MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE KYRGYZ REPUBLIC
SCIENTIFIC, EDUCATIONAL AND PRODUCTION COMPLEX "B. OSMONOV JALAL-ABAD STATE UNIVERSITY"

Reviewed by the Academic Council of JASU named after B. Osmonov and recommended for approval
Protocol No. 1
"17" 09 2026

APPROVED
Rector of JASU named after B. Osmonov, Doctor of Technical Sciences, Professor
K. Zh. Usenov
"10" 09 2026

TIME STANDARDS FOR PLANNING AND ACCOUNTING FOR TEACHING WORKLOAD (HIGHER EDUCATION INSTITUTION)

The Regulation was recommended for publication on the basis of Minutes No. 8 of the Academic Council of ZhAGU dated June 28, 2017.

Amendments were made by Minutes No. 8 of the Academic Council of ZhAGU dated June 26, 2020.

This bulletin presents information on teaching workload and the time standards for its allocation.

The Regulation is recommended for use by faculty deans, heads of departments, and academic staff when planning teaching and teaching-methodological workload.

Amendments and additions were made by Minutes No. 8 of the Academic Council of ZhAGU dated July 18, 2021.

Amendments and additions were made by Minutes No. 3 of the Academic Council of ZhAGU dated October 29, 2021.

Amendments and additions were made by Minutes No. 9 of the Academic Council of ZhAGU dated April 27, 2022.

Amendments and additions were made by Minutes No. 11 of the Academic Council of ZhAGU dated July 26, 2023.

Amendments and additions were made by Minutes No. 1 of the Academic Council of ZhAGU dated September 1, 2025.

Amendments and additions were made by Minutes No. 1 of the Academic Council of ZhAGU dated October 10, 2026.

Manas – 2026

GENERAL PROVISIONS

In accordance with Resolutions No. 590 of the Cabinet of Ministers of the Kyrgyz Republic dated September 24, 2024, and No. 329 dated June 10, 2025; the ZhAGU Regulations on the Modular-Rating System for Assessing Student Performance and the Quality of Education; the Regulations on Organizing the Educational Process in Higher Professional Education Institutions Using Academic Credits; the Standard Regulations on Organizing the Educational Process and Current and Interim Assessment of Students in Secondary Vocational Education Institutions Using Academic Credits; and the Regulations on the Final State Certification of Graduates of Higher and Secondary Vocational Education Programs, the "Time Standards" for planning and accounting for teaching workload in the training of bachelors, specialists, masters, and postgraduate students at ZhAGU serve as the basis for organizing the work of academic staff.

1. The "Time Standards" for planning and accounting for teaching workload ensure the rational use of teachers' working time (organization of teaching, teaching-methodological, research, educational, and public activities) by purposefully allocating various types of activity among academic staff.
2. The "Time Standards" for planning and accounting for teaching workload form the basis for determining the workload of academic staff. All activities under the curriculum and research plan, taking into account the position held (teaching, teaching-methodological, research, educational and other work), are performed by academic staff in accordance with an individual plan prepared annually.
3. The working hours of academic staff at the higher education institution are governed by the Labour Code of the Kyrgyz Republic, the ZhAGU Charter, the collective agreement, the employment contract, and the Internal Labour Regulations. Based on a six-hour working day, working hours are determined by the class schedule and teachers' individual plans.
4. Teaching workload is planned within a 36-hour working week. Working time within the established annual budget, based on a six-hour working day, includes mandatory teaching, teaching-methodological, research, educational, and other work corresponding to the position held and the department's work plan.
5. The teacher's 36-hour weekly workload includes teaching-methodological, research, educational, and public activities. The specified amount of this work is planned and entered in the right-hand section of the individual plan, indicating the corresponding number of hours.
6. The working time of academic staff is accounted for with due regard to the winter and summer vacation periods, excluding annual leave. During these periods, university management may assign teachers pedagogical and organizational work according to an approved schedule, for a period not exceeding the established teaching workload.
7. The amount of methodological, research, and other work of each teacher is planned in light of the tasks of the department and the university for the academic year.
8. The annual teaching workload of academic staff is determined on the basis of the teaching hours allocated for the academic year in the following amounts (bachelor's and master's programs):

