



APPROVED

At the meeting of the Academic Council
KSTU named after I. Razzakov

Minutes № 6
"28" 02 2024

At the PMB meeting
of the DEFA project

Minutes № 4
от «22» 02 2024

APPROVED

Rector of Razzakov KSTU

Chynybaev M.K.

Order № _____
« _____ » _____ 2024



**REGULATORY ACT
ON THE SKILLS DEVELOPMENT CENTRE
OF RAZZAKOV KSTU**

Bishkek, 2024



1. General Provisions

1.1. This Regulation establishes the legal status of the Skills Development Center and is a local regulatory act of the Razzakov Kyrgyz State Technical University (hereinafter referred to as KSTU);

1.2. The Skills Development Center was formed within the framework of the EU Erasmus+ project "The Development of Financial Autonomy of universities in Kyrgyzstan" - DEFA and operates in accordance with the Law of the Kyrgyz Republic "On Education", the Labor Code of the Kyrgyz Republic, the Charter of KSTU and these Regulations.

2. Main goals and objectives of the Skills Development Center

2.1. The main goal of creating the Skills Development Center is to assist in the development of financial autonomy of higher educational institutions in Kyrgyzstan through increasing the capacity of stakeholders in this area and in education management.

2.2. The objectives of the Skills Development Center are:

- 1) organization of seminars and trainings on topics related to management in education and financial autonomy of universities;
- 2) preparation of methodological developments for planned seminars and trainings;
- 3) training of trainers on issues of financial autonomy;
- 4) dissemination of experience through training, consultations and provision of methodological materials to interested parties.

3. Organizational structure of the Skills Development Center

3.1. The Skills Development Center is a structural unit of KSTU (Appendix 1);

3.2. The Skills Development Center is located within the structure of the KSTU Center for Advanced Studies;

3.3. Control over the activities of the Skills Development Center is carried out by the director of the KSTU Center for Advanced Studies, the vice-rector for science and the rector of KSTU.

4. Planning, plan implementation, monitoring and reporting of the Skills Development Center

4.1. The plan for conducting seminars, trainings and consultations at the Skills Development Center is drawn up by the director of the Skills Development Center jointly based on a needs analysis;

4.2. To conduct seminars, trainings and consultations, the Skills Development Center attracts Trainers, whose main function is to prepare methodological materials (course plan, presentations, questionnaires, etc.) for seminars, trainings and their conduct, as well as assessing the knowledge of students. The trainer's job description is given in Appendix 2;

4.3. Before the start of seminars and trainings at the Skills Development Center, the Registrar carries out organizational work (preparing office equipment, attendance sheets for participants and maintaining a database of the Center's events), and also prepares electronic certificates for students. The Registrar's job description is given in Appendix 3.

4.4. The work of the Skills Development Center is monitored by the Vice-Rector for Research. To independently evaluate the activities of the Skills Development Center, KSTU can organize a commission once a year. The commission may include external experts, representatives of the Academic Council, the Board of Trustees and heads of other structural divisions of KSTU. The results of the commission's work are reviewed by the Academic Council of KSTU;

4.5. An annual report on the work of the Skills Development Center is prepared by the Director of the Skills Development Center. The report must be heard at the Academic Council of KSTU.



5. Categories of students of the Skills Development Center

5.1. Main categories of listeners:

- 1) representatives of government bodies dealing with financial issues of educational organizations;
- 2) rector of universities;
- 3) heads of educational structural divisions of universities (institutes, faculties, departments);
- 4) financial managers of universities.

6. The procedure for recruiting and motivating trainers at the Skills Development Center

6.1. External experts, as well as university employees who have been trained in European universities on financial autonomy, and also have experience working in universities in Kyrgyzstan in relevant areas of university management, can work as a Trainer;

6.2. The Skills Development Center maintains a database of trainers (full name, position, contact information, year of work at the Center);

6.3 Work of trainers will be carried out free of charge during the Erasmus+ EU project "The Development of Financial Autonomy of universities in Kyrgyzstan" (DEFA), and in the future according to the price list of KSTU. I. Razzakova and in agreement with the Board of Trustees.

