

**MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE
KYRGYZ REPUBLIC**
**SCIENTIFIC AND EDUCATIONAL INDUSTRIAL INSTITUTION "JALAL-ABAD
STATE UNIVERSITY NAMED AFTER B.OSMONOV"**

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by the Academic Council of
JASU
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**APPROVED
Rector of JASU, doctor of technical
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**INSTRUCTION FOR PLANNING AND ACCOUNTING OF ACADEMIC WORKLOAD
(HIGHER EDUCATION INSTITUTION)**

The Provision was recommended for publication based on Protocol No. 8 of the Academic Council of Jalal-Abad State University (JASU) dated June 28, 2017.

Amendments were introduced by Protocol No. 8 of the Academic Council of JASU dated June 26, 2020.

*The bulletin provides information on the **academic workload** and the **instruction** for its distribution.*

The Provision is recommended for use by deans of faculties, heads of departments, and the faculty staff when planning academic and educational-methodological workload.

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MANAS – 2025

General Provisions

In accordance with the resolutions of the Cabinet of Ministers of the Kyrgyz Republic (KR) dated September 24, 2024 No. 590 and dated June 10, 2025 No. 329, the "Provision on the Modular-Rating System for Assessing Student Performance and Quality of Education" of JASU, the "Provision on the Organization of the Educational Process in Educational Organizations of Higher Professional Education using Academic Credits" of JASU, the "Model Provision on the Organization of the Educational Process and Current and Intermediate Certification of Students in Organizations of Secondary Professional Education using Academic Credits" of JASU, the "Provision on the Final State Attestation of Graduates of Higher and Secondary Professional Education Programs" of JASU, the **"Instruction"** for planning and accounting of academic workload in the training of **Bachelors, Specialists, Masters, and Postgraduate students** at JASU is the basis for organizing the work of the **Faculty Staff (FS)**.

1. The **"Instruction"** for planning and accounting of pedagogical academic workload ensures the **rational use of lecturers' labor** (organization of academic, educational-methodological, scientific-research, educational, and public work) by the targeted distribution of various types of activities among the faculty staff.
2. The **"Instruction"** for planning and accounting of pedagogical academic workload serves as the basis for forming the scope of work for the faculty staff, and all types of activities in accordance with the curriculum, the scientific research work plan, and taking into account the position held (academic, educational-methodological, scientific-research, organization of educational, and other work) are performed by the teaching staff according to an **annually compiled individual plan**.
3. The duration of the working time for the university's faculty staff is regulated by the Labor Code of the KR, the Charter of JASU, the collective agreement, the employment contract, and the Internal Labor Regulations, based on a **6-hour workday**, and is determined by the schedule of classes and the lecturers' individual plans.
4. The planning of the academic workload is carried out within a **36-hour working week**. Working time within the established annual budget and based on a 6-hour workday includes the mandatory performance of academic, educational-methodological, scientific-research, educational, and other work corresponding to the position held and the department's work plan.
5. The **36-hour weekly scope of a lecturer's duties** includes educational-methodological, scientific-research, educational, and public work. A defined scope of these works is planned and recorded in the right side of the individual plan, indicating the corresponding hours.
6. The working time of the faculty staff is accounted for with consideration of the periods of **winter and summer vacations**, excluding the annual leave. During this period, the university administration may engage lecturers in the performance of pedagogical and organizational work for a period **not exceeding the time of the academic workload**, based on the approved schedule.
7. The volume of methodological, scientific-research, and other work of each lecturer is planned taking into account the objectives of the department and the university for the academic year.
8. The annual volume of academic work for the faculty staff is determined based on the allocated hours of pedagogical workload for the academic year in the following volumes (**Bachelor's, Master's degrees**):

No.	Position	Volume of Academic Workload in Academic Hours	Including Minimum Lectures	Educational-Methodological, 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 volume of academic work for the faculty staff is determined based on the allocated hours of pedagogical workload for the academic year in the following volumes (**Specialist's degree**):