No.	Position	Teaching workload in academic hours	Including minimum lecture hours	Teaching-methodological and organizational-methodological work	Total
1	Professor	600	210	900	1500
2	Associate Professor	640	192	860	1500
3	Senior Lecturer	680	170	820	1500
4	Lecturer	720	150	780	1500

5	Trainee Lecturer	720	150	780	1500

10. The annual teaching workload of academic staff is determined on the basis of the teaching hours allocated for the academic year in the following amounts (for specialist programs):

No.	Position	Teaching workload in academic hours	Including minimum lecture hours	Teaching-methodological and organizational-methodological work	Total
1	Professor	750	265	750	1500
2	Associate Professor	800	240	700	1500
3	Senior Lecturer	850	215	635	1500
4	Lecturer	850	170	680	1500
5	Trainee Lecturer	850	170	680	1500

(Introduced on the basis of Appendix 6 to Resolution No. 511 of the Government of the Kyrgyz Republic dated September 30, 2019, on the remuneration conditions for certain categories of employees in the education system.)

11. If a full-time teacher is absent for a valid reason (business trip, internship, illness, etc.) for no more than 10 working days, their teaching workload may be covered by other teachers voluntarily and with their consent during that period.
12. If a full-time teacher is absent for a valid reason (business trip, internship, illness, etc.) for more than 10 working days, their teaching workload is covered by other teachers, who receive appropriate payment (against a certificate) for the hours worked during that period.
13. Rules permitting the combination of positions in order to effectively combine administrative and teaching activities are established as follows:

- Administrative and management staff and teaching support staff – no more than 0.5 full-time equivalent;
- Academic staff working at a full 1.0 rate – no more than 0.5 additional rate;
- Academic staff working part-time (external employment) – no more than 0.5 rate;
- Teachers, associate professors, and professors who have completed professional development courses for teachers – no more than 1.25–1.35 rates.

TEACHING WORK

1. Teaching is the principal activity of academic staff at the university. It includes planning, organizing, and conducting all types of classes; carrying out various forms of assessment of learning materials; supervising independent assignments, term papers, and other research work; and other activities.
2. An academic class hour is established in accordance with the credit-based system requirements: 50 minutes for bachelor's and master's programs, and 45–50 minutes for specialist and bachelor's programs.
3. The number of state-funded students is determined on the basis of the admission plan recommended by the Ministry; the number of fee-paying students is determined within the funding allocated by the higher education institution.
4. Fee-paying groups generally consist of 25–30 students. Their size is determined by the university in accordance with the amount of extrabudgetary funding.

5. Lecture streams are formed according to available classroom capacity. Where possible, lectures in each specialty should be distributed among professors, associate professors, senior lecturers, and highly qualified specialists to achieve the intended objectives.
6. When calculating teaching workload for Kyrgyz/Russian and foreign-language instruction, a class may be divided into smaller subgroups of 12–15 students.
7. For laboratory classes in specialized laboratories, in order to comply with safety requirements, an academic group is divided into subgroups of 10–15 students for medical and veterinary specialties, and 11–15 students for other specialties.
8. During state certification (oral state examinations and defence of qualification works/master's theses), a group should contain 10–15 students. An increase in group size is permitted on the basis of an official memo from the head of the relevant structural unit.
9. Supervision of final qualification works (theses) of bachelor's/specialist students is assigned to specialists holding an academic degree. In certain cases, it may be assigned to teachers engaged in research (with an approved topic) and with at least five years of teaching experience. Master's theses are supervised by specialists holding an academic degree. In exceptional cases, supervision may be assigned to senior lecturers actively engaged in research or highly qualified leading specialists.
10. Independent work of bachelor's/master's students accounts for 60% of the total number of hours. Acceptance of independent work is recorded in a special schedule approved by department heads.

