

Ministry of Science, Higher Education and Innovations
of Kyrgyz Republic

Scientific-Educational 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. 01 09

2025y.

Approved
Rector of JASU named after B. Osmonov
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Regulation on the Institute of
Jalal-Abad State University named after B. Osmonov

REGULATION ON THE INSTITUTE OF JALAL-ABAD STATE UNIVERSITY

1. General regulations

1.1. These Regulations on the Institute of Jalal-Abad State University have been developed based on the Law of the Kyrgyz Republic “On Education” dated August 11, 2023; Resolution of the Government of the Kyrgyz Republic No. 246 dated May 29, 2012; Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 45 dated February 5, 2024; the Charter of the Scientific-Educational-Industrial Complex “Jalal-Abad State University named after B. Osmonov”; Resolution of the Cabinet of Ministers of the Kyrgyz Republic “On Certain Issues in the Field of Higher and Secondary Professional Education” dated May 22, 2024 No. 258; Resolution of the Cabinet of Ministers of the Kyrgyz Republic “On Approval of Regulatory Legal Acts Governing the Activities of Higher Professional Education Institutions” dated September 24, 2024 No. 590; and Resolution “On the Approval of Regulatory Legal Acts in the Field of Higher and Secondary Professional Education” dated June 10, 2025 No. 329, as well as relevant local normative documents developed at Jalal-Abad State University (JASU).

1.2. The Institute is an educational, scientific, and administrative subdivision of JASU and implements programs of higher, postgraduate, secondary professional, and additional education in one or several related fields and specialties. It also conducts scientific research in the corresponding scientific area.

1.3. The reasons and objectives for establishing an Institute based on faculties and colleges are as follows:

- Modernization of the educational system;
- Integration of the scientific and practical potential of faculties and colleges;
- Providing college graduates with opportunities to obtain higher education within the Institute;
- Optimization of specialist training in each field;
- Implementation of activities in accordance with international educational standards.

1.4. The Institute unites departments, a college, educational and research laboratories that carry out teaching and research activities in accordance with the Institute’s profile.

1.5. The Institute supervises the educational, methodological, scientific, and research work conducted by departments, laboratories, and other subdivisions.

1.6. The expediency of establishing an Institute is determined independently by JASU, based on the availability of financial resources.

2. Objectives of the Institute within JASU

As an integral part of the University, the Institutes are responsible for organizing and developing educational, research, and educational-upbringing activities.

Their main objectives are:

- Ensuring high-quality higher, postgraduate, and secondary professional education;
- Training specialists in accordance with state educational standards and international requirements;
- Developing scientific research and involving students in scientific activities;
- Providing practical training and maintaining cooperation with industry;
- Enhancing the professional skills of the academic and teaching staff;
- Fostering students' moral, ethical, and civic qualities;
- Ensuring the educational process is supported by modern technologies;
- Developing international cooperation programs;
- Designing and implementing internal documents, curricula, and programs of the Institute;
- Developing fundamental and applied sciences and arts through joint creative activities of students and academic staff, using results obtained in the learning process;
- Promoting creativity, independence, and responsibility among students, fostering diligence, and developing civic engagement;
- Disseminating knowledge among the public and contributing to the intellectual potential of the state.

3. Structure and Management of the Institute

3.1. An Institute is established by order of the Rector of the University based on the decision of the Academic Council of JASU, provided that the following conditions are met:

- Availability of material, technical, and production-practical facilities;
- Adequate methodological and informational support for the educational process;
- Availability of qualified academic and research staff capable of carrying out educational, methodological, and scientific work;
- Personnel capable of delivering theoretical, methodological, and organizational instruction in disciplines specified in professional educational programs for higher and secondary professional education;
- A student body of no fewer than 300 students.

3.2. It is prohibited to establish duplicate structural units (institutes, centers, departments, etc.) within JASU that provide education or training in the same field or specialty.

3.3. The Institute carries out its activities in accordance with the Law of the Kyrgyz Republic “On Education” and other normative legal acts, the Charter of JASU, and these Regulations on the Institute. The college within the Institute operates under its respective regulations.

3.4. The structure and staffing schedule of the Institute are approved by the University in accordance with current legislation.

4. Management of the Institute

4.1. The activities of the Institute are managed by a Director appointed by order of the Rector of JASU on a contractual basis for a term of up to five years. The Director must hold an academic degree or title in a relevant field. The Director has deputies.

4.2. The Director of the Institute reports to the Academic Council of the Institute at the end of each semester and academic year on the organization and supervision of the educational process, methodological, scientific-research, and educational work.

