

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

" JALAL-ABAD STATE UNIVERSITY NAMED AFTER B. OSMONOV "
INDUSTRIAL SCIENTIFIC EDUCATIONAL INSTITUTION

Reviewed and proposed for
approval by the Academic
Council of JASU

Protocol No. 1
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APPROVED

Rector of Jalal-Abad State
University named after

B. Osmonov, professor

K.Zh. Usenov

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INSTRUCTION FOR PLANNING AND ACCOUNTING OF THE ACADEMIC LOAD
OF EDUCATIONAL STAFF OF SECONDARY VOCATIONAL EDUCATIONAL
INSTITUTIONS (SVEI) OF JASU"

Amendments introduced by Protocol No. 8 of the Academic Council of JASU dated
26.06.2020.

Amendments introduced by Protocol No. 8 of the Academic Council of JASU dated
18.06.2021.

Amendments introduced by Protocol No. 1 of the Academic Council of JASU dated
01.09.2025.

Appendix to Bulletin No. 1 of Jalal-Abad State University.

“Instructions for Planning and Accounting of the Academic Load of Educational Staff of Secondary Vocational Educational Institutions (SVEI) of JASU”

Prepared by the Academic Inspection Department of JASU and Directors of SVEI under JASU.

Recommended for publication based on Protocol No. 28 of the Administrative Council of JASU dated June 17, 2013.

Amendments were introduced to the Instruction, and they were re-recommended for approval based on Protocol No. 8 of the Academic Council of JASU dated June 28, 2017.

Re-examined based on Protocol No. 8 of the Academic Council of JASU dated June 26, 2020.

The “Instruction for Planning and Accounting of the Academic Load of Educational Staff of Secondary Vocational Educational Institutions (SVEI) of JASU” are recommended for use in planning the academic work norm, academic-methodological work, scientific-methodological work, and academic-organizational work of the faculty of SVEI of JASU.

Amendments introduced by Protocol No. 8 of the Academic Council of JASU dated 18.06.2021.

Amendments introduced by Protocol No. 1 of the Academic Council of JASU dated 01.09.2025.

General Provisions

1. The “Instruction for Planning and Accounting of the Academic Load of Educational Staff of Secondary Vocational Educational Institutions (SVEI) of JASU” were developed in accordance with the resolutions of the Cabinet of Ministers of the Kyrgyz Republic No. 590 dated September 24, 2024, and No. 329 dated June 10, 2025, the “Regulation on the Modular-Rating System for Assessing Student Performance and Quality of Education” of JASU, the “Regulation on the Organization of the Educational Process in Secondary Vocational Education Organizations using Academic Credits” of JASU, the “Model Regulation on Current and Midterm Attestation of Students in Secondary Vocational Education Organizations and the Organization of the Educational Process using Academic Credits” of JASU, the “Regulations on Final State Attestation of Graduates of Higher and Secondary Vocational Education Programs” of JASU, and serve as the basis for organizing the work of the college faculty in planning and accounting for the academic load.
2. The “Instruction” for planning and accounting for the pedagogical academic load ensure the rational use of teachers' labor (organization of academic, academic-methodological, research, educational, and cultural work) at a high level with the purposeful distribution of various types of activities among the SVEI faculty.
3. The “Instruction” for planning and accounting for the pedagogical academic load are the basis for forming the faculty's workload and are performed according to an individual plan, drawn up annually by the faculty, taking into account the position held, and include all types of activities for the fulfillment of the curriculum, the research work plan, and the organization of academic, academic-methodological, research, educational, and other work.
4. The duration of the working time for the **faculty of the university and secondary vocational educational institution** is a **6-hour workday** according to the Labor Code of the Kyrgyz Republic, the Charter of JASU, including the Charter of secondary vocational education institutions, the collective agreement, and the employment contract, is regulated by the Internal Labor Regulations and provides for the class schedule and individual plans of the faculty.
5. The planning of the academic load is carried out within a **36-hour working week**. The working time is based on the established annual budget and a 6-hour workday. It is subject to mandatory fulfillment in accordance with the position held and the compiled work plan for academic, academic-methodological, research, educational, and public work.
6. The **36-hour working week** of a teacher includes the following duties, which are planned and recorded in the right part of the individual plan, falling within the 36 hours:
 - Conducting practical, laboratory classes, supervision of all types of practice;
 - Development and introduction of additions and changes to working curricula for disciplines;
 - Introduction of norms for accepting modules, exams, and state attestation;
 - Development, application, and dissemination of new teaching methods that promote the creative development of students;
 - Preparation of assignments for students' independent work, development of forms of the fund of evaluation tools for assessing student knowledge;
 - Conducting research work in their specialization;
 - Writing and publishing textbooks, monographs, academic-methodological manuals, teaching materials, and scientific articles;
 - Compiling and testing syllabi and curricula for the disciplines taught in accordance with their field;
 - Participation in scientific-practical conferences, seminars, and symposia held at the republican, regional, interuniversity, inter-college, and departmental levels;
 - Fulfillment of public work and curatorial duties for groups belonging to the department, support for student activities and creative collectives;
 - Conducting cultural and mass work among students;
 - Close cooperation with the parents of children who have graduated from 9th grade;

