

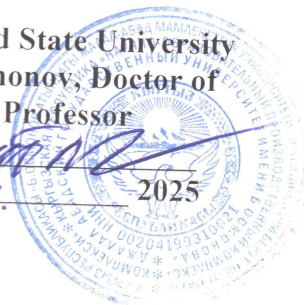
**MINISTRY OF EDUCATION, SCIENCE, HIGHER EDUCATION AND
INNOVATIONS OF THE KYRGYZ REPUBLIC "JALAL-ABAD STATE
UNIVERSITY NAMED AFTER B. OSMONOV" SCIENTIFIC
EDUCATIONAL AND PRODUCTION COMPLEX**

Reviewed and recommended for approval
by the Academic Council of Jala-Abad
State University named after B. Osmonov
Protocol No. 1
dated "01" 09 2025

APPROVED

Rector of Jala-Abad State University
named after B. Osmonov, Doctor of
Technical Sciences, Professor
Usenov K. Zh.

"01" 09 2025



**"GUIDELINES FOR THE STRUCTURE AND CONTENT OF THE
SYLLABUS"**

With amendments and additions introduced by Protocol No.1 of the
Academic Council of Jalal-Abad State University (JASU) dated September 1,
2025.

General Provisions

1.1. In accordance with Resolutions of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 24, 2024, and No. 329 dated June 10, 2025, and based on the JASU Regulation "On the Module-Rating System for Assessing Student Performance," the Regulation "On Conducting Current Control and Intermediate Attestation of JASU Students," and the Regulation "On Checking Students' Knowledge at JASU by means of Computer Testing," amendments have been introduced to the Regulation "On the Structure of the Syllabus."

1.2. The Regulation on the Structure of the Syllabus of Jalal-Abad State University (hereinafter - the Regulation) has been developed in accordance with the content of the State Educational Standard, the basic and working curriculum, the educational program, based on the student support model and logical sequence. The Regulation includes elements of the course's working program, its aims and objectives, brief content, topics and duration of each lesson, assignments for independent study, instructor's requirements, rules for current and intermediate control (module) when assessing students' knowledge, as well as a list of literature.

2. Main Goal of Creating the Syllabus:

- “To create a document for each discipline that complies with the requirements of the credit-based education system”, which defines the cooperation, connection, and activity between the instructor and the student.
- To briefly and clearly state the main outcome that must be achieved by students when studying the corresponding course.
- “To include the course policy and academic requirements set by the instructor.”
- To ensure students are consistently familiarized with information regarding the course being studied, knowledge of the assessment criteria, and the rules for accumulating points when passing the module.

3. Main Requirements for the Syllabus:

- “The syllabus must be clear and accessible to all students.”
- The volume of the syllabus should be brief and accurate, **not exceeding 5-6 pages**, in accordance with the working program compiled for the discipline.
- “The syllabus should serve as an indicator of the instructor’s professionalism and the student’s awareness and creativity.”

4. Structure of the Syllabus:

4.1. Title Page. The 1st page of the title sheet must fully indicate: the full name of the ministry, the educational institution (institute, college, department or **PCK** [*Professional Cycle Commission*]/[Subject-Matter Commission]), the name and code of the discipline, the field of study (specialty), profile, normative duration of study, semester of study, volume of credit hours (taken from the curriculum), forms of study and control of the discipline, as well as the approval mark (can be taken from the working program).

- In addition, the title page indicates the full name of the instructor who compiled the syllabus, contact details for communication with the instructor (contact phone numbers, email address), position held, institute, department, PCK, as well as the number of the protocol on the syllabus review at the meeting of the department, PCK.

4.2. Introduction. This section reflects the aim and objectives of teaching the discipline, as well as the expected results.

4.3. Content, Aim, and Objectives of the Discipline for Students.

- **Course Description** – What benefit will this course bring to students? This is presented with justification. Here, information is provided on the relevance of the course, its practical significance, its place in science, as well as related subjects (**prerequisites and post-requisites**) for mastering it.