Teaching Workload Planning Standards for Bachelor's, Specialist, Master's, and Postgraduate Programs

No.	Type of work	Unit of work	Time standard (hours)	Remarks
1.	Delivering lectures	1 academic hour according to the curriculum	50 minutes (bachelor's and master's programs); 40 minutes (specialist programs)	May be delivered to several groups in the same field of study.
2.	Conducting practical and seminar classes	1 academic hour according to the curriculum	50 minutes (bachelor's and master's programs); 40 minutes (specialist programs)	Practical and seminar classes are conducted for one group. Kyrgyz, Russian, English, and German are taught in small groups.
3.	Conducting laboratory classes	1 academic hour according to the curriculum	50 minutes (bachelor's and master's programs); 40 minutes (specialist programs)	A laboratory class is conducted for one small subgroup.
4.	Administering module assessments	per student for each module (excluding computer-based testing)	0.1 hours	Exemption from computer-based testing is granted by decision of the ZhAGU Academic

				Council, depending on the nature of the course.
		1 group per module (during computer-based testing) Course requires calculations	0,5 hours 1 hour	The time allowance is doubled if the group contains more than 15 students.
5.	Organization and assessment of students' independent work	per student	0.4 hours	For fee-paying groups.
6.	Conducting final assessment (examination, pass/fail test, OSCE, OSPE)	per student (excluding computer-based testing)	0.3 hours	Payment is made to committee members by special decision (no more than 5 people).
		per group (during computer-based testing) Course requires calculations (examination/pass-fail test)	0,5hours 1 hour	The time allowance is doubled if the group contains more than 15 students.
7.	Supervision and review of final qualification works (graduation theses) for specialist and bachelor's programs.	20 hours per final qualification work (graduation thesis) for non-teaching specialties.		Supervisor: 18 hours; reviewer: 2 hours
		Supervision of a final qualification work:		
		Professors, Doctors of Science		up to 10 students.
		Associate professors, Candidates of Science		up to 8 students.
		Senior lecturers engaged in research		up to 5 students.
		Lecturers engaged in research		up to 3 students.
8.	Supervision and review of graduation projects (specialist and bachelor's programs)	30 hours per graduation project		Supervisor: 28 hours; reviewer: 2 hours
		Supervision of a graduation project:		
		Professors, Doctors of Science		up to 8 students.
		Associate professors, Candidates of Science		up to 6 students.
		Senior lecturers engaged in research		up to 3 students.
		Lecturers engaged in research		up to 2 students

9.	Consultation on a qualification work	per work	4 hours	Consultation on sections (technological, economic, environmental protection, and life safety).
10.	Management of bachelor's, specialist, and master's educational programs.	per program	15 hours per year	A program head may supervise no more than 2 programs.
11.	Supervision of a master's student's research work	For one full-time master's student in the first year (once per student for the entire period of study). For one part-time master's student in the first year (once per student for the entire period of study).	25 hours 12,5 hours	Supervision must not exceed 5 master's students (based on an issued order).
12.	Conducting state examinations (bachelor's, specialist, and master's programs)	per student (excluding computer-based testing)		The committee may have no more than 5 members. The chair and each committee member are allocated 0.5 hours per student, no more than 6 hours per day.
		per group (during computer-based testing)	0.5 hours (the time allowance is doubled if the group contains more than 15 students)	The committee, including the secretary, may have no more than 6 members. The chair and each committee member are allocated 0.5 hours per group, no more than 6 hours per day.
	Acceptance of the final practicum/internship report (bachelor's, specialist, and master's programs)	per student	0.2 hours	
13.	Consultation for the state examination	per group	2 hours	No more than 3 groups per day.