No.	Position	Volume of Academic Workload in Academic Hours	Including Minimum Lectures	Educational-Methodological, 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 based on Appendix 6 to Resolution No. 511 of the Government of the Kyrgyz Republic dated 30.09.2019 on the terms of remuneration for certain categories of education system employees)

11. In the absence of a full-time lecturer due to valid reasons (business trip, internship, illness, etc.) for a period **not exceeding 10 working days**, their academic workload is performed by other lecturers **voluntarily**, with their consent, during this period.
12. In the absence of a full-time lecturer due to valid reasons (business trip, internship, illness, etc.) for a period **exceeding 10 working days**, their academic workload is performed by other lecturers with corresponding payment (based on a certificate) for the hours worked during this period.
13. Establishment of norms allowing job combining for the effective combination of administrative and pedagogical activities:
- Administrative and managerial personnel, educational support staff – **no more than 0.5 FTE** (Full-Time Equivalent);
 - Faculty staff working **full-time (1.0 FTE)** – **no more than 0.5 FTE**;
 - Faculty staff working **part-time (external part-time employment)** – **no more than 0.5 FTE**;
 - Lecturers, associate professors, professors who have completed advanced training courses for lecturers – **no more than 1.25–1.35 FTE**.

Academic Work

1. The foundation of the faculty staff's activities at the university is **academic work**. It includes the planning, organization, and delivery of all types of academic sessions, the conduction of various types of control for the assimilation of learning materials, supervision of independent student work assignments, course works, and other scientific papers, as well as other activities.

2. The **academic hour** for classes is set in accordance with the credit technology requirements: for Bachelor's and Master's degrees – **50 minutes**, and for Specialist's and Bachelor's degrees – **45–50 minutes**.
3. The number of students on a **state-funded basis** is determined based on the admission plan recommended by the ministry; the number of students studying on a **contract basis** is set within the volume of funding allocated by the university.
4. The number of students in contract groups is generally **25–30 people**. It is determined by the university in accordance with the volume of off-budget funding.
5. The lecture stream is formed in accordance with the classroom capacity, and lecture classes for the specialty should, whenever possible, be distributed among professors, associate professors, senior lecturers, and highly qualified specialists, which contributes to achieving the goal.
6. When determining the academic workload for teaching **Kyrgyz/Russian and foreign languages**, it is permitted to divide the academic group into **small subgroups of 12–15 people**.
7. When conducting **laboratory sessions** in specialized laboratories, to comply with safety regulations, the academic group is divided into small subgroups of **10–15** (for medical, veterinary specialties), and for other specialties – **11–15 people**.
8. When conducting **state certifications** (taking state exams (oral), defending qualification papers/Master's thesis), the number of students in the group is **10–15 students**. The increase in the number of students in the group is carried out on the basis of a memorandum from the head of the structural unit.
9. Supervision of **final qualification papers (diploma works)** for Bachelors/Specialists is entrusted to specialists with an **academic degree**. In exceptional cases, it may be entrusted to lecturers engaged in scientific work (with an approved topic) with a pedagogical experience of **at least 5 years**. Supervision of **Master's thesis** is entrusted to specialists with an **academic degree**. (In exceptional cases, it may be entrusted to senior lecturers actively engaged in scientific work, or highly qualified leading specialists).
10. Independent work of students/master students constitutes **60%** of the total hours. The acceptance of independent work is formalized in a special schedule and approved by the heads of departments.

Norms for Planning Academic Work (Bachelor's, Specialist's, Master's, and Postgraduate Studies)

No.	Type of Work	Unit of Work	Time Norm (in hours)	Note
1.	Lecture delivery	1 academic hour according to the curriculum	50 minutes (for Bachelor's, Master's) 40 minutes (for Specialist's)	May be delivered to several groups with the same specialization.
2.	Conducting practical and seminar sessions	1 academic hour according to the curriculum	50 minutes (for Bachelor's, Master's) 40 minutes (for Specialist's)	Practical, seminar sessions are conducted for one group. Kyrgyz, Russian, English, German languages are taught in small groups.
3.	Conducting laboratory sessions	1 academic hour according to the curriculum	50 minutes (for Bachelor's, Master's) 40 minutes (for	Laboratory session is conducted for 1 small group.

