

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
“SALYMBEKOV UNIVERSITY” INSTITUTION**



<b>AGREED</b> at the meeting Scientific Council “Salymbekov University” Institution protocol № ____ dated on “ ____ ” ____ 20 ____	<b>APPROVED</b> ____ by the rector of “Salymbekov University” Institution Zhumadilov E.ZH. dated on “ ____ ” ____ 20 ____
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**REGULATIONS  
ON OFFICIAL WEBSITE**

## 1. General regulation

- 1.1 Regulation on the official site of “Salymbekov University” (hereinafter referred to as the University)
- 1.2 This Regulation defines the principles of construction and structure of information materials posted on the official website of the University on the Internet (hereinafter referred to as the Website), and also regulates the technology of creating and functioning of the Website.
- 1.3 Terms and definitions used in the Regulation:

**A web server** is a set of software and hardware that provides access to certain information resources at the request of the client.

**A website** is a collection of web pages united by a theme, logical structure and design, physically located on the same web server and accessible via http/https protocols.

**A web page** is a set of text and graphic information that carries a semantic load for the Internet user.

**A web resource** is a collection of sites united by a single theme.

**A web link** is a record that identifies a document or part of it.

### 1.4 Purpose of the Site:

- providing information about the University on the global Internet, taking into account state requirements for the official website of the educational organization: the Site should have a special section "University" containing the following subsections: Mission, Administration, Departments, Academic Staff, Cooperation, Vacancies, Contacts, Clinic, Science, Students, Applicants.
- providing Internet users with access to open information resources of the University;
- ensuring effective communication between the structural units of the university.

1.2. The website should contribute to the solution of the following tasks:

- creating a holistic positive image of the University in the world;
- operative and objective informing of the Kyrgyz and world community about the most significant events taking place at the University;
- improving the competitiveness and investment attractiveness of the University
- development of relations in the scientific and educational sphere and in the field of scientific and technical cooperation with universities, other educational institutions, as well as non-profit and commercial organizations of the Kyrgyz Republic, near and far abroad;
- operatively informing of students, University staff about the decisions of the administration, about the events taking place at the university, about the requirements of interested parties (consumers, founders, society, etc.), about the mission and policy of the University in the field of quality;
- solving the main tasks of the University on the basis of new information technologies, development and improvement of the information culture of the University staff.

## 2. Regulatory references

The creation and function of the official website of the University should be launched in accordance with the laws and regulations of the Kyrgyz Republic, the Charter of the University and internal regulations, and the regulations of the University.

### **3. Main principles of Website content**

The content of the Site is determined by the requirements of the target audience, which include:

- students;
- applicants wishing to get an education at the University;
- teachers and other employees of the University;
- future graduates of the University;
- employers;
- parents of students;
- MOES KR;
- Scientific community of the Kyrgyz Republic and the world;
- representatives of authorities, heads of organizations, public structures, mass media.

3.1. The site is intended for placement:

- official information concerning the main activities of the University, realizing the strategic priorities and goals of the University in accordance with the mission and policy in the field of quality;
- information of a general survey nature about the activities of the University and its departments, student and other public organizations;
- Announcements, news and information about events taking place at the University;
- links to other sites of the University on the Internet: sites of divisions, student and other public organizations, thematic sites, etc., intended for more detailed and detailed information about divisions and individual areas of activity.

3.2. The information provided on the Site must comply with generally accepted standards for publishing materials in the media.

3.3. It is forbidden to post on the Site information that is not subject to free distribution in accordance with applicable law.

3.4. It is forbidden to use obscene language in the materials of the Site, posting resources containing information that incites ethnic hatred, calls for violence or the overthrow of the existing state system.

3.5. When using text, audio, photo and video materials by third parties, a link to the information published on the Site is required.

### **4. The structure of the site**

4.1 The site is a web resource consisting of thematic sections, as well as a network of cross-linked websites of faculties, departments and other structural divisions of the University, student and other public organizations, thematic websites in certain areas of activity. The structure of the Site must comply with the requirements of the legislation of the Kyrgyz Republic.

4.2. Site contains the following main sections:

- Main page;
- University;
- Clinic;
- Science;
- Educational programs;
- Students;
- Applicants;
- Academic staff;
- Latest news;

- Material and technical base;
- Useful materials;

4.2.1 The main page serves as an entry point to the resource for visitors to the Site and is an independent section of the Site. The content of the Home Page should provide visitors to the Site with the maximum amount of useful information, combined with the creation of a positive image of the educational institution.

The Main page contains links to the main sections of the Site and to the official groups of the University in social networks; banners and links to other sections of the Site, as well as to web pages and web resources containing the information most frequently requested by representatives of the target audience.

The main part of the Main page is occupied by the "Latest News" section.

4.2.2 The sections "News", "Announcements" contain regularly updated information about the current activities of the University; announcements of upcoming events and events held at the University or directly related to its activities.

4.2.3 The "University" section includes information about the activities of the University, including information about the mission, the composition of the administrations, structural departments, academic staff, cooperation and other information disclosing the activities of the University.

