MINISTRY OF SCIENCE, HIGHER EDUCATION AND INNOVATION OF THE KYRGYZ REPUBLIC

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"TIME STANDARDS FOR PLANNING AND RECORDING THE TEACHING WORKLOAD OF EDUCATIONAL STAFF OF SECONDARY VOCATIONAL EDUCATIONAL INSTITUTIONS (SVEIs) OF ZhAGU"

JALAL-ABAD – 2025

Appendix to Bulletin No. 1 of B. Osmonov Jalal-Abad State University. "Time Standards for Planning and Recording the Teaching Workload of Educational Staff of Secondary Vocational Educational Institutions (SVEIs) of ZhAGU"

Prepared by the Educational Inspection Department of ZhAGU and the directors of SVEIs affiliated with ZhAGU.

Recommended for publication pursuant to Protocol No. 28 of the Administrative Council of ZhAGU dated 17 June 2013.

The time standards were amended and resubmitted for approval pursuant to Protocol No. 8 of the Academic Council of ZhAGU dated 28 June 2017.

Reconsidered pursuant to Protocol No. 8 of the Academic Council of ZhAGU dated 26 June 2020.

The "Time Standards for Planning and Recording the Teaching Workload of Educational Staff of Secondary Vocational Educational Institutions (SVEIs) of ZhAGU" are recommended for use in planning teaching workload standards, instructional-methodological work, scientific-methodological work, and educational-organizational work of the teaching staff of ZhAGU SVEIs.

Amended by Protocol No. 8 of the Academic Council of ZhAGU dated 18 June 2021.

Amended by Protocol No. 1 of the Academic Council of ZhAGU dated 1 September 2025.
Amended by Protocol No. 1 of the Academic Council of ZhAGU dated 10 September 2026.

GENERAL PROVISIONS

1. The “Time Standards for Planning and Recording the Teaching Workload of Educational Staff of Secondary Vocational Educational Institutions (SVEIs) of ZhAGU” have been developed in accordance with Resolutions No. 590 of the Cabinet of Ministers of the Kyrgyz Republic dated 24 September 2024 and No. 329 dated 10 June 2025; the ZhAGU “Regulations on the Modular-Rating System for Assessing Student Performance and the Quality of Education”; the ZhAGU “Regulations on Organizing the Educational Process in Secondary Vocational Education Institutions Using Academic Credits”; the ZhAGU “Standard Regulations on Current and Midterm Assessment of Students in Secondary Vocational Education Institutions and on Organizing the Educational Process Using Academic Credits”; and the ZhAGU “Regulations on the Final State Attestation of Graduates of Higher and Secondary Vocational Education Programs”. These documents form the basis for organizing the work of college teaching staff in planning and recording teaching workload.
2. The “Time Standards” for planning and recording teaching workload ensure the rational use of teachers’ work (organization of teaching, instructional-methodological, research, educational, and public activities) at a high level through the purposeful distribution of various activities among teachers of SVEIs.
3. The “Time Standards” for planning and recording teaching workload form the basis for determining teachers’ workload. Work is carried out according to an individual plan prepared annually by the teaching staff, taking into account the position held, and includes all activities required by the curriculum and research plan, as well as teaching, instructional-methodological, research, educational, and other work.
4. The working hours of teaching staff at the university and secondary vocational educational institution constitute a six-hour working day in accordance with the Labor Code of the Kyrgyz Republic, the Charter of ZhAGU, including the charters of secondary vocational education institutions, the collective agreement, and the employment contract. Working hours are governed by the Internal Labor Regulations and reflected in class schedules and teachers’ individual plans.
5. Teaching workload is planned within a 36-hour working week. Working time is based on the established annual workload allocation and a six-hour working day. The teaching, instructional-methodological, research, educational, and public duties set out in the work plan must be performed in accordance with the position held.
6. The teacher’s 36-hour working week includes the following duties, which are planned and recorded in the right-hand section of the individual plan:

- Conducting practical and laboratory classes and supervising all types of practical training;
- Developing and amending working curricula for academic disciplines;
- Establishing time standards for administering modules, examinations, and state attestation;
- Developing, applying, and disseminating new teaching methods that promote students’ creative development;
- Preparing independent-study assignments and developing assessment tools for evaluating students’ knowledge;
- Conducting research in the teacher’s field of specialization;
- Writing and publishing textbooks, monographs, instructional-methodological manuals, teaching-methodological complexes, and research articles;
- Preparing and piloting syllabi and course programs for the disciplines taught, in accordance with the relevant field;
- Participating in research and practical conferences, seminars, and symposia at national, regional, inter-university, inter-college, and departmental levels;
- Performing public duties and group-advisor responsibilities for groups belonging to the department, and supporting student activities and creative groups;

- Organizing cultural and mass activities for students;
- Maintaining close cooperation with the parents of students who have completed Grade 9;
- Carrying out public assignments from university departments, the Rector's Office, college directors, and department heads.

7. The working time of teaching staff is calculated taking into account the winter and summer vacation periods, excluding annual leave. During these periods, university management may, according to an approved schedule, assign teaching and organizational work that does not exceed the duration of the teaching workload.

