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Erasmus+ Programme  
of the European Union

**MODERNISATION OF HIGHER EDUCATION  
IN CENTRAL ASIA  
THROUGH NEW TECHNOLOGIES  
(HiEdTec)**



**MINISTRY OF EDUCATION AND SCIENCE  
OF THE REPUBLIC OF TAJIKISTAN**

**TAJIK TECHNICAL UNIVERSITY  
named after academician M.Osimi**



# **REGULATIONS**

## **of the Centre of innovative educational technologies**

**Dushanbe, 2020**



**REGULATIONS**  
**of the Centre of innovative educational technologies**  
of Tajik Technical University named after academician M.Osimi

The Centre of Innovative educational technologies was set up as part of a project «MODERNISATION OF HIGHER EDUCATION IN CENTRAL ASIA THROUGH NEW TECHNOLOGIES (HiEdTec)» in the framework of programme ERASMUS+

Approved at a meeting of the Academic Council of Tajik Technical University named after academician M.Osimi (TTU)

Protocol № 3 from 30 March of 2020



## Chapter 1

### GENERAL PROVISIONS

1.1 General provisions define the objectives, activities and management of the Centre

1.2 Full name of the Centre in the Russian language «Центр инновационных образовательных технологий»

1.3 Abbreviated name in Russian: ЦИОТ

1.4 Full name of the Centre in the Tajik language «Маркази технологияҳои инноватсионии таълимии»

1.5 Abbreviated name in Tajik language «МТИТ»

1.6 Full name of the Centre in the English language «Centre for innovative educational technologies»

1.7 Abbreviated name in English «CIET»

## Chapter 2

### GOALS AND OBJECTIVES OF THE CENTRE

2.1 The purpose of the Centre is the development and introduction of new educational technologies in the learning process, development of open education concepts in the Republic of Tajikistan, implementation of additional education programs and network educational programs using innovative and electronic educational technologies.

2.2 Main objectives of the Centre:

2.2.1 Research and development of new educational technologies aimed at creation of learning support systems and personalized learning environments

2.2.2 Research, development and implementation of new educational and information technologies in scientific and research organizations, partner companies of TTU, educational and other organizations

2.2.3 Organization of interaction between TTU and national platforms for posting online courses in the field of creation of educational materials, SUPPORT of the TECHNOLOGY platform, organization of regulatory and administrative mechanisms of interaction.



2.2.4 Organization of interaction of TTU with international services, platforms and platforms for posting mass online courses, including Coursera, Edx, Iversity, Udacity, Stepic, etc.

2.2.5 Creating various formats of TTU e-courses and posting them on various educational services, platforms and platforms, including international ones.

2.2.6 Creation of various types of video materials for educational, awareness-raising, historical, promotional and other purposes that do not contradict the activities of the Centre and TTU.

2.2.7 Creation of various types of educational and methodological materials and teaching aids not contradicting the directions of the Centre's and TTU's activities.

2.2.8 Organization of infrastructure to ensure the process of training of interested persons in advanced training and additional professional education programs using new educational technologies at the Centre and TTU, including in electronic, distance and network form.

2.2.9 Organization of training processes for interested persons and issuance (with the participation of the Training Department and Centre for Professional Development and Project Implementation) of documents confirming the results of training (certificates, diplomas, etc.).

2.2.10 In cooperation with TTU departments organize training processes for interested persons on separate modules and courses of basic educational programs of TTU with the possibility of interim certification of the discipline being mastered.

2.2.11 Organization of work with general education students and gifted youth, including educational and career-oriented, including creation of information systems and platforms for this purpose.

2.2.12 Development and implementation of international standards related to e-learning, including through active participation in international educational consortia.

2.2.13 Creation, development and implementation of concepts of common educational space, both at the level of design of methodological support of its activity and creation of tools for its construction.



2.2.14 Creation of open educational projects aimed at popularization of science and education in Tajikistan and other countries.

2.2.15 Positioning of TTU as a leading university of the Republic of Tajikistan, including in the field of new educational technologies.

2.2.16 Other activities aimed at development, creation, maintenance and implementation of new educational and information technologies .