			Specialist's)	
4.	Module assessment	1 student per module (excluding computer testing)	0.1 hours	Exemption from computer testing is determined by a decision of the JASU Academic Council depending on the discipline's specifics.
		1 group per module (during computer testing)	0.5 hours	The time norm is doubled if the number of students in the group exceeds 15.
5.	Organization and checking of students' independent work	1 student	0.4 hours	For contract groups.
6.	Acceptance of final control (exam, credit, OSCE, OSPE)	1 student (excluding computer testing)	0.3 hours	Paid to commission members by a special decision (no more than 5 people).
		1 group (during computer testing)	0.5 hours	The time norm is doubled if the number of students in the group exceeds 15.
7.	Supervision of final qualification papers (diploma works) and reviewing (for Specialist's, Bachelor's)	20 hours for each final qualification paper (diploma work) (for non-pedagogical specialties).		Supervisor - 18 hours, Reviewer - 2 hours
		Supervision of final qualification paper:		
		Professors, Doctors of Sciences		up to 10 students.
		Associate Professors, Candidates of Sciences		up to 8 students.
		Senior Lecturer (engaged in science)		up to 5 students.
		Lecturers (engaged in science)		up to 3 students.
8.	Supervision of diploma projects and reviewing (for Specialist's, Bachelor's)	30 hours for each diploma project		Supervisor - 28 hours, Reviewer - 2 hours
		Supervision of diploma project:		
		Professors, Doctors of Sciences		up to 8 students.
		Associate Professors, Candidates of Sciences		up to 6 students
		Senior Lecturer (engaged in science)		up to 3 students.

		Lecturers (engaged in science)		up to 2 students.
9.	Consultation for qualification paper	1 paper	4 hours	Consultation on sections (technological, economic, environmental protection, and life safety).
10.	Scientific supervision of the Master's educational program	1 Master's program	15 hours per year	A supervisor cannot supervise more than 2 Master's programs.
11.	Supervision of Master student's research work	1 full-time Master's student in the 1st year	25 hours	Supervision should not exceed 5 Master students (based on the issued order).
		1 part-time Master's student in the 1st-2nd years	12.5 hours	
12.	Taking state exams (Bachelor's, Specialist's, Master's)	1 student (excluding computer testing)		Commission members no more than 5 people. Chairman and each commission member 0.5 hours per 1 student. No more than 6 hours per day.
	Taking state exam for medical specialties	1 group (during computer testing)	0.5 hours (Time norm is doubled if the number of students in the group exceeds 15)	Commission members together with the secretary no more than 6 people. Chairman and each commission member 0.5 hours per 1 group. No more than 6 hours per day.
		1 group	3 hours	
13.	Consultation for the state exam	1 group	2 hours	No more than 3 groups per day.
14.	Supervision of Master's thesis and reviewing	34 hours for each Master's thesis		
		Supervision of final Master's thesis:		
		Professors, Doctors of Sciences		up to 5 Masters.
		Associate Professors, Candidates of Sciences		up to 3 Masters.

		Senior Lecturers actively engaged in scientific work, or highly qualified leading specialists		1 Master.
15.	Consultation for Master's thesis	1 Master's student	4 hours	Consultation on sections.
Supervision of Postgraduate/Applicant research work/ doctoral candidates				
16.	Supervision of Candidate's dissertation for postgraduate students/applicants/ doctoral candidates	1 postgraduate student/applicant	50 hours	Copies of the following documents are required (consent to scientific supervision, copy of the Academic Council protocol on the approval of the dissertation topic and supervisor, copy of the order for enrollment in postgraduate studies). If the supervisor is a Candidate of Sciences, permission from the Higher Attestation Commission (HAC) is attached..
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	
18	Conducting entrance examinations	1 academic hour for graduate student - chair / vice-chair - secretary	1 hour	
		- members of the examination commission	0,5 hour	
	Reviewing independent work of graduate students/applicants and	For 1 graduate students	4 hours	

