

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. 1
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Approved
Rector of JASU named after B. Osmonov
Doctor of Technical Sciences, Professor
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Regulation on the Departments of
Jalal-Abad State University named after B. Osmonov

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1. General regulation

1.1. These Regulation on the Department of Jalal-Abad State University are developed on the basis of the Law of the Kyrgyz Republic “On Education” dated August 11, 2023; Government Resolution of the Kyrgyz Republic dated May 29, 2012 No. 246; Resolution of the Cabinet of Ministers of the Kyrgyz Republic dated February 5, 2024 No. 45; the Charter of the Scientific-Educational Production 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 Institutions of Higher Professional Education” dated September 24, 2024 No. 590; the Resolution “On Approval of Regulatory Legal Acts in the Sphere of Higher and Secondary Professional Education” dated June 10, 2025 No. 329; as well as the corresponding local regulatory documents developed at JASU.

1.2. The Department at JASU (hereinafter – the Department) is an educational and methodological, scientific subdivision of Jalal-Abad State University, which carries out educational-methodological and research activities among students, extracurricular (out-of-class) activities, as well as the training, retraining and advanced training of specialists with higher education and highly qualified scientific and teaching staff in one or more related specialties and fields.

1.3. The main goal of the Department’s activities is to satisfy the individual’s needs in moral, cultural and intellectual development through obtaining higher, postgraduate and additional professional education.

1.4. The Department is part of the corresponding institute and ensures the organization of teaching, research and educational (upbringing) activities.

1.5. The Department carries out its activities in accordance with the strategic development plan of the University.

2. Main objectives of the Department

1. Development of educational and methodological activities of the teaching staff.
2. Improvement of teaching technologies aimed at developing the student’s creative potential and capabilities.

3. Advancement of fundamental and applied sciences and the arts through joint creative activity of the teaching staff, academic personnel, and students, and the application of obtained results in the educational process.
4. Training, retraining, and advanced training of specialists with higher education and highly qualified academic and teaching personnel.
5. Preservation and promotion of the moral, cultural, and scientific values of society.
6. Dissemination of knowledge among the population and enhancement of the intellectual potential of the state.
7. Ensuring the training of specialists in accordance with state educational standards.
8. Methodological support of the educational process.
9. Development and updating of curricula, core educational programs and instructional materials.
10. Organization of classes using modern teaching technologies.
11. Conducting scientific research and implementation of research results in practice.
12. Preparation of new educational and methodological materials, textbooks, and monographs.

3. Main functions of the Department

1. Develops draft professional educational programs of higher, postgraduate and additional professional education in accordance with the state educational standard and submits them for review by the institute and the Academic Council of the University.
2. Implements the approved professional educational programs and is responsible for compliance with the requirements of the relevant state educational standard.
3. Carries out all forms of students' independent work, individual work, seminars, laboratory work, practical classes, lectures, and other types of instruction for all disciplines assigned to the department, at an appropriate scientific, methodological, and organizational level, based on the approved academic plan.
4. Organizes and ensures the effective completion of all types of practical training, discusses practice outcomes at departmental meetings, and conducts orientation, reflection, and final conferences.
5. Provides qualified supervision of students' coursework and graduation (diploma, qualification) projects.
6. Organizes and analyzes the results of final (at the end of each semester) and current (modular-rating) assessments of students' academic performance.
7. Organizes the final state attestation of graduating students in the prescribed manner.
8. Implements scientific and methodological programs for the development of innovative teaching technologies that enhance the quality and effectiveness of education.
9. Plans and organizes scientific research by the teaching staff, engaging students in research activities.

10. Organizes methodological support for the disciplines taught: development of textbooks, teaching aids, educational-methodological and other informational materials.
11. Supervises scientific-methodological, research, academic and methodological activities of research and academic laboratories and other subdivisions.
12. Reviews and submits proposals for approval of research topics for postgraduate students, doctoral candidates, applicants, and department members.
13. Reviews dissertations written by department members for academic degrees and, upon request of university administration, discusses other candidates' work and provides conclusions.
14. Upon the request of university administration or institute director, reviews, discusses, and prepares conclusions on textbooks, teaching aids, and course program drafts prepared for publication by staff of the department or other higher education institutions.
15. Maintains communication with graduates, postgraduate and doctoral students of the department and the University.
16. Participates in the University's admissions work as established.
17. Maintains cooperation with departments of foreign universities in organizing and conducting educational-methodological and scientific research work, as well as with international research organizations aligned with the department's scientific direction.
18. Collaborates with employers and organizes workplace-based training.

4. Structure and management of the Department

1. The Department consists of the academic and teaching staff (professors, associate professors, senior lecturers, and lecturers), postgraduate and doctoral students, engineering and technical personnel, as well as educational and auxiliary staff who ensure the teaching of the disciplines assigned to the Department and the implementation of educational, methodological, and research work at an appropriate scientific, theoretical, methodological, and organizational level.
2. The Department Meeting serves as the collegial governing body of the Department.
3. The Department Meeting considers the following issues:
 - Analysis of the results of educational and research activities;
 - Proposals for the approval of new curricula and educational programs;
 - Review of individual work plans and performance of academic staff;
 - Assignment of mentors to young specialists.

