

**CABINET OF MINISTERS OF THE REPUBLIC OF UZBEKISTAN
DECISION**

**ON ADDITIONAL MEASURES TO FURTHER IMPROVE THE SYSTEM OF
ADVANCED TRAINING FOR MANAGEMENT AND TEACHING STAFF OF HIGHER
EDUCATIONAL INSTITUTIONS**

of the Decree of the President of the Republic of Uzbekistan No. PF-5789 dated August 27, 2019 “On the introduction of a system of continuous professional development of managerial and pedagogical personnel of higher educational institutions” and to introduce mechanisms for continuous updating of professional knowledge, skills and abilities of managerial and pedagogical personnel of higher educational institutions, and to ensure the implementation of direct and indirect forms of professional training, retraining and advanced training related to professional activity in accordance with modern requirements, the Cabinet of Ministers decides:

1. The Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan, the Ministry of Finance, ministries and departments with higher educational institutions in their system:

The implementation of a system of continuous professional development for management and teaching staff of higher educational institutions from October 1, 2019;

within two months, a Department of Educational Technologies consisting of at least 3 full-time positions will be established at the centers for retraining and advanced training of management and teaching staff of higher educational institutions, based on the established number of professors and teachers;

to introduce the position of specialist in international cooperation into the structure of regional and sectoral centers for retraining and advanced training of teaching staff of higher education institutions (hereinafter referred to as regional and sectoral centers) within a period of two months.

2. The following:

Appendix 1 of the Regulation on the procedure for organizing continuous professional development processes for management and teaching staff of higher educational institutions ;

Model structures of regional and sectoral centers for retraining and advanced training of teaching staff of higher education institutions in accordance with Annexes 2 and 2a, respectively ;

the Regulation on the procedure for encouraging professors, teachers, and experienced practitioners who are effectively teaching in educational institutions for the retraining and advanced training of management and teaching staff of higher educational institutions in accordance with Appendix 4 .

3. The Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan and ministries and departments that are the main higher educational institutions for the retraining and advanced training of pedagogical personnel in their system, starting from October 1, 2019:

Carrying out organizational and methodological preparation for the implementation of a system of continuous professional development that takes into account the results of the educational, methodological and scientific and pedagogical activities of management and teaching staff and provides them with the opportunity for regular professional self-development;

improving the content of curricula and programs, introducing innovative forms and methods of improving the skills of teaching staff using modern information and communication technologies;

creating the necessary conditions for students of regional and network centers to have wide access to international scientific databases;

develop and implement measures to regularly provide regional and branch centers with foreign publications, modern educational, educational-methodological and scientific literature, as well as to constantly update the educational and methodological support of courses.

4. To make amendments and additions to certain resolutions of the Government of the Republic of Uzbekistan in accordance with [Appendix 5](#).

5. The Ministry of Higher and Secondary Specialized Education of the Republic of Uzbekistan, together with interested ministries and departments, shall bring the regulatory legal acts they have adopted into compliance with this resolution within one month.

6. Control over the implementation of this resolution shall be entrusted to the Deputy Prime Minister of the Republic of Uzbekistan for Social Development AA Abdukhakimov and the Minister of Higher and Secondary Specialized Education IU Madjidov.

Prime Minister of the Republic of Uzbekistan A. ARIPOV

Tashkent city,
September 23, 2019,
Issue 797

[ANNEX 1 to the Resolution](#)
of the Cabinet of Ministers No. 797 dated September 23, 2019

On the procedure for organizing continuous professional development processes for management and teaching staff of higher educational institutions

REGULATION

Chapter 1. General provisions

1. This Regulation establishes the procedure for organizing the process of continuous professional development of management and teaching staff of higher educational institutions.

2. Continuous professional development of management and teaching staff of higher educational institutions is aimed at the following, based on the requirements for the quality of training of highly qualified specialists:

To develop the skills of higher education institutions' management and teaching staff in the areas of scientific and applied research, technological progress, and innovations in the subjects they teach, as well as modern methods of organizing the educational process, based on the systematic improvement of their professional skills;

Continuously update qualification requirements, curricula and programs for improving the skills of management and teaching staff of higher educational institutions, widely introducing highly effective modern educational and innovative technologies, advanced foreign experience, and organize the activities of management and teaching staff of higher educational institutions at the necessary level and ensure their effectiveness;

To develop the skills of management and teaching staff of higher educational institutions to master advanced pedagogical, information and communication and innovative technologies and actively apply them in the educational process, using the global Internet information network, multimedia systems and distance learning methods;

increasing the level of practical mastery of a foreign language by management and teaching staff of higher educational institutions and using it widely to continuously improve their professional skills, pedagogical and scientific activities;

full implementation of indirect forms of advanced training into practice, introduction of alternative forms of advanced training based on the development of differentiated continuous advanced training processes that take into account the results of the scientific and scientific-pedagogical activities of teaching staff.

3. The following basic concepts are used in this Regulation:

distance learning - an online (video lectures, consultations, remote real-time control) and offline (independent mastery of relevant educational and methodological resources in the distance learning system) form of professional development through distance learning educational methods that are not separated from production;

independent professional development - a form of self-professional development, independent mastering of new knowledge, skills and competencies by management and pedagogical personnel in accordance with the State Educational Requirements for the level and quality of education;

alternative advanced training - a form of confirmation of the results of individual professional skills of management and teaching staff using independent forms of advanced training, equivalent to the current forms of direct advanced training;

Pedagogical staff of higher education institutions - persons carrying out pedagogical activities in a higher education institution and holding the positions of head of department, professor, associate professor, senior lecturer, teacher (assistant);

management staff of higher education institutions - persons performing management functions and tasks in the rectorate and dean's office of a higher education institution;

Retraining and advanced training course for management and teaching staff of higher education institutions (retraining and advanced training course) - a form of post-higher education that provides new professional knowledge and skills, modern skills, and competencies to conduct management and pedagogical activities in the necessary volume and at a sufficient level, ensuring the required quality of the educational process in accordance with state educational standards;

continuous professional development system - a multi-stage system that allows for the regular development of the professional competence of management and teaching staff in line with modern requirements;

An electronic portfolio is a set of electronic resources that includes educational, methodological, research, and creative work materials aimed at assessing the results of the professional activities of management and teaching staff.

4. Continuous professional development of management and teaching staff of higher educational institutions is carried out on the basis of the principles of mutual complementarity of direct and indirect forms.

5. The system of continuous professional development of management and teaching staff of higher educational institutions shall be implemented in accordance with the scheme in [Appendix 1](#) , the criteria for evaluating the forms of continuous professional development of management and teaching staff of higher educational institutions in accordance with [Appendix 2](#) , and the stages of organizing retraining and advanced training courses in accordance with [Appendix 3](#) .

Chapter 2. Goals and objectives of organizing continuous professional development processes

6. The goal of continuous professional development processes is to stimulate the motivation of independent personal and professional development of management and pedagogical personnel by implementing direct and indirect forms of professional development based on the principles of mutual complementarity, as well as to ensure a high scientific and methodological level of the educational process, and to regularly update the professional knowledge, skills and abilities necessary to promote the continuous development of professional and pedagogical skills based on qualification requirements, curricula and programs.

7. The following are the main tasks of continuous professional development processes:
introducing mechanisms for continuously updating the professional knowledge, skills and abilities of management and teaching staff, and increasing professional training to the necessary level to ensure the quality of higher education in accordance with modern requirements;

ensuring and monitoring the full implementation of direct and indirect forms of professional development;

Independent selection and development of forms of continuous professional development aimed at satisfying professional needs of managers and teaching staff, based on their scientific and pedagogical potential;

Improving the qualification requirements for the quality of training of managerial and pedagogical personnel by ensuring the integration of education, science, and production.