8. Each teacher's instructional-methodological and educational workload is planned in accordance with the objectives of the college and university for the academic year.

9. The annual teaching workload of the teaching staff of SVEIs is determined for the academic year on the basis of the allocated teaching hours as follows:

10. The teaching workload of the chairperson of the Subject-Cycle Commission (SCC) in colleges must not exceed 1.35 full-time equivalent positions.

(Amended by Protocol No. 8 of the Academic Council of ZhAGU dated 18 June 2021.)

No.	Position	Type of study	Teaching workload (academic hours)	Payment for one standard teaching workload	Instructional-methodological, organizational-educational, and public work	Total	Notes
1	Teacher with higher education or a master's degree	Contract-funded	720	14045	1245	2325	Resolution of the Government of the Kyrgyz Republic No. 181 dated 30 March 2022
		State-funded	720	14045	1245	2325	
2	Holders of a bachelor's qualification	Contract-funded	720	12876	1245	2325	Resolution of the Government of the Kyrgyz Republic No. 181 dated 30 March 2022
		State-funded	720	12876	1245	2325	
3	Holders of secondary vocational education	Contract-funded	720	11700	1245	2325	Resolution of the Government of the Kyrgyz Republic No. 181
		State-funded	720	11700	1245	2325	

							dated 30 March 2022

(Amendment introduced by Protocol No. 8 of the Academic Council of ZhAGU dated 18 June 2021.)

TEACHING WORK

1. Teaching is the core activity of teachers. It includes planning, organizing, and conducting all types of classes, assessing students' mastery of learning materials, and completing independent-study assignments.
2. In accordance with the credit-based system, one class session at an SVEI consists of 80 minutes.
3. The number of first-year state-funded places is proposed by the Ministry of Education of the Kyrgyz Republic and approved by the Government of the Kyrgyz Republic on the basis of the adopted plan. The number of students in second- and third-year groups is determined by management within the allocated funding.
4. As a rule, contract-based groups must have at least 13 students. The university determines group size in accordance with the amount of extrabudgetary funding.
5. When calculating teaching workload for Russian and foreign-language instruction (for specific fields), groups may be divided into subgroups of 12–15 students. If a group has no more than 24 students, it is not divided into smaller groups.
6. For safety reasons, laboratory classes in specialized laboratories are divided into subgroups of 10–15 students for medical and veterinary specialties and 11–15 students for other specialties.
7. For state examinations and defense of qualification papers, a group consists of 15–20 students.
8. For practical classes in clinical subjects at a medical college, if a group of 16 students is divided into smaller groups, two groups of 8 students are formed.
9. Supervision of graduates' qualification papers may be assigned to teachers with at least five years of teaching experience.
10. Practical and laboratory classes and independent-study assignments must be delivered and completed to a high standard. The availability of material, technical, and instructional-methodological resources for a subject at a college depends on the teachers' qualifications.
11. The total hours in the curriculum consist of 40% classroom hours and 60% student independent study. Independent work is assessed according to a special schedule approved and monitored by the chairpersons of the SCCs.

TEACHING WORKLOAD PLANNING STANDARDS

(Amended by Protocol No. 1 of the Academic Council of ZhAGU dated 1 September 2025.)

No.	Type of work	Unit of work	Time standard (hours)	Notes
1.	Conducting practical classes	2 academic hours (one session) according to the curriculum	80 minutes	Practical classes are conducted with one group. Russian, English, and German are taught in small groups.

2.	Conducting laboratory classes	1 academic hour (session) according to the curriculum	80 minutes	During laboratory classes, the group is divided into two smaller groups if it has more than 20 students.
3.	Administering modules	0.1 hour per student for each module (excluding computer-based testing)		Depending on the subject specialization, exemption from computer-based testing may be granted by decision of the ZhAGU Academic Council.
		per group for each module (computer-based testing) The subject requires calculations	0.5 hour 1 hour	If the number of students in a group exceeds 15, the time standard is doubled.
4.	Organization and assessment of students' independent work	0.4 hour per student		For contract-funded groups.
5.	Administering final assessment (examination or pass/fail test)	per student (excluding computer-based testing)	0.3 hour	В зависимости от дисциплины освобождаются от компьютерного тестирования по решению Ученого совета ЖАГУ.

		per group for each examination (computer-based testing) The subject requires calculations (экзамен,зачет)	0.5 hour 1 hour	If the number of students in a group exceeds 15, the time standard is doubled.
6.	Supervision of graduates' qualification papers and consultations	per paper	20 hours	One teacher may supervise qualification papers for no more than 6 students.
7.	Consultation on a qualification paper	per paper	4 hours	
8.	Administering state examinations (commission of no more than 5 members) Acceptance of the final internship/practical-training report	0.5 hour per student (per group for computer-based testing) per student	0.2 hour	The chairperson and each commission member receive 0.5 hour per student, up to 6 hours per day. If the number of students exceeds 15, the time standard is doubled.
9.	Consultation before the state examination	2 hours per group		No more than 3 groups per day.
10.	Management of secondary vocational education programs	per program	15 hours per year	A program manager may oversee no more than 2 programs.
Practical-training supervision				
a) Teacher-training field				
No.	Type of work	Unit of work	Time standard (hours)	Notes
1.	Introductory practice (all specialties), N credits	Per student until	n	

