



## STATUTE of the Centre of Innovative Educational Technologies

The Centre of Innovative Educational Technologies was established in accordance with the project MODERNISATION OF HIGHER EDUCATION IN CENTRAL ASIA THROUGH NEW TECHNOLOGIES (HiEdTec).

### Section 1.

#### GENERAL PROVISIONS

- 1.1 "Center of Innovative Educational Technologies" is a structural unit of IKSU
- 1.2 The Center reports directly to the Rector of IKSU.
- 1.3 The Center is created and liquidated by the order of the Rector of IKSU.
- 1.4 Center management is carried out by the head, who is appointed by the order of the Rector of the University.
- 1.5 The Centre is guided by
  - Constitution of the Kyrgyz Republic;
  - Law of the Kyrgyz Republic "On Education";
  - Orders and instructional documents of the Ministry of Education and Science of KR;
  - The Statute of IKSU;
  - Decisions of the Academic Council of the University, orders and directives of the Rector;
- 1.6 Full name of the Center in Russian: "Центр Инновационных Образовательных Технологий"
- 1.7 The full name of the Centre in the Kyrgyz language: "Инновациялык Билим Берүү Борбору".
- 1.8 Full name of the Centre in the English language: "Centre of Innovative Educational Technologies".

### Section 2.

#### THE CENTRE'S MISSION, MAIN OBJECTIVES AND PURPOSES

- 2.1 The mission of the Centre is to facilitate the entry of the Issyk-Kul State University into the international educational space on the basis of the principles of the Bologna Declaration and the European experience, using new information technologies.
- 2.2 The main purpose of the Centre is to transform IKSU into a regional resource cluster with high scientific, information, technical and intellectual potential, broad international connections, capable of capitalization and dissemination of best foreign experience in the field of adaptation of the education system to the digital generation through the development and effective use of innovative educational technologies. As well as developing and implementing comprehensive measures for the implementation of didactic models in education, thereby presenting the possibility for ANYONE to learn at ANY time and in ANY place with the help of ANY teacher, using ANY endpoint device-computer, laptop, tablet, phablet, smartphone, etc.
- 2.3 The objectives of the Centre are:
  - Promote and disseminate the goals and objectives of the Bologna Process and the introduction of innovative technologies in the Kyrgyz education system.



- Consolidation of developments, projects and solutions developed in leading higher education institutions in the region based on the European experience in higher education with the subsequent organization of the exchange of technologies and methods.
- Providing all stakeholders with advisory and methodological support in the use of innovative technologies of the European experience in higher education in the development of educational programs (including "double-diploma" programs with foreign educational institutions).
- Facilitating IKSU's entry into the international higher education market.
- Broadcasting developments and innovative products accumulated in the Centre to the consumers through: participation in the activities of ERASMUS+ project for cooperation with European partners, regional activities of HiEdTec project.
- Rendering project and consultancy services to regional educational institutions in the field of implementation of continuous training of teaching staff in development and application of digital educational content on the basis of European experience methodology in higher education.

### Section 3.

#### FUNCTIONS OF THE CENTRE

##### 3.1 The main functions of the Centre are:

- Consulting teaching staff of IKSU and partner universities on the 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 problems of introducing ICTs in the Kyrgyz education system.
- Facilitate international mobility processes for IKSU students and teachers.
- Ensure conditions for the successful exchange of technologies and teaching methods between vocational education institutions in the Issyk-Kul region, and transfer best practices of modernization between educational institutions of all levels.
- Inclusion of the Issyk-Kul region in the network of ERASMUS+ Education Modernization Centers and organization of successful interaction between all participants in the project on a national scale.
- Consolidation of efforts of all participants in the process of modernization of education in the Kyrgyz Republic to achieve high results of this process.
- Organization of preparatory activities for the inclusion of Issyk-Kul State University in new international projects.

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

- Information and analytical support of the Centre's practical activities in the field of implementation of innovative educational technologies in higher education.
- Development and methodological support for organizing a virtual library of video lectures.
- Consulting and professional development for staff of IKSU, higher educational institutions of Kyrgyzstan and representatives of 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, scientific and applied programmes, consulting, commercialisation of advanced training courses.

3.3 The Centre may undertake other activities not specified in clause 3.2 in accordance with the needs of the development and functioning of the Centre, not inconsistent with the Statute of the IKSU.