Chapter 3. Forms and stages of organizing continuous professional development processes

8. The processes of continuous professional development of management and teaching staff of higher education institutions include the following:

independent professional development;

alternative training;

Direct training at centers for retraining and advanced training of management and teaching staff of higher educational institutions based on educational programs.

9. Independent professional development includes:

organizing open training sessions and master classes;

working with gifted and talented students;

participating in scientific conferences with presentations;

publishing articles in scientific journals;

participation in exhibitions and competitions;

participation in scientific projects;

publishing articles in international (impact factor) publications;

authorship of inventions (patents), rationalization proposals, and innovative developments;

preparation and publication of monographs, catalogs of authorial creative works;

preparation and publication of educational literature (textbooks, study guides, methodological guides);

scientific supervision of a dissertation defended for the degree of Doctor of Science (DSc) or Doctor of Philosophy (PhD);

Advanced training or internships in foreign countries.

Organizing open training sessions and master classes - conducting scheduled training sessions in academic groups and conducting extensive discussions in a prescribed manner, using modern information and communication technologies and interactive teaching methods.

Working with gifted and talented students - preparing prizewinners of national and international science Olympiads, sports competitions, art competitions and exhibitions of students in the subjects they teach, and being active in working with gifted and talented students.

Participation in scientific conferences with a lecture - giving scientific or scientific-methodological lectures (information) at national and international conferences, round tables, and seminars on topical topics and innovative directions aimed at solving current problems of science and practice, teaching methodology and technology, and ensuring high quality of the educational process.

Publishing articles in scientific journals - publishing research (empirical) results, analyses, rationalization ideas and developments conducted independently on important topics (within the scope of their specialization) focused on current issues of education, science and production in scientific publications, including electronic scientific and technical journals, recommended for publishing the main scientific results of dissertations.

Participation in exhibitions and competitions - to popularize the results of creative work in the disciplines being studied by participating in national and international competitions and exhibitions, and to win prizes.

Participation in scientific projects - leading or participating in fundamental, innovative and applied projects, work carried out on the basis of economic contracts, as well as international projects and programs, as well as in international projects in order to develop the connection between the current level of scientific and technological progress and the content and quality of training.

Publishing articles in international (impact factor) publications - publishing independently conducted research results, analyses, rationalization and innovative ideas on important topics focused on current issues of education, science and production in highly rated or impact factor scientific journals included in international databases.

Authorship of inventions (patents), rationalization proposals, innovative developments - creating products and developments based on research results focused on current issues in the industry.

Preparation and publication of a monograph, a catalog of authorial creative works - publication of a work (catalog) prepared specifically on the basis of the results of a scientific research topic or the authorial creative works.

Preparation of educational literature - the creation of a new generation of educational (electronic) literature (textbook, study guide, methodological guide) based on foreign experience in relevant educational areas and specialties, based on state educational standards, curriculum, methodology and didactic requirements, and their introduction into educational practice in accordance with the established procedure.

A dissertation has been defended under scientific supervision for the degree of Doctor of Science (DSc) or Doctor of Philosophy (PhD) - activity in the training of scientific and pedagogical personnel, a dissertation prepared and defended under the supervision for the degree of Doctor of Science (DSc) or Doctor of Philosophy (PhD).

Advanced training in foreign countries - improving professional and pedagogical skills in foreign countries, without separation from work, directly, implementing the educational process at a high scientific and methodological level, improving professional knowledge, qualifications and skills in information technologies and interactive teaching methods.

Internships abroad are a form of professional development, which involves improving knowledge, skills, and abilities for a certain period of time in order to gain work experience, practical skills, and professional knowledge directly in foreign countries, without being separated from work.

10. Alternative forms of advanced training include:

Possession of the academic title of Academician of the Academy of Sciences of Uzbekistan, Academy of Arts of Uzbekistan;

have completed direct training or internships abroad in the last 3 years, with a total duration of at least 4 weeks or 144 hours;

Defending a dissertation for a Doctor of Philosophy (PhD) or Doctor of Science (DSc) degree within the last 3 years.

11. Information on the forms of continuous professional development of management and teaching staff of higher education institutions for the last three years is entered into the electronic portfolio system personally by the manager and teacher, and the indicators are recorded through the electronic monitoring system.

The assessment of the activities of management and teaching staff in independent forms of advanced training is carried out in accordance with the criteria for assessing independent forms of advanced training of management and teaching staff of higher educational institutions [in Appendix 2 to these Regulations](#).

12. Each manager and teaching staff of higher education institutions, having scored at least 20 points on a 100-point system allocated to independent forms of advanced training, occupies one of the following two stages:

first stage (20 - 85 points) - management and pedagogical personnel will have the opportunity to directly study on the basis of educational programs at the centers for retraining and advanced training of management and pedagogical personnel within the framework of the annual advanced training plan of a higher educational institution at the expense of the State Budget of the Republic of Uzbekistan. Management and pedagogical personnel who scored less than 20 points are considered not to have passed independent advanced training courses and are not allowed to proceed to the next stage;

second stage (86 - 100 points) - management and pedagogical staff are recommended to take online tests directly. Management and pedagogical staff who successfully pass online tests are allowed to defend their graduation (project) work. Management and pedagogical staff who do not successfully pass online tests are recommended to study directly at the centers for retraining and advanced training of management and pedagogical staff based on educational programs.

13. Pedagogical personnel who fail to achieve the required passing score in the tests for the types of control will undergo retake courses in accordance with the established procedure.

14. A qualification certificate will be issued directly to management and teaching staff who have completed one of the optional forms of alternative professional development based on the decision of the Attestation Commission.

Chapter 4. Procedure for passing retraining and advanced training courses

15. Management and teaching staff of state higher educational institutions, regardless of their departmental affiliation, are required to undergo retraining and advanced training in relevant areas of retraining and advanced training on an ongoing basis at least once every three years.

Retraining and advanced training courses are organized on the basis of the State Budget of the Republic of Uzbekistan and extra-budgetary financing, provided that there is a material and technical base and a teaching staff for high-quality training of trainees, taking into account qualification requirements, curricula and programs in the relevant areas.

Students of retraining and advanced training courses (except for repeated training) are trained free of charge.

16. Training in retraining and advanced training courses is carried out according to 288-hour training programs developed on the basis of the standard structure of the retraining and advanced training course curriculum approved by the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan in agreement with ministries and departments that have higher education institutions in the training system.

In this case, 144 hours of the curriculum are carried out on the basis of independent professional development methods without separation from work, and 144 hours are carried out in the form of direct (indirect) professional development without separation from work.

The maximum weekly workload for direct professional development is 36 hours.

17. Upon completion of the training, students of retraining and advanced training courses shall undergo certification by a commission, the composition of which shall be approved by the Ministry of Higher Education, Science and Innovations of the Republic of Uzbekistan. The certification commission shall consist of at least 7 people, including leading scientists and specialists in relevant fields, members of the scientific council, and experienced specialists in the field of educational and methodological work, headed by the rector of the higher educational institution or the chairman of the scientific council for awarding the academic title of Doctor of Science.

18. Participants of retraining and advanced training courses who have successfully passed the attestation are issued a qualification certificate, which is considered a state-standard document that is strictly recorded.

19. Managers and teaching staff of higher educational institutions who have successfully passed certification based on the results of their studies in retraining and advanced training courses will have a preferential right to fill vacant managerial and teaching positions in the relevant areas through competition.

20. Management and teaching staff of higher educational institutions who have not passed certification at the end of retraining and advanced training courses are required to pass certification at the end of the next retraining and advanced training course in the relevant or related field of study (specialty) on a paid basis within one year.

