

REGULATIONS ON RESEARCH LABORATORIES AND CENTERS OF THE JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)

1. General Provisions

1.1. These Regulations define the status, goals, objectives, and procedures for the establishment, operation, reorganization, and dissolution of research laboratories and research centers at JAIU (hereinafter referred to as JAIU, the University).

1.2. These Regulations have been developed in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, the Regulations on the Quality Management System of JAIU, the Regulations on Scientific and Innovative Activities of JAIU, and other internal regulatory documents of the University.

1.3. Research laboratories and research centers (hereinafter referred to as “laboratories and centers”) are structural (or equivalent to structural) units of JAIU established to conduct fundamental and applied research, develop and implement innovative technologies, and integrate science, education, and practice.

1.4. Laboratories and centers may operate:

1. as part of JAIU’s faculties, departments, and institutes;
2. as interfaculty or interdepartmental structures;
3. as joint units with external organizations (research institutes, clinics, enterprises, etc.) on a contractual basis.

1.5. In their activities, laboratories and centers are guided by:

1. these Regulations;
2. the Charter of JAIU;
3. orders of the rector;
4. decisions of the Academic Council of JAIU;
5. the Regulations on Scientific and Innovative Activities of JAIU;
6. the current legislation of the Kyrgyz Republic.

2. Goals and Objectives of Research Laboratories and Centers

2.1. The primary objective of the laboratories and centers is to develop the scientific potential of JAIU, conduct priority scientific research, and integrate its results into the University’s educational, clinical, and innovation processes.

2.2. Main tasks:

2.2.1. Conducting fundamental and applied research in priority areas of activity for JAIU and the Kyrgyz Republic.

2.2.2. To develop and implement new technologies, methodologies, and educational and clinical solutions.

2.2.3. Participating in national and international grant programs and projects.

2.2.4. Training of scientific personnel (master’s students, doctoral candidates, and young scientists).

2.2.5. Organization and support of students’ research work.

2.2.6. Establishing research schools and strengthening the image of JAIU as a center for research and innovation.

2.2.7. Commercialization of the results of scientific research and development (where potential exists).

3. Procedure for the establishment, reorganization, and dissolution

3.1. Laboratories and centers are established at the initiative of:

1. the Rector of JAIU;
2. the Vice Rector for Science and Innovation;
3. the academic council of the faculty/institute;
4. research teams, departments, laboratories, and clinical bases.

3.2. To establish a laboratory/center, the initiator submits the following to the Rector:

1. a memorandum (justification of necessity);
2. a concept and brief description of the scope of activities;
3. the proposed staff composition;
4. information on the material and technical resources (or a plan for their development);
5. a draft regulation for the specific laboratory/center.

3.3. The decision to establish a laboratory/center is made by the Academic Council of JAIU (or another authorized collegial body) and approved by order of the rector.

3.4. The laboratory/center must be registered in the registry of JAIU's scientific units (with the Department of Science or the relevant unit).

3.5. Reorganization (change in status, structure, or reporting lines) of the laboratory/center is carried out:

1. based on the results of an effectiveness assessment;
2. upon a change in the University's priorities for scientific and innovative activities;
3. at the initiative of the JAIU administration.

The decision is formalized by an order of the rector based on the recommendations of the Academic Council.

3.6. The laboratory/center is dissolved:

1. in connection with the completion of a project or program;
2. in the absence of results from its activities within a specified period;
3. due to a lack of personnel and/or material and technical resources;
4. for other reasons deemed substantial.

The decision to close a laboratory or center is made by the Academic Council and approved by order of the rector.

4. Structure and Functions of Laboratories and Centers

4.1. The structure of a laboratory/center includes (depending on its scale and profile):

1. a head (laboratory head, center director);
2. research staff (principal, senior, junior);
3. faculty members of the departments involved;
4. engineers, lab assistants, and technical staff;
5. master's students, doctoral students, and graduate students;
6. undergraduates and members of student research clubs.

4.2. Main functions of laboratories and centers:

4.2.1. Planning and conducting research on approved topics and projects.

4.2.2. Preparation of applications for grants, competitions, and contract-based research and development projects.

4.2.3. Organizing experimental, clinical-laboratory, and other studies.

4.2.4. Preparation of scientific publications, reports, patent applications, methodological, and educational

materials.

4.2.5. Participation in the educational process (lectures, practical classes, special courses based on research results).

4.2.6. Organization and conduct of conferences, seminars, workshops, and master classes.

4.2.7. Interaction with external organizations (research institutes, clinics, universities, enterprises).

4.3. For large centers, sections/groups may be established for specific areas, with designated responsible persons.

5. Management of Laboratories and Centers

5.1. General oversight of the scientific activities of laboratories and centers is exercised by the Vice Rector for Science and Innovation at JAIU.

5.2. Direct management of a specific laboratory/center is carried out by the laboratory head or center director (hereinafter referred to as the “head”), appointed by order of the rector upon the recommendation of the Vice Rector for Science and/or the dean of the faculty.

