

Unofficial translation

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



AGREED
at the meeting of Academic Council
“Salymbekov University” Institution
protocol №__ dated on «__»__20__.

APPROVED_____
by the rector of “Salymbekov University”
Institution Zhumadilov E.Zh.
dated on «__»____20__.

**REGULATIONS on
DEVELOPMENT AND EDUCATION
QUALITY DEPARTMENT**

BISHKEK

I. General provisions

1.1. This Regulation has been developed in accordance with the Law of the Kyrgyz Republic "On Education", "Regulations on the educational organization of higher professional education of the Kyrgyz Republic", approved by the Decree of the Government of the Kyrgyz Republic dated February 3, 2004 No. 53, the Charter and the Regulations on the University.

1.2. This Regulation governs the activities of the Development and Education Quality Department of the Salymbekov University Institution (hereinafter referred to as the University and the Department), which was established to organize the educational process in higher education programs and provide conditions for its improvement.

1.3. In its activities, the Department is guided by:

- current legislation in the field of education;
- current legislation in the field of employment and labor;
- state and international standards for ensuring the quality of education;
- Charter of the University;
- Regulations on the University;
- Regulations on monitoring the educational process of the University;
- orders and orders of the President and Rector of the University;
- internal labor regulations of the University;
- these Regulations;
- international standard ISO 9001:2015 series;
- decisions of the Academic Council and the Council for the Quality of Education of the University;
- job descriptions of employees of the Department.

1.4. Full official name of the subdivision: Development and Quality Education Department of the Institution "Salymbekov University".

1.5. The Department was created in accordance with the organizational structure of the University, approved by the order of the President of the University.

1.6. The Development and Quality Education Department is an independent structural unit of the University, headed by the head of the Department, who is hired on the basis of an employment contract and reports directly to the President of the University.

1.7. The Department consists of an international department, a Career Development Center and a department for licensing and monitoring of the Institution, a department for promising international scientific, educational projects and grants.

1.8. The employment contract is terminated / terminated in accordance with the legislation of the Kyrgyz Republic.

1.9. The text of these Regulations may be amended in accordance with the procedure established by the University for documents of this type.

1.10. This Regulation comes into force from the date of its approval and is valid until it is canceled in accordance with the established procedure by the President or the Board of Founders of the University.

1.11. In the event of the abolition of the Department or the approval of the Regulations on the Department in a new edition, these Regulations lose their force and become invalid.

II. Goals and main tasks

2.1. Goals of the Department:

- improvement and effective planning, organization, management and control of the educational process at the University based on the joint activities of the management, teaching staff, educational support, administrative and economic personnel and students in the preparation of highly qualified specialists;
- monitoring the system of providing educational services of the University and the main indicators of their functioning, as well as making informed management decisions to achieve quality education and forecasting the development of educational services of the University;
- monitoring the implementation of action plans for the implementation of the Strategic and current development plans of the University;
- collection, generalization, analysis, processing of information on the state of the system for the provision of educational services for compliance with licensing requirements;
- development, documentation, implementation and maintenance of the quality management system (QMS) of the University, continuous improvement of its effectiveness;
- creation of conditions and formation of motivation for students and graduates of the University to independently plan and build a career;
- assistance in adapting to the modern labor market and facilitating the most complete professional implementation.