- Fulfillment of public assignments from university departments, the rectorate, college heads, and department heads.
7. The working time of the faculty is calculated taking into account the periods of **winter and summer vacations**, excluding the period of paid leave. During this period, the university management may, based on an approved schedule, involve the faculty in performing pedagogical and organizational work, the duration of which does not exceed the time of the academic load.
 8. The volume of academic-methodological and educational work for each teacher is planned taking into account the **tasks of the college and the university for the academic year**.
 9. The **annual volume of academic work** for the faculty of SVEI is determined for the academic year based on the allocated hours of pedagogical load as follows:

No.	Positions	Type of Study	Academic Load Volume (in academic hours)	Funds paid for 1 study norm	Academic-Methodological, Organizational-Educational, Cultural Work	Total	Note
1	Teacher with higher education and Master	Contract basis	720	14045	1245	2325	Resolution of the Government of the Kyrgyz Republic No. 181 dated 30.03.2022
		Budget basis	720	14045	1245	2325	
2	Holders of a Bachelor's qualification	Contract basis	720	12876	1245	2325	Resolution of the Government of the Kyrgyz Republic No. 181 dated 30.03.2022
		Budget basis	720	12876	1245	2325	
3	Holders of secondary vocational education	Contract basis	720	11700	1245	2325	Resolution of the Government of the Kyrgyz Republic No. 181 dated 30.03.2022
		Budget basis	720	11700	1245	2325	(Amendment introduced by Protocol

							No. 8 of the Academic Council of JASU dated 18.06.2021)
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10. The academic load of the Head of the Subject-Cycle Commission (SCC) in colleges must not exceed 1.35 rate.
(Amendment introduced by Protocol No. 8 of the Academic Council of JASU dated 18.06.2021)

Academic Work

1. The **core of the teachers' activity is academic work**. It includes planning, organization, conducting all types of academic classes, conducting various forms of control over the assimilation of academic materials, and the completion of independent work assignments.
2. The **academic hour of classes** is established in accordance with the requirements of the credit technology; for SVEI, one double-period class is **80 minutes**.
3. The number of **1st-year budget-funded courses** is proposed by the Ministry of Education of the Kyrgyz Republic and approved by the Government of the Kyrgyz Republic based on the adopted plan. The number of students in study groups for the 2nd and 3rd years is set by the management within the allocated funding volume.
4. The number of students in **contract-based groups** should generally be **no less than 13 students**. It is determined by the university in accordance with the volume of extrabudgetary funding.
5. When determining the academic load for teaching **Russian and foreign languages (by specialty)**, dividing into **small groups of 12–15 people** is allowed. If the number of students in a group does not exceed **24 people**, the group is not divided into small groups.
6. When conducting **laboratory classes in specialized laboratories**, to ensure safety, the academic group is divided into small groups of **10–15 people** (for medical, veterinary specialties) and **11–15 people** for other specialties.
7. When accepting **state exams and defending qualification works**, the number of students in a group is **15–20 people**.
8. For **practical classes in clinical disciplines at the medical college**, when dividing into small groups, if the number of students is 16, **two groups of 8 people** are formed.
9. Supervision of graduate qualification work is provided to teachers with a pedagogical experience of **at least 5 years**.
10. Practical, laboratory classes, assignments for independent work, and their completion must be at a high level. The provision of the subject with **material and technical, and academic-methodological resources** in colleges depends on the qualification level of the teachers.
11. The total volume of hours in the curriculum comprises **40% of classroom hours** and **60% of students' independent work**; the acceptance of independent work is carried out according to a special schedule, approved and checked by the Heads of the PCC.