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

Practice Supervision

Type of Work	Unit of Work	Instruction (in hours), n is the number of credits
Adaptation, Academic, and Introductory Practice	1 student	1,5 * n
Professional-Basic, Professional-Profile Practice	1 student	2 * n
Industrial and Pre-qualification Practice	1 student	n
Teacher-Lecturer	1 student	0,6 * n
Teacher-Psychologist	1 student	0,4 * n
Acceptance of reporting documentation for practice from part-time students (Bachelor's, Master's)	1 student	0,1 * n
For international students (practices completed outside Kyrgyzstan)	1 student	1,5 times
For production and school supervisors	1 student	2 * n
For Master's Degree		
Management (Pedagogical) Practice (for Master's)	1 Master's student	2,5 * n
Supervision of Scientific-Pedagogical Practice (for Master's)	1 Master's student	2,5 * n
Scientific-Research Practice	1 Master's student	2 * n

Norms for Planning Educational-Methodological Work

The organization of educational-methodological work of the faculty staff is aimed at regulating the activities of lecturers to enhance the educational process and includes the following activities:

No.	Type of Work	Allocation to Academic Workload	Note
1.	Preparation for classes: a) for lecture sessions b) for practical, seminar sessions c) for laboratory sessions	2 hours per 1 academic hour 1 hour per 1 academic hour 1 hour per 1 academic hour	
2.	Preparation of work program	20 hours per 1 discipline	
3.	Correction of work program	10 hours per 1 discipline	
4.	Preparation of course syllabi (syllabuses)	20 hours per 1 discipline	
5.	Development of educational programs (BEP) for a specialization and qualification	40 hours per 1 BEP	

6.	Preparation of educational-methodological manuals	50 hours per 1 manual	
7.	Preparation of educational-methodological guidelines for completing assignments for laboratory, practical sessions. Preparation of methodological guidelines for course works. Preparation of methodological guidelines for diploma works.	50 hours per 1 subject 20 hours per 1 guideline 20 hours per 1 guideline	
8.	Participation in advanced training courses (with supporting document).	No more than 50 hours during the year	
9.	Preparation of test questions for the module and uploading to the AVN system.	20 hours per one discipline	
10.	Preparation and publication of didactic materials for the academic discipline.	30 hours per 1 set	
11.	Development of the practice program (Bachelor's, Specialist's, Master's)	20 hours per 1 program development	
12.	Writing methodological guidelines and preparing assignments for organizing students' independent work.	30 hours per 1 subject	
13.	Peer observation of classes: Lecturer, Associate Professor, Professor Head of Department Deputy Director Director	1 hour per 1 academic hour Once every two weeks Once every two weeks Twice a week Three times a week	
14.	Writing, preparation, and publication of study guides, textbooks.	100 hours per 1 printed sheet	By decision of the Educational-Methodological Council
15.	Reviewing study guides, collections of lecture texts, methodological guidelines, programs, and other methodological works.	2 hours per 1 work	
16.	Editing and translation of study guides into the state language.	20 hours per 1 printed sheet.	By order of the Educational-Methodological Council
17.	Creation of recordings for video and audio resources for the academic discipline, creation of slides.	30 hours per 1 subject	
18.	Development of Master's thesis topics	20 hours	By Heads of Departments
19.	Development of workbooks	20 hours per 1 work	

20.	Development of forms for the fund of assessment tools for checking students' knowledge	30 hours per 1 set	
21.	Development of a program and assignments for on-the-job training	20 hours per 1 subject	

Scientific-Research Work

1. **Scientific-Methodological Work** of the faculty staff involves providing lecturers with methodological support regarding new forms of a scientific nature, new teaching methods, and technologies.
2. **Scientific-Methodological Work** includes the following:

