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Approved by

the Rector of JASU named after B.Osmonov,
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**REGULATIONS**

**on the procedure for organizing postgraduate professional education in PhD/profile
doctoral studies and awarding the academic degree of Doctor of Philosophy (PhD)/Doctor
in the profile**

Jalal-Abad, 2025

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Chapter 1. General Provisions

1. These Regulations define the procedure for the activities of scientific and scientific-technical organizations and higher professional education institutions of Jalal-Abad State University named after B. Osmonov in implementing postgraduate professional education programs of PhD/profile doctoral studies and awarding the academic degree of Doctor of Philosophy (PhD)/Doctor in the Profile.

In accordance with the Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 517 dated August 27, 2024, these Regulations were approved by the decision of the Academic Council of Jalal-Abad State University named after B. Osmonov (Minutes No. 4, December 2024).

The PhD/doctoral program in the fields of postgraduate professional education of scientific, scientific-technical organizations and higher professional education institutions of Jalal-Abad State University named after B. Osmonov, as well as the program for awarding the academic degree of Doctor of Philosophy (PhD)/Doctor in the relevant fields, is implemented on the basis of these Regulations.

2. The following terms and definitions are used in these Regulations:

1. **PhD dissertation** – a qualification work representing an independent scientific study containing new scientific results and demonstrating the author's personal contribution to science;

2. **PhD/profile doctoral studies** – a postgraduate professional scientific and educational program ensuring the integration of educational activities and scientific research, providing training of highly qualified specialists with the awarding of the academic degree of Doctor of Philosophy (PhD)/Doctor in the Profile upon the results of a public defense of the PhD dissertation;

3. **Jury** – an expert group established by the educational organization to conduct the examination, preliminary defense, and public defense of the PhD dissertation;

4. **Academic supervisor** – a scientific specialist or a group of scientific specialists appointed to carry out scientific supervision, monitor results, and evaluate the scientific research of doctoral students;

5. **Curriculum of PhD/profile doctoral studies** – a structured set of academic disciplines, internships and/or placements, and scientific research aimed at achieving learning goals and outcomes.

3. Educational organizations, regardless of their form of ownership or departmental affiliation, carry out their activities on the basis of a license, with the exception of higher professional education institutions that possess a special status.

4. The right to issue a state-standard document on awarding the academic degree of Doctor of Philosophy (PhD)/Doctor in the Profile is granted to educational organizations that have passed accreditation of the educational program.

Chapter 2. Procedure for Admission to PhD/Profile Doctoral Studies

5. Individuals who hold higher professional education with the qualification of *master* or *specialist* are eligible for admission to PhD/profile doctoral studies in accordance with these Regulations and international treaties duly ratified by the Kyrgyz Republic. Applicants to PhD/profile doctoral studies in the medical field must have completed a residency program.

6. Documents required for admission to PhD/profile doctoral studies:

- Copy of passport;
- Brief justification of the preliminary dissertation topic;
- Written consent of the academic supervisor (in free form);
- Certified copy of the employment record book;
- Personal employment history record (for applicants with work experience);
- Notarized copies of all higher education documents;
- Copy of an English language test certificate (if available);
- Color photograph sized 3.5 × 4.5 cm;

- List of scientific and scientific-methodological works (if available).
- 6.1. Foreign citizens** shall submit the following documents to the admission committee:
- An educational document equivalent to the state documents of the Kyrgyz Republic on higher professional education, confirming the award of an academic degree “master” or qualification “specialist” in one of the licensed fields;
 - Copy of passport;
 - Brief justification of the preliminary dissertation topic;
 - Written consent of the academic supervisor (in free form);
 - Certified copy of the employment record book;
 - Personal employment history record (for applicants with work experience);
 - Notarized copies of all higher education documents;
 - Color photograph sized 3.5 × 4.5 cm;
 - List of scientific and scientific-methodological works (if available).
7. Admission to PhD/profile doctoral studies is based on the results of entrance examinations in the chosen field of study and in the English language.
8. Admission to PhD/profile doctoral studies is conducted annually from June 20 to October 10.
9. For organizing the admission process, an admission committee is established by order of the educational organization, chaired by a leader from among highly qualified academic and scientific personnel in the field of the educational program. The term of authority of the admission committee is one year.
10. Entrance examinations in the field of study are conducted by examination committees established by order of the head of the educational organization. These committees include specialists holding the academic degrees of Doctor of Philosophy (PhD)/Doctor in the Profile, Candidate of Sciences, Doctor of Sciences, or the academic title of Professor in the relevant field. Examination committees for foreign languages, creative fields, and information technologies may consist of qualified instructors who do not hold academic degrees or titles. Retaking entrance examinations is not permitted. The procedure for conducting entrance examinations and the activities of the admission and examination committees are determined by the educational organization.
11. Enrollment in PhD/profile doctoral studies is formalized by order of the head of the educational organization.

