

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 OF
PROFESSIONAL AND TEACHING STAFF
VOCATIONAL COMPETENCE**

Bishkek 2019

This regulation has been approved on the basis of:

-Education Law of the Kyrgyz Republic

-Labor Code of the Kyrgyz Republic;

1.1. Regulations "On additional professional education" approved by the Decree of the Government of the Kyrgyz Republic of February 3, 2004, №53;

1.2. Professional development is the responsibility of the teacher, carried out throughout his entire career. The teaching staff is required to improve the level of education and qualification at least once every three years. Other categories of University employees improve qualification as it's necessary.

1.3. The activities of advanced training of personnel is directly provided by dean.

1.4. The headcount of the teaching staff is confirmed by the rector of the university, based on the terms of the specific activities of the education program and dean's proposal. The duties of the staff are defined by the job description.

1.5. The main annual indicators of the students' admission plan program are set by the rector of the university. Information on the implementation of the admission plan of students and on the results of advanced teaching staff training are presented in the department of OC and EMD of the university.

2. Goals and objectives

2.1. The main goal of the advanced teaching staff training is to update the theoretical and practical knowledge of the teaching staff of the university in accordance with the increased requirements for higher level of qualification and the need to master modern methods for solving professional problems, as well as expanding the general esteem.

2.2. The development of teaching staff vocational competence has its main tasks:

- meeting the requirements of the state, the university and other higher educational institutions in high-quality training, advanced training and retraining of teaching staff and specialists;
- development of projects for improving the organization of advanced training and retraining of teaching staff;
- generalization and dissemination of the latest experience in the organization of the educational process,
- scientific and methodological work, innovative forms and methods of teaching;
- implementation of research on topical issues of professional development and retraining of teaching staff in the education system;
- improvement of psychological and educational aspects of work with students, by improving the psychological and pedagogical training of teachers;
- development of students' skills to professionally solve pedagogical, production, organizational management tasks;
- retraining of teaching staff in promising areas of development of learning technologies;
- involvement of prominent scientists and highly qualified specialists to ensure the educational process in this program, etc.

3. development of teaching staff vocational competence functions:

3.1. Meeting the requirements of the education system with highly qualified teaching staff and constantly maintaining this level, taking into account changes in socio-economic conditions and the specialist's turnover.

3.2. Implementation of personnel policy and research work of the university in the conditions of increased competition in the market of educational services.

3.3. Ensuring the availability of participation of personnel in advanced training for passing through the competition.

4. Organization of the professional development process

4.1. Advanced training of teaching staff, scientific, employees (teaching and support staff) of the university is the most important factor in improving the educational activities of the university and is carried out in order to improve the quality of education and meet the requirements of employees in gaining new knowledge about the achievements in the certain branches of science and technology, advanced domestic and foreign experience, improving pedagogical skills.

4.2. Advanced training can be carried out in leading universities, advanced training institutes, intersectoral regional centers for advanced training and retraining of personnel of the Kyrgyz Republic, specialized organizations and enterprises, and abroad.

4.3. At the university, the advanced training of teaching staff, scientific, pedagogical workers and other categories of workers is carried out by the department of OC and the educational and methodological department.

4.4. The choice of an institution for advanced training is determined by the head of the department, taking into account the qualifications and position of the employee.

4.5. Advanced training is carried out as necessary, and for teaching staff, scientific and pedagogical workers at least once every 5 years in the following forms:

- advanced training courses or retraining in the relevant area of activity;
- internships in third-party enterprises and organizations; participation in the work of thematic and problematic seminars;

4.6. Advanced training can be carried out with a break, with a partial break, on the job and according to an individual training schedule.

4.7. Financing of advanced training is carried out at the expense of budgetary and extra-budgetary funds of the SU, extra-budgetary funds of educational units, at the expense of attracted funds.

4.8. Advanced training includes the following types of training:

- short-term (at least 72 hours) thematic training, which is carried out at enterprises and organizations at the place of main work and ends with the passing of the appropriate control check (exam, test, etc.);

- a series of thematic and problematic seminars (from 72 to 100 hours) on scientific, socio-economic, pedagogical and other problems arising at the level of the industry, region, organization, etc.

- Long-term (over 100 hours) in-depth study training focused on topical problems of science, engineering, technology and other problems relevant to the profile;

- Professional retraining (from 501 to 1500 hours). The volume of hours may be less than the specified standards if advanced training, which is carried out according to continuous training programs within the framework of one field and is carried out on an accumulative basis.

4.9. Based on the results of advanced training, documents of the established form are provided:

- a certificate of advanced training for those, who have undergone short-term training or participated in thematic and problematic seminars on programs ranging from 72 to 100 hours;

- certificate of advanced training - for those, who have completed training under the program in the amount of 101 to 500 hours;

-certificate (diploma) of professional retraining for those, who have completed training under the program in the amount of 501 to 1500 hours.

4.10. The results of advanced training of scientific and pedagogical workers and employees are used by providing the acquired knowledge, skills and abilities in the educational process:

- 1) work out of a lecture course;
- 2) publication of methodological guidelines;
- 3) publication of a methodological manual;
- 4) work out of the program of the new course;
- 5) organizing seminars, master class, etc.;
- 6) writing an article, paragraph, chapter of a dissertation;
- 7) the use of innovative new products in the laboratory workshop;
- 8) other activities.

4.11. The effectiveness of advanced training is controlled by the manager of structural division.

5. Organization of advanced training

5.1. The work on advanced training of teaching staff, pedagogical, scientific workers and other employees is organized by the HR department and EMD on the basis of the plan and proposals of departments and faculties.

5.2 The terms and forms of advanced training of employees are established by the heads of US departments, depending on the complexity of educational programs and in accordance with the needs of the university.

5.3 Heads of departments are responsible for referral to promotion of the qualifications of their employees.

5.4 The referral of the US teaching staffs and employees to the DEVELOPMENT OF TEACHING staff vocational competence is organized by the order of the rector. to issue an order, the teacher (student) of the development of teaching staff vocational COMPETENCE program must provide the following documents:

- an application addressed to the dean of the faculty indicating the direction of the development of teaching staff vocational competence program;
- information about the development of teaching staff vocational COMPETENCE participant in the prescribed form;

5.5. for the implementation of development of teaching staff vocational competence programs in the oc department, the following set of documents is prepared:

development of teaching staff vocational competence programs and educational and thematic plans of programs corresponding to

priority areas of the program;

- schedule of the development of teaching staff vocational competence sessions;
- enrollment order for training in educational program;

5.6. the application for the development of teaching staff vocational competence must be submitted within the established deadline.

THE REVIEW AND APPROVAL SHEET

“ _____ ” _____ 20_____

