

Agreed by
The Academic Council of JASU
named after B.Osmonov
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Approved by
the Rector of JASU named after
B.Osmonov,
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REGULATION

on Postgraduate Studies of Jalal-Abad State University named after B.Osmonov

Jalal-Abad, 2025

Regulation on Postgraduate Studies of Jalal-Abad State University named after B.Osmonov

1. General regulations

1.1. The postgraduate programme is the main form of training scientific and academic personnel who possess in-depth theoretical knowledge and competencies in planning and conducting independent research activities, as well as in preparing an individual scientific and qualification work (dissertation) for obtaining the academic degree of Candidate of Sciences.

1.2. The postgraduate programme provides training of specialists in the field of post-higher professional education and operates in accordance with the Law of the Kyrgyz Republic “On Education,” the Resolution No. 358 dated July 4, 2024 “On the training of scientific and scientific-pedagogical personnel within postgraduate professional education programmes,” the Law of the Kyrgyz Republic “On Science,” the Law “On State Scientific and Technical Policy,” the Regulation of the Higher Attestation Commission of the Kyrgyz Republic dated August 22, 2012, No. 578 “On the Procedure for Awarding Academic Degrees,” as well as other normative legal acts of the National Attestation Commission under the President of the Kyrgyz Republic.

1.3. The university provides training of scientific and scientific-pedagogical personnel through postgraduate professional education programmes following specialized medical education (residency, internship).

1.4. At Jalal-Abad State University named after B.Osmonov, the postgraduate (PhD) programme is implemented in full-time (3 years) and part-time (4 years) modes of study.

1.5. Admission to the postgraduate programme on a state-funded basis is carried out according to the quota allocated by the Ministry of Education and Science of the Kyrgyz Republic, based on the nomenclature of scientific specializations approved by the National Attestation Commission under the President of the Kyrgyz Republic.

1.6. The activities of the postgraduate programme are supervised by the Vice-Rector for Research and Innovation, the Department of Science, and the Rector of Jalal-Abad State University named after B.Osmonov.

1.7. The admission process to the postgraduate programme is carried out under the supervision of the Head of the Postgraduate Department. The Head is responsible for ensuring compliance with the procedures of the educational process, for receiving and issuing documents to postgraduate students and applicants, as well as for maintaining personal files, examination records, and other related documentation.

1.8. The research activities of a postgraduate student are supervised by a scientific advisor approved by the Academic Council. The scientific advisor is responsible for ensuring the high quality and effective progress of the postgraduate student’s research work.

1.9. In exceptional cases, by the decision of the National Attestation Commission (NAC), Candidates of Sciences in the relevant field may be involved in supervising postgraduate students.

1.10. Postgraduate students conducting research at the intersection of several specializations may be assigned two scientific supervisors or consultants, one of whom may hold the academic degree of Candidate of Sciences.

II. Duties and Functions of the Department of Science

- prepares, in a timely manner, orders and instructions on the appointment of the Admission Committee;
- monitors the process of entrance examinations;
- prepares orders on the admission of postgraduate students;
- prepares submissions for the approval of research topics and scientific supervisors of postgraduate students and submits them to the Academic Council for approval;
- organizes courses for the disciplines of the Candidate Minimum;
- prepares orders on the appointment of the Commission for Candidate Examinations;
- prepares orders on the administration of Candidate Examinations;
- prepares certificates confirming completion of studies;
- prepares for signature the orders on the dismissal of postgraduate students whose study period has expired;
- monitors the schedule of entrance and Candidate Examinations and is responsible for the proper preparation of examination protocols and certificates confirming the successful passing of Candidate Examinations;
- organizes the accounting and monitoring of the work of postgraduate students and candidates for the academic degree of Candidate of Sciences in accordance with their individual study plans;
- is authorized to issue certificates in the prescribed form confirming the passing of Candidate Examinations (based on examination protocols);
- is responsible for preparing and issuing certificates confirming the completion of postgraduate studies.

III. Organization of Admission to the Postgraduate Programme

3.1. Citizens of the Kyrgyz Republic are admitted to the postgraduate programme at Jalal-Abad State University named after B.Osmonov on a competitive basis. Citizens of other countries are admitted in accordance with international agreements and treaties, as well as through direct cooperation with foreign enterprises, institutions, organizations, and individuals.