Retraining and advanced training courses for management and teaching staff of higher educational institutions are carried out on the basis of independent mastering of the course curricula through distance learning methods, without leaving the main work.

Students who have independently mastered the curriculum of retraining and advanced training courses through distance learning methods are admitted to the final certification. The final certification is carried out by certification commissions at the basic higher educational institutions in the relevant areas.

21. Management and teaching staff of higher educational institutions who were excluded from the ranks of listeners due to unexcused absences from retraining and advanced training courses are required to retake the retraining and advanced training course on a paid basis in accordance with the requirements of [paragraph 16 of these Regulations](#) and pass certification at the next retraining and advanced training course in the relevant field of study (specialty).

A student who misses classes in retraining and advanced training courses for good reasons is allowed to undergo retraining and advanced training in subsequent courses in the relevant field of study (specialty).

Repeated retraining and advanced training courses are organized in the amount of 288 hours, of which 144 hours are carried out in the form of independent advanced training and 144 hours are carried out in the form of distance learning.

22. In case of failure to re-certify based on the results of training in retraining and advanced training courses or failure to re-take retraining and advanced training courses within the period established by the main place of work, the employment contract shall be terminated in accordance with the established procedure within two months, regardless of the term of the employment contract concluded with these employees and the expiration of the competition period for the vacant teaching position. They may continue their teaching activities in other educational institutions (except for higher educational institutions) or work in other organizations and independently improve their professional qualifications.

In this case, management and teaching staff of higher educational institutions are allowed to undergo retraining and advanced training courses and undergo certification on a paid basis one year after the termination of their employment contract at their main place of work. To do this, they apply to the relevant retraining and advanced training educational institution with an application for courses and certification.

Pedagogical personnel who have successfully completed retraining and advanced training courses, as well as certification, have the right to participate in the competition to fill vacant teaching positions in higher education institutions in accordance with the established procedure.

23. In the event that the management staff of higher educational institutions do not pass the re-certification, the governing body (or the head of the higher educational institution) authorized to appoint to a specific management position shall make a decision on the further holding of these positions by these persons.

24. Monitoring of the educational processes of retraining and advanced training courses, as well as recording the results of the professional activities of trainees, is carried out through the unified electronic system of the Institute for Retraining and Advanced Training of Personnel of the Higher Education System under the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan (hereinafter referred to as the Institute).

25. Every year, by November 15, based on applications from ministries and departments that have higher education institutions in their system and in accordance with the periodicity of retraining and advanced training courses established by the Ministry of Higher Education, Science and Innovations of the Republic of Uzbekistan, a contingent of retraining and advanced training course participants is formed by months and areas of study for the next calendar year.

The schedule for retraining and advanced training courses is approved by the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan by December 1 each year and is delivered to higher educational institutions.

In accordance with the approved schedule, management and teaching staff of higher educational institutions are sent to permanent retraining and advanced training courses at basic higher educational institutions, institutes and other educational institutions, depending on their field of study and position.

26. Admission of trainees to courses is carried out by order of the head of the relevant retraining and advanced training educational institution based on the approved schedule and orders of the sending parties. The order on admission of trainees to retraining and advanced training courses is issued within 3 days from the date of commencement of the courses.

27. Students who do not complete the assigned tasks within three days after the start of the training process in retraining and advanced training courses organized on the basis of distance learning methods without leaving work, or who do not arrive at the relevant retraining and advanced training centers within three days after the start of the training during the period of direct (indirect)

advanced training courses without leaving work, regardless of the reasons for their absence, will not be admitted to the courses.

retraining and advanced training courses for good reasons, trainees are considered to have failed certification and the requirements of [paragraph 21 of these Regulations](#) apply to them.

Heads of retraining and advanced training educational institutions shall notify the sending party and the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan of all cases of failure of trainees to attend retraining and advanced training courses on time so that appropriate measures can be taken.

28. In case of confirmed illness of trainees, the terms of their retraining and advanced training courses and certification will be postponed to another date in accordance with the approved schedule in consultation with the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan.

29. Graduates of the master's degree who are accepted into higher education institutions for teaching positions in the year of graduation will undergo retraining and advanced training courses in the third year of their teaching career.

30. For students enrolled in the schedule and undergoing retraining and advanced training courses, their position at their main place of work and average salary are maintained during the period of direct (direct) advanced training, and their academic workload is distributed among other members of the departments of the higher education institution.

Chapter 5. Organization of the educational process of retraining and advanced training courses

31. The system of continuous professional development provides leaders and teachers with the opportunity to choose optimal and necessary ways of organizing direct professional development in educational institutions for retraining and advanced training based on the indicators achieved in the process of professional activity, and to constantly update professional knowledge and skills.

32. The organization of the educational process of students is regulated by the approved qualification requirements, curricula and programs, and training schedules in the relevant areas. Curricula and programs are improved annually based on priority areas of science, technology, engineering, and production development.

33. The following main types of training are used in retraining and advanced training courses: lecture (online lecture); interactive seminars; practical training; mobile training; exchange of experience; independent study, including distance learning methods; pedagogical (qualification) practice; defense of the graduation (project) thesis.

If there is an appropriate information-methodological and organizational-technical base, retraining and advanced training courses will be organized using distance learning methods.

In courses based on distance learning methods, training sessions are held online and offline.

34. All types of classes held in the auditorium last 80 minutes, with a break between classes of at least 10 minutes.

35. The educational process in retraining and advanced training courses is organized in academic groups with a number of students of at least 15, depending on the number of groups filled according to annual applications submitted by higher education institutions.

As an exception:

When organizing the educational process in areas with an insufficient contingent of listeners, including groups where classes are conducted in Russian or Karakalpak, and in a small number of separate educational areas where the contingent of listeners does not meet in one group, the number of listeners in one group may be set at a minimum of 5;

In certain areas of education where up to 5 teaching staff are not gathered during the year, based on the current situation, groups of less than 5 trainees may be formed by order of the basic higher educational institution for retraining and advanced training, in agreement with the Ministry of Higher Education, Science and Innovations of the Republic of Uzbekistan, or advanced training for them may be carried out through distance learning methods;

Women with children under the age of three, people of retirement age, and people with disabilities among the management and teaching staff of higher educational institutions are included in the schedule of advanced training courses carried out through distance learning forms, upon the recommendation of the Council of the higher educational institution and in agreement with the Ministry of Higher Education, Science and Innovations of the Republic of Uzbekistan.

36. Pedagogical (qualification) practice of management and teaching staff is organized on the basis of specialized departments of higher educational institutions, economic sectors, and social sector organizations.

37. The mastery of retraining and advanced training courses by participants is monitored based on a rating assessment system. When summing up the rating score:

the results of the professional, educational-methodological and scientific-methodological activities of the management and teaching staff for the last 3 years (based on the indicators recorded in the electronic portfolio);

online test results after completing the course;

The results of the graduation (project) thesis defense are taken into account.

In courses based on distance learning methods, the students' mastery indicators are recorded online, and students who have fully mastered the courses are allowed to participate in online tests and graduation (project) defenses held directly at retraining and advanced training institutions.

Based on the results of the electronic portfolio and online test tests, students are allowed to defend their graduation (project) work.

38. During the period of direct (indirect) advanced training, course participants who fail to attend classes for 18 hours or more without good reason are removed from the ranks of participants by order of the head of the retraining and advanced training educational institution, and information about this is sent to the Ministry of Higher Education, Science and Innovations of the Republic of Uzbekistan, as well as to the participant's main place of work.

Students who are excluded from courses due to non-participation in training are considered to have failed certification and the relevant requirements of paragraph 21 of these Regulations apply to them.

Students who fail to attend classes for 18 hours or more due to documented good reasons will be removed from the program and allowed to participate in the next courses.