5.3. The head of the laboratory/center:

1. is responsible for scientific results, the quality of work, and meeting deadlines;
2. organizes the work of the team and assigns responsibilities;
3. develops the annual work plan for the laboratory/center;
4. ensures compliance with bioethics, safety, occupational health, and biosafety requirements;
5. submits reports on the laboratory/center’s activities in accordance with established procedures;
6. represents the interests of the laboratory/center within the University and beyond.

5.4. A scientific-methodological or expert council (advisory body) may be established at the laboratory/center to discuss research plans and results.

6. Staff and Requirements for Employees

6.1. The laboratory/center’s staff consists of faculty members, research staff, clinical mentors, engineers, and other specialists from JAIU, as well as (if necessary) external part-time employees.

6.2. The following basic requirements apply to the head of the laboratory/center:

1. possession of an academic degree and/or significant research experience in the relevant field;
2. publications in peer-reviewed journals;
3. experience participating in projects, grants, and research programs.

6.3. Research staff of laboratories/centers are required to:

1. carry out approved research plans;
2. publish research results;
3. participate in conferences and scientific events;
4. involve undergraduate and graduate students in research work.

6.4. Undergraduate and graduate students participating in the activities of laboratories/centers are assigned to research supervisors and included in research plans.

7. Material and Technical Support

7.1. Laboratories and centers are provided with:

1. premises that comply with sanitary, technical, and fire safety standards;
2. equipment, instruments, computing hardware, and software;
3. consumables and reagents (for laboratories in the natural sciences and clinical diagnostics).

7.2. The material and technical base is formed using:

1. funds from JAIU;
2. grants and contract work;
3. sponsorship and charitable contributions;
4. other sources not contrary to the law.

7.3. Equipment and tangible assets are accounted for in accordance with established procedures (inventory, material liability, assignment to responsible persons).

8. Documentation, Record-Keeping, and Reporting

8.1. Laboratories and centers maintain the following documentation:

1. regulations for a specific laboratory/center;
2. annual work plan;
3. meeting minutes (if a council/group exists);
4. reports on research and development (R&D), grants, and contracts;
5. logs of experiments, studies, and clinical observations;
6. a register of publications, patents, and intellectual property.

8.2. Annually, the head of the laboratory/center submits:

1. an activity report (scientific results, publications, events, student participation);
2. information on the fulfillment of key performance indicators (KPIs);
3. proposals for the development and modernization of the material and technical base.

8.3. Reports from laboratories/centers are integrated into the consolidated annual report on the scientific and innovative activities of JAIU.

9. Funding and Performance Evaluation

9.1. The activities of laboratories and centers are funded by:

1. funds from JAIU (core funding);
2. grant programs (national and international);
3. contract-based research and development (R&D);
4. proceeds from the commercialization of research results and services;
5. other sources not contrary to the law.

9.2. The effectiveness of laboratories/centers is assessed based on:

1. the quantity and quality of publications (including those in journals indexed in international databases);
2. the volume of grant and contract funds secured;
3. the number of master's students, doctoral candidates, and young scientists trained;
4. the level of participation in international and national projects;
5. the number of registered and implemented R&D projects;
6. participation in conferences, seminars, and expert and consulting activities.

9.3. The results of the performance evaluation are taken into account when:

1. renewing/reviewing the status of the laboratory/center;
2. incentivizing faculty and staff (bonuses, allowances);
3. making decisions regarding reorganization or dissolution.

10. Interaction and Integration with the Educational Process

10.1. Laboratories and centers actively participate in the educational process:

1. developing and updating curricula and teaching materials based on research findings;
2. conducting special courses, elective courses, and master classes;
3. organizing internships, work placements, and student research projects.

10.2. Research findings are incorporated:

1. into educational courses;
2. into clinical and diagnostic practice (for medical programs);
3. into digital services and platforms (for IT fields and educational technologies).

10.3. Laboratories and centers collaborate:

1. with departments and faculties;
2. with external clinical sites and partners;
3. with research institutes and enterprises.

11. Final Provisions

11.1. These Regulations are approved by the Academic Council of JAIU and enter into force by order of the rector.

11.2. Amendments and additions to these Regulations shall be proposed by the Rector, the Vice Rector for Research, heads of laboratories/centers, and deans of faculties, and shall be reviewed by the Academic Council of JAIU.

11.3. Matters not covered by these Regulations shall be resolved in accordance with the current legislation of the Kyrgyz Republic, the Charter of JAIU, and other internal regulatory documents of the University.

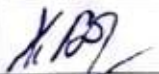
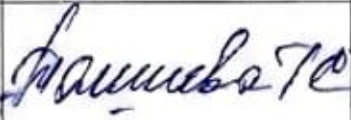







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: _____

Effective date: “ ” _____ 20 _____

APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