		completion of the practice		
2	Teaching practice (work placement), N credits	Per student until completion of the practice)	n	
3	Pre-graduation practice, N credits	Per student until completion of the practice	n	
4	Supervision by educational institution School principal	Per student until completion of the practice	0.6 × n, of which 1 hour	
5.	Acceptance of practice documentation from part-time students	Per student for all types of practice	0.1 hour	
For non-teaching fields				
1.	Ознакомительная практика (для всех специальностей) N кредит	Per student until completion of the practice	n	
2.	Work placement, N credits	Per student until completion of the practice	n	
3.	Pre-graduation practice, N credits	Per student until completion of the practice	n	
4.	Industry supervisors	Per student until completion of the practice	0.6 × n	

ORGANIZATION OF INSTRUCTIONAL-METHODOLOGICAL WORK

Instructional-methodological work by SVEI teachers is intended to regulate and improve the educational process and includes the following activities:

STANDARDS FOR PLANNING INSTRUCTIONAL-METHODOLOGICAL WORK

No.	Type of work	Allocation to teaching workload	Notes
1.	Preparation for classes: b) practical and seminar classes c) laboratory classes	2 hours per hour; 2 hours per hour	
2.	Preparation of working course programs (syllabi)	20 hours per subject	
3.	Revision of working course programs (syllabi)	10 hours per subject	
4.	Development of educational programs by field and specialty (main educational program)	50 hours per program	
5.	Preparation of instructional-methodological manuals	50 hours per manual	
6.	Development of laboratory assignments; development of practical-class assignments; guidelines for writing qualification papers	40 hours per subject; 40 hours per subject; 30 hours per set of guidelines	
7.	Participation in professional development courses (with supporting documentation)	Must not exceed 50 hours per year	
8.	Preparation of test questions and uploading them to the AVN system	10 hours per ongoing assessment (module)	
19.	Preparation of video and audio materials for a course, creation of slides, and preparation of video lessons	Up to 50 hours per subject	
10.	Preparation of practice regulations, practice programs, and practice roadmaps for teachers and students	30 hours; 20 hours; 20 hours	
11.	Development of workbooks	20 hours per item	
12.	Development of assessment tools for evaluating students' knowledge	30 hours per set	
13.	Development of a program and assignments for workplace training	20 hours per subject	
14.	Peer classroom observations: teacher; SCC chairperson; deputy director; director	1 hour per academic hour; once every two weeks; once every two weeks; twice a week; three times a week	
15.	Writing, preparing, and publishing teaching manuals, e-books, and textbooks	100 hours per printed sheet	By decision of the Instructional-Methodological Council

RESEARCH WORK

1. Teachers' research work provides methodological support through new scholarly formats, teaching methods, and educational technologies.
2. Research and methodological work includes the following:

STANDARDS FOR PLANNING RESEARCH WORK

No.	Type of work	Allocation to teaching workload	Notes
1.	Editing and translating research articles and reports into the state language.	20 hours per printed sheet.	By order of the Instructional-Methodological Council
2.	Preparing scientific-methodological, methodological, and research reports and presenting them at conferences, seminars, and symposia.	20 hours per report	
3.	Writing a research article: Scopus-indexed article; e-library; ZhAGU Bulletin	60 hours per article; 40 hours per article; 20 hours per article	
4.	Supervision of students' research work.	10 hours per student	By decision of the SCC
5.	Conducting scientific-theoretical and scientific-methodological conferences, seminars, and round tables.	5 hours per event	
6.	Organizing an academic competition and preparing students.	10 hours per student	
7.	Writing a research thesis: doctoral dissertation; candidate dissertation	80 hours; 50 hours	
8.	Выполнение научно-исследовательских проектов (с отчетом в научно-технический совет) - Научному руководителю - Исполнителю	80 hours per topic; 30 hours	

STANDARDS FOR PLANNING PUBLIC AND EDUCATIONAL ACTIVITIES

Participation in and organization of public and educational activities by teaching staff; group-advisor work that supports students' personal development; cultural and developmental activities for students; and participation in all events held at ZhAGU.

Public and educational activities are planned as follows:

No.	Type of work	Allocation to teaching workload	Notes
1.	Organizing month-long and ten-day campaigns, round tables, and subject-related meetings.	10 hours per event	

2.	Organizing cultural and mass events and student campaigns: at institute level; at college level; at university level; sports events	20 hours per event; 10 hours per event; 30 hours per event; 10 hours per event	
3.	Membership in various councils and standing committees of ZhAGU and the college.	30 hours per academic year	
4.	Equipping and arranging new classrooms, offices, and laboratories.	50 hours per room.	
5.	Performing group-advisor duties.	5 hours per student.	The group advisor is appointed by decision of the SCC.
6.	Delivering lectures for students on personal development, understanding, and practicing values.	No more than 20 hours.	
7.	Participation in public activities of ZhAGU and the college.	No more than 20 hours.	

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