- **Aim of Teaching the Discipline:** The aim is determined in accordance with the standard program. It is a brief and clear statement of the main outcome that must be achieved by students when studying this course.

- **Learning Outcomes of the Discipline:** The objectives of studying the course are specified according to the specialty, describing the fundamental knowledge, skills, and abilities that students must acquire.

4.4. Expected Outcome.

- It is written based on the competencies being formed, taken from the matrix in the educational program (the student must know the expected outcome and benefit from the subject they have completed studying).

5. Brief Content of the Discipline

5.1. Based on the curriculum, the course volume and types of work are planned in the following order:

№	Total Workload	Total Hours	Semester
1	Total:		
2	Classroom Hours		
	Lectures		
	Practical classes		
	Laboratory classes		
3	Student's Independent Work (SIW)		
What type of industrial practice will this course be required for?			

5.2. Distribution of Course Hours.

№	Course Title	Credits	Total Hours	Classroom Hours	Lecture Hours	Distribution by Weeks	Practical Hours	Distribution by Weeks	Independent Work	Distribution by Weeks	University Hours

6. Forms of Independent Work Execution Provided to Students

This section of the syllabus must include a list of assignments provided to students, a list and content of the types of independent student work, as well as recommendations for their organization.

We propose the following measures for the organization of independent work:

1. Issuing topics based on the volume and significance of the study material.
2. The forms of independent work are determined by the instructor, who also proposes the procedure for their execution.
3. The deadlines for accepting independent work are determined by the instructor and proposed to the Head of the Department. The Head of the Department monitors the completion of the work according to the approved schedule.
4. Independent work carried out with the direct participation of the instructor should be highlighted separately.

5. Inclusion of assignments for independent work in the course workbook, with checking during classes.

7. Methods Used in Teaching

The methods and their types used during lectures, practical classes, and laboratory classes should be indicated in a way that is understandable to students.

8. Technical Support

“This section should specify how the course will be digitalized and which online platforms will be used.”

9. Course Policy

Every instructor independently determines and specifies the requirements set for students. The rules for students' attendance of classes, the relationship between instructors and students, and the students' responsibilities during the academic process must be indicated in the syllabus as a separate clause in accordance with the internal regulations of JASU.

Example:

Specific requirements for accumulating points, checking attendance (III - Proverka Poseshchayemosti/Attendance Check), and checking performance (IV - Proverka Uspeyayemosti/Performance Check) in the electronic journal for this course:

- Mandatory attendance of lectures;
- Completion of assignments during practical (laboratory) classes and demonstrating activity;
- Preparation for classes, how many good grades must be obtained to pass the course, etc.;
- Timely completion of **SIW** (Student's Independent Work);
- Rules for preparing for test assignments.
- Separate rules are developed for:
 - Being late for or leaving classes early;
 - Use of mobile phones;
 - Plagiarism (copying someone else's work);
 - Late submission of assignments, etc.

10. Organization of the Modular-Rating System for Assessing Student Performance

10.1. Student knowledge assessment consists of two stages:

- Module — consists of Attendance Check (III), Performance Check (IV), Intermediate Attestation (IIA), and Student's Independent Work (CPC), and for medical specialties — the Objective Structured Clinical Examination (OSCE).
- **Final Assessment (Exam).**

The number of modules during the semester for all subjects is **2 modules**, regardless of the weekly lecture load in the curriculum.

10.2. The acceptance of modules and exams is conducted according to the approved module schedule, with the participation of a public commission and the instructors leading the classes (lecturer and assistant). During computer testing (module, exam), the instructor leading the class participates only as an observer, is obliged to monitor order in the classroom, student attendance, and compliance with exam rules, must not interfere with the work of the public commission, and is prohibited from walking around the classroom or helping students.

