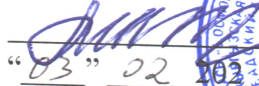


REVIEWED

by the Academic Council of
Jalal-Abad State University
Protocol No. 5
dated "31" 01 2025

APPROVED

Rector of Jalal-Abad State University named
after B. Osmonov


"03" 02 2025

**Regulation on the Academic Department of****Jalal-Abad State University named after B. Osmonov**

The Regulation on the Academic Department was approved with amendments and additions by the decision of the Academic Council of Jalal-Abad State University (JASU) in December 16, 2022, Protocol No. 4.

- 1.1. The Academic Department is a structural subdivision of JASU responsible for planning, organizing, and supervising the educational process in accordance with the resolutions of the Government of the Kyrgyz Republic, the regulatory legal acts of the Ministry of Education and Science of the Kyrgyz Republic, and the state educational standards.
- 1.2. The department carries out its activities in accordance with the Regulations on Higher Education Institutions, the Charter of JASU, internal regulatory documents, and these Regulations.
- 1.3. The Academic Department, together with other structural subdivisions of the university, controls the educational activities of the college, faculties, and departments.
- 1.4. The work plans of the Academic Department are developed on the base of the approved action plan of JASU.
- 1.5. The rights and responsibilities of the head and staff of the Academic Department are approved by the Rector of the University upon the recommendation of the Vice-Rector for Academic Affairs and by the decision of the Academic Council.
- 1.6. The Academic Department regularly reports on its activities to the Rector of the University, the Vice-Rector for Academic Affairs, the Academic Council during the administrative meetings.

2. Goals and Objectives of the Academic Department

- 2.1. The Academic Department organizes the educational process at JASU and aims to increase its efficiency. Its work is carried out in accordance with the requirements of the university's regulatory documents, decisions of the Academic Council of JASU, and instructions of the Vice-Rector for Academic Affairs.
- 2.2. When changes are made to the regulatory documents governing the educational process, the department prepares and submits proposals, recommendations, and questions for consideration by the Rector, the Vice-Rector, as well as the Administrative and Academic Councils.
- 2.3. The Academic Department organizes the educational process at the university: it ensures the preparation and approval of academic schedules, class timetables, module schedules, OSCE and OSPE schedules, as well as the schedules for the autumn, spring, and summer sessions by the deans of faculties and directors of colleges.

- 2.4. It supervises the transfer of students from course to course, expulsion from the university, granting of academic leave, and the processing of documents for students transferred from other universities.
- 2.5. It monitors the conduct of examination sessions, the elimination of academic debts (LAD), and the organization and procedures of the State Attestation (SA).
- 2.6. It controls the distribution of teaching loads of the faculty and staff, staffing forms, and the staff schedule.
- 2.7. It ensures that classes are conducted on time and, in the event of disruptions, submits proposals to the administration for appropriate measures.
- 2.8. It analyzes the organization and effectiveness of academic and instructional work of faculties, departments, and colleges, and collects annual reporting data.
- 2.9. It monitors the implementation of individual teaching load plans by faculty and provides summary data for each semester and academic year.
- 2.10. It develops new forms of documents related to the educational process.
- 2.11. It participates in confirming the student contingent for the new academic year and monitors the execution of teaching loads in accordance with changes in student numbers.
- 2.12. It analyzes the completion of qualification works by students and their results.
- 2.13. It checks the correctness of filling out and registering academic transcripts issued to students expelled from the university.
- 2.14. It ensures that academic plans are developed in accordance with state educational standards.
- 2.15. It controls the development and approval of course syllabi in accordance with the academic plans.
- 2.16. It monitors the development and timely implementation of educational programs in accordance with state educational standards.
- 2.17. It carries out work on the implementation and use of the AVN information system in the educational process.

3. Structure of the Academic Department

- 3.1. The structure, staff size, and staffing schedule of the department are approved by the Rector of JASU based on budgetary and non-budgetary financial resources, taking into account the established payroll fund.
- 3.2. The Head of the Department is appointed and dismissed by the Rector's order upon the recommendation of the Vice-Rector for Academic Affairs.
- 3.3. The activities of department staff are carried out in accordance with their individual job responsibilities.
- 3.4. The Academic Department employs staff in the following positions:
 - Head of Department;
 - Chief Specialist;
 - Leading Specialist;
 - Leading Specialist;
 - Specialist;
 - Engineer-Programmer;
 - Engineer-Programmer;
 - Methodologist.

4. Changes, Reorganization, and Termination

- 4.1. The Academic Department may be modified, reorganized, or terminated by the decision of the Academic Council of JASU.
- 4.2. Employees of the Academic Department, who are assigned as curators of faculties (institutes, colleges), in addition to the duties provided in this Regulation, are assigned the following responsibilities:
 - 4.2. To monitor the distribution of teaching hours, documentation, record-keeping, and the progress of the educational process in the assigned faculties, departments, and units in accordance with academic plans, timelines, and time standards, as well as to check the status of the relevant documentation.
 - 4.3. To supervise the execution of tasks related to the educational process in the AVN system in the assigned faculties, departments, and units.
 - 4.4. To check the fulfillment of individual teaching load plans of faculty members and provide relevant summary reports to the management.
 - 4.5. To disseminate among the relevant units the decisions of the Ministry of Education and Science of the Kyrgyz Republic, the Government, and the orders and directives of the Rector and Vice-Rector, and to monitor their implementation.
 - 4.6. To monitor academic schedules, class timetables, schedules of the winter and spring sessions, the summer semester, and all types of state attestation.
 - 4.7. To supervise the conduct of examination sessions, the elimination of academic debts, the organization of the State Attestation Commission (SAC), and the procedures for its work.
 - 4.8. To track the adherence of faculty to class schedules, student attendance, and academic performance, and to promptly inform the Head of Department and relevant supervisors. To record any violations of the educational process (lateness, absences, premature ending of classes) and prepare the corresponding reports.
 - 4.9. To carry out oral and written instructions, directives, and orders of the university management.