

PROCEDURE

FOR PLANNING, RECORD-KEEPING, AND REPORTING ON SCIENTIFIC ACTIVITIES OF THE JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)

1. General Provisions

1.1. This Procedure for Planning, Accounting, and Reporting on Scientific Activities at Jalal-Abad International University (hereinafter referred to as the “Procedure”) establishes uniform requirements for the planning, accounting, monitoring, and reporting of scientific activities at Jalal-Abad International University (hereinafter referred to as the “University” or “JAIU”).

1.2. These Procedures apply to:

1. the Research Department;
2. departments;
3. research centers, laboratories, and other research units;
4. faculty members;
5. research staff;
6. students participating in research activities;
7. temporary creative teams, project groups, and other structures that produce the results of research activities.

1.3. This Procedure is an internal document of JAIU and is binding on all structural units and individuals involved in the planning, organization, implementation, recording, and reporting of research activities.

1.4. These Procedures have been developed in accordance with:

1. Law of the Kyrgyz Republic “On Science” No. 170 of August 8, 2023, as amended by Law of the Kyrgyz Republic No. 6 of January 23, 2026; ([CBD Minjust](#))
2. Law of the Kyrgyz Republic “On Education” No. 179 of August 11, 2023; ([CBD Minjust](#))
3. The Regulations on Higher and Postgraduate Professional Education Institutions of the Kyrgyz Republic, approved by Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 329 dated June 10, 2025; ([CBD Minjust](#))
4. Regulations on Faculties and Departments of Higher Professional Education Institutions of the Kyrgyz Republic; ([CBD Minjust](#))
5. Model Instructions on Document Management in the Kyrgyz Republic; ([CBD Minjust](#))
6. The Charter of JAIU;
7. Local regulatory acts of JAIU on scientific activities, document management, archives, and the quality management system.

1.5. If the provisions of this Procedure conflict with the legislation of the Kyrgyz Republic, the provisions of the legislation of the Kyrgyz Republic shall apply. ([CBD Minjust](#))

2. Purpose and Objectives of the Procedure

2.1. The purpose of this Procedure is to establish a unified system for planning, recording, and reporting on scientific activities at JAIU.

2.2. The main objectives of the Procedure are:

1. ensuring systematic planning of scientific activities;
2. to establish uniform approaches to recording the results of scientific work;

3. to create a reliable evidence base for scientific activities;
4. ensuring the comparability of data across departments and periods;
5. creating a foundation for internal analysis, management decisions, accreditation, and reporting.

3. Basic Principles

3.1. Planning, recording, and reporting on scientific activities at JAIU are carried out based on the following principles:

1. legality;
2. reliability;
3. systematicity;
4. measurability of results;
5. traceability of records;
6. accountability of personnel;
7. timeliness of data submission;
8. alignment of research activities with the University's priorities and national research policy.

4. Planning Objectives for Scientific Activities

4.1. The following are subject to planning at JAIU:

1. scientific research and research projects;
2. proactive and contract-based scientific projects;
3. grant activities;
4. publishing activities;
5. organization of and participation in conferences, seminars, roundtables, and other scientific events;
6. supervision of student research;
7. preparation of applications for projects, grants, and competitions;
8. implementation of research results;
9. preparation of monographs, educational and methodological materials with a scientific component;
10. other outcomes related to the University's scientific activities.

5. Levels of Planning

5.1. Planning of scientific activities at JAIU is carried out at the following levels:

1. university-wide;
2. faculty;
3. departmental;
4. individual.

5.2. University-wide planning includes the development of the annual plan for scientific activities at JAIU.

5.3. At the faculty and department levels, research activity plans for the respective units are developed.

5.4. At the individual level, individual plans for the scientific activities of faculty members, research staff, and other personnel are developed, if provided for by JAIU's internal planning system.

6. Procedure for Planning Research Activities

6.1. Planning of scientific activities is generally carried out for the academic year and, if necessary, for the calendar year for specific types of work.