10.3. Attendance Check (III): For disciplines where an exam is required, the student accumulates 0 to 8 points in each module. Points are accumulated for daily attendance of classes. If a student misses 30% of the total class hours, the attendance result in the electronic record will be "0". After the instructor marks student attendance in the electronic journal of the AVN information system, the III score is automatically displayed. A student who attends 70% of classes receives the threshold score of 6 and is admitted to the module. If the accumulated score for attendance is below 6, III becomes "0".

In the case of a Pass/Fail (Zachet) course, intermediate attestation is not conducted. Ultimately, a test is taken. Student attendance is assessed from "0" to "16" points. If the student misses 30% of the total class volume, III turns into "0". A student who attends 70% of classes receives 12 points. With 100% attendance, the student accumulates 16 points.

Performance Check (IIY): Student activity during classes and grades received in classes are entered into the IIY column of the electronic record. It shows a score from 0 to 10. If the student has never received a grade for the taught subject under IIY, the instructor has not entered the corresponding "grade" in the electronic journal, and the student has not shown activity in classes, and their threshold score for these practical classes has not reached 2, then IIY turns into "0", and the student is not admitted to the module (computer testing).

In the case of a Pass/Fail (Zachet) course, the student accumulates "0" to "20" points under IIY. If the final threshold score is below 6, then IIY turns into "0". If the total score accumulated by the student for attendance and performance is below 18 points, they are not admitted to the test for the Pass/Fail course. For students who do not pass the Pass/Fail course, AKЖ (Akademicheskaya Konsultaciya i Peresdacha/Academic Consultation and Retake) is organized. If a student took the module at another time (without the knowledge of the instructor responsible for the module) or in another place and received a score, the instructor responsible for the module in question must submit a report to the academic department requesting the annulment of the score, confirmed by the Director of the Institute (Director of the College). Computer testing cannot be taken via mobile phone.

The instructor is responsible for the timely and accurate recording of student attendance in the electronic journal of the AVN information system during the Attendance Check (III), and control over this is assigned to the Directors.

10.4. Objective Structured Clinical Examination (OSCE) / Objective Structured Practical Examination (OSPE).

OSCE and OSPE are conducted during the week of the second module, before the start of the module.

The procedure for conducting and organizing OSCE and OSPE is regulated by the Regulation on OSCE and OSPE.

For disciplines with OSCE, the student receives a maximum of 30 points for Intermediate Attestation (IIA) in Modules 1 and 2. The average score of Modules 1 and 2 is 48, and the student accumulates 5 to 11 points for the OSCE. If the score obtained in the OSCE is below 5, the student must retake it. The total maximum then becomes 59 points. In the exam, the student accumulates 41 points, and the total score reaches 100. However, if the average module score is below 30, the student is not admitted to the OSCE. Also, if the score accumulated by the student after the OSCE is below 35, they are not admitted to the exam.

Credit Grading System (At the discretion of the educational organization)		Assessment using the Traditional System.	
Points or Scores	Letter Grade Assessment	Numerical Equivalent	
93-100	A	4.00	Excellent
90-92.99	A-	3.67	
87-89.99	B+	3.33	Good
83-86.99	B	3.00	
80-82.99	B-	2.67	
77-79.99	C+	2.33	Satisfactory
73-76.99	C	2.00	
70-72.99	C-	1.67	
67-69.99	D+	1.33	
63-66.99	D	1.00	

60-62.99	D-	0.67	
00-59.99	F	0.00	Unsatisfactory
-	P		Passed (or Credited)
-	NP		Not Passed (or Not Credited)
-	I	The overall grade point average (GPA) is not included in the calculation.	Did not fulfill all course requirements due to valid reasons.
-	W		Withdrawal from a non-mandatory discipline.
-	AU		Attended the course as an auditor without receiving a grade.

10.5. Module and Exam Assessment

The submission of modules (exams) is carried out by computer testing.