14.	Supervision and review of a master's thesis	34 hours per master's thesis		Research supervisor: 30 hours; reviewer: 4 hours
		Supervision of a final master's thesis:		
		Professors, Doctors of Science		up to 5 master's students.
		Associate professors, Candidates of Science		up to 3 master's students.
		Senior lecturers actively engaged in research or highly qualified leading specialists		1 master's student.
15.	Consultation on a master's thesis	per master's student	4 hours	Consultation on individual sections.
Supervision of research work by postgraduate students/degree candidates				
16.	Supervision of a Candidate of Sciences dissertation by a postgraduate student/degree candidate	per postgraduate student/degree candidate	50 hours	Copies of the following documents are required: consent to research supervision; a copy of the Academic Council minutes approving the dissertation topic and supervisor; and a copy of the order admitting the student to postgraduate study. If the supervisor is a Candidate of Sciences, approval from the Higher Attestation Commission (HAC) must be attached. One academic may supervise no more than five postgraduate students/degree candidates.
17.1.	Lecture delivery	1 academic hour according to the curriculum	45 minutes	
17.2.	Conducting practical and seminar sessions	1 academic hour according to the curriculum	45 minutes	
17.3.	Conducting entrance examinations	1 academic hour for graduate student - chair / vice-chair - secretary	1 hour	
17.4.		- members of the examination commission	0,5 hour	
17.5.	Reviewing independent work of graduate students/applicants	For 1 graduate students	4 hours	

	and conducting exams/pass–fail assessments			
17.6.	Reviewing abstracts (for entrance)	For 1 graduate students	3 hours	

PRACTICUM SUPERVISION

No.	Type of work	Unit of work	Time standard (hours), n = number of credits
1.	Adaptation, educational, and familiarization practicum	per student	n
2.	Professional basic and professional specialized practicum	per student	n
3.	Industrial and pre-qualification practicum	per student	n
4.	Internship practicum	per student	n
5.	Teacher-educator	per student	0.5 × n
6.	Teacher-psychologist	per student	0.5 × n
7.	Acceptance of practicum reports from part-time students (bachelor's/master's)	per student	0.1 × n
8.	For international students (practicums completed outside Kyrgyzstan)	per student	n
9.	Heads of production facilities and schools Enterprise manager (director)	per student	0.6 × n, including 1 hour
	For master's programs		
10.	Management (teaching) practicum (master's programs)	per master's student	n
11.	Supervision of the research and teaching practicum (master's programs)	per master's student	n
12.	Research practicum	per master's student	n

Standards for Planning Teaching-Methodological Work

The teaching-methodological work of academic staff is intended to regulate teachers' activities aimed at improving the educational process and includes the following activities:

No.	Type of work	Allocation to teaching workload	Remarks
1.	Class preparation: (a) lectures; (b) practical and seminar classes; (c) laboratory classes	2 hours per academic hour; 1 hour per academic hour; 1 hour per academic hour	
2.	Preparation of course syllabi	20 hours per course	
3.	Revision of course syllabi	10 hours per course	
4.	Development of educational programs (EEP) for a field of study and specialty	40 hours per educational program	
5.	Preparation of teaching-methodological manuals	50 hours per manual	

6.	Preparation of methodological instructions for laboratory and practical assignments; preparation of guidelines for term papers and graduation projects.	50 hours per subject; 20 hours per set of guidelines; 20 hours per set of guidelines	
7.	Participation in professional development courses (subject to supporting documentation).	No more than 50 hours per year	
8.	Preparation of module test items and uploading them to the AVN system.	20 hours per course	
9.	Preparation and publication of didactic materials for a course.	30 hours per set	
10.	Development of a practicum program (bachelor's, specialist, master's programs)	20 hours per program developed	
11.	Preparation of methodological guidelines and assignments for organizing students' independent work.	30 hours per subject	
12.	Peer classroom observations: lecturer, associate professor, professor; department head, deputy director, director	1 hour per academic hour; once every two weeks; once every two weeks; twice a week; three times a week	
13.	Writing, preparing, and publishing teaching manuals and textbooks.	100 hours per printed sheet	By decision of the Teaching and Methodological Council
14.	Review of teaching manuals, lecture-text collections, methodological guidelines, curricula, and other methodological works.	2 hours per work	
15.	Editing and translating teaching manuals into the state language.	20 hours per printed sheet.	By order of the Teaching and Methodological Council
16.	Creation of video and audio recordings for a course and preparation of slides.	30 hours per subject	
17.	Development of master's thesis topics	20 hours	By department heads
18.	Development of workbooks	20 hours per work	
19.	Development of assessment-tool templates for evaluating students' knowledge	30 hours per set	
20.	Development of a workplace training program and assignments	20 hours per subject	

