

**MINISTRY OF EDUCATION AND SCIENCE  
KYRGYZ REPUBLIC**

**ALA-TOO INTERNATIONAL UNIVERSITY**



**THE REGULATION OF THE INSTITUTE OF INNOVATION AND QUALIFICATION**

**2020**

"Approved".  
APPROVED»

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The Academic Council of the AIU  
Pedagogical

Rector, Candidate of  
Sciences, Associate Professor

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## REGULATIONS on the Institute of Innovation and Qualification

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This Regulation regulates the conditions and procedure for the implementation of educational programs of the Institute of Innovation and Qualification (hereinafter: IIQ) of the Ala-Too International University (hereinafter: AIU)

### 1. General provisions

1.1 The Institute of Innovation and Qualification (IIQ) implements its activities in accordance with the Law of the Kyrgyz Republic "On Education", regulatory legal acts of the Kyrgyz Republic, the charter (regulation), the Regulation on structural divisions of Institutions of Higher and Secondary Vocational Education implementing the program of additional vocational education, on the basis of the Charter of the AIU and on the basis of this Regulation.

1.2 IIQ is aimed at improving theoretical knowledge and practical skills related to the need to improve the skills of specialists, improve their professional knowledge, improve their working skills and modern methods of solving professional problems and improve the qualification requirements for specialists.

1.3. Professional development is carried out throughout the employee's work activity at least once every 5 years, as required. The period of professional development is determined by the IIQ.

1.4. The internship is conducted for the purpose of improving and strengthening practical professional knowledge, skills and abilities acquired as a result of theoretical training, as well as for studying future experience, acquiring professional and organizational skills for the performance of official duties or positions.

1.5. The goals and objectives of the Institute of Innovation and Qualification include:

- professional development of the teaching staff of the AIU, employees, postgraduates, masters, if necessary;
- advanced training in higher education institutions;
- organization of advanced training courses, seminars, round tables, trainings.

## **2. Structure and staff of the Institute of Innovation and Qualification**

2.1 The structure and staff, terms and procedure of remuneration of employees of the IIQ are determined in accordance with the current legislation, the Charter of the AIU, orders, local regulations and instructions to it.

2.2 The structure and staffing of the IIQ are approved by the Rector of the AIU in accordance with the functions performed by the Institute, at the suggestion of the director of the Institute and in agreement with the financial management plan, taking into account the current standards.

2.3 The organizational structure and staffing of the IIQ is determined by the staffing table.

2.4 The staffing table and structure of the IIQ may differ depending on the scope of work performed and the direction of activity.

2.5 The staff of the IIQ consists of the staff of the AIU. Recruitment, transfer of personnel to the full-time staff of the IIQ, passage of documents on labor protection, social development are regulated by the collective agreement of the AIU, agreements and labor legislation of the Kyrgyz Republic.

## **3. Tasks and functions of the Institute of Innovation and Qualification**

3.1. General objectives of the Institute of Innovation and Qualification:

- tries to meet the needs of specialists in obtaining new knowledge about achievements in the field of science, technology and culture, advanced domestic and foreign experience;
- advises on professional development of specialists, dismissed employees, vacant population and their preparation for new employment positions;

3.2 Improves the management system and structure of the institute in accordance with the needs of social development and life in the Kyrgyz Republic;

3.3 The Institute always strives to increase the prestige of specialties, scientific and pedagogical qualities in the country, in the CIS and abroad;

3.4 Protects the honor and dignity of every student, teacher and other employees;

3.5 Is carried out by specialists in accordance with the state requirements for the minimum content of the retraining program for additional qualifications and the level of requirements for specialists defined by the State Educational Standard.

3.6 In the IIQ, the Rector's orders are regulated by the decision of the Academic Council, rules, regulations, instructions and other acts in accordance with the established procedure and within the limits of the relevant powers.

#### **4. Center for Innovative Educational Technologies.**

The Center for Innovative Educational Technologies (hereinafter referred to as CIET) is an integral part of the IIQ and actively cooperates with the Department of Science and Information Technology Management of the AIU.

The Center is created in response to the initiative of the European Commission on “OPENING EDUCATION FOR ALL WITH THE HELP OF NEW TECHNOLOGIES” and in accordance with the working plan of the HiEdTec project, as well as in accordance with the laws of the Kyrgyz Republic on education, on higher, on secondary vocational and postgraduate vocational education, with the Charter and the strategic development plan of the AIU.

##### **4.1 Objectives of the Center for Innovative Educational Technologies:**

The Center should promote:

- adapting the educational system to the digital generation through the active and effective use of innovative educational technologies, thereby contributing to the digital transformation of education;
- Ensuring the position of the AIU in the national, European and global educational space;
- stimulating the scientific, technical and research activity of the faculty of the AIU.

##### **4.2 Objectives of the Center for Innovative Educational Technologies:**

The Center should:

- assimilate innovative educational technologies, adapting them to the conditions of the AIU;
- to make innovative educational technologies, including virtual educational models, competitive with the help of individual lectures, courses, seminars, etc.;
- joint use of the equipment of all lecture halls, and subsequently laboratories, with interactive presentation systems and laptops;
- information support of innovative educational technologies in primary and secondary schools in the city and in the region;
- continuously monitor new funded projects and competitions related to the digital transformation of education in national and European programs and inform all faculties in a timely manner; initiate the participation of the AIU in such competitions;
- conduct research that reveals the real benefits of implementing innovative educational technologies;
- participate in the organization and holding of national and international seminars and conferences in the field of digital transformation of education;
- Constantly update the content of the AIU website page;
- Inform your social media activities.

4.3 The Director of the IIQ coordinates the work of the CIET, develops and monitors the work plan of the CIET for the academic year.

4.4 The financing of the CIET activities can be carried out both from the budget according to the estimate approved by the Rector of the AIU and on an extra-budgetary basis, including at the expense of:

- funds received from the execution of contracts, the implementation of developments (works, services),
- grants and charitable income, income from other activities that do not contradict the current legislation, the Charter of the AIU and this Regulation.

## **5. Rights of the Institute of Innovation and Qualification:**

5.1 The Institute of Innovation and Qualification provides the appropriate material and technical base, modern equipment and highly qualified scientific and pedagogical personnel, approves staff, classroom and laboratory funds;

5.2. Development and publication of methodological guidelines, methodological recommendations for improving the effectiveness of training of teachers and educational organizations;

5.3. Attracting freelancers in accordance with the established procedure.

5.4 The general management of the IIQ activities is carried out by the Director of the IIQ, who:

- ensures the approval of the fund of the auditorium, classrooms and laboratories, the approval of financial resources for the publication and reproduction of educational, scientific and educational literature.

5.5 The IIQ is headed by a director appointed by the Rector of the AIU.

5.6. The relationship with the customer is determined by the contract with the organization of professional development or training.