39. The staff of teachers teaching in retraining and advanced training courses regularly undergo short-term advanced training courses at the Institute in accordance with the procedure established by the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan.

40. Leading teaching staff of the higher educational institution, members of the scientific council for the defense of doctoral dissertations, as well as highly qualified teaching staff from other higher educational institutions of the country, foreign specialists, teaching and methodological staff and practicing specialists will be involved in conducting training courses for retraining and advanced training.

41. Chairmen of attestation commissions regularly give problem lectures on relevant areas of scientific and technical development during retraining and advanced training courses.

42. The workload of teachers teaching students on hourly wages in retraining and advanced training courses is determined based on the educational work they actually perform during the academic year, according to established standards.

Chapter 6. Certification of managerial and pedagogical personnel in the processes of continuous professional development

43. The attestation commission makes its decision based on the electronic monitoring indicators of the continuous professional development system for management and teaching staff, as well as the results of retraining and advanced training courses.

44. Participants of retraining and advanced training courses are certified according to the following results:

online test results;

results of pedagogical (qualification) practice;
indicators of professional activity, including electronic portfolio.

45. The defense of the graduation (project) work of students of retraining and advanced training courses is carried out by the attestation commission.

46. The decision of the attestation commission is the basis for issuing an order of the head of the retraining and advanced training educational institution to issue a qualification certificate of the established sample to trainees who have successfully completed training courses.

47. Remuneration for the work of members of attestation commissions of educational institutions for retraining and advanced training is carried out in accordance with the established procedure for hourly remuneration for labor, based on the established standards for the performance of work within the attestation commission.

In order to ensure a high level of quality in the certification of managerial and pedagogical personnel of higher educational institutions, a bonus of 30 percent of the position salary (tariff scale) is established for the chairmen of certification commissions, regardless of other additional salaries and bonuses previously established for them, within the framework of the labor remuneration fund at the main place of work.

Chapter 7. Duties of organizers of continuous professional development processes

48. Ministry of Higher Education, Science and Innovations of the Republic of Uzbekistan:

organizes and ensures control over the implementation of regulations on further improving the system of retraining and advanced training, taking into account the increasing interest of management and teaching staff of higher educational institutions in the continuous growth of their professional level in accordance with modern requirements;

coordinates the activities of retraining and advanced training educational institutions, takes measures to further improve their educational, methodological and material and technical base;

organizes work on retraining and continuous improvement of the skills of management and teaching staff of higher educational institutions in the areas of retraining and advanced training based on foreign experience;

attaches specialized departments of higher education institutions to institutions of retraining and advanced training in relevant areas;

forms and approves the composition of the attestation commissions for retraining and advanced training courses, having heard the reports of the attestation commissions annually and, if necessary, making changes to their composition;

determines the mechanisms and methods of improving the educational process in retraining and advanced training courses, approves relevant regulatory and legal documents (procedures for organizing and conducting distance learning educational methods, preparing and presenting students' graduation (project) work for defense, organizing and conducting pedagogical (qualification) practice, as well as standards for remuneration of teaching staff of retraining and advanced training educational institutions together with the Ministry of Finance of the Republic of Uzbekistan) and ensures the consistency of retraining and advanced training areas with the classifier of higher education areas and specialties;

determines the projected contingent of trainees who will need to take retraining and advanced training courses, as well as courses via distance learning methods;

approves targeted tasks to ensure the required qualifications of management and teaching staff of higher educational institutions.

49. Institute:

develops curricula and programs for training management and teaching staff of higher education institutions, taking into account the continuity and sequence of educational programs;

organizes the educational process of management personnel of higher educational institutions using a modular system of training based on generally recognized international educational standards and requirements, modern forms of teaching, advanced pedagogical, information and communication and innovation technologies ;

Ensures the practical implementation of graduation (project) recommendations in relevant departments and divisions of the Ministry of Higher Education, Science and Innovation of the Republic of Uzbekistan, basic higher education institutions, and state administrative bodies;

retrains and improves the qualifications of dismissed management personnel of higher educational institutions, including using distance learning methods, according to the approved plan and schedule;

organizes retraining and advanced training courses in online and offline forms of distance learning based on educational and methodological resources developed by basic higher education institutions in accordance with the curriculum of the relevant areas;

analyzes and summarizes foreign experience and recognized achievements of educational institutions in training managerial and pedagogical personnel of higher educational institutions;

organizes continuous professional development processes for management and teaching staff of higher educational institutions, as well as continuous electronic monitoring of the educational process of retraining and advanced training courses;

forms a prospective contingent of retraining and advanced training educational institutions based on electronic monitoring indicators of continuous professional development processes;

controls and monitors the completion of retraining and advanced training courses for management and teaching staff in accordance with their levels of mastery in the continuous professional development system;

ensures electronic communication between higher education institutions, retraining and advanced training educational institutions in the registration and formation of information resources for monitoring the educational process of retraining and advanced training courses and unified electronic systems for the professional activities of management and teaching staff;

organizes online tests for all retraining and advanced training courses, including tests in information and communication technologies and foreign languages, and also coordinates the registration of relevant results in the electronic portfolio of management and teaching staff;

After completing the courses, the results of online tests in the relevant areas of retraining and advanced training are registered in the electronic system, and then the test results are submitted to the certification commissions before the completion of the courses;

It organizes a study of the reliability of information entered into the unified electronic monitoring system by local leaders and teaching staff.

50. Educational institutions for retraining and advanced training:

organizes ongoing retraining and advanced training courses in relevant areas of retraining and advanced training;

creates the necessary educational, methodological, and material and technical base for conducting training at a high-quality organizational and professional level within the framework of the courses;

develops appropriate educational and methodological resources for retraining and advanced training courses for higher education teaching staff based on distance learning methods;

ensures the broad involvement of leading teaching staff of higher educational institutions and members of the scientific council for the defense of doctoral dissertations, as well as highly qualified teaching staff from other higher educational institutions of the country and foreign specialists, teaching and methodological staff and practicing specialists on a contractual basis, to conduct training courses in retraining and advanced training;

forms the necessary information and database on retraining areas, organizes the development and introduction of modern innovative pedagogical, multimedia and information and communication technologies into the retraining process;

organizes pedagogical practice for those studying in retraining and advanced training courses, as well as conducting open lectures and practical exercises by them, with subsequent discussion and critical analysis;

takes measures to provide accommodation in the dormitories of higher education institutions for course participants from other places during the period of retraining and advanced training;

The Institute organizes systematic work on the formation of relevant information resources of a single electronic system, ensuring the objectivity of information.

51. Higher education institutions:

ensures that information on management and pedagogical staff who are engaged in independent forms of professional development is entered into the Institute's electronic portfolio system each academic year and determines forecast indicators of forms of study in retraining and advanced training courses for management and pedagogical staff based on the results of independent professional development;

approves target tasks to ensure the required quality of training of managerial and pedagogical personnel in educational institutions for retraining and advanced training;

ensures the advance redistribution of teaching workloads during the period of retraining and advanced training courses for teaching staff;

ensures that its management and teaching staff arrive on time for the relevant courses within the established deadlines, based on the approved schedule of retraining and advanced training courses;

organizes systematic work to discuss the results of retraining and advanced training at meetings of councils of higher education institutions;

organizes the popularization of the advanced experience, new knowledge and skills of higher education institutions' management and teaching staff who have successfully completed the courses;

organizes constant monitoring of the professional activities of persons who have completed retraining and advanced training courses;

ensures that information about leaders and teachers is entered into the Institute's unified electronic system on a page specially designated for higher education institutions each academic year, and also monitors the correct entry of relevant teacher information;

conducts a systematic analysis of the activities of management and teaching staff according to the indicators of the electronic portfolio system and takes into account the relevant indicators when determining their rating at the end of the academic year;

Conducts internal monitoring of the results of retraining and advanced training of managerial and pedagogical personnel, develops and implements mechanisms for material incentives for managerial and pedagogical personnel of higher educational institutions who have achieved high performance, and also takes them into account as the main criteria in the process of conducting competitions for filling pedagogical positions.