Chapter 3. Procedure for Organizing Training in PhD/Profile Doctoral Studies

12. The curriculum for PhD/profile doctoral studies is developed and approved by the educational organization. An individual study plan may be allowed during the doctoral student’s training. The individual study plan is developed taking into account the doctoral student’s specific characteristics and educational needs. The schedule for working on the PhD dissertation is indicated in the doctoral student’s individual study plan.
13. The duration of PhD/profile doctoral studies is **no less than 3 years**. When studying according to an individual plan, the educational organization may extend the duration of studies by no more than **2 years** (in exceptional cases, up to **3 years**).
14. Training in PhD/profile doctoral studies is conducted in full-time form. The use of distance learning technologies is permitted.
15. The workload of the program ranges from **180 to 240 credits**, depending on the specifics of the program, of which no more than **45 credits** are allocated to academic disciplines. The workload of scientific research is **no less than 135 credits**, including internships and/or placements, as well as all forms of assessment, including the public defense of the PhD dissertation.

16. During the training period, a PhD doctoral student must publish **at least two scientific articles** presenting the results of the dissertation research in scientific journals indexed in international databases *Scopus* and *Web of Science*.

17. During the training period, a PhD doctoral student must complete a foreign research internship and/or practical placement lasting **no less than two weeks**.

18. The educational organization provides the PhD doctoral student with scientific supervision by **two academic supervisors** holding academic degrees, one of whom must be from a foreign organization. Scientific supervision may be carried out using distance learning technologies. The professional competence of the academic supervisor must be confirmed by **at least two scientific publications** in foreign or national journals indexed in *Scopus* and/or *Web of Science*. A foreign academic supervisor holding a degree from an overseas institution is not required to undergo a nostrification procedure.

19. In cases where no academic supervisor(s) in the relevant field are available, supervision may be carried out by **one academic supervisor**, who is a specialist in the corresponding field with work experience in a foreign research and/or educational institution.

20. PhD doctoral students may use equipment, laboratories, classrooms, libraries, business trip opportunities, participation in expeditions, etc., on equal terms with scientific and academic staff of the educational organization.

21. The PhD doctoral student's research work is assessed **once a year** by the academic supervisors in accordance with the individual study plan.

22. The PhD dissertation must meet the following requirements:

1. correspond to relevant issues in fundamental and/or applied science;
2. correspond to the field of study in which the dissertation is defended;
3. be based on advanced theoretical, methodological, and technological achievements of science, engineering, and industry;
4. contain scientific novelty and rely on advanced research methods and knowledge in the relevant field;
5. contain concrete scientific conclusions and practical recommendations, addressing theoretical and/or applied problems.

23. The topic of the PhD dissertation is formed primarily in accordance with the priority areas of scientific development of the Kyrgyz Republic. The dissertation topic is approved by the academic council or the scientific-technical council in accordance with the procedure established by the educational organization.

24. The PhD dissertation is submitted to the structural division of PhD/profile doctoral studies **no later than three months** before the completion of the doctoral study period.

25. The PhD dissertation undergoes plagiarism screening using an anti-plagiarism system based on international databases. The required originality rates are:

1. social sciences and humanities — **not less than 75%**;
2. natural sciences, technical sciences, physics and mathematics — **not less than 85%**;
3. medical, agricultural, and biological sciences — **not less than 88%**.