#### Section 4.

#### RIGHTS AND OBLIGATIONS

4.1 The Centre has the following responsibilities:

- Prompt and qualitative preparation and execution of documents, record keeping in accordance with applicable rules and instructions.
- Timely and high quality execution of management instructions.
- Fulfillment of tasks and functions assigned to the Center by this Statute.
- Annual presentation of work plan and report on their activities at the request of the IKSU administration.
- Observance of the Statute of IKSU.
- Provision of safety of material and technical means and equipment.
- Observance of labor and production discipline.

4.2 Within the framework of assigned responsibilities of the Center, the manager of the Center has the following authority:

- To discuss, as far as it is concerned, issues on the dissemination of the ideas of the Bologna Process and the methodology of the European experience in higher education with representatives of competent public authorities, embassies, educational institutions, enterprises, foundations and other organizations of foreign countries, to conduct negotiations and correspondence with them.
- To request from faculties and departments the necessary data and information on the implementation of ICT in the educational process, drawn up with the advisory support of the Centre.
- To submit proposals to the management of IKSU on issues of perspective development of the Center, participation in conferences and other events in the sphere of international activities, student mobility and implementation of methodology of European experience in higher education and promotion of ideas of Bologna Process in Kyrgyzstan.

#### Section 5.

#### RESPONSIBILITY

5.1 The Head of the Center is responsible for the proper and timely performance of the functions of the Center as prescribed in this regulation.

5.2 The head of the Center is personally responsible for:

- Organizing the activity of the Center in performing the tasks and functions entrusted to the Center.
- Organization of operative and qualitative preparation and execution of documents within the Center, conducting record keeping in accordance with the rules and instructions in force.
- The quality, level and results of the research, methodological, practical work of the Centre.
- Observance by the employees of the Centre of labour and production discipline.
- Ensuring the safety of the property assigned to the Centre and the observance of the fire safety rules.
- Selection, placement and activity of the employees of the Centre.
- Compliance of the drafts of orders, instructions, regulations, provisions, resolutions and other documents issued by the Center with the legislation.

5.3 Responsibilities of the employees of the Centre shall be set out in job descriptions.



## Section 6.

### RELATIONS AND OFFICIAL COMMUNICATIONS

6.1 The Centre will conduct its activities in collaboration with other departments of Issyk-Kul State University, as well as educational and scientific organizations of Kyrgyzstan and other countries.

6.2 The Centre collaborates with all units for

- Development of educational, scientific and cultural relations of the university with foreign partners;
- Organization of training courses for teachers on the use of ICTs in the educational process;
- Promotion of ideas of ICT usage development, student mobility, Bologna process and methodology of European experience in higher education in Kyrgyzstan.

## Section 7.

### WORK ORGANIZATION

7.1 The Centre will be managed by the Head of the Centre.

7.2 The Centre's staff schedule shall be approved in the order established by the University.

7.3 The structure and number of staff of the Center shall be approved by the Rector of the University, based on the conditions and peculiarities of the university activities, upon submission of the Head of the Center.

7.4 The Head of the Center organizes and supervises the activities of the Center, provides interaction with the structural subdivisions of the IKSU and other organizations.

7.5 Head of the Center acts within the competence defined by the legislation of the Kyrgyz Republic, normative legal acts of the Ministry of Education and Science of the Kyrgyz Republic, the Statute of IKSU, this Regulation, orders and instructions of the Rector and job description approved by the Rector of the IKSU.

7.6 The Head of the Centre shall perform their duties and be responsible for the performance of the functions assigned to them in accordance with the job descriptions approved according to the established procedure.

7.7 Direct supervision of the Centre's activities shall be exercised by the Head of the Centre. The general control over the activity of the Centre shall be exercised by the managerial staff of the University in its areas of activity.

7.8 The Center is created and liquidated by order of the Rector of the University on the basis of the decision of the Academic Council of the IKSU.

## Section 8.

### FINANCING

8.1 The Centre's activities may be financed both from the budget according to the estimate approved by the Rector of the IKSU and on an extra-budgetary basis, including

- funds received from the execution of contracts, sales of developments (works, services)
- grants and charitable donations, income from other activities not contradicting the current legislation, the IKSU Statute.