52. Management and teaching staff of a higher education institution:

plans activities in the form of continuous professional development for the academic year in a personal work plan;

places the results of professional activities in the electronic portfolio system.

In this case, the management and teaching staff will enter documents confirming the results of their professional activities into the electronic portfolio system in the following order:

a copy of the discussion at the meeting of the department or scientific and methodological council of the educational institution on the organization of open training sessions and master classes, certified by the vice-rector for academic affairs;

a copy of a document confirming the participation of students in national and international science olympiads, sports competitions, art competitions and exhibitions in the subjects they teach (extract from the order, diploma, certificate of honor);

a certified copy of papers published in scientific conference proceedings;

certified copies of works published in scientific journals;

participation in competitions and exhibitions (extract from the order, diploma, certificate of honor);

When registering participation in scientific projects, a copy of the project name and registration number, role in the implementation of the project (leader or executor), and information on the implementation dates, certified by the Vice-Rector for Scientific Affairs and Innovative Activities;

Certified copies of works published in impact-factor publications, copies of documents confirming inventions, rationalization proposals, innovative developments, and authorship;

An extract from the minutes of the Council of the Higher Education Institution confirming the publication of a monograph or catalog of creative works based on the scientific and creative research being conducted, and a copy of the cover of the monograph or catalog;

A copy of the title of Academician of the Academy of Sciences of Uzbekistan, Academician of the Academy of Arts of Uzbekistan;

a copy of a document confirming advanced training or internship in foreign countries;

a copy of the diploma issued by the Higher Attestation Commission to record the defense of the doctoral dissertation (PhD, DSc);

a document confirming the defense of a Doctor of Philosophy (PhD) or Doctor of Science (DSc) dissertation under scientific supervision;

A copy of the certificate issued for the textbook or study guide.

53. Supervisors and teaching staff are personally responsible for the accuracy of all information entered into the electronic portfolio system.

If the indicators in the electronic portfolio system are confirmed to be inaccurate, the electronic portfolio results of the relevant supervisors and teaching staff will be canceled.

Chapter 8. Final provisions

54. Disputes arising from the application of these Regulations shall be resolved in accordance with the procedure established by legislative acts.

55. Persons guilty of violating the requirements of these Regulations shall be held liable in accordance with the procedure established by legislative acts.

ANNEX 1 to the Regulation
on the procedure for organizing continuous professional development processes for management and
teaching staff of higher educational institutions

System of continuous professional development of teaching staff of higher educational institutions

SCHEME

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ANNEX 2 to the Regulation

on the procedure for organizing continuous professional development processes for management and teaching staff of higher educational institutions

Forms of continuous professional development of management and teaching staff of higher education institutions

EVALUATION CRITERIA

T/r	Forms of independent professional development	Performance evaluation criteria	Score
I. Independent professional development			100
1.			4

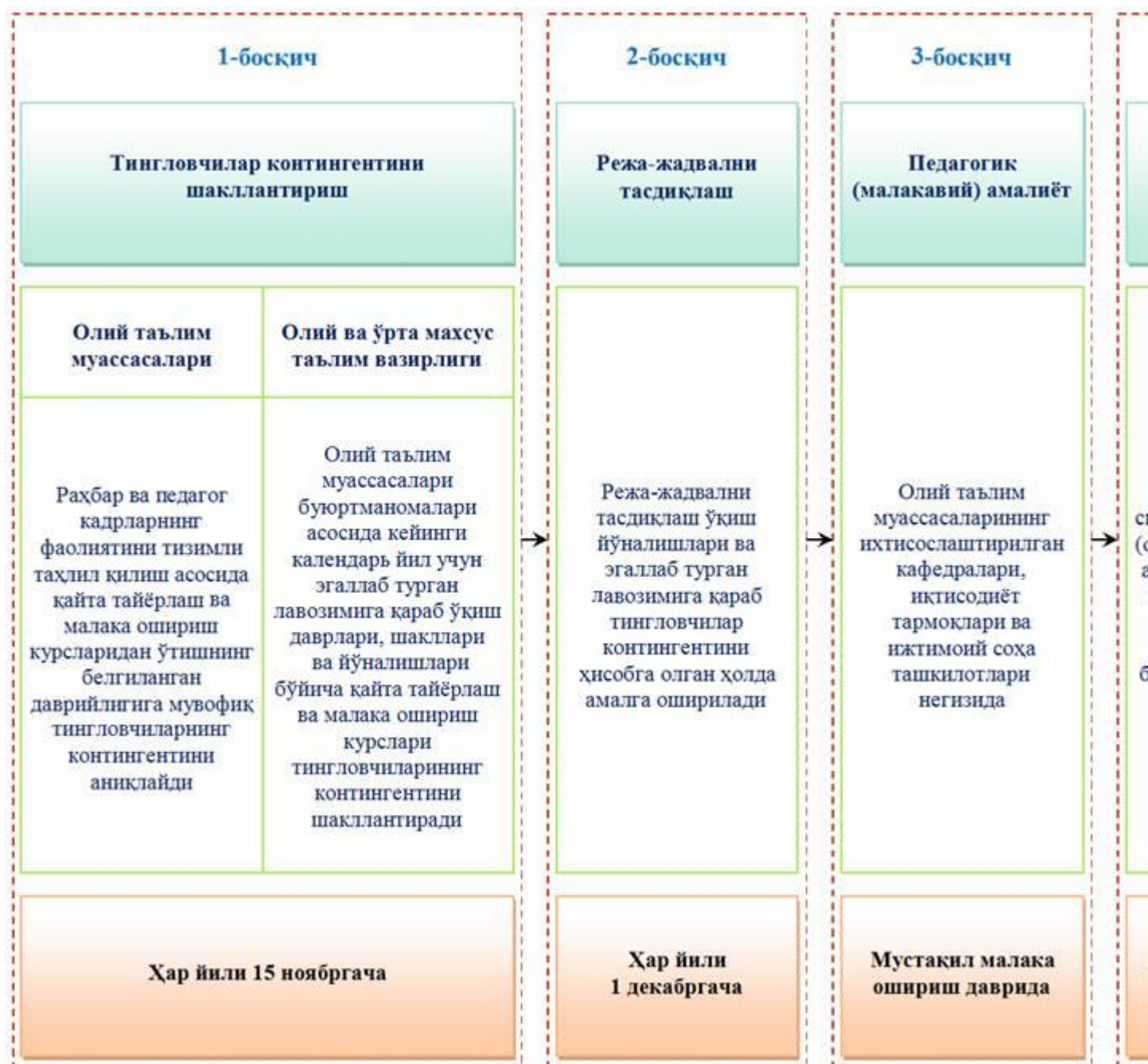
	Organizing open training sessions and workshops.	Organize at least 2 "skills classes" in each academic year - At least 2 open training sessions per academic year —	2 1
2.	Working with gifted and talented students.	For students' winning places in national and international science Olympiads, sports competitions, art competitions and exhibitions: internationally - at the republican level -	4 4 2
3.	Participation in scientific conferences with presentations.	Internationally — At the republican level —	6 2 1
4.	Publishing articles in scientific journals.	For each scientific article —	8 2
5.	Participation in exhibitions and competitions.	Internationally — At the republican level —	8 8 4
6.	Participation in scientific projects.	International projects — Projects within the framework of state scientific and technical programs: as project manager — as a project participant — Work performed under a business contract: as a leader — as a participant — Creative works created on the basis of a state order: as a sole author — as a co-author —	10 8 8 4 4 2 4 2
7.	Publishing articles in international (impact factor) journals.	For each article published in highly rated scientific journals or scientific journals with an "impact factor" included in the international database -	10 5
8.	Authorship of inventions (patents), rationalization proposals, and innovative developments.	Invention (patent) — Rationalization proposal — Authorship of innovative developments —	10 10 6 4
9.	Preparation and publication of a monograph, a catalog of authorial creative works.	In single authorship — Co-authored by —	10 10 5
10.	Preparation and publication of educational literature (textbooks, study guides, methodological guides).	In single authorship: textbook — textbook — Co-authored by: textbook —	10 10 7 7

