

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

**INDUSTRIAL SCIENTIFIC EDUCATIONAL INSTITUTION
"JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV"**

Reviewed and recommended for
approval by the Academic
Council of JASU
Protocol No. 1
« 01 » 09 2025

APPROVED
Rector of JASU
doctor of technical sciences, professor
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« 02 » 09 2025



REGULATION ON THE DEPARTMENT OF ACADEMIC POLICY

Jalal-Abad 2025

1. General Provisions

1.1. This Regulation on the Academic Policy Department of Jalal-Abad State University named after B. Osmonov (hereinafter referred to as “the Regulation”) has been developed in accordance with the following regulatory documents:

- Resolution of the Cabinet of Ministers of the Kyrgyz Republic February 5, 2024, No. 45 “On Amendments to Certain Resolutions of the Government and the Cabinet of Ministers of the Kyrgyz Republic on Granting Special Status to State Universities”;
- Resolution dated June 22, 2023 “On Amendments to Certain Legislative Acts of the Kyrgyz Republic in the Field of Education”;
- Law of the Kyrgyz Republic “On Education” dated August 11, 2023;
- Resolutions of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 27, 2024 and No. 329 dated June 10, 2025 “On Approval of Regulatory Legal Acts Governing the Activities of Secondary Vocational and Higher Education Institutions”;
- Charter of JASU.

1.2. The Academic Policy Department (here in after – the Department) is a structural subdivision of Jalal-Abad State University named after B.Osmonov coordinating the university's academic activities and aimed at ensuring and developing the quality of education.

1.3. In its activities, the Department is guided by the following documents:

- The Law of the Kyrgyz Republic "On Education";
- Educational Standards of JASU (ES);
- Core Educational Programs;
- The Charter of JASU;
- Internal regulatory legal acts of the University;
- This Regulation.

1.4. The Department is subordinated to the Vice-Rector for Academic Affairs and interacts with all structural subdivisions of the university.

1.5. The main objective of the Department is to improve the quality of the educational process through the implementation of academic policy, modernization, and continuous improvement of educational programs in accordance with current requirements.

1.6. The composition of the Department is approved by the Academic Council and enacted by the order of the Rector.

The Department includes:

- Educational Department;
- Department of Licensing, Accreditation, and Quality Assurance in Education;
- Department of Career Development and Organization of Industrial Practice;
- Testing Center;
- Department of Special and Mobilization Affairs.

1.7. The Department is headed by a Director appointed and dismissed by the order of the Rector.

1.8. The Director bears personal responsibility for the results of the Department’s work.

2. Main Objectives of the Department

2.1. Development and implementation of the university's academic development strategy.

2.2. Coordination of the development, implementation, and evaluation of educational programs for colleges and institutes.

2.3. Organization and implementation of the internal quality assurance system for education.

2.4. Monitoring compliance with academic standards, curricula (or study plans), and programs.

2.5. Methodological support for faculty (or teachers) and departments (or chairs).

2.6. Implementation of innovative and digital educational technologies.

2.7. Monitoring students' academic performance and learning achievements.

- 2.8. Development of internal regulations, instructions, and procedures (or bylaws) concerning academic policy.
- 2.9. Preparation and analysis of reports on academic activities.
- 2.10. Organization of academic mobility for students and faculty.
- 2.11. Coordination of the testing center's work and quality assurance of assessment procedures.
- 2.12. Conducting analysis of educational activities and preparation of reports.
- 2.13. Registration, storage, and issuance of state-standard diplomas and documents (via the Special and Mobilization Affairs Department).
- 2.14. Coordination of the educational process in accordance with the academic calendar: organization of modules, exams, credits (or assessments), practical training (or internships), and quality control.
- 2.15. Cooperation with social partners, organization of alumni association activities, practical training (or internships) and work placements, as well as monitoring graduate employment.

3. Functions of the Department

- 3.1. Development of draft educational standards and curricula (or study programs).
- 3.2. Conducting expert review of curricula (or study plans) and educational programs.
- 3.3. Quality control of educational and methodological documents and educational services.
- 3.4. Organization of internal and external educational quality assessment procedures.
- 3.5. Coordination of the development of course syllabi (or working programs of disciplines), assessment tools funds (ATF), and methodological packages by the departments.
- 3.6. Participation in the accreditation procedures for educational programs.
- 3.7. Analysis of academic activity results, preparation of analytical reports and recommendations.
- 3.8. Organization of courses and workshops for faculty on academic policy and innovative teaching technologies.
- 3.9. Support for the operation of electronic systems for academic management.
- 3.10. Promotion of academic integrity principles and prevention of plagiarism.
- 3.11. Coordination of the activities of all subdivisions included in the Department's structure.

4. Main Functions of the Departments

4.1. Licensing, Accreditation, and Quality of Education Department

- Develops and implements the internal quality assurance system;
- Ensures preparation for the accreditation of educational programs;
- Monitors the effectiveness of the educational process;
- Conducts licensing of educational programs at all levels;
- Collects data for internal and external audits.

4.2. Educational Department (or Training Department)

- Coordinates the development of curricula (study plans), course syllabi (CS), and assessment tools funds (ATF).
- Implements pedagogical innovations and digital teaching methods.
- Calculates the academic workload of the faculty and teaching staff.
- Analyzes academic indicators and prepares analytical reports.
- Controls the organization of exams, credits (assessments), and modules.

4.3. Testing Center

- Carries out student knowledge assessment using testing.
- Develops electronic and offline testing systems.
- Ensures the objectivity and transparency of academic assessment.
- Prepares analytical reports based on testing results.

4.4. Special Affairs Department (or Special Department)

- Registers, stores, and issues state-standard diplomas, supplements (or transcripts), and other documents.
- Maintains document registration logs.
- Carries out the preparation, recording, and archiving of diplomas.
- Controls the accounting and safekeeping of diploma documentation.
- Generates reports on diploma issuance and transmits them to the relevant subdivisions.

4.5. Career Development and Industrial Practice Organization Department

- Organizes student practical training (or internships) in accordance with the curricula.
- Concludes agreements with employers and places students in enterprises.
- Provides career counseling.
- Maintains communication with employers.
- Studies labor market requirements and submits proposals for updating educational programs.
- Monitors graduate employment.
- Organizes career events.

5. Rights of the Department

The Department has the right to:

- Request and receive information regarding academic activities from the structural subdivisions of the university.
- Submit proposals for improving the educational process.
- Participate in meetings where academic policy issues are discussed and submit proposals.
- Represent the university in relations with educational and expert organizations.
- Initiate the development of internal regulatory acts on academic policy.

6. Responsibility of the Department

The Department is responsible for:

- The authenticity (or accuracy) of the information and reports provided.
- The timely fulfillment of assigned duties.
- The quality of the developed regulatory and methodological documents.
- Compliance with legislation and regulations in the field of education.
- Heads of subdivisions report to the Director and are responsible for the quality of their departments' work.
- The Department bears the established responsibility for non-fulfillment of its functions or violation of legislation.

7. Interaction with Other Subdivisions

The Department interacts with colleges, institutes, departments (or chairs), the Human Resources Department, the Accounting Department, the IT Service, the Library, the Institute of Continuing Education and Professional Development, as well as with accreditation organizations.

8. Final Provisions

8.1. This Regulation is reviewed by the Academic Council and approved by the order (or decree) of the Rector of JASU.

8.2. Amendments and additions to the Regulation are introduced in the prescribed manner.

8.3. The Regulation comes into force from the date of approval.

Compilers:

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