Instruction for Planning Academic Work

(Amendment introduced by Protocol No. 1 of the Academic Council of JASU dated 01.09.2025)

No.	Type of Work	Unit of Work	Time limit (in hours)	Note
1.	Conducting practical classes	2 academic hours (double-period class) according to the curriculum	80 minutes	Practical class is conducted with one group. Russian, English, and German languages are taught in small groups.

2.	Conducting laboratory classes	1 academic hour (double-period class) according to the curriculum	80 minutes	In a laboratory class, the group is divided into 2 small groups (if the number of students in the group is more than 20).
3.	Accepting modules	0.1 hour per 1 student for each module(excluding computer testing)		Depending on the discipline's specialization, they are exempt from computer testing by decision of the JASU Academic Council.
		per each group for each module(with computer testing)	0.5 hour	In case the number of students in the group exceeds 15, it is increased by 2 times.
4.	Organization and checking of students' independent work	0.4 hour per 1 student		For contract groups.
5.	Accepting final control	per 1 student(exam, credit) (excluding computer testing)	0.3 hour	Depending on the discipline, they are exempt from computer testing by decision of the JASU Academic Council.
		per each group for each exam(with computer testing)	0.5 hour	In case the number of students in the group exceeds 15, it is increased by 2 times.
6.	Supervision of graduate qualification work and conducting consultations	20 hours per 1 work		A single teacher is allowed to supervise the qualification work of no more than 6 students.
7.	Consultation on qualification work	4 hours per 1 work		
8.	Accepting state exams (commission no more than 5 people)	0.5 hour per 1 student (for computer testing, per one group)		For the commission chairman and each member - 0.5 hour per 1 student. No more than 6 hours per day. In case the number of students exceeds 15, it is increased by 2 times.
9.	Consultation before the state exam	2 hours per 1 group		No more than 3 groups per day.
Practice Supervision				
a) Pedagogical Field				
No.	Type of Work	Unit of Work	Time limit (in hours)	Note

1.	Academic practice (for all specialties) N x credit	per 1 student until the end of the practice	2 x n	
2.	Pedagogical practice (industrial) N credit	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:			
	Including for the Primary Education specialty:			
	- Native language		3.5 hours	
	- Mathematics		3.5 hours	
	- Natural science		1 hour	
	- Drawing and manual labor		1 hour	
	- Physical education		1 hour	
	- Music teacher		1 hour	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
3.	For the Physical Education Teacher specialty	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:		11 hours	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
4.	For the Foreign Language Teacher specialty	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:		11 hours	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
5.	For the Preschool Education specialty	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:		10 hours	
	Physical education teacher		1 hour	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
6	Pre-diploma practice N credit	2 x n per 1 student until the end of the practice		
	For the Primary Education specialty specialist-teachers:			
	- Native language		5 hours	
	- Mathematics		4 hours	
	- Natural science		1 hour	
	- Drawing and manual labor		1 hour	