		<i>textbook —</i>	5
		<i>Methodological guide:</i>	
		<i>single authorship —</i>	3
		<i>co-authored by —</i>	1
11.	Scientific supervision of a dissertation defended for the degree of Doctor of Science (DSc) or Doctor of Philosophy (PhD) .	<i>For dissertations defended in the last 3 years —</i>	10 10
12.	Direct professional development and internships in foreign countries in the last 3 years	<i>From two weeks to four weeks in the last 3 years</i> <i>Up to two weeks in the last 3 years —</i>	10 10 5
II. Alternative forms of advanced training			
13.	To have the academic title of Academician of the Academy of Sciences of Uzbekistan, the Academy of Arts of Uzbekistan.		
14.	Defending a doctoral dissertation (PhD, DSc) within the last 3 years.		
15.	Direct training or internship abroad in the last 3 years with a total duration of at least 4 weeks or 144 hours.		

ANNEX 3 to the Regulation
on the procedure for organizing continuous professional development processes for management and teaching staff of higher educational institutions

Organization of retraining and advanced training courses

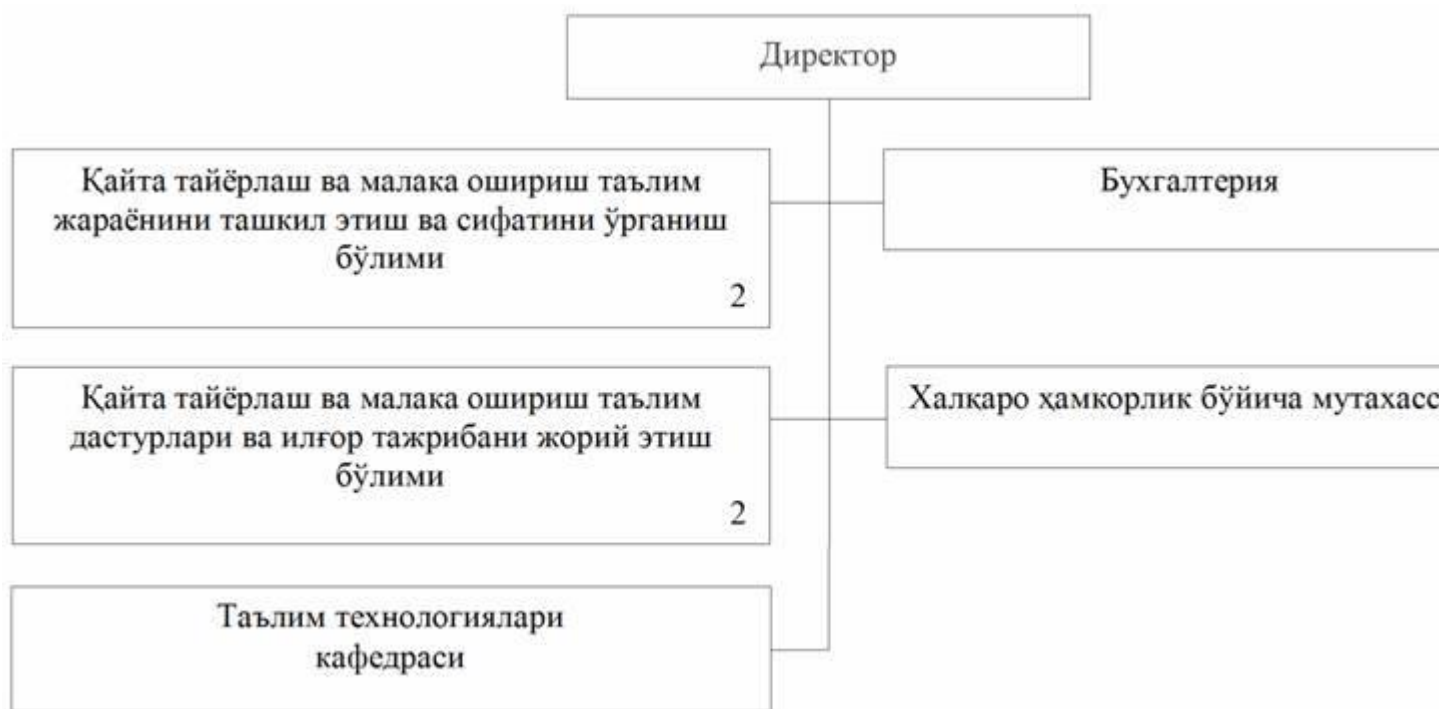
STAGES



ANNEX 2 to the Resolution
of the Cabinet of Ministers No. 797 dated September 23, 2019

**Regional Center for Retraining and Advanced Training of Teaching Staff of Higher
Education Institutions**

SAMPLE STRUCTURE



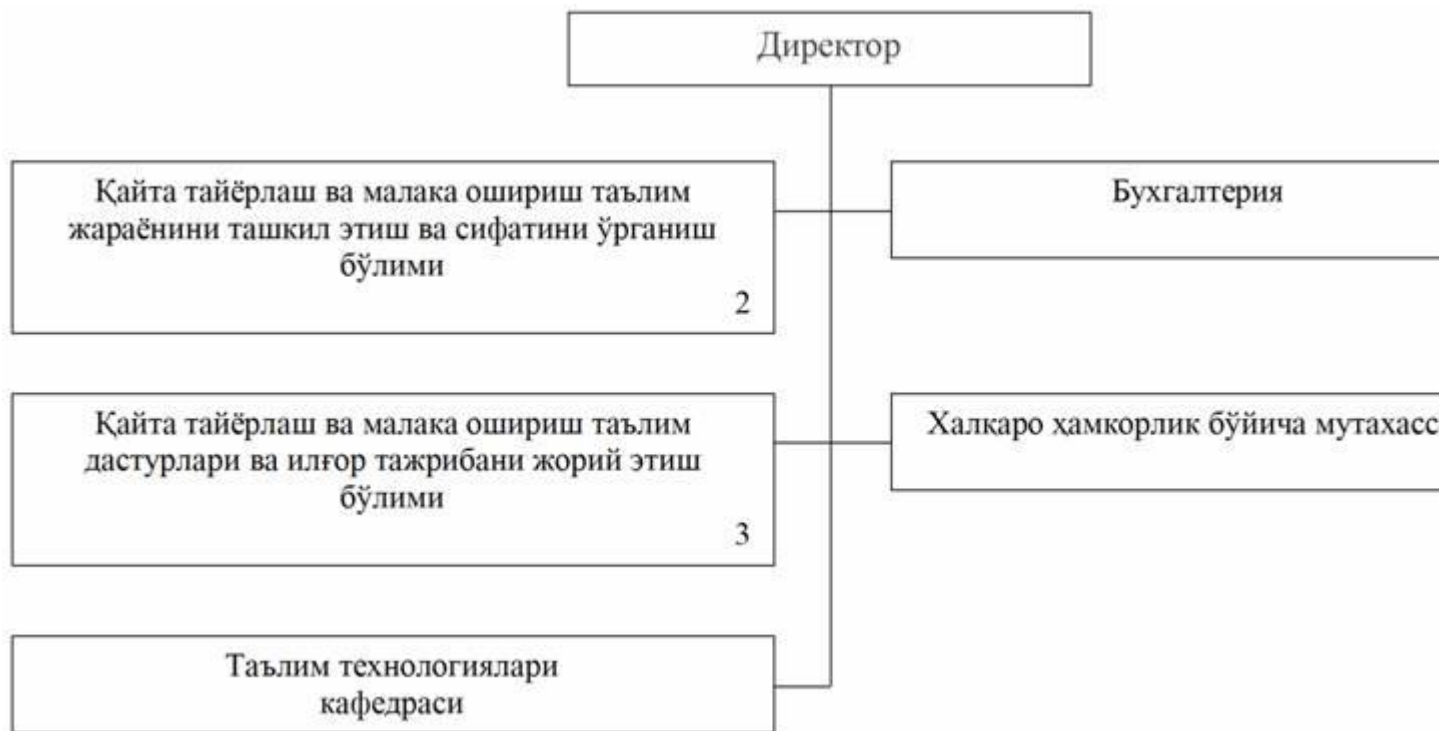
Note: The number of teaching and support staff, as well as technical and service staff, is determined according to the standards established for higher education institutions in legislative documents.