In this case, Intermediate Control (IIK - *Proverka Kontrolya*) and Students' Independent Work (CPC - *Samostoyatel'naya Rabota Studentov*) are combined, and the student accumulates a maximum of 41 points for the testing. Module submission is conducted according to the academic process schedule, where a student can earn a maximum of 0-59 average points for two modules, and up to 0-41 points on the exam. Students who have scored less than 30 points are not admitted to the exam.

10.6. Final Assessment and Grading

Final assessment is determined by a general 100-point system.

The final score for the subjects (exam) is automatically entered into the electronic grade book and the electronic exam (pass/fail) transcript based on the following scale and criteria, where the GPA (Grade Point Average) value is displayed in its numerical equivalent:

- I – is awarded to the student if they failed to fulfill all course requirements due to valid **reasons**, i.e., did not appear for the module, exam, etc. Within the period established by the educational organization, the student has the right to fulfill all course requirements, after which the grade is changed.
- **F – Unsatisfactory.**
- **P** – a grade that only allows the student to receive credit (Pass). The P grade is assigned only for an elective discipline (it is not used in the calculation of the Grade Point Average (GPA)).

In case of receiving an unsatisfactory grade, the student is not allowed to repeat the intermediate attestation, except for cases confirmed by documentation.

The student's average grade point (GPA - Grade Point Average) is calculated based on performance results; its maximum value is 4.0 points, and the minimum is 2.0 points. The student's weighted average score is calculated based on learning outcomes in each semester and after graduation.

10.7. Admission to Final Assessment

If a student's arithmetic average module score is 30-59, they are admitted to the final assessment and can receive 0-41 points depending on their knowledge.

If a student's arithmetic average score for the general block is 0-29, they are not admitted to the final assessment, and retaking is carried out in accordance with the "Regulation on the procedure for admitting students to modules and the examination session and retaking academic debts."

10.8. Exam Grading Scale

Points	Grade	Description
90-100	"5"	Excellent

80-89	"4"	Good
60-79	"3"	Satisfactory
0-59	"2"	Unsatisfactory

Pass/Fail (Zachet):

- **0-44 – "Not Passed"**
- **45-100 – "Passed"**

10.9. Module Retakes and Absence

Retaking the module to improve the score is not permitted.

A student who did not appear (was not admitted) to the module is marked "кж" (*kelgen zhok* - did not appear). If a student did not appear (was not admitted) to the first module due to any valid reason, based on supporting documents, the director allows them to attend the second module two weeks before its start. In this case, the PC/SIW of the second module is conducted during the first three days of the exam, and an individual schedule for module submission is created.

Penalties for Unexcused Absence and Student Ranking

If a student did not appear for the module without a valid reason:

1. The director analyzes their attendance and submits a proposal for expulsion.
2. Based on paragraph 4.8 of this Regulation, they are not admitted to the final assessment.

Following 72 hours of total absence from classes without a valid reason during the semester, the director submits a proposal for the student's expulsion.

The timely issuance and attachment of exam transcripts (originals and electronic form) are controlled by the directors of the institute and the college.

11. Procedure for Determining the Student's Knowledge Level (Rating)

11.1. The director determines the knowledge level of each student based on the results of the winter and summer sessions. It is summarized by adding up the points obtained for the subjects studied in that semester.

11.2. The director determines the level of each academic group on the course based on the results of the winter and summer sessions. It is calculated based on the arithmetic mean score of the entire group (the sum of the group's total points divided by the number of students).

- The level of knowledge of the course and specialty is determined in the same way.
- Based on the module results, the best student, the best academic group, and the best course are determined for each academic group, course, and specialty.

11.3. The student's knowledge level rating is compared with the results of a monitoring that determines the residual level of knowledge.

11.4. The ranking of the educational level of instructors is also calculated, similar to determining the ranking of students' knowledge levels. It is summarized in accordance with the instructor's duties specified in paragraph 3.3 of this Regulation.

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