### Chapter 3

#### FUNCTIONS OF THE CENTRE

##### 3.1 Main functions of the Centre:

- Implementation of consulting and training of staff and teaching staff of TTU and partner institutions on methodology of European experience in higher education, forming the skill of working in international professional teams with the use of Information and Communication Technologies (ICT)
- Preparation of information and analytical materials on ICT Application in higher education system in Tajikistan.
- Facilitate international mobility of TTU students and faculty.
- Ensuring conditions for successful exchange of technologies and methods of training between professional educational institutions of the Republic of Tajikistan transfer of the best experience in modernization between educational institutions of all levels.
- Include TTU in the network of ERASMUS+ Educational Modernization Centers and organize successful interaction among all participants of the project nationwide.
- Consolidation of the efforts of all participants in the process of modernization of education in the Republic of Tajikistan in order to achieve high results in the process.
- Organization of preparatory activities for inclusion of the Tajik Technical University named after academician M.S. Osimi in new international projects.

##### 3.2 The main activities of the Centre are:

- Informational and analytical support for practical activities of the Centre in the implementation of innovative educational technologies in higher education.



- Development and methodological support in organizing of virtual library of video-lectures.
- Consulting and professional development for TTU, higher education institutions in the Republic of Tajikistan and regional educational authorities in developing virtual training courses and creating digital educational resources.
- Creating mechanisms to attract external investment through participation in national and international projects, research and application programs, consulting, and commercialization of training courses.

3.3 The Centre may perform other activities, not specified in section 3.2, in accordance with the needs of the development and operation of the Centre, not inconsistent with the Statute of TTU.

## **Chapter 4**

### STATUS AND ORGANIZATIONAL STRUCTURE

4.1 The Centre of Innovative Educational Technologies is a structural unit of TTU named after academician M. S. Osimi

4.2 The Centre reports directly to the Rector of TTU

4.3 The Centre shall be established and abolished by order of the rector

4.4 In its activities, the Centre is governed by

- ❖ Constitution of the RT
- ❖ Law of the Republic of Tajikistan "On Education"
- ❖ Orders and instructive documents of the Ministry of Education and Science of the Republic of Tajikistan
- ❖ The Statutes of TTU
- ❖ The decisions of the Academic Council of the University, orders and directives of the rector
- ❖ The present regulations

## **Chapter 5**

### LOCATION

5.1 Location of the Centre and assignment of premises shall be in accordance with the procedure established by TTU.



5.2 In agreement with the management of TTU, the LOCATION of the Centre and the assignment of premises may be modified in accordance with the procedure established by TTU.

## Chapter 6

### RIGHTS AND OBLIGATIONS

#### 6.1 Rights of the Centre.

6.1.1 Conduct basic and applied research in the field of new educational technologies in accordance with approved plans.

6.1.2 In agreement with TTU administration, involve other structural divisions of TTU in developments and research works in a format that ensures mutual interest of the parties in the results of activities.

6.1.3 Request from TTU structural subdivisions the INFORMATION, materials and documentation required to achieve the goals, objectives and functioning of the Centre.

6.1.4 Carry out project activities aimed at achieving the goals and objectives of the Centre; determine the procedure for financing of such projects.

6.1.5 Issue documents confirming the results of training (certificates, diplomas, etc.) in accordance with the established procedure with the participation of the Training Department of TTU and the Centre for Professional Development and Implementation of TTU projects.

6.1.6 Prepare required information materials related to TTU activities and specific features of the Centre for publication in mass media.

6.1.7 Provide (if required) consulting assistance to the Press-service of TTU in formulating requirements to mass media for refutation of untrue statements related to activities of the Centre only as stipulated by effective legislation.

6.1.8 Provide consulting assistance to TTU Press Service on preparation of information materials corresponding to the main activities of the Centre.

#### 6.2 Responsibilities of the Centre

6.2.1 To be guided by high quality standards of TTU when carrying out research and contractual works.



6.2.2 Comply with the legislation of the Republic of Tajikistan, normative documents, orders, decrees of the Ministry of Education and Science of the Republic of Tajikistan and TTU administration in its activities.

6.2.3 Ensure safety of TTU equipment and other property.

6.2.4 Comply with labour discipline, safety and fire safety requirements.

## **Chapter 7**

### **FINANCING**

7.1 Financing of the Centre's activities may be carried out both from the budget according to the estimate approved by the Rector of TTU and on an extra budgetary basis, including:

- funds received from implementation of contracts, sales of developments (works, services),

- grants and charitable proceeds, income from other activities that do not contradict the current legislation, the TTU Charter and these regulations.