4. The Head of the Department organizes and supervises the activities of the Department and reports to the administration of the University and the Institute.
5. Research and educational laboratories are assigned to the Department to carry out scientific research related to the Department's academic field and other units of the University.
6. The Department is established within the structure of an Institute or may be under the direct supervision of the Rector of JASU.
7. The Department is established by order of the Rector of JASU on the basis of decisions of the Academic Council of the Institute and the University, taking into account the following:
 - Availability of the necessary material and technical resources;
 - Possibility of providing adequate educational and methodological support for the educational process;
 - Availability of qualified teaching staff (at least five full-time teachers, at least two of whom hold an academic degree or title) to ensure proper theoretical and methodological teaching of the assigned disciplines.
8. The Military Department is established by a Resolution of the Cabinet of Ministers of the Kyrgyz Republic.
9. The Department may be reorganized (divided, merged, or re-profiled), or liquidated by order of the Rector of the University based on the corresponding decision of the Academic Council of JASU.
10. General professional (interfaculty) departments of foreign languages and physical education may be formed from highly qualified specialists regardless of the presence of an academic degree or title.
11. The direct management of the Department is carried out by the Head of the Department, appointed by order of the Rector of JASU for a period of up to five years and holding an academic degree and title.
12. When a Department is being established or reorganized (divided, merged, liquidated, or re-profiled), an Acting Head of the Department shall be appointed by order of the Rector of JASU in accordance with established procedures.

Rights and responsibilities of the head of the Department

The head of the Department shall:

1. Participate in the work of the structural divisions of the University where matters concerning the activities of JASU and the Department are discussed and resolved;
2. Be responsible for ensuring compliance with the requirements of the State Educational Standard in the implementation of higher, postgraduate, and additional professional education programs;
3. Plan the Department's activities and distribute responsibilities among the staff in accordance with their approved job descriptions;
4. Be accountable for the quality and level of students' knowledge in the disciplines assigned to the Department; distribute the teaching workload and ensure its timely and high-quality completion;
5. Supervise the educational, methodological, research, and scientific activities of the Department;
6. Monitor the educational process, students' internship performance, independent work, and educational activities;
7. Ensure compliance with the academic calendar and class schedules;
8. Monitor and analyze the results of midterm (at the end of each semester) and ongoing (modular-rating) assessments of students' knowledge;
9. Coordinate the work of the Department's members in the development of textbooks, teaching aids, and the organization of students' creative and research activities conducted in laboratories, research circles, and other units of the Department;
10. Supervise the preparation of academic and research staff (postgraduate and doctoral students, degree applicants) and the professional development of the academic staff;
11. Approve individual work plans of the teaching staff and review and approve other documents within the Department's competence;
12. Submit to the University Administration proposals on the hiring, dismissal, transfer, promotion, or disciplinary action of Department staff;
13. Submit proposals to the University Administration regarding the Department's structure and staffing schedule;
14. Cooperate with other structural units of JASU to ensure the necessary conditions for educational, methodological, and research activities;
15. Prepare an annual report on the Department's activities and submit it to the Faculty Academic Council;
16. Have their individual work plan discussed at the Department Meeting and approved by the Director of the Institute;
17. Bear personal responsibility for the overall performance of the Department. The form and timing of the Head's performance report shall be determined by the University Administration;
18. Chair Department Meetings where the results of educational, methodological, research, and student development activities are analyzed and discussed. Besides the teaching staff, auxiliary personnel, representatives of other universities or departments, and members of the University Administration may be invited to participate;

19. Maintain documentation reflecting the content, organization, and implementation of the educational process. The Record Management Instructions and the Charter of JASU for maintaining, storing, and disposing of such documents shall regulate the procedure.

6. Rights of the Department

The Department has the right to:

1. Plan and organize its educational and research activities;
2. Propose new subjects, courses, and academic programs;
3. Participate in scientific projects, grants, and conferences;
4. Submit proposals regarding the selection of lecturers, assistants, and laboratory staff;
5. Propose improvements to the educational process to the Institute and University administration;
6. Be represented in the Academic Councils of JASU;
7. Initiate improvements to the material and technical base;
8. Initiate student internships and conclude agreements with industrial enterprises for practical training.

7. Responsibilities of the Department

The Department bears responsibility for:

1. The quality of teaching and educational content;
2. Compliance with educational standards;
3. The results of research and methodological activities;
4. The targeted use of financial and material resources;
5. Compliance with labor and academic discipline by both faculty and students;
6. Adherence to the internal rules and moral-ethical standards of JASU.

8. Final regulation

1. The activities of the Department are carried out in accordance with the University's development strategy.

2. The present Regulation shall be discussed by the Academic Council of JASU and approved by order of the Rector.

3. The Department operates on the basis of this Regulation and in accordance with the internal regulatory documents of JASU.

Compiled by:

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