6.2. A department's draft research activity plan must include:

1. goals and objectives;
2. key activities;
3. expected results;
4. deadlines;
5. responsible personnel;
6. performance indicators.

6.3. It is advisable to include the following in the JAIU research plan:

1. the number of planned publications;
2. participation in scientific events;
3. the number of grant and project applications;
4. completion of research projects;
5. preparing reports;
6. student research activities;
7. activities to implement research findings.

6.4. Individual research activity plans for staff members are developed based on the plans of departments and units and must be approved by the immediate supervisor.

6.5. The consolidated plan for scientific activities at JAIU is developed by the department responsible for scientific affairs based on the plans submitted by the structural units.

7. Recording of Research Activities

7.1. The recording of scientific activity at JAIU is carried out on the basis of documented records.

7.2. The following, in particular, are subject to recording:

1. plans and reports on scientific activities;
2. orders and directives on scientific matters;
3. grant and project applications;
4. contracts and agreements related to research;
5. publications, DOIs, citations, and copies of articles;
6. programs and materials for scientific events;
7. certificates, diplomas, certificates of participation;
8. certificates and implementation reports;
9. minutes of meetings on scientific issues;
10. materials from student research projects;
11. other documents confirming scientific activity and results.

7.3. Records of scientific activity are maintained in accordance with SMK-80-06 "Register of Records on Scientific Activity at JAIU."

7.4. Each department is required to ensure:

1. the completeness of records;
2. the accuracy of the information provided;
3. the availability of supporting documents;
4. compliance with retention periods.

8. Indicators of Research Activity

8.1. For the purposes of internal management, monitoring, and reporting at JAIU, the following groups of indicators may be used:

1. publication indicators;
2. project and grant indicators;
3. indicators of participation in scientific events;
4. indicators of research implementation;
5. student research activity indicators;
6. indicators of scientific activity of departments and units.

8.2. The list of specific indicators, reporting forms, and frequency of submission are approved by JAIU separately or as part of this Procedure and its appendices.

9. Reporting on Scientific Activities

9.1. Reporting on scientific activities at JAIU is conducted:

1. at the individual level;
2. at the department level;
3. at the department level;
4. at the university-wide level.

9.2. Reporting may be:

1. ongoing;
2. interim;
3. final annual;
4. special reports on specific projects, grants, events, or requests.

9.3. An individual report on scientific activities must reflect:

1. the types of research work performed;
2. results achieved;
3. publications;
4. participation in conferences and projects;
5. implementation of results;
6. supporting documents.

9.4. The department's/unit's report on scientific activities is compiled based on individual reports and the unit's own materials.

9.5. The consolidated report on the scientific activities of JAIU is prepared by the department responsible for scientific affairs and is used for:

1. internal analysis;
2. submission to management;
3. external reporting;
4. accreditation and inspections;
5. planning for the next period.

10. Deadlines for Submitting Plans and Reports

10.1. Deadlines for submitting plans and reports are approved by JAIU annually.

10.2. As a general rule:

1. plans for the next period are submitted before the start of the relevant period;
2. interim reports are submitted at the end of the half-year or another established stage;
3. final annual reports are submitted upon completion of the reporting period.

10.3. Specific dates are established by order, the academic calendar, or the internal schedule of JAIU.

11. Powers of Structural Units

11.1. The department responsible for scientific activities:

1. coordinates the planning of scientific activities;
2. collects and compiles plans and reports;
3. maintains consolidated records of scientific indicators;
4. prepares consolidated reports;
5. provides methodological support to departments.

11.2. Departments and research units:

1. develop research activity plans;
2. organize the collection of supporting records;
3. submit reports by the established deadlines;
4. ensure the accuracy of the information.

11.3. Quality Department / QMS:

1. uses data from scientific reports in the internal control system;
2. participates in verifying the completeness and traceability of records;
3. includes scientific activity indicators in QMS documentation.