AGREED:

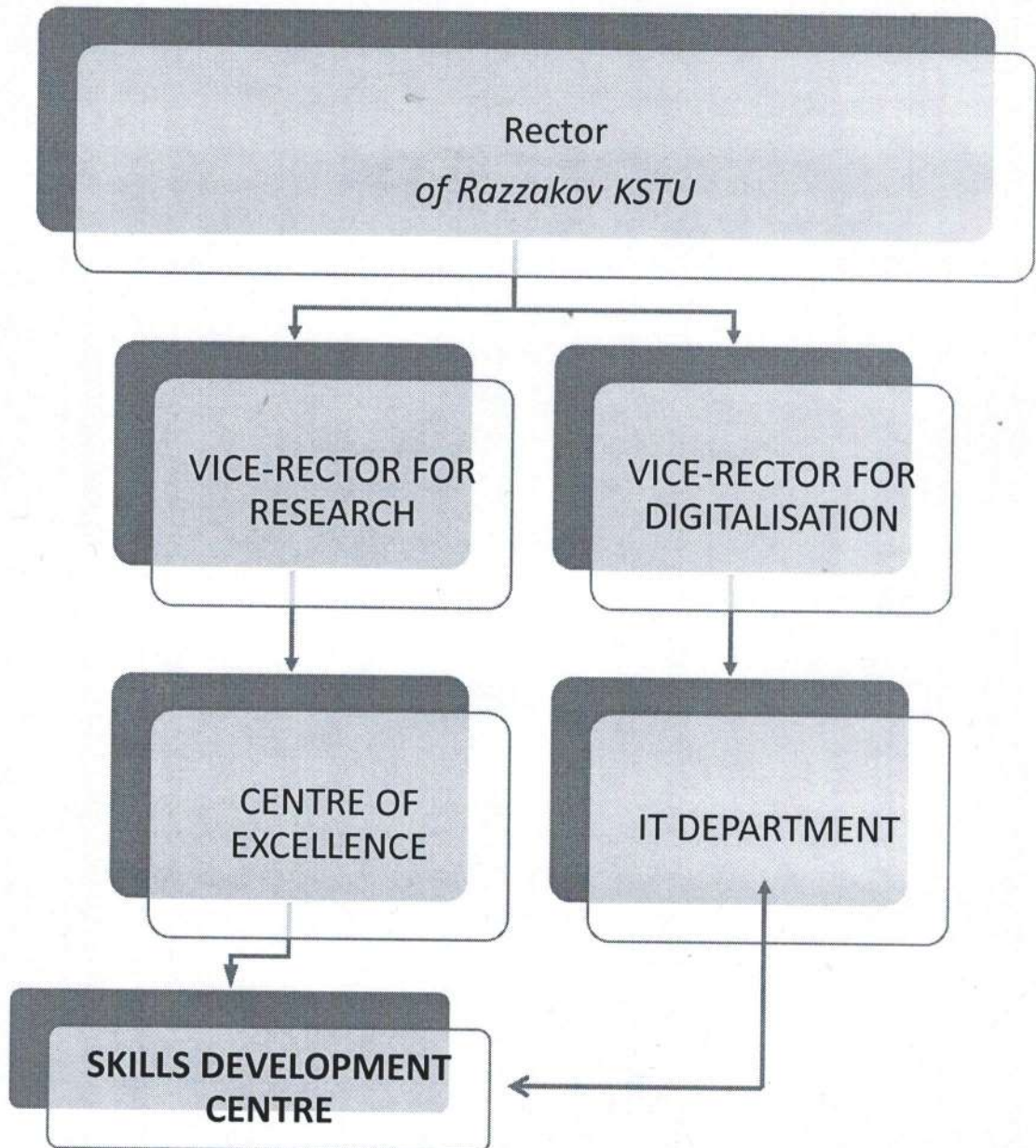
Head of OPR

Israilov A.Zh.