Citations and self-citations are included in the originality percentage. The procedure for assessing the doctoral student's research work and the requirements for the volume, structure, and formatting of the PhD dissertation are determined by Jalal-Abad State University named after B. Osmonov.

26. The structural division of PhD/profile doctoral studies carries out the following stages of PhD dissertation examination:

1. examination of the dissertation by the jury, conducted in parallel with public discussion;
2. preliminary defense of the dissertation;

3. public defense of the dissertation.

The procedure for public discussion, examination, preliminary defense, and public defense is determined by the educational organization in accordance with these Regulations.

27. For conducting examination, preliminary defense, and public defense of the PhD dissertation, the head of the educational organization issues an order appointing a **jury of five members**.

The jury includes experts from the corresponding and/or related scientific fields, at least three of whom must be from other educational organizations, including **at least one foreign representative**.

Candidates for jury membership must hold an academic degree of Doctor (PhD)/Doctor in the Profile, Candidate of Sciences, Doctor of Sciences, or the title of Professor in the relevant field, and must have scientific publications in national and international journals, including **at least two publications indexed in Scopus and/or Web of Science**. The academic supervisor may not be a member of the jury. The chair of the jury is elected by the jury members at the first meeting. Jury members holding foreign academic degrees are not required to undergo nostrification.

28. Jury meetings are recorded on video, and jury decisions are documented in minutes.

29. Public discussion of the PhD dissertation is conducted **no later than three months** before the preliminary defense. External reviews received as a result of the public discussion are presented at the preliminary defense.

30. Following the examination, each jury member must submit a written report on the dissertation.

The report must include:

1. confirmation of the dissertation topic, and justification in case of a topic change;
2. information on scientific supervision, with justification in case of supervisor replacement;
3. whether the dissertation is submitted for the first time or re-submitted; if re-submitted, detailed information on addressing previous comments;
4. relevance of the dissertation topic;
5. compliance of the dissertation content with the topic;
6. reliability of research results and soundness of conclusions and recommendations;
7. scientific novelty of the results submitted for defense;
8. scientific, practical, economic, and social significance of the research results;
9. presentation of research results in publications, with an attached list and description of publications;
10. the author's personal contribution to the results presented in the dissertation.

31. After the jury's examination and the public discussion, the structural division of PhD/profile doctoral studies organizes the **preliminary defense** with the participation of jury members.

32. At the preliminary defense, the PhD doctoral student submits:

1. the PhD dissertation in hard copy and electronic format;
2. scientific publications on the dissertation topic;
3. external reviews (if any);
4. a public presentation summarizing the dissertation research results;
5. jury members' examination reports;
6. academic supervisors' reviews;
7. plagiarism screening report;
8. the approval extract of the dissertation topic.

33. An announcement indicating the time and place of the preliminary and public defense, including the dissertation topic and information about the doctoral student and academic supervisors, is posted on the educational organization's website **one month prior**.

34. Based on the results of the preliminary defense, the jury makes one of the following decisions:

1. recommend the PhD dissertation for defense;
2. recommend the PhD dissertation for defense after addressing comments;
3. reject the PhD dissertation.

The doctoral student is granted **three to six months** to address the comments. A doctoral student whose dissertation is rejected during preliminary review is considered not to have fulfilled the individual study plan and is expelled from the PhD/profile doctoral program by order of the head of the educational organization, based on the submission from the structural division of doctoral studies. In this case, the expelled doctoral student, upon written request, receives within two weeks a transcript indicating completed disciplines, their workload, and conducted research work.

35. PhD doctoral students are admitted to the public defense upon successful correction of all comments and recommendations provided by the jury at the preliminary defense. Confirmation of corrections is certified by the signatures of jury members on a reconciliation sheet, along with an updated plagiarism report. The form of the reconciliation sheet is determined by the educational organization.

Chapter 4. Procedure for Reviewing an Appeal Against the Jury's Decision

36. PhD doctoral students who received a decision from the jury rejecting the PhD dissertation based on the results of the preliminary examination have the right to submit a written appeal addressed to the head of Jalal-Abad State University named after B. Osmonov.

