their maintenance;
- Professional development plans for staff in the use of information and communication technologies (ICT).

3.7 Information management and public communication

- Regulations on university information management (information management system);
- Communication strategy of the educational institution;
- Information about B. Osmonov Jalal-Abad State University to ensure that the public receives accurate data regarding the implementation of educational programs;
- University information system (student enrollment, attendance, academic performance, reasons for withdrawal, student and parent satisfaction with educational programs, access to material and information resources, participation data in olympiads, project competitions, and sports events);
- University mission for consistent public communication; educational goals, expected learning outcomes, teaching and learning methods, assessment procedures and criteria, national testing results, student learning outcomes, and other achievement-related information (website, email, telephone and fax numbers, university newspaper).

The process of assessing student learning outcomes in accredited higher and secondary vocational education programs at the university is conducted in accordance with the minimum requirements.

Assessment tasks are developed by B. Osmonov Jalal-Abad State University, and their content is based on state educational standards or internal standards developed by the university, taking into account educational objectives and intended learning outcomes.

4. Summary and report preparation

4.1. The Commission analyzes the collected materials and information regarding the activities of B. Osmonov Jalal-Abad State University.

4.2. Based on the summarized results, the designated staff member compiles the findings into a Self-Assessment Report (hereinafter referred to as the Report).

4.3. The Chair of the Commission conducts a meeting for the preliminary discussion of the Report. During the meeting, specific issues are clarified, opinions are expressed regarding the need for additional materials, and recommendations and suggestions based on the assessment are discussed.

4.4. Taking into account the comments and suggestions made by Commission members regarding the Report, the Chair sets deadlines for revisions and final review.

4.5. After finalization, the revised Self-Assessment Report is submitted to the Academic Council. The Academic Council makes a decision on the approval of the Report by the university administration and the submission of materials to the authorized accreditation body for external review.

5. General requirements for the report

The report shall be prepared on A4-size paper in accordance with the approved format in Appendix 1 and must include the following sections:

- Titlepage;
- Table of contents;
- List of abbreviations;
- Introduction;
- Analysis and evidence of compliance with minimum requirements;
- Conclusion;
- Appendices;

The analysis and evidence of compliance with minimum requirements must reflect both the strengths and weaknesses, as well as provide suggestions and recommendations on the following points:

- Availability of documents and resources;
- Implementation mechanisms / practical execution;
- Evaluation of results;
- Improvement plans;

The purpose of the report is to present a final conclusion regarding the university's and its programs' compliance with the minimum requirements and to make a recommendation to the authorized body on accreditation eligibility.

Formatting guidelines:

Font: Times New Roman, size 12 for body text, size 14 for headings, all in black color.

Line spacing: single. All pages must be numbered.

Page margins: left – 2.5 cm, right – 1.5 cm, top and bottom – 2 cm.

Tables and figures must have a title and number.

Appendices must also be numbered.

In-text references must include the document title, page number, and appendix number.