RESEARCH WORK

1. The academic staff's scientific-methodological work consists of providing teachers with new scientific approaches, teaching methods, and educational technologies.
2. Scientific-methodological work includes the following:

Standards for Planning Research Work

No.	Type of work	Allocation to teaching workload	Remarks
1.	Editing and translating research articles and reports into the state language.	20 hours per printed sheet.	By order of the Teaching and Methodological Council
2.	Preparation of scientific-methodological, methodological, and research reports and presentations at conferences, seminars, and symposia.	20 hours per report	
3.	Writing a research article: an article for Scopus; e-library; or the ZhAGU Bulletin.	60 hours per article; 40 hours per article; 20 hours per article	
4.	Supervision of students' research.	10 hours per student	By decision of the department
5.	Organization of scientific-theoretical and scientific-methodological conferences, seminars, and round tables.	5 hours per event	
6.	Supervision of postgraduate students, degree candidates, and master's students.	100 hours per postgraduate/master's student; 50 hours per degree candidate	
7.	Writing and publishing a monograph.	50 hours per work	
8.	Organization of an academic competition and preparation of students.	10 hours per student	
9.	Research supervision: doctoral dissertation; candidate-of-sciences dissertation.	80 hours; 50 hours	
10.	Implementation of research projects (with a report to the Scientific and Technical Council): research supervisor; project performer.	80 hours per topic; 30 hours	
11.	Preparation of reviews of dissertation abstracts: candidate-of-sciences dissertation; doctoral dissertation.	10 hours per review; 20 hours per review	

Standards for Planning Public and Educational Activities

Academic staff participate in and organize public and educational activities, conduct student advisory work that supports personal development, organize cultural and developmental events for students, and participate in all events held at ZhAGU.

Public and educational activities are planned as follows:

No.	Type of work	Allocation to teaching workload	Remarks

1.	Organization of month-long and ten-day events, subject-based round tables, and meetings.	10 hours per event	
2.	Organization of cultural events and student campaigns: at institute level; at university level; sports events.	10 hours per event; 20 hours per event; 10 hours per event	
3.	Membership in various councils and standing committees of ZhAGU.	30 hours per academic year	
4.	Equipping and arranging new classrooms, offices, and laboratories.	50 hours per room.	
5.	Student advisory (curatorial) work.	5 hours per student.	The curator is appointed by decision of the department.
6.	Lectures for students aimed at personal development and understanding and implementing values.	No more than 20 hours.	
7.	Participation in ZhAGU public activities.	No more than 20 hours.	

Standards for Planning Medical, Preventive, and Pharmaceutical Activities (for the Faculty of Medicine)

No.	Types of work	Allocation to teaching workload	Remarks
1	Clinical and preventive work of academic staff	Number of hours	Calculation
	Patient consultations and monitoring		
1.1	Consulting patients in hospitals	1	per patient
1.2	Diagnostic procedures (interviewing and examining patients, including children and pregnant women; laboratory, instrumental, and surgical procedures; pathological examinations, etc.)	20	Per year
1.3	Consulting patients in other medical institutions, including private facilities	1	per patient
1.4	Home visits and patient consultations	1	per patient
1.5	Outpatient consultation	2	per patient
1.6	Implementation of new diagnostic or treatment methods in healthcare institutions	5	Per year
1.7	Diagnostic and treatment procedures in a hospital (operations, dressings, childbirth, etc.)	20	Per year
1.8	Emergency service in a city, district, or region	20	Per year
1.9	Night shifts in hospitals.	20	Per year