4.3. In the event of the establishment, reorganization, or liquidation (division, merger, or re-profiling) of an Institute, the acting Director is appointed by order of the Head of the educational institution in accordance with established procedures.

4.4. Acting on behalf of the Institute, within the powers defined by the Charter of JASU and these Regulations, the Director shall:

- Represent the Institute in all institutions and organizations;
- Participate in the work of University structural units when discussing matters related to the Institute’s activities;
- Plan the Institute’s work and distribute responsibilities among staff according to approved functional duties;
- Supervise educational, methodological, and scientific activities of departments, laboratories, and other units of the Institute;
- Bear full responsibility for compliance with state educational standards in implementing programs of higher, postgraduate, secondary professional, and additional education;
- Oversee educational and extracurricular activities, industrial internships, and the educational process;
- Ensure the correctness of academic schedules and timetables, monitor classes and student attendance;
- Analyze results of students’ assessments (self-study, current, and final evaluations), prepare reports, and submit proposals to JASU management for improving educational and research work;
- Approve student transfers between years, admit graduates to state final attestation, and organize final examinations in accordance with regulations;

- Submit proposals to JASU management regarding student expulsion, academic leave, reinstatement, or transfer from other institutions, ensuring the accuracy of all related records and academic transcripts;
- Submit proposals to the Rector of JASU on awarding scholarships to Institute students;
- Coordinate the preparation of textbooks, teaching materials, and student creative projects conducted in departments, laboratories, and research circles;
- Oversee the training of scientific and pedagogical staff (postgraduates, doctoral candidates, and applicants) and professional development of faculty members;
- Submit proposals to JASU administration on hiring, dismissal, promotion, rewards, and disciplinary actions concerning Institute staff;
- Submit proposals on the structure and staffing schedule of the Institute and its departments;
- Collaborate with other JASU units on educational, methodological, and research issues;
- Organize departmental reviews of dissertations, textbooks, teaching aids, and course programs prepared within or outside the University;
- Maintain contact with graduates, postgraduates, and doctoral students of JASU;
- Participate in student admissions to JASU at the relevant level;
- Establish cooperative relationships with University departments, institutions, enterprises, organizations, and firms to exchange best practices, introduce innovative teaching technologies, conduct joint research, and organize conferences, seminars, and other academic events;
- Maintain international collaboration with foreign educational and research institutions related to the Institute's academic profile;
- Prepare an annual report on the Institute's activities for submission to the Academic Council of the Institute, including recommendations to University leadership.

4.5. Within available financial resources, JASU may establish a division (college) under the Institute, headed by a Deputy Director.

4.6. Deputy Directors (for higher professional and secondary professional programs) are appointed by order of the Rector upon recommendation of the Director from among qualified staff with academic titles or degrees (in certain cases, from among staff without them). The Deputy Director for secondary professional education (college) may be appointed from among staff members without an academic title or degree.

4.7. The overall management of educational, research, and methodological work, as well as the training and development of academic staff within the Institute, is carried out by the Academic Council of the Institute, chaired by the Director.

4.8. The Academic Council of the Institute operates in accordance with the “Regulations on the Academic Council of the Institute” approved by the administration of JASU.

5. Rights of the Institute

Each Institute of Jalal-Abad State University (JASU), for the effective implementation of its activities, possesses the following rights:

- To independently develop and submit for approval educational programs, curricula, and methodological materials;
- To conduct scientific research projects and participate in grant programs;
- To submit proposals on the selection, appointment, and professional development of academic and teaching staff;
- To submit proposals regarding student admission, transfer, and expulsion;
- To organize internship bases through agreements with public and private organizations and enterprises;
- To participate in international projects, conferences, and seminars;
- To make proposals for the efficient use of resources and finances aimed at improving the internal operations of the Institute;
- To elect representatives to the General Assembly and the Academic Council of the University.

6. Responsibility of the Institute

The Institute bears responsibility in the following areas of its activity:

- For the quality and content of the educational process;
- For compliance with state educational standards and internal regulations;
- For the level of students’ knowledge, education, and safety;
- For the results of scientific research and their proper application;
- For the correct and targeted use of financial and material resources;
- For compliance with labor discipline and internal regulations;
- For the observance of the rights and lawful interests of faculty and students;
- For preventing any damage to the reputation and authority of the University.

Conclusion

The Institutes of Jalal-Abad State University are the principal structural subdivisions of the University. They play a vital role in enhancing the quality of education and strengthening the connection between science and practice. By diligently fulfilling their duties, properly exercising their rights, and recognizing their responsibilities, the Institutes make a direct and significant contribution to the development of the University.

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