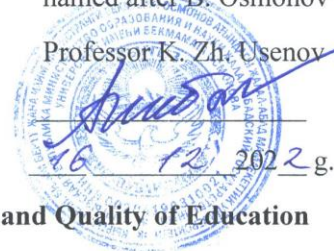


APPROVED BY

Rector of JASU

named after B. Osmonov

Professor K. Zh. Usenov



Regulations on the Department of Licensing, Accreditation and Quality of Education

((The OKO Regulation was approved by the ASU Academic Council Protocol No 4 dated February 8, 2016.

The regulation of the ASU was approved by the Protocol of the ASU Academic Council No. 4 dated December 2, 2022)

1. General provisions

- 1.1 The Department of Licensing, Accreditation and Quality of Education (hereinafter referred to as OLAKO) is a structural subdivision, reports to the Vice-Rector for Academic Affairs and works to improve the quality of education, licensing and accreditation
- 1.2 The Department of Licensing, Accreditation and Quality of Education carries out its activities in accordance with the regulatory legal acts of the Kyrgyz Republic, the Model Regulation on the Internal Quality Assurance System of Vocational Education Organizations of the Kyrgyz Republic, the charter of the JASU, the annual work plan, as well as this regulation.
- 1.3 The Department, together with the structural divisions of the University, monitors the activities of faculties and colleges to improve the quality of education.
- 1.4 The Department develops its action plans based on the strategic development plans of JASU, taking into account the directions of the strategic development of the Kyrgyz Republic and the concepts of licensing, accreditation, education.

2. Department structure

- 2.1. The structure, number, staffing of the department are approved by the rector of JASU, taking into account the limits of the salary fund on the basis of budgetary and extra-budgetary financial sources of 2.2. The Department is headed by the Head, who is appointed and dismissed by order of the Rector of the University and on the recommendation of the Vice-Rector for Academic Affairs.
- 2.3. The rights, duties and requirements for the head of the department and employees are established by the relevant job descriptions

3. The main purpose of the department

The main goal of the Department of Licensing, accreditation and quality of education is to organize, develop and implement a quality management system of education and the implementation of the policy of JASU in the field of improving the quality of education in the university as a whole.

4. Responsibilities of the department

To improve the quality of education:

- 4.1.1. Creating and improving a management system that affects the quality of education, studying the dynamics of the quality of the educational process.
- 4.1.2. Development of regulatory and legal, methodological materials and monitoring of the quality of internal education at the university.
- 4.1.3. Conduct an examination for the availability of textbooks, electronic textbooks, staffing, material and technical base and other materials that provide the learning process.
- 4.1.4. Coordination of the activities of faculties, colleges and departments on the formation of management systems in order to improve the quality of education.
- 4.1.5. Develop proposals to improve the quality of education, identify the causes of the decline in the quality of education and give recommendations for their elimination.
- 4.1.6. Quality control of resource support of the educational process and submission of recommendations.
- 4.1.7. Examination and recommendations on the compliance of curricula with state educational standards.
- 4.1.8. Analysis and recommendations on the provision of textbooks and teaching materials for the preparation of specialties.
- 4.1.9. Monitoring the use of innovative technologies in teaching to improve the quality of education and the level of their dissemination.
- 4.1.10. Conducting and analyzing the residual knowledge of students during the semester and the academic year.
- 4.1.11. Meetings, opinion polls, analysis of results and recommendations for improving the quality of education among students and teachers
- 4.1.12. Coordination of the survey (questionnaire) in order to determine the opinions and suggestions of employers, graduates, parents at faculties and colleges.
- 4.1.13. Monitoring and making recommendations based on the results of mutual attendance of teaching staff classes.
- 4.1.14. Study and implement the experience of other educational institutions in order to improve the quality of education, develop recommendations for use at the university.
- 4.1.15. Development of methodological recommendations for improving the quality of education in secondary and higher education institutions at JASU and monitoring their implementation.
- 4.1.16. Improvement of the mechanism of internal evaluation of the University's education quality system.
- 4.1.17. Creation of Quality Councils and coordination of their work at faculties and colleges.
- 4.1.18. Implementation of the quality policy of education in JASU based on the development of the university as a whole.
- 4.1.19. To promote the development and strengthening of quality management at the university and the organization of quality management of education by following orders, recommendations.

4.1.20. Monitoring the quality of intermediate and final and students' knowledge obtained on the basis of educational programs.

4.1.21. Conducting inspections of the activities of teaching staff on the formation of students' competencies.

Obtaining a license and compliance with licensing requirements:

4.2.1. Analyze the proposals of faculties (colleges), departments (PCCs) for the opening of new specialties and conduct guidance and expertise based on licensing requirements.

4.2.2. Preparation of documents for obtaining a license for new educational programs.

4.2.3. Licensing of new educational programs.

4.2.4. Monitoring compliance with licensing requirements for educational programs implemented under a license.

4.2.5. Keeping records when reissuing licenses obtained on the basis of the Regulations on Licensing of educational Institutions.

4.2.6. Keeping records of planned and unscheduled inspections for compliance with the licensing requirements of educational programs carried out on the basis of the Regulations on Licensing of Educational Institutions.

On conducting independent accreditation of educational institutions and educational programs:

4.4.1. Preparation of documents for the university's participation in national and international rankings, notification of faculties and colleges, registration and participation, notification to the public.

4.4.2. Submission of recommendations for the participation of educational programs of the university in national and international rankings.

4.4.3. Analysis and recommendations based on the results of national and international ratings.

5. Department rights

The Department of Licensing, Accreditation and Quality of Education has the right:

5.1.1. To demand and receive information on education and quality improvement in the structural units of the university.

5.1.2. To receive all information on the educational process in JASU.

5.1.3. Identify priorities for the policy of improving the quality of education and propose a strategy and tactics for implementation.

5.1.4. May require answers to identified shortcomings related to the quality of education in structural units, and prepare proposals to the Vice-rector for Academic Affairs and the Rector of JASU.

5.1.5. Make proposals to the Academic Council on improving the quality management of education in coordination with the Vice-Rector for Academic Affairs and with the permission of the Rector.

6. Responsibility

6.1. The head of the Department is responsible for performing the tasks assigned to the Department of Licensing, Accreditation and Quality of Education.

6.2. Employees of the department are responsible for the accuracy of information provided to higher authorities.

6.3. Employees of the department are obliged to continuously monitor the state of the educational process to improve the quality of education.

6.4. Each employee of the department is responsible for the quality of the work performed on the basis of the duties assigned to him.

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7. Relationships

7.1. Employees of the department carry out university orders related to their activities, decisions of the Academic Council of JASU and decisions of other higher authorities.

7.2. The Department cooperates with faculties, colleges, and other structural units on the creation, implementation and development of quality management of education.

7.3. Cooperate with other educational institutions and various organizations in the interests of the university.

8. Organization and liquidation procedure

8.1. The Department will be abolished and reorganized by the decision of the Academic Council of the University by order of the Rector of JASU.

8.2. The provisions of the department are discussed and approved by the Academic Council of the University, and the duties of the staff are distributed at the suggestion of the Vice-Rector for Academic Affairs. The department also performs oral and additional tasks of the university management.

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