*Appendix 1 to the Regulations on the
Skills Development Center of
Razzakov KSTU.*

**ORGANIZATIONAL STRUCTURE
SKILLS DEVELOPMENT CENTER**





JOB DESCRIPTION OF A TRAINER

1. General Provisions

1.1. The Trainer function can be performed by external experts in the field of education, heads of universities, financial managers of universities with at least 5 years of experience in higher education institutions;

1.2. The coach must know:

- 1) laws and other regulatory legal acts of the Kyrgyz Republic on issues of higher professional education;
- 2) theory and methods of managing educational systems;
- 3) Code of Ethics for University Employees;
- 4) rules for maintaining documentation in universities;
- 5) technology for organizing the activities of universities;
- 6) modern forms and methods of financial planning for universities;
- 7) basic methods of searching, collecting, storing, processing, providing, distributing information necessary for the work of a trainer;
- 8) work on personal computers and other electronic digital devices;
- 9) rules and regulations of labor protection, safety, industrial sanitation and fire safety.

1.3. In his activities, the Trainer is guided by the Law of the Kyrgyz Republic "On Education", other legislative acts in the field of education of the Kyrgyz Republic and this job description.

2. Trainer Functions

2.1. Conducting seminars and trainings according to the approved plan of the Skills Development Center of KSTU;

2.2. Preparation of methodological materials (program plan, presentations, assessment materials, etc.) for conducting seminars/trainings;

3. Job responsibilities

3.1. Plans a seminar/training on the assigned topic;

3.2. Conducts educational seminars/trainings for students of the Skills Development Center;

3.3. Develops the necessary teaching materials;

3.4. Assess the knowledge of students based on the materials of the completed seminar/training;

3.5. Consults students on the materials of the completed seminar/training, if necessary;

3.6. Promptly notifies the management of the Skills Development Center in cases of impossibility of completing planned seminars/trainings.

4. Rights Within the limits of his powers, the Trainer has the right:

4.1. Make proposals for improving activities and plans for seminars/trainings;

4.2. Determine the content of seminars/trainings in accordance with the approved plan of the Skills Development Center;

4.3. Choose methods and means of training that best suit your individual characteristics and ensure the quality of seminars/trainings;

4.4. Request and receive materials and documents necessary to perform your job duties;

5. Responsibility

The coach is responsible for:

5.1. Improper performance of one's duties as provided for in this job description, within the limits determined by the legislation of the Kyrgyz Republic;

5.2. Violation of the Code of Ethics for University Employees;

5.3. Inaccurate information about the status of performance of one's official duties;

5.4. Failure to take measures to suppress identified violations of labor protection rules, fire safety rules and other rules that pose a threat to the activities of KSTU and the student.



Appendix 1 to the Regulations on the Skills Development Center of Razzakov KSTU

JOB DESCRIPTION OF THE REGISTRAR

1. General provisions

1.1. The registrar of the Skills Development Center reports directly to the director of the KSTU Center for Advanced Studies;

1.2. The registrar must know:

- 1) laws, regulations of the Kyrgyz Republic and other regulations on the work performed;
- 2) rules for maintaining documentation for seminars/trainings;
- 3) planning and organizing all types of seminars/trainings;
- 4) basics of administrative and labor legislation;
- 5) culture of communication and work ethics;
- 6) labor protection and fire safety rules.

1.3. In his work, the Registrar is guided by the legislation of the Kyrgyz Republic and this job description.

2. Job responsibilities

2.1. Providing methodological assistance to seminar/training participants;

2.2. Ensuring that the Skills Development Center has complete information on seminars/trainings: date of holding, volume of hours, form of conducting seminars/trainings, availability of teaching materials. Informing Trainers about the time and date of seminars/trainings and all changes made to them;

2.3. Prompt replacement of Coaches in case of their absence for valid reasons;

2.4. Maintaining a database of trainers and records of conducted seminars/trainings and office work of the Skills Development Center;

2.5. Ensuring the safety of methodological developments and equipment of the Skills Development Center.

3. **Rights.** The registrar has the right:

3.1. Submit proposals to improve the work of the Skills Development Center for consideration by the university management;

3.2. Make proposals to eliminate shortcomings in conducting seminars/trainings identified during the performance of their official duties.

4. Responsibility. The Registrar is responsible for:

4.1. Improper performance or failure to fulfill one's job duties as provided for in this job description, within the limits determined by the current labor legislation of the Kyrgyz Republic;

4.2. Causing material damage within the limits determined by the current labor and civil legislation of the Kyrgyz Republic;

4.3. Other violations provided for by the Labor Code of the Kyrgyz Republic in the process of performing their official duties.