2.2. The main tasks of the Department are:

- planning, organization and control of educational processes of all forms of education;
- planning and organization of advanced training of teaching staff;
- implementation of all types of reporting on the educational activities of the University;
- coordination of work on the introduction and use at the faculties of the point-rating system of education and assessment of student progress;
- implementation of the collection and verification of documentation for the rating assessment of the activities of teachers;
- development of a plan for the introduction of innovative technologies, active and interactive teaching methods in the educational process and coordination of this work;
- collection and provision of materials for licensing and accreditation of structural divisions of the University;
- full management of the process of preparation for licensing and accreditation;
- monitoring of licensing requirements of the legislation in the field of education;
- identification and evaluation of compliance with the critical results of the activity of the pedagogical system to its ultimate goals;
- identifying and evaluating the compliance of the actual results of educational activities with licensing requirements;
- evaluation of the educational activities of the University for compliance with licensing requirements;
- identifying and evaluating the readiness of the University's educational programs for accreditation;
- implementation of regular checks of observance of labor discipline by teachers, student attendance, accounting and optimization of the use of the classroom fund, control of the class schedule, etc.;
- organization and analysis of the functioning of the QMS of the University;
- control over compliance with the requirements for the QMS in the departments and departments of the University;

- implementation of measures for internal audit, monitoring and evaluation of the quality of the educational process. Ensuring the qualified use of their results for making managerial decisions;
- preparation of materials for the Council for the Quality of Education;
- information and software, electronic document management, support for the development and maintenance of the University's QMS;
- establishing business contacts with organizations dealing with quality management, certification and accreditation;
- establishing and maintaining relationships with recruiting companies and employment centers;
- cooperation with companies-employers of different forms of ownership that require highly qualified specialists;
- cooperation with employment services and career centers of universities;
- providing and maintaining "feedback" with graduates;
- conducting an active advertising and educational campaign.

III. Functions

3.1. In accordance with the goals and objectives, the Department is entrusted with the following functions:

- participation in the development of concepts, programs, strategies and other documents related to the competence of the Department;
- collection, systematization and analysis of data on the activities of the University in the field of quality of higher education;
- organization of the work of intra-university control over the quality of education at faculties and departments;
- control of the work of departments and structural divisions of the University in the preparation and conduct of accreditation;
- coordination of the work of the departments on the preparation of documents for the licensing of specialties; - analysis of the quality of the educational programs of the University for compliance with licensing requirements;
- preparation and internal examination of documents submitted for the opening of new areas of training, specialties and profiles of bachelor's and master's programs;
- control over the implementation of standards in the licensing of new educational programs;
- methodical and consulting support for the procedure of self-examination of the activities of the University in terms of compliance with the legislation of the Kyrgyz Republic on the fulfillment of licensing requirements and accreditation indicators and criteria for the implementation of educational programs, development, implementation and further improvement of the University's QMS in accordance with international quality standards;
- monitoring and control of the implementation of the action plans of the Strategic and current development plans of the University;
- organizational activity - organization of the development, implementation and operation of the QMS, organization of quality monitoring;
- analytical activity - analysis of the effectiveness of the QMS at the University and the best practices of the quality of education implemented in other universities of the country and abroad;
- controlling activities - conducting internal audits and monitoring studies;
- consulting activities - advising structural units on QMS issues in educational activities;
- marketing activities - the study of consumer requirements for the quality of training of University graduates;

- methodological activity - training of the teaching staff and internal auditors on the issues of quality management in the field of educational activities;
- information activities - informing the management, faculty, the public about the results of the QMS at the University;
- conducting analytical work;
- assistance to students in employment and their adaptation to practical activities.

IV. Organizational structure

4.1. The staff list of the Department is approved by the President of the University.

Department positions:

- Chief;
- heads of departments;
- Chief Specialist;
- Leading Specialist.

4.2. The department is headed by a chief appointed to the position and dismissed from office by order of the president.

4.3. A person with a higher education and qualification training in the field of quality management is appointed to the position of the head of the Department. The head is fully responsible for all activities of the Department.

4.4. During the absence of the chief, his duties are performed by the chief specialist.

4.5. The head organizes the work of the Department:

- distributes the execution of the task and between employees of the Department;
- considers the documentation received by the Department, assigns responsible persons and deadlines for the execution of documents;
- signs the documentation made by the employees of the Department;
- exercises control over the fulfillment by the employees of the Department of job descriptions;
- holds meetings on issues within the competence of the Department.

4.2. Labor relations of the employees of the Department are regulated by the labor legislation of the Kyrgyz Republic.

4.3. Changes in the organizational structure of the Department are made by order of the management with the creation, if necessary, of the relevant procedures for recruiting, changing or the current labor legislation, and making appropriate changes to these Regulations.

V. Rights

In accordance with the assigned tasks, the head of the Department has the right to:

5.1. To request, within the framework of their powers, from the heads of structural divisions of the University and other specialists the documents and information necessary for the performance of official duties.

5.2. Get acquainted with the draft decisions of the administration, the Academic Council of the University, the vice-rector for academic affairs, the head of educational and methodological work relating to the Department.

5.3. Submit proposals to improve the activities of the Department for consideration by the University management.

5.4. Submit for consideration by the head of the Educational and Methodological Department issues related to the organization of licensing and accreditation, monitoring the quality of education.

- 5.5. Sign and endorse documents within their competence.
- 5.6. Participate in the discussion of issues related to the activities of the Department.
- 5.7. Represent the University in external organizations on issues within the competence of the Department.
- 5.8. The rights of the Department related to its activities are exercised by the head. The rights of the chief are determined by his job description.
- 5.9. Employees of the Department have the right to:
- request from the divisions and departments responsible for the QMS the necessary data for the functioning of the QMS and control the timely implementation of measures to prepare for the certification of the QMS.
 - to inform the President and the Rector of the University about violations of the regulations, instructions and orders on the issues of ensuring and certification of the QMS.
 - participate in the development of proposals for improving the organizational structure and process model of the QMS of the University.

VI. Responsibilities

- 6.1. The Head of the Department must:
- organize the preparation of information, materials, data at the request of the Ministry of Education and Science of the Kyrgyz Republic related to the activities of the Department;
 - familiarize subordinate employees and interested officials of the University with this Regulation, monitor the implementation and timely updating of the Regulation;
 - organize the work of the Department and be responsible for its activities;
 - develop plans for the development of the University, make proposals for improving the quality of education and QMS;
 - ensure the efficient use and preservation of property assigned to the Department.

VII. Relationships (service relations) with other departments

- 7.1. The Department interacts with all structural subdivisions and departments of the University on the development, implementation, and updating of the QMS documentation.
- 7.2. With educational subdivisions (EMD, dean's offices, departments) on the issues of conducting sociological research among students.
- 7.3. All departments of the University on the issues of staff satisfaction (questionnaires of employees).
- 7.4. The Department interacts with those responsible for the QMS of all divisions and departments of the University, internal auditors on audit issues.

VIII. Responsibility

- 8.1. Employees of the Development Department bear disciplinary responsibility in accordance with the legislation of the Kyrgyz Republic for:
- poor-quality and untimely fulfillment of the tasks and functions assigned by this Regulation to the Department, the work plan in all areas of activity;
 - untimely and (or) unqualified resolution of issues related to the competence of the Department, unreliability of information provided to the leadership of the University;
 - for violation of the internal regulations of the University, fire safety and safety regulations - in accordance with the current labor legislation;

- safety and functioning of the equipment and computer technology transferred to the Department to ensure activities.
- correct and timely implementation of measures to prepare for QMS certification;
- representation of the University in other organizations and institutions on issues within the competence of the Department;
- accurate and precise performance of their duties, observance of labor discipline and a healthy moral climate in the team;
- accurate and timely execution of orders and orders of the President and Rector of the University and the Council for the Development of the Quality of Education of the University.

IX. Procedure for creation, liquidation, reorganization and renaming

- 9.1. Department is created, liquidated, reorganized and renamed by the administration of the University in agreement with the general meeting of the founders of the Institution.
- 9.2. When the Department is liquidated, some of its functions are distributed among other structural divisions of the University and appropriate procedures are carried out for transferring employees to another job or reducing the staff in accordance with the current labor legislation.