

**MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF
THE KYRGYZ REPUBLIC**

**SCIENTIFIC-EDUCATIONAL AND PRODUCTION COMPLEX
“JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV”**

Reviewed and recommended
for approval by the Academic
Council of Jalal-Abad State
University named after B. Osmonov
Minutes No. 1

“ 01 ” 04 2025

APPROVED

Rector of Jalal-Abad State University
named after B. Osmonov
Doctor of Technical Sciences, Professor
K. Zh. Usenov

“ 07 ” 09 2025



**REGULATIONS ON THE EXPERT GROUP OF EDUCATIONAL
PROGRAMS OF
JALAL-ABAD STATE UNIVERSITY**

Jalal-Abad – 2025

Chapter 1. General Provisions

1. This regulation defines the procedure for the creation and operation of the Expert Group of Educational Programs (hereinafter referred to as the Expert Group), an educational organization of higher and secondary professional education.
2. In its activities, the Expert Group shall be guided by the Constitution of the Kyrgyz Republic, the laws of the Kyrgyz Republic, decrees and orders of the President of the Kyrgyz Republic, resolutions and directives of the Government of the Kyrgyz Republic, as well as by these Regulations.
3. The Expert Group is an advisory and consultative body of Jalal-Abad State University and reports to the Director of the Institute and the College of JASU named after B. Osmonov.

Chapter 2. Goals and Objectives of the Expert Group

4. The purpose of the Expert Group is to assist the Institute and College in ensuring the quality implementation of educational activities, taking into account the needs of the labor market and the economy.
5. The objectives of the Expert Group are to:
 - assist in defining professional requirements and standards;
 - provide information on new technologies and trends in relevant industries;
 - assist in the development and evaluation of educational programs considering economic and labor market needs of the region and the state;
 - participate in the self-assessment of educational programs;
 - assist in providing practical examples for the development of educational materials;
 - assist in aligning practical assignments for the assessment of learning outcomes based on professional standards;
 - support career planning and development of students through various activities;
 - facilitate internships for university and college teaching staff at enterprises;
 - promote the dissemination of information within the business community about the goals and results of educational programs.
6. To fulfill its objectives, the Expert Group cooperates with all structural divisions of JASU, vocational education institutions, government agencies, local self-government bodies, organizations, and public associations.

Chapter 3. Establishment and Composition of the Expert Group

7. The Expert Group is established by the order of the Rector by areas of study (or related specializations).
8. The composition of the Expert Group for each field of study (or related specializations) is formed based on the request of the Director of the Institute and College, consisting of representatives of employers (70% of the total composition), nominated by organizations, enterprises, and professional associations, as well as representatives of government and local authorities, professional unions, leading specialists of the educational program, and a methodologist of JASU.
9. At least 30% of the members of the Expert Group must be women.
10. The Chairperson of the Expert Group shall be a representative of employers, approved by the Rector's order upon the recommendation of the Head of the Educational Program.
11. The Deputy Chairperson and the Secretary shall be appointed from among the university staff (for the respective field of study).
12. The Expert Group shall consist of no fewer than 7 members.
13. Members of the Expert Group may include:
 - employers or representatives of trade unions, government bodies from the relevant professional sector: at least 70% when determining professional requirements and at least 60% when developing

and evaluating educational programs;

- teaching staff from related fields of study.

14. JASU independently forms and maintains a database of experts, and the Head of Industrial Training and Social Partnership is responsible for regularly updating this database.

Chapter 4. Rights of the Expert Group

15. The Expert Group has the right to:

- review and recommend, in accordance with the legislation of the Kyrgyz Republic, a set of measures and mechanisms for ensuring fair and effective management of the educational programs of JASU;
- participate in public hearings on draft laws, regulations, and conceptual or strategic documents aimed at enhancing the interaction between the labor market and education;
- make recommendations to the Director, the Head of the Educational Program, and the Chairperson of the Methodological Council to improve educational programs;
- make proposals to the Chairperson of the Board of Trustees to improve conditions for the effective implementation of educational programs (development strategy, cooperation, workplace learning, educational environment, support services, financing, etc.);
- hear reports from teachers, department heads, and heads of structural units of JASU on issues related to professional training.

16. Each member of the Expert Group has the right to:

- submit proposals for the agenda of meetings;
- receive responses from other members and participants of the Expert Group;
- express a dissenting opinion in writing, which must be attached to the meeting minutes;
- review the minutes and other materials of the Expert Group;
- recommend social partners for cooperation with JASU.