4.2.4 The section "Clinic" contains information about the clinical base of the University, including a list of multifunctional clinics owned or having agreements with the University.

4.2.5 The section "Science" contains information about the scientific activities of the University, including information about ongoing scientific work, responsible structural units for science.

4.2.6 The "Students" section contains all the necessary information for students, including educational activities such as library resources, access to IP, class schedules, etc., as well as extracurricular activities, including sports events and active recreation.

4.2.7 The "Incoming" section contains information for university applicants, including the terms and conditions of admission, a list of exams, admission requirements for local and international students.

4.2.8 The English-language version of the Site is a section that is filled with materials that duplicate some materials of the Russian-language version translated into English, as well as materials specially designed to present the resource to foreign visitors.

4.2.9 The Kyrgyz version of the Site is a section that is filled with materials that duplicate some materials of the Russian-language version translated into Kyrgyz, as well as materials specially designed to present the resource to visitors in Kyrgyz.

4.3 Changes to the structure of the Website are made after the approved by rector.

## **5. The organizational structure that ensures the functioning of the Site, also the websites of structural units, thematic sites**

5.1. IT specialist is responsible for the technical support of the Website and the websites of the structural units (when used to host the University's web servers). IT specialist provides:

- uninterrupted operation and technical support of the web server hosting the Website and the websites of the structural units
- fixing routine maintenance on the web server (creating archive copies, monitoring the availability of free space for databases, etc.);
- Providing authorized employees of the University with full access to all sections of the Site and sites of structural divisions.

5.2. Responsible for the software support of the Site and sites of structural units are IT Specialist: He is responsible for:

- development and technical support of the Website and websites of structural divisions in working condition and ensuring the availability of the Website and websites of structural divisions for users;
- implementation of backup of Site components and sites of structural divisions, database settings;
- Providing organizational and technical measures to protect information on the Website and the websites of structural units from unauthorized access;
- preparation, if necessary, of proposals to change the structure and design of the Site and the sites of structural units, the performance of appropriate work in accordance with the established procedure;
- prompt placement and updating on the Website and the websites of structural divisions of materials sent by employees responsible for coordinating the content of the relevant sites (or agreed with him), taking into account the existing design of the sites.

5.3. IT the specialist is responsible for coordinating the information content and realize:

- general control of the technical condition of the Site — compliance of the structure of the Site and the content of the posted materials with the basic principles of the information content of the Site;
- interaction with the structural divisions of the university on the issues of Website content;
- review, correction and sending of materials submitted for publication on the Website to the responsible employees of the University;
- preparation, if necessary, of proposals to change the structure and design of the Site, submitting them for consideration to the rector and sending them for implementation to responsible University employees;
- systematization and electronic storage of information materials published on the Website.

5.4. Responsibility for submission on time and updating no later than 10 working days after the change (or removal), the reliability and relevance, literary style and literacy of the presentation of the information sent for publication on the Site are borne by the managers and employees of the structural divisions who submitted the information.

Responsible for coordinating the information content of the sites of the divisions are employees of the relevant departments, appointed in accordance with the established procedure, who send materials to the IT specialist for publication on the site.

- 5.5. An IT specialist ensures high-quality performance of all types of work at the software level directly related to the operation of the Site: changing the design and structure, posting new and deleting outdated information, with the exception of information published by departments, publishing information from databases, developing new web pages, implementing access control policies and security of information resources
- 5.6. .IT the specialist provides explanation on issues of conceptual solutions and current problems related to the information content and updating of the information resource.
- 5.7. Current changes in the structure of the Site are provided by an IT specialist in consultation with the Rector. Changes of a conceptual nature are coordinated with the Vice-Rector for Strategic Development.

## **6. The procedure of placement and posting information on the Website**

6.1. The main sources of information for the Site are:

- materials sent for publication on the Website by structural divisions of the University;
  - local regulations of the University;
  - regulatory legal acts and information messages of state authorities regulating the scope of the University's activities.
- 6.2. Information for publication on the Website, including text and photo materials, is sent electronically by the initiators to an IT specialist.
- 6.3. For each section of the Site (type of information resource), the divisions (officials) responsible for the selection and provision of information to an IT specialist are determined.

- 6.4. University for publication on the Website, the initiator must ensure presentation to IT specialist:
  - document text;
  - information in the "News" section about the publication of the documentThe responsibility for further on time updating of the document on the Website rests with the IT specialist
- 6.5. If the necessary software and hardware are available, the placement and updating of information on the Site can be provided directly by persons responsible for providing information from their workplaces to pre-determined sections.
- 6.6. IT the specialist responsible for the software support of the Website places the submitted materials and documents in accordance with the internal rules of the University and the requirements of the legislation of the Kyrgyz Republic.
- 6.7. Information for posting on the Site is provided in the format \*.doc, \*.docx, \*.jpg.
- 6.8. The University staff can make suggestions concerning the development of the structure, functionality and content of the Website in the form of information to the IT specialist by e-mail.

## APPROVAL AND INTRODUCTION LIST

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## Registration of changes

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