Individuals who have already completed the full course of postgraduate studies are not eligible for admission.

3.2. Admission to the postgraduate programme is carried out annually within the period determined by the Rector's order.

The Department of Science shall announce the beginning of the admission competition through mass media no later than one month before the start of entrance examinations

3.3. To apply for postgraduate studies, the applicant must submit an application addressed to the Rector of JASU, attaching the following documents:

- an application addressed to the Rector;
- a personal record card with a photograph;
- a curriculum vitae (CV);
- a reference-recommendation letter from the place of employment;
- a copy of the employment record book;
- a copy of the passport;
- a consent letter from the proposed scientific supervisor;
- four photos (size 3x4 cm);

- a copy of the state-issued diploma of higher professional education with a transcript; for applicants who obtained their education abroad — a copy of the respective diploma, as well as a copy of the certificate of equivalence of the foreign diploma issued by the Ministry of Education and Science of the Kyrgyz Republic;
- for those who have passed candidate examinations — a certificate of the established form;
- for those who passed candidate examinations abroad — a letter confirming the authenticity of the document issued by the Ministry of Education and Science of the Kyrgyz Republic, and a state-issued diploma of higher education (for those educated abroad — a copy of the diploma and a certificate of equivalence);
- a research paper (abstract) signed by the proposed scientific supervisor, along with a review of the abstract;
- a list of published scientific works, conference papers, inventions, or scientific reports (if available).

3.4. To organize the admission to postgraduate studies, an Admissions Committee is established under the chairmanship of the Rector of JASU (or, in the Rector's absence, the Vice-Rector for Research and Innovation). The members of the Admissions Committee are appointed from among highly qualified academic, pedagogical, and research staff.

3.5. The Admissions Committee reviews the documents submitted by the applicant and decides whether to allow the candidate to take the entrance examinations. The decision to admit the applicant to the entrance examinations is made by a majority vote of the Committee members, taking into account the results of an interview with the proposed scientific supervisor.

3.6. Entrance examinations for postgraduate studies are conducted by committees appointed by the Rector of JASU. Each committee must include a professor or Doctor of Science in the relevant specialty. In the absence of Doctors of Science, the committee may include Candidates of Science or Associate Professors. For foreign language examinations, qualified instructors proficient in the respective language may be included, even if they do not hold an academic degree or title.

3.7. Based on the results of the entrance examinations, the Admissions Committee makes a decision for each applicant, ensuring competitive selection and admission of those who are prepared for scientific and scientific-pedagogical work.

3.8. Following the results of the entrance examinations, an official order on admission to the postgraduate program is issued by the Rector. A contract for the provision of educational services in the field of postgraduate professional education is then concluded between the postgraduate student and the university.

IV. Entrance Examinations for the Postgraduate Program

4.1. All applicants to the postgraduate program must take competitive entrance examinations in accordance with the state educational standards of higher professional education in the following subjects:

- a) a specialized discipline, within the scope of the current program;
- b) philosophy;
- c) the state language;

d) a foreign language.

4.2. Retaking entrance examinations is not permitted. The entrance examinations taken for admission to the postgraduate program are valid for one calendar year.

4.3. Applicants who have partially or fully passed the candidate (PhD qualifying) examinations prior to admission to the postgraduate program are exempt from the corresponding entrance examinations.

V. Postgraduate Study Process

5.1. General Requirements

5.1.1. During the course of study, a postgraduate student is required to:

- fully complete the individual study plan;
- pass the candidate (PhD qualifying) examinations in the History and Philosophy of Science, State and Foreign Languages, and Specialized Disciplines;
- upon completion of studies, finalize and submit the dissertation to the department (or laboratory) for review and evaluation.

5.1.2. The postgraduate student's individual plan and dissertation topic are approved by the academic supervisor and, based on the recommendation of the academic secretary, must be reviewed and approved at a meeting of the Academic Council no later than three months after admission. The final approval is granted by the Rector. The execution of the individual plan is monitored by the academic supervisor.

5.1.3. The postgraduate student must take the candidate (PhD qualifying) examinations within the timeframe specified in the approved individual study plan and the examination schedule established by the Postgraduate Department.

5.1.4. The postgraduate student is subject to regular evaluation (attestation) by the department. A postgraduate student who fails to fulfill the individual study plan within the prescribed period shall be dismissed from the postgraduate program by order of the Rector.

5.2. Responsibilities of Full-Time Postgraduate Students

Full-time postgraduate students are required to:

5.2.1. Submit a copy of their employment record book from their main workplace to the admissions committee at the time of enrollment;

5.2.2. Work on their dissertation from the moment of admission to the postgraduate program at the relevant department (or laboratory), and participate in its activities as instructed by their academic supervisor or the head of the department (laboratory);

5.2.3. Attend classes and prepare for the candidate (PhD qualifying) and elective examinations according to the approved schedule.

5.2.4. Submit an annual report on the work completed to the session of the Scientific and Technical Council and provide the required documents to the Research Department within the established deadlines;

5.2.5. Fully implement their individual study plan;

5.2.6. During the study period, take candidate (PhD qualifying) examinations in the History and Philosophy of Science, a foreign language, the state language, and their major discipline, in accordance with the postgraduate education state standards;

5.2.7. Complete the dissertation work, including the preliminary review process and obtaining the corresponding conclusion;

5.2.8. If a postgraduate student fails to fulfill these requirements, they shall be expelled from the postgraduate program by order of the university rector, based on the recommendation of the Postgraduate Department and the relevant department (or laboratory).

VI. Candidate Examinations

6.1. Candidate examinations are an integral part of the attestation process for scientific and academic personnel. They serve to assess the depth of the candidate's professional knowledge and their readiness for independent research activities. Passing the candidate examinations is a mandatory requirement for conferring the academic degree of *Candidate of Sciences* (equivalent to PhD).

6.2. The candidate examination in the major discipline is conducted in accordance with the standard program (minimum requirements for the specialty) developed by leading educational and scientific institutions and approved by the Ministry of Education and Science of the Kyrgyz Republic.

6.3. The examination committee for the candidate examination in Philosophy shall include Doctors of Philosophy, and may also include Doctors of History, Economics, Political Science, or Sociology.

6.4. Candidate examinations in Philosophy are conducted in accordance with the programs developed and approved by the Ministry of Education and Science of the Kyrgyz Republic.

6.5. The examination committee for foreign language examinations may include qualified instructors who are proficient in the respective language, even if they do not hold an academic degree or title.

6.6. The committee responsible for administering candidate examinations shall be established by order of the Rector.

6.7. Candidate examinations are conducted within the timeframes established by the university.

6.8. Those wishing to take the candidate examinations must submit an application addressed to the Rector in order to be admitted to the examinations.

6.9. Candidates shall take the examinations based on examination tickets. They are required to provide written answers to all questions on the official, stamped examination paper.

6.10. For each candidate taking the examination for the purpose of obtaining an academic degree, an official Candidate Examination Record (protocol) shall be completed, listing the examination questions.

6.11. The examination records must include information about the academic degree, academic title, position, and field of specialization (according to the scientific personnel nomenclature) of

the committee members. The records shall be signed by all members of the examination committee present at the session.

6.12. If a postgraduate student can provide valid justification for being absent from the examination, the Rector may grant permission to take the candidate examination during the current examination session.

6.13. A postgraduate student who fails to take the candidate examination within the scheduled timeframe is not permitted to retake it within the same calendar year.

6.14. A candidate for an academic degree who disagrees with the decision of the examination committee may submit an appeal to the Rector of Jalal-Abad State University within ten (10) days.

VII. Completion of Postgraduate Studies

Expulsion from the Postgraduate Program

7.1. Individuals who complete postgraduate education programs are awarded official state documents: a *Certificate of Completion of Postgraduate Studies* and a *Certificate of Passing Candidate Examinations*.

7.2. A postgraduate student may be expelled from the program:

- at their own request;
- for failure to submit required reports or fulfill the individual study plan;
- for receiving an unsatisfactory grade in candidate examinations in *History and Philosophy of Science*, a *foreign language*, the *state language*, or a *special discipline*.

7.3. Expulsion from the postgraduate program is formalized by a Rector's order, based on a recommendation agreed upon by the Academic Secretary of the Scientific and Technical Council, the Head of the Postgraduate Department, and approved by the Vice-Rector for Research and Innovation.