Chapter 5. Duties of the Expert Group

17. The Chairperson of the Expert Group:

- chairs the meetings of the Expert Group;
- organizes the work of the Expert Group in accordance with its goals and objectives;
- determines the date, place, and time of the Expert Group meetings;
- approves the agenda and the procedure for discussing issues at the meetings of the Expert Group;
- gives assignments to the members of the Expert Group regarding its activities;
- exercises control over the implementation of the given assignments;
- informs the head of the educational program and the leadership of JASU about the results of measures taken to improve professional training and the outcomes of the Expert Group's work;
- interacts with all structural divisions of JASU, educational institutions, government bodies, local self-government authorities, public associations, foundations, and other non-governmental organizations to achieve the goals of the Expert Group;
- does not disclose confidential information or any other data concerning the activities of the university that became known as a result of exercising their powers.

18. The Deputy Chairperson of the Expert Group:

- prepares the meeting agenda on behalf of the Chairperson of the Expert Group based on the proposals of the Expert Group members, the head of the educational program, and the institute administration;

- develops draft plans and proposals for improving the educational program for further coordination with the members of the Expert Group, the head of the educational program, and social partners;
- does not disclose confidential information or any other data concerning the activities of the university that became known as a result of exercising their powers.

19. The Secretary of the Expert Group:

- prepares materials for the meetings of the Expert Group;
- drafts the resolutions adopted at the meetings of the Expert Group;
- informs members of the Expert Group about the agenda, place, and time of meetings;
- provides the necessary reference and informational materials;
- keeps minutes of the meetings of the Expert Group;
- compiles materials submitted for consideration by the Expert Group;
- ensures the recording and storage of documentation, materials, and meeting minutes of the Expert Group;
- does not disclose confidential information or any other data concerning the activities of the university that became known as a result of exercising their powers.

20. Members of the Expert Group:

- assist in preparing the meetings of the Expert Group;
- participate in the meetings of the Expert Group, and in case of inability to attend, notify the Chairperson of the Expert Group in advance (by phone or email);
- exercise their powers personally, without the right to delegate them to other persons, even temporarily;
- execute the decisions of the Expert Group and the assignments of its Chairperson;
- assist in organizing on-the-job training;
- provide guidance to students on career planning and development;
- assist in organizing internships for academic staff at enterprises and organizations;
- do not disclose confidential information or any other data concerning the activities of the university that became known as a result of exercising their powers.

Chapter 6. Working Regulations of the Expert Group

21. Meetings of the Expert Group are held at least twice a year. A meeting is considered valid if at least three-quarters ($\frac{3}{4}$) of the members of the Expert Group are present.

22. The decisions of the Expert Group are advisory in nature and are documented in the minutes.

23. The decisions of the Expert Group are made by a majority vote of the members present through open voting. In the event of a tie, the Chairperson's vote is decisive.

24. The decisions of the Expert Group are submitted to the Director of the Institute.

25. The Expert Group participates in the evaluation of the quality of education in accordance with the approved quality assurance regulations of the educational organization.

26. The recommendations of the Expert Group are recorded during the evaluation of the educational program and submitted to the Director of the Institute. Copies of the minutes are also provided to the program head, chairs of the Methodological Council, department heads, and the Board of Trustees.

27. Members of the Expert Group participate in meetings, according to an agenda coordinated with the program head and the Director of the Institute, to discuss the following issues:

- development, revision, monitoring, and evaluation of the educational program;
- formulation/evaluation/revision of educational goals and learning outcomes;
- development/evaluation/revision of learning content, assessment tools, and evaluation results;

- discussion and approval of equipment and furniture necessary for high-quality program implementation.

28. In accordance with approved procedures and the legislation of the Kyrgyz Republic, the university ensures the implementation of appropriate measures for recognizing the results of the activities of the Institute's Expert Group members.

Chapter 7. Procedure for Preparing Minutes of Expert Group Meetings

29. The minutes of the Expert Group meetings are signed by the Chairperson of the meeting and the Secretary of the Expert Group.

30. The minutes of the Expert Group meeting must include:

- date, agenda, place, and time of the meeting;
- materials reviewed at the meeting;
- speeches of members and other participants of the meeting;
- special opinions of the Expert Group members on the issues discussed;
- decisions made by the Expert Group (recommendations and proposals);
- information on the materials attached to the minutes.

31. The minutes of the Expert Group meeting must be prepared within ten (10) days from the date of the meeting. The Secretary of the Expert Group shall, within five (5) days after signing, circulate the minutes to all members of the Expert Group and other interested parties.

Registration Form for Members of the Expert Group

№	Full Name	Place of Work	Phone	Email	Signature
1	2	3	4	5	6
	Chairperson:				
1					
	Deputy Chairperson:				
2					
	Secretary:				
3					
	Members of the Expert Group:				
4					
5					
6					
7					

Name of the Educational Organization:

Contact Details of the Organization:

Contact Details of the Chairperson of the Expert Group: