

JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV

INSTITUTE FOR PROFESSIONAL DEVELOPMENT OF PERSONNEL

REGULATIONS

ON THE INSTITUTE FOR PROFESSIONAL DEVELOPMENT OF PERSONNEL

Jalal-Abad, 2024.

“Approved by”

Rector of Jalal-Abad State University

named after B. Osmonov

Doctor of Technical Sciences, Professor K.J.Usenov

“ _____ ” _____ 2024.

REGULATIONS

On the Institute for Professional Development of Personnel of Jalal-Abad State University named after B.Osmonov.

The current Regulations of the Institute for Professional Development of Personnel of Jalal-Abad State University named after Bekmamat Osmonov, implementing programs of additional professional education, regulates the order and conditions of implementation of additional professional education programs.

1. General Provisions

1. Institute for Professional Development of Personnel of Jalal-Abad State University named after Bekmamat Osmonov (hereinafter referred to as the Institute) implements additional professional educational programs. The founder of the Institute is Jalal-Abad State University named after Bekmamat Osmonov (hereinafter JASU) represented by the management.

2. Educational services are provided on a paid basis. The cost of education is determined and approved by the founder. The number of employees of the Institute is approved by the Rector of JASU.

3. The general objectives of the Institute are:

- Addressing the needs of specialists in obtaining up-to-date knowledge regarding advancements in the relevant sectors—including education, science, technology, and culture—as well as advanced domestic and international practices, and state and municipal governance;
- Improving qualifications and providing professional retraining for specialists, displaced employees, and the unemployed population, preparing them to perform new job functions
- consulting activities,

4. The Institute carries out its activities in accordance with the Law of the Kyrgyz Republic “On Education,” regulatory legal acts of the Kyrgyz Republic, the Charter of JASU named after B. Osmonov, the current Regulations, licenses for educational activities, orders, and other local acts.

5. JASU provides the Institute with appropriate material and technical base, modern equipment and highly qualified scientific and pedagogical staff, allocates and assigns staff, classroom and laboratory fund and, if possible, places for accommodation of students in the dormitory.

6. The Institute is not a legal entity.

7. The customer is a natural or legal person who has entered into an agreement with JASU for the provision of educational services (hereinafter referred to as “the customer”)

2. Management of the Institute

1. The general management of the Institute is carried out by the Rector of JASU, who:
 - approves the structure, staff and cost estimates, plans of development and educational work, schedule of training sessions;
 - ensures the allocation of classroom funds, classrooms and laboratories, financial resources for the publication and duplication of educational, scientific and educational-methodical literature;
 - provides students with the opportunity to use the library, reading rooms, computer classes, sports and recreational facilities and medical institutions.
2. Direct management of the Institute is carried out by the Director, appointed by the order of the Rector of JASU in accordance with the established procedure.
3. The Academic Council and the Rector of JASU exercise control over the activities of the Institute. The Institute reports on the results of its activities to the Academic Council and the Rector of JASU.
4. The Director is responsible for the results of the Institute's activities.
5. Relationships with customers are determined by contracts concluded with JASU.

3. Students and employees of the Institute

1. Students of the Institute can be employees, teachers and managers of general education institutions, professional primary educational institutions, pre-school organizations, educational institutions regardless of the form of ownership, specialists and managers of state and municipal institutions, employees of public and private legal entities. Students are enrolled by the Rector's order on the basis of contracts, applications. The student is admitted to classes in case of full payment for training.
2. The student for the period of training is issued a certificate, indicating the period of his stay in the Institute.
3. Students have the right:
 - to participate in the formation of the content of additional professional educational programs;
 - to use educational and methodical documentation on the issues of professional activity, as well as libraries, information fund and services of JASU subdivisions;
 - take part in conferences and seminars, submit their scientific and scientific-methodological articles for publication.
4. Assessment of the level of knowledge of students is carried out according to the results of current control of knowledge and final attestation. The final attestation of students is carried out by the attestation commission created by the proposal of the director.
5. Completion of professional retraining educational programs is finalized by a mandatory state final attestation. Student attestation is conducted by a commission. The chairperson and members of the commission are approved by the Rector of JASU named after B. Osmonov.
6. Students who have successfully completed the training are issued the relevant documents on completion of advanced training courses on additional professional education.
7. In case of failure to fulfill the requirements of the curriculum, as well as in case of gross violation of the rules of internal regulations of the educational institution, the student is expelled.
8. The employer in labor relations with the Institute is the Rector of JASU. Employment contracts with employees are concluded upon the proposal of the Director of the Institute. The rights, duties, and

procedures for hiring and dismissal of Institute staff, as well as labor relations, are governed by the labor legislation of the Kyrgyz Republic.

9. In addition to full-time teachers at the Institute, the educational process may be carried out by leading scientists, specialists and employees of enterprises (associations), organizations, and institutions, representatives of executive authorities in accordance with the procedure established by the legislation of the Kyrgyz Republic.

4. Educational, scientific and scientific-methodical activities

1. Professional development and professional retraining of specialists shall be carried out with or without leave from work. Training periods are established by the Institute in accordance with the needs of the customer on the basis of the contract concluded with the customer.
2. Additional professional educational programs of professional development and professional retraining of specialists shall be developed, approved and implemented by the Institute.
3. The following types of trainings and work are established: training, lectures, practical and seminar classes, laboratory work, seminars on experience exchange, field trips, internships, independent work, consultations, certification work, etc.
4. When conducting training, training groups are formed taking into account the level of education, professional training, work experience of the trainees.
5. The Institute conducts scientific and scientific-methodological work, and organizes publishing activities in the prescribed manner for the release of curricula and programs, textbooks, lecture notes, and other scientific and methodological literature for students.

5. Financing of the Institute

1. The Institute shall be financed from:
 - funds allocated by the founder;
 - funds received for training under contracts with customers;
 - budgetary allocations;
 - funds received from consulting activities and from the implementation of educational, methodological, scientific, and other developments;
 - other sources not prohibited by the legislation of the Kyrgyz Republic.

Director of the Institute:



B. Kozuev