Research and development planning standard

No.	Type of Work	Allocation to Academic Workload	Note
1.	Editing and translation of scientific articles, reports into the state language.	20 hours per 1 printed sheet.	By order of the Educational-Methodological Council
2.	Preparation of scientific-methodological, methodological, scientific reports and presentation at conferences, seminars, symposiums.	20 hours per 1 report	
3.	Writing a scientific article: - Writing an article for the Scopus database - e-library - In the JASU Bulletin	60 hours per 1 article 40 hours per 1 article 20 hours per 1 article	
4.	Supervision of students' scientific papers.	10 hours per 1 student	By decision of the department
5.	Conducting scientific-theoretical, scientific-methodological conferences, seminars, round tables.	5 hours per 1 event	
6.	Supervision of postgraduate students, applicants, and Master's students.	100 hours per 1 postgraduate student, Master's student 50 hours per 1 applicant	
7.	Writing and	50 hours per 1 work	

	publishing a monograph.		
8.	Organization of Olympiads and preparation of students.	10 hours per 1 student	
9.	Scientific supervision: - Doctoral work - Candidate's work	80 hours 50 hours	
10.	Execution of scientific-research projects (with a report to the Scientific and Technical Council) - Scientific Supervisor - Executor	80 hours per one topic 30 hours	
11.	Preparation of reviews on dissertations' abstracts: - For a Candidate's dissertation - For a Doctoral dissertation	10 hours per 1 review 20 hours per 1 review	

Norms for Planning Social and Cultural Work

Participation and organization of social, educational work by the faculty staff, conducting curatorial work that contributes to the personal development of the student, conducting cultural and developmental events among students, participation in all events held at JASU.

Social and cultural work is planned as follows:

No.	Type of Work	Allocation to Academic Workload	Note
1.	Conducting months, decades, round tables on subjects, meetings.	10 hours per 1 event	
2.	Conducting cultural events, activities among students: - At the institute level - At the university level - Sports events	10 hours per 1 event 20 hours per 1 event 10 hours per 1 event	
3.	Membership in various councils and standing commissions of JASU.	30 hours - during one academic year	
4.	Renovating new auditoriums, offices, laboratory rooms.	50 hours per one room.	
5.	Conducting curatorial work.	5 hours per 1 student.	Curator is appointed by the department's decision.
6.	Delivering lectures among students aimed at their personal development, understanding, and	No more than 20 hours.	

	realization of values.		
7.	Participation in the public work of JASU	No more than 20 hours.	

Norms for Planning Therapeutic and Prophylactic and Pharmaceutical Activities (for the Medical Faculty)

No.	Types of Work	Allocation to Academic Workload	Note
1	Therapeutic and Prophylactic Work of Faculty Staff	Number of Hours	Calculation
	Patient Consultation and Observation		
1.1	Consulting patients in hospitals	1	Per 1 patient
1.2	Conducting diagnostic procedures (interview and examination of patients, including children and pregnant women, laboratory, instrumental, surgical procedures, pathological examinations, etc.)	20	Per year
1.3	Consulting patients in other medical institutions, including private ones	1	Per 1 patient
1.4	Consulting patients at home	1	Per 1 patient
1.5	Ambulatory patient consultation	2	Per 1 patient
1.6	Introduction of new diagnostic or treatment methods into the work of healthcare institutions	5	Per year
1.7	Conducting diagnostic and therapeutic procedures in the hospital (surgeries, dressings, deliveries, etc.)	20	Per year
1.8	Emergency service in the city, district, region	20	Per year
1.9	Night duties in hospitals.	20	Per year
2	Conducting Expertise:		
2.1	Working as an expert in a medical commission	3	Per one expertise
2.2	Reviewing reports on doctor certification	5	Per one work
2.3	Participation in the expert commission for the analysis of complex cases in practical healthcare.	5	Per 1 case
3	Organizational and Methodological Assistance to Health Authorities:		
3.1.	Work as part of licensing, certification, accreditation commissions	20	Per year
3.2	Conducting clinical conferences in healthcare institutions	2	Per one event
3.3	Delivering lectures on recommendations and guidelines for practical healthcare to medical and pharmaceutical workers	2	Per one lecture
3.4	Delivering lectures for doctors	1	Per one lecture
3.5	Participation in working groups of republican bodies and services.	10	Per one case
3.6	Conducting prophylactic examinations of the population	5	Per one event
3.7	Delivering public lectures	2	Per one event
3.8	Informing the public about health through mass	2	Per one event