11.4. Educational and Information Department:

1. participates in the maintenance of electronic records and digital evidence related to scientific activity, if they are maintained in JAIU's information systems;
2. ensures integration with the e-archive and electronic document management system as needed.

12. Storage and Verification of Records

12.1. All records confirming scientific activity shall be stored in accordance with the JAIU file classification and archival storage rules. ([CBD Minjust](#))

12.2. The retention periods for records are determined by the list of standard archival documents with retention periods and the University's internal file classification system. ([CBD Minjust](#))

12.3. Reporting data without supporting records shall not be considered a fully verified result, unless otherwise provided by local regulations of JAIU.

13. Monitoring and Analysis

13.1. Control over the implementation of research activity plans is carried out by:

1. department heads;
2. the department responsible for scientific activities;
3. by the JAIU administration;
4. the Quality/QMS Department within the scope of its authority.

13.2. Analysis of scientific activities is conducted based on:

1. plan fulfillment;
2. the completeness and accuracy of reporting;
3. trends in indicators;
4. the availability of supporting records;
5. the alignment of scientific activities with the strategic objectives of JAIU.

13.3. Based on the results of the analysis, decisions may be made:

1. to adjust plans;

2. on measures to increase publication activity;
3. to develop project and grant activities;
4. to improve record-keeping and reporting;
5. on measures to stimulate research activity.

14. Responsibilities

14.1. Department heads are responsible for:

1. the timely preparation of plans;
2. submitting reports by the established deadlines;
3. the accuracy of the information;
4. the availability of supporting documents.

14.2. Researchers are responsible for:

1. the completeness of individual information;
2. the accuracy of the data submitted;
3. the preservation of supporting records within their scope of authority.

14.3. The department responsible for scientific activities is responsible for:

1. consolidated record-keeping;
2. methodological support;
3. ensuring the timeliness of reporting forms;
4. preparing consolidated reports for JAIU.

15. Final Provisions

15.1. This Procedure shall enter into force on the date of its approval.

15.2. Amendments and additions to this Procedure shall be made in accordance with established procedures.

15.3. Matters not covered by this Procedure shall be resolved in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, and the University's local regulations. ([CBD Minjust](#))

Appendix 1. Form of the Department's Research Activity Plan

No.	Activity / Type of Research	Expected result	Deadline	Person in Charge	Performance indicator	Note

Appendix 2. Individual Research Activity Plan Form

No.	Type of research activity	Planned result	Deadline	Confirmation Form	Note

Appendix 3. Departmental Report Form on Scientific Activities

No.	Type of activity	Plan	Actual	Supporting entry	Note

Appendix 4. Individual Research Activity Report Form

No.	Work Completed	Result	Supporting document	Date	Note

Appendix 5. Summary Table of Scientific Activity Indicators

No.	Department	Publications	Conferences	Projects / Grants	Implementations	Student Research	Note

Appendix 6. Change Log

Change No.	Section, item	Brief description of the change	Basis	Date of entry	Full Name, Position	Signature

Appendix 7. Approval Form

APPROVAL SHEET

Document Title: Procedure for Planning, Recording, and Reporting on Scientific Activities
at JAIU

Document code: SMK-80-07

Prepared by:

_____ /Full Name/

Position _____

“ ” _____ 20

Approved by:

Head of the Quality Department / QMS

_____ /Full Name/

“ ” _____ 20

Head of the Research Department / Responsible Department

_____ /Full Name/

“ ” _____ 20

Head of the Training and Information Department

_____ /Full Name/

“ ” _____ 20

Lawyer / Legal Support Specialist

_____ /Full Name/

“ ” _____ 20

Vice Rector for Research

_____ /Full Name/

“ ” _____ 20

Approved by:

Rector of JAIU

_____ /Full Name/

“ ” _____ 20

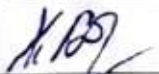
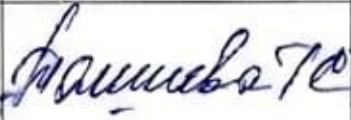







CHANGE LOG

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.