The total number of employees (excluding teaching staff and support staff) is 7, including 5 administrative staff.

ANNEX 2a to the Resolution
of the Cabinet of Ministers No. 797 dated September 23, 2019

The network center for retraining and advanced training of teaching staff of higher educational institutions

SAMPLE STRUCTURE *



Note: * The structure of the branch center for retraining and advanced training of pedagogical personnel under the Tashkent State Agrarian University will be approved separately

The total number of employees (excluding teaching staff and support staff) is 8, including 6 administrative staff.

The number of teaching and support staff, as well as technical and service staff, is determined according to the standards established for higher education institutions in legislative documents.

ANNEX 4 to the Resolution
of the Cabinet of Ministers No. 797 dated September 23, 2019

On the procedure for encouraging professors and teachers, experienced practitioners who are effectively teaching in educational institutions for retraining and advanced training of management and teaching staff of higher educational institutions

REGULATION

Chapter 1. General rule

1. This Regulation establishes the procedure for encouraging professors and teachers, experienced practitioners (hereinafter referred to as teachers of the center) who are effectively teaching in educational institutions for the retraining and advanced training of managerial and pedagogical staff of higher educational institutions.

Chapter 2. Analysis of the activities of teachers of retraining and advanced training educational institutions during the academic year

2. Analysis of the activities of teachers of an educational institution for retraining and advanced training during the academic year is carried out in the following main areas:
educational and methodological activities;
scientific research activities.

3. A special Working Group of 5-7 people is formed annually by January 15 to evaluate the activities of teachers of the retraining and advanced training educational institution. The composition of the Working Group is approved by order of the rector of the relevant higher education institution (director of the Institute for Retraining and Advanced Training of Personnel of the Higher Education System) and includes the vice-rector for academic affairs of this educational institution, the director of the center, employees of the education quality control department, heads of departments and experienced teachers. The activities of the Working Group are carried out throughout the year.

The working group is headed by the rector of the higher education institution (director of the Institute for Retraining and Advanced Training of Higher Education Personnel).

The activities of teachers of the retraining and advanced training educational institution during the academic year are reviewed and evaluated by the Working Group in accordance with the criteria set out [in the appendix to these Regulations](#).

The obligation to collect documents and materials reflecting the criteria set out [in the appendix to these Regulations](#) lies with the teaching staff.

Supporting documents and materials will be submitted to the Working Group by the teaching staff at the end of the year.

4. Based on the evaluation results, incentive percentages are determined for teachers of the Retraining and Advanced Training Educational Institution based on the rating points they have accumulated and are formalized in the minutes of the Working Group by November 15 each year.

The minutes of the working group are approved after being supported by at least 2/3 of the members.

5. Based on the minutes of the working group, an order of the director of the retraining and advanced training educational institution on encouraging teachers of the retraining and advanced training educational institution will be adopted by November 25 of each year.

Chapter 3. Procedure for material incentives for teachers of the center

6. Based on an analysis of the activities of teachers of retraining and advanced training educational institutions, financial incentives will be provided on the basis of establishing monthly bonuses of up to 30 percent of their basic salary, and qualified teaching staff attracted on the terms of

hourly payment for conducting training sessions will be provided with an increase of up to 20 percent of the hourly wage.

In this case, financial incentives for teachers of the Retraining and Advanced Training Educational Institution conducting training sessions under the conditions of hourly remuneration for labor are calculated based on the amount of hourly remuneration increased by 25% in accordance with [the Resolution of the Cabinet of Ministers No. 242 dated August 20, 2015 "On measures to organize the retraining and advanced training of managerial and pedagogical personnel of higher educational institutions."](#)

7. Taking into account the actual results and quality of teachers' work, recommendations for their encouragement are made in a differentiated manner as follows:

a) full-time teachers:

For 55-70 points - 10 percent;

For 71-85 points - 20 percent;

86 - for 100 points - 30 percent;

b) teachers who teach on an hourly basis:

For 55-70 points - 10 percent;

For 71-85 points - 15 percent;

86 - 20 percent for 100 points.

8. The financial incentive payment is made monthly for one year from the beginning of the next calendar year (January).

9. Material incentives for teachers of retraining and advanced training educational institutions are provided at the expense of the State Budget of the Republic of Uzbekistan and do not prevent the establishment of other bonuses established by law for them.

Chapter 4. Final provisions

10. If the total score of teachers of a retraining and advanced training educational institution during the year according to the evaluation criteria listed [in the appendix to these Regulations](#) is less than 55, the incentive will be canceled for the next calendar year.

11. Disputes arising from the application of these Regulations shall be resolved in accordance with the procedure established by legislative acts.

12. Persons guilty of violating the requirements of these Regulations shall be held liable in accordance with the procedure established by legislative acts.

ANNEX to the Regulation

on the procedure for encouraging professors, teachers, and experienced practitioners who effectively teach at centers for retraining and advanced training of management and teaching staff of higher educational institutions

Retraining and advanced training of management and teaching staff of higher education institutions, including the activities of professors, teachers, and practicing specialists teaching in educational institutions

EVALUATION CRITERIA

T/r	Indicators	Maximum points allocated
I. Educational and methodological activities (65 points)		
1.	Level of mastery of theoretical knowledge, practical skills, and modern trends in the subject being taught (based on the results of open classes)	7 points
2.	Level of teaching quality (based on the results of a survey conducted by the center with students)	8 points
3.	Availability of at least one training manual published for the retraining and advanced training system during the year	10 points (scores are divided equally by the

		number of co-authors)
4.	The level of use of computers and information technologies in teaching, the development of training courses and teaching and presentation materials	5 points
5.	The level of use of modern educational technologies and advanced methods of assessing student knowledge in the learning process	5 points
6.	Developed or updated a teaching methodology for the module being taught	5 points (score divided equally by the number of co-authors)
7.	Good command of one of the foreign languages (Russian is not included) and the availability of relevant certificates confirming this (IELTS (average score of not less than 5.5), TOEFL (RVT) (not less than 567 points), TOEFL (iBT) (not less than 87 points), CEFR (Common European Framework of Reference) level V2, Test DaF (Test Deutsch als Fremdsprache für ausländische Studienbewerber) or GOETNE-ZERTIFIKAT, DALF (Diplome approfondi de langue française) or a qualification certificate from the State Testing Center)	10 points
8.	Development of materials in foreign languages (Russian is not covered) and their practical use in teaching science	5 points
9.	Having completed advanced training or internships at foreign educational and scientific institutions in the last three years	10 points
II. Scientific research activities (35 points)		
10.	Academic degree and academic title	5 points
11.	Participate in at least two scientific conferences during the year with a presentation on the retraining and advanced training system	4 points
12.	To publish at least one article on the retraining and advanced training system in scientific publications during the year: - at the republican level - internationally	5 points 8 points (score divided by the number of co-authors)
13.	Participation in state scientific programs or international scientific projects (at least one): - to lead - participation	5 points 3 points
14.	Availability of at least one copyright certificate for patents, inventions and electronic programs	5 points (score divided equally by the number of co-authors)
TOTAL (maximum score — 100)		