2	Conducting expert assessments:		
2.1	Serving as an expert on a medical commission	3	Per expert assessment
2.2	Review of physicians' certification reports	5	Per work
2.3	Participation in an expert commission analyzing complex cases in healthcare practice.	5	Per case
3	Organizational and methodological assistance to healthcare authorities:		
3.1.	Work as a member of licensing, attestation, and certification commissions	20	Per year
3.2	Organization of clinical conferences in healthcare institutions	2	Per event
3.3	Lectures on practical healthcare recommendations and guidelines for medical and pharmaceutical personnel	2	Per lecture
3.4	Lectures for physicians	1	Per lecture
3.5	Participation in working groups of national bodies and services.	10	Per case
3.6	Preventive medical examinations of the population	5	Per event
3.7	Public lectures	2	Per event
3.8	Public health information through mass media (social networks, TV, radio, newspapers, etc.)	2	Per event
4	Preventive and anti-epidemic measures:		
4.1	Work at sites of infectious disease outbreaks (homes, preschools, schools, secondary and higher education institutions, medical institutions, enterprises, etc.)	2	Per event
4.2	Participation in planning and organizing preventive vaccinations for the population (children, adolescents, designated groups, adults, etc.)	5	Per year
4.3	Implementation and compliance with infection-control standards in hospital treatment, diagnostics, and prevention (operations, dressings, childbirth, medical procedures, etc.) and at outbreak sites	20	Per year
4.4	Participation in sanitary-hygienic, microbiological, virological, and immunological studies of the environment in medical institutions, outbreak sites, etc.	1	Per case
4.5	Participation in investigations of infections, poisonings, and food poisoning in healthcare organizations, and assistance in other complex cases	2	Per case

	in healthcare practice and the community.		
5	Professional pharmaceutical activities		
5.1.	Participation in pharmacy operations	30	Per year
5.2.	Participation or direct work in wholesale and retail trade at pharmaceutical companies	30	Per year
5.3.	Participation or direct work in the pharmacy service of medical institutions supplying medical devices and medicines.	30	Per year
5.4.	Public information on medicines through mass media (social networks, TV, radio, newspapers, etc.)	5	Per event
5.5.	Information activities on medicines in medical institutions through mass media (social networks, TV, radio, newspapers, etc.)	5	Per event
6	Organizational and methodological assistance to healthcare authorities:		
6.1.	Work as a member of licensing, attestation, and certification commissions of the Kyrgyz Republic	20	Per year
6.2	Organization of conferences in healthcare institutions	2	Per event
6.3	Lectures on practical healthcare recommendations and guidelines for medical and pharmaceutical personnel	2	Per lecture
6.4	Lectures for physicians and pharmaceutical personnel	2	Per lecture
6.5	Public lectures	2	Per event
6.6	Public health information through mass media (social networks, television, radio, newspapers, etc.).	2	Per event

DISTANCE LEARNING (DISTANCE TECHNOLOGY-BASED EDUCATION)

No.	Type of teaching activity	Time standards for calculating teachers' workload	Remarks
1.	Conducting face-to-face classes.	1 hour per academic hour in accordance with the curriculum	An academic hour is 50 minutes
2.	Conducting online classes.	1 academic hour per group, as specified in the curriculum	Individual classes are planned and recorded in accordance with methodological guidelines.
3.	Receiving and grading examination papers in distance learning.	0.2 hours per assignment checked, in accordance with the curriculum	
4.	Checking students' independent work.	0.3 hours per student	

5	Conducting the final assessment (examination).	As for the full-time department	The examination consent form is also accepted by the Academic Department.
6	Taking the state examination.	As for the full-time department	
7.	Supervision of term papers and consultations.	As for the full-time department	
8.	Supervision of graduation theses.	As for the full-time department	

Developers:

1. A.P. Alibaev
2. T.E. Umetov
3. B.M. Turdubaeva