	media (social networks, TV, radio, newspapers, etc.)		
4	Prophylactic and Anti-epidemic Measures:		
4.1	Work in infectious disease outbreaks (at home, in preschool institutions, schools, secondary and higher education institutions, medical institutions, enterprises, etc.)	2	Per one event
4.2	Participation in planning and organizing prophylactic vaccinations among the population (children, adolescents, mandated groups, adults, etc.)	5	Per year
4.3	Implementation and adherence to infection control standards in therapeutic, diagnostic, and prophylactic work in the hospital (surgeries, dressings, deliveries, medical manipulations, etc.) and in outbreaks	20	Per year
4.4	Participation in sanitary-hygienic, microbiological, virological, and immunological studies of the external environment in medical institutions and outbreaks, etc.	1	Per one case
4.5	Participation in the investigation of cases related to infections, poisonings, food poisonings in healthcare organizations for the purpose of providing medical assistance in other complex cases in practical healthcare and the public.	2	Per one case
5	Professional Pharmaceutical Activity		
5.1.	Participation in the production activities of pharmacies	30	Per year
5.2.	Participation or direct work in wholesale and retail trade in pharmaceutical companies	30	Per year
5.3.	Participation or direct work in the pharmacy service of medical institutions to provide medical devices and medicinal products.	30	Per year
5.4.	Conducting information work about medicinal products among the population through mass media (social networks, TV, radio, newspapers, etc.)	5	Per one event
5.5.	Conducting information work about medicinal products in medical institutions through mass media (social networks, TV, radio, newspapers, etc.)	5	Per one event
6	Organizational and Methodological Assistance to Health Authorities (Pharmaceutical):		
6.1.	Work as part of licensing, certification, accreditation commissions of the Kyrgyz Republic	20	Per year
6.2	Conducting conferences in healthcare institutions	2	Per event
6.3	Lectures on practical recommendations and guidelines for healthcare for medical and pharmaceutical workers	2	Per 1 lecture
6.4	Delivering lectures for doctors and	2	Per 1 lecture

	pharmaceutical workers		
6.5	Delivering public lectures	2	Per event
6.6	Informing the public about health issues through mass media (social networks, television, radio, newspapers, etc.).	2	Per event

Distance Learning (Distance Technology Education)

No.	Types of Lecturer Work	Time Norms for Calculating Lecturer Workload	Note
1.	Conducting contact sessions.	1 hour per academic hour according to the curriculum	Academic hour is 50 minutes
2.	Conducting contact sessions in online mode.	1 academic hour per group, as provided by the curriculum	Individual sessions are planned and accounted for based on methodological guidelines.

Distance Learning (Distance Technology Education)

№	Type of work for the instructor	Instruction for calculating instructor workload	Notes
1.	Conducting offline classes (contact sessions).	1 hour per academic hour according to the curriculum	Academic hour is 50 minutes
2.	Conducting online contact sessions.	1 academic hour per group, as provided for in the curriculum	Individual classes are planned and accounted for based on methodological guidelines.
3.	Receiving and checking exam papers for distance learning.	0.2 hours per 1 assignment check according to the curriculum	
4.	Checking independent study work (of students).	0.3 hours per student	
5.	Receiving the final assessment (exam).	The same as for the full-time department	The consent form for the exam is also accepted by the Department (OV - presumably <i>Otdel Vnedreniya</i> or similar department).
6.	State examination.	The same as for the full-time department	
7.	Supervision of course papers and consultations.	The same as for the full-time department	
8.	Supervision of diploma thesis (graduation projects).	The same as for the full-time department	

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