ANNEX 5 to the Resolution
of the Cabinet of Ministers No. 797 dated September 23, 2019

Amendments and additions to certain resolutions of the Government of the Republic of Uzbekistan

Resolution of the Cabinet of Ministers of the Republic of Uzbekistan “ On measures to further improve the system of retraining and advanced training of teaching staff of higher educational institutions ” No. 278 dated September 26, 2012 (Collection of Official Gazette of the Republic of Uzbekistan, 2012, No. 39, Article 453):

in the third paragraph of paragraph 1, the number “16” shall be replaced with the number “17”;

b) In Appendix 1 :

The words "zootechnics" and "veterinary science" shall be removed from position 4 of the column "Directions of retraining and advanced training" in the section "Network centers for retraining and advanced training of pedagogical personnel";

Add position 17 with the following content:

" 17.	Network center for retraining and advanced training of pedagogical personnel under the Samarkand Institute of Veterinary Medicine	Zooengineering, Veterinary Medicine	State Committee for the Development of Veterinary Medicine and Livestock	";
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c) Annexes 4 and 5 shall be deemed to have lost their force;

g) "Network centers for retraining and advanced training of pedagogical personnel" section, column "Belonging to ministries and departments":

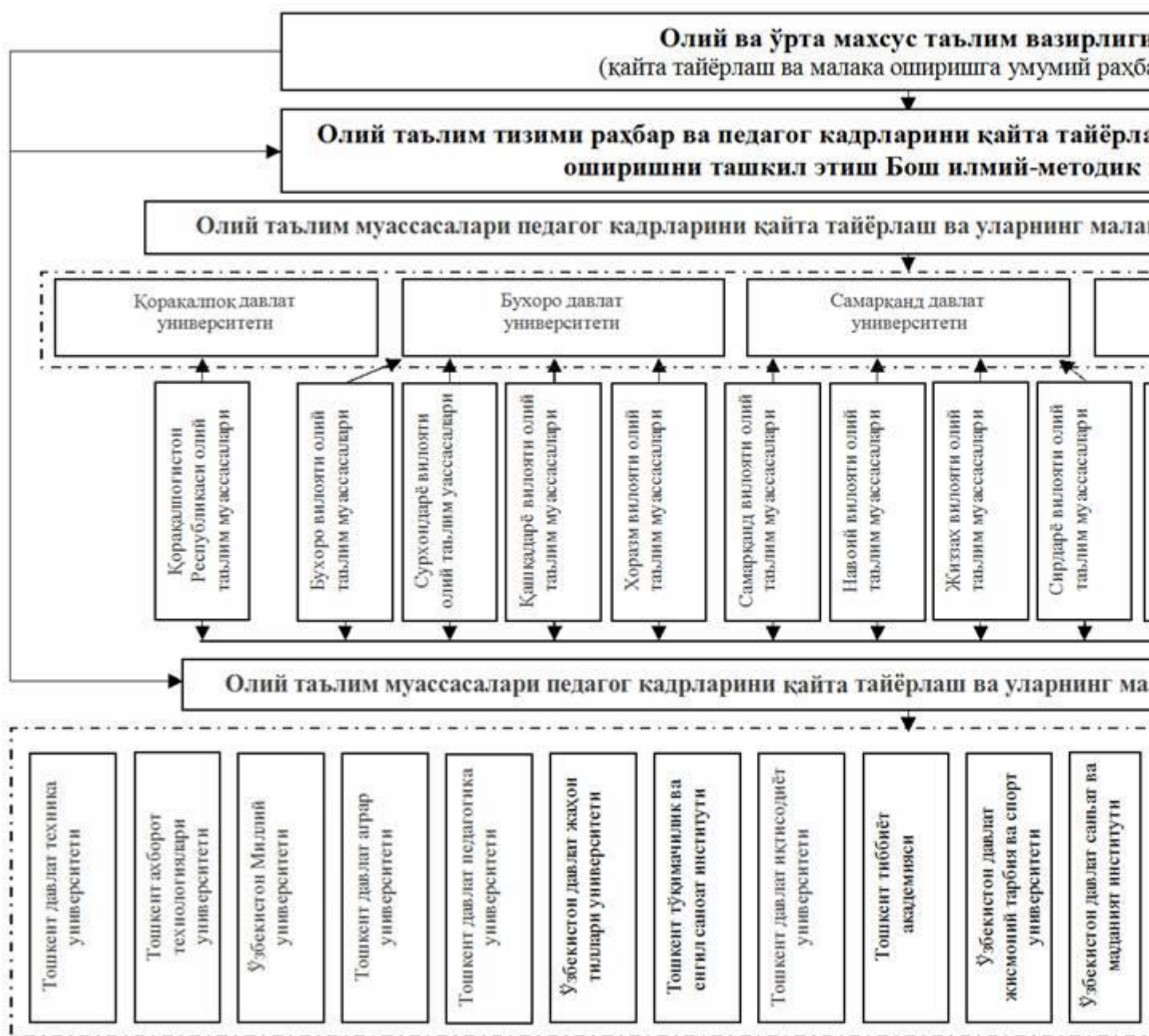
The words "Ministry of Higher and Secondary Specialized Education" in position 4 shall be replaced with the words "Ministry of Agriculture";

The words "Ministry of Higher and Secondary Specialized Education" in position 10 should be replaced with the words "Ministry of Construction".

The text of Annex 2 shall be amended as follows:

"The system of retraining and advanced training of management and teaching staff of higher education institutions"

ORGANIZATIONAL STRUCTURE



* The regional center for retraining and advanced training of pedagogical personnel under the National University of Uzbekistan operates in sectoral and regional areas.

Resolution of the Cabinet of Ministers of the Republic of Uzbekistan “On measures to retrain and improve the skills of management and teaching staff of higher educational institutions” dated August 20, 2015 No. 242 (Collection of Official Gazette of the Republic of Uzbekistan, 2015, No. 33, Article 442):

the second subparagraph of paragraph 1 shall be deleted;

the second subparagraph of paragraph 3 shall be deleted;

c) **Annex 1** shall be deemed to have lost its force.

Resolution No. 103 of the Cabinet of Ministers of the Republic of Uzbekistan “On Amendments and Additions to the Regulations on Retraining and Advanced Training Courses for Management and Teaching Staff of Higher Education Institutions” dated February 27, 2017 (Collection of Official Gazette of the Republic of Uzbekistan, 2017, No. 9, Article 129) shall be deemed to have lost its force.

(National Database of Legal Documents, 24.09.2019, No. 09/19/797/3793; National Database of Legislative Documents, 04.06.2021, No. 09/21/345/0522; 28.08.2021, No. 09/21/545/0832; 05.04.2022, No.

09/22/153/0266; 12.07.2024, No. 09/24/415/0501; 06.12.2024, No. 07/24/420/1009; 19.03.2025, (No. 09/25/171/0258)