37. The appeal may be submitted by the PhD doctoral student in any form within 2 months from the date of the decision.

38. Within 10 working days from the date of submission of the appeal, an appeal committee shall be established by order of the Rector of Jalal-Abad State University named after B. Osmonov. The appeal committee shall consist of at least 3 specialists holding an academic degree in the relevant field. Scientific supervisors and jury members may not serve on the appeal committee.

39. The appeal committee shall review the appeal, the expert assessments of the jury members, the minutes and video recording of the preliminary defense, and the PhD dissertation. The appeal committee prepares a conclusion based on the results of the appeal and issues a decision within 30 calendar days from the date of its establishment. The decision of the appeal committee is adopted by open voting by a majority of votes, signed by all its members, and submitted to the head of the educational organization.

40. If the appeal committee decides to conduct a repeated preliminary examination of the PhD dissertation, the head of the educational organization shall renew the composition of the jury by at least two-thirds of its members.

41. The decision of the appeal committee shall be communicated to the PhD doctoral student within 5 days from the date of its adoption.

42. Submission of a repeated appeal is not permitted. The procedure for conducting appeals shall be approved by Jalal-Abad State University named after B. Osmonov.

43. In case of disagreement with the repeated decision of the jury to reject the PhD dissertation, the decision may be appealed in court in accordance with the legislation of the Kyrgyz Republic.

Chapter 5. Procedure for Reinstatement, Expulsion, Transfer of PhD Doctoral Students, and Granting Academic Leave

44. Reinstatement of PhD doctoral students, their transfer from one educational organization to another, and transfer between PhD programs/professional doctorate programs and

postgraduate studies shall be carried out by order of the Rector of Jalal-Abad State University named after B. Osmonov.

45. Individuals expelled from the PhD/professional doctorate program have the right to reinstatement within 10 years. Reinstatement is carried out by order of the Rector of Jalal-Abad State University named after B. Osmonov upon completion of the missing components of the individual curriculum.

46. The following indicators are considered during transfer:

1. field of scientific research;
2. number of credits earned according to the European Credit Transfer and Accumulation System (ECTS);
3. list of academic courses within the program;
4. learning outcomes.

47. A PhD doctoral student may be expelled from the PhD/professional doctorate program in the following cases:

1. upon personal request;
2. for failure to fulfill the individual curriculum;
3. for violating internal regulations of the educational organization;
4. for failure to comply with the terms of the agreement between the doctoral student and the educational organization.

In case of expulsion upon personal request, an academic transcript shall be issued.

48. Expulsion of PhD doctoral students is not permitted during illness, vacation, maternity leave, or academic leave.

49. PhD doctoral students may be granted academic leave for medical reasons, and in other exceptional cases (natural disasters, family circumstances, or other situations preventing continuation of studies), upon submission of supporting documents. Academic leave may not exceed 12 calendar months.

50. The decision to grant academic leave to a PhD doctoral student is made by the Rector of Jalal-Abad State University named after B. Osmonov based on a personal request accompanied by relevant documents.

51. Reinstatement and return to the learning process of a PhD doctoral student shall be formalized by order of the Rector of Jalal-Abad State University named after B. Osmonov based on a personal request of the student.

Chapter 6. Awarding the Academic Degree of Doctor of Philosophy (PhD)/Professional Doctor and Issuance of the Diploma

52. The decision of the jury regarding the awarding of the academic degree of Doctor of Philosophy (PhD)/Professional Doctor shall be considered positive if at least two-thirds of the jury members participating in the meeting vote in favor.

53. A PhD doctoral student who has successfully defended the dissertation shall be awarded, by open vote of the jury members, the academic degree of Doctor of Philosophy (PhD)/Professional Doctor, granting the right to engage in scientific and other professional activities.

54. The state-standard document certifying the awarding of the academic degree of Doctor of Philosophy (PhD)/Professional Doctor is established by the authorized state body in the field of education and science of the Kyrgyz Republic. Jalal-Abad State University named after B. Osmonov issues the state-standard document in the prescribed manner. The document is signed by the chair of the jury and the head of the educational organization.

55. Implementation of postgraduate professional education for the PhD/professional doctorate program is funded by doctoral students' own resources, special funds of Jalal-Abad State University named after B. Osmonov, private foundations, enterprises and individuals, as well as international scientific and educational grants.