	- Physical education		1 hour	
	- Music teacher		1 hour	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
7	For the Physical Education Teacher specialty	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:		12 hours	
	Physical education teacher		1 hour	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
8	For the Preschool Education specialty	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:		13 hours	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
9.	For the Foreign Language Teacher specialty	2 x n per 1 student until the end of the practice		
	To the specialist-teacher:		13 hours	
	- Teacher-pedagogue		0.6 hour	
	- Teacher-psychologist		0.4 hour	
10.	To the Heads of Educational Institutions:	2 x n per 1 student until the end of the practice		
	School Director		0.30 x n	
	Deputy Director for Academic Affairs		0.30 x n	
	Subject Teacher (Academic Practice) N credit		1.7 x n	
	Subject Teacher (Industrial Practice) N credit		1.7 x n	
	Subject Teacher (Pre-diploma Practice) N credit		1.7 x n	
11.	Acceptance of practice documentation from extramural students (Academic Practice) N credit, (Industrial Practice) N credit, (Pre-diploma Practice) N credit	0.3 x n per 1 student for all types of practice		
Non-Pedagogical Field				

1.	Academic practice (for all specialties) N credit	2 x n per 1 student until the end of the practice		
2.	Industrial practice N credit	1 x n per 1 student until the end of the practice		
3.	Pre-diploma practice N credit	1 x n per 1 student until the end of the practice		
4.	Production Supervisors (Academic Practice) N credit, (Industrial Practice) N credit, (Pre-diploma Practice) N credit	2 x n per 1 student until the end of the practice		
5.	Practice Supervisor at the college	1 hour per each student who completed the practice, once per academic year	0.25 hour per part-time student, once per year	

Organization of Academic-Methodological Work

The organization of academic-methodological work of SVEI teachers is aimed at regulating the activities of teachers to **improve the academic process** and includes the following measures:

Time Norms for Planning Academic-Methodological Work

No.	Type of Work	Allocation to Academic Load	Note
1.	Preparation for classes: b) for practical, seminar classes c) for laboratory classes	2 hours per 1 hour 2 hours per 1 hour	
2.	Development of work program	20 hours per 1 discipline	
3.	Correction of work program	10 hours per 1 discipline	
4.	Development of a syllabus	20 hours per 1 discipline	
5.	Development of educational programs for a field and specialty (FEP - Field Educational Program)	50 hours per 1 program	
6.	Creation of academic-methodological manuals	50 hours per 1 manual	
7.	Development of assignments for laboratory classes; development of assignments for practical classes; methodological guidelines for writing qualification works.	40 hours per one subject; 40 hours per one subject; 30 hours per one guideline	

8.	Participation in professional development courses (with a supporting document)	Must not exceed 50 hours during the year	
9.	Development of test assignments and uploading to the AVN system (Automated Information System)	10 hours per one current control (module)	
10.	Preparation of video and audio materials for an academic discipline, creation of slides, preparation of video lessons	Up to 50 hours per 1 discipline	
11.	Creation of: - practice regulation - practice program - practice roadmap for the teacher and student	30 hours 20 hours 20 hours	
12.	Development of workbooks	20 hours per 1 work	
13.	Development of forms of the fund of evaluation tools for assessing student knowledge	30 hours per 1 set	
14.	Development of a program, assignments for on-the-job training	20 hours per 1 subject	
15.	Attending colleagues' classes: Teacher; PCC Head; Deputy Director; Director	1 hour per 1 academic hour; once every two weeks; once every two weeks; twice a week; 3 times a week	
16.	Writing, preparation, and publication of academic manuals, e-books, textbooks	100 hours per 1 printed sheet	By decision of the Academic-Methodological Council

Research Work

1. The **scientific work of teachers** ensures the **methodological equipping** of teachers with new scientific forms, new methods, and teaching technologies.
2. **Scientific-methodological work** includes the following:

Instruction for Planning Research Work

No.	Type of Work	Allocation to Academic Load	Note
1.	Editing and translation of scientific articles, reports into the state language.	20 hours per 1 printed sheet.	By order of the Academic-Methodological Council
2.	Preparation of scientific-methodological, methodological, reports and presentations at conferences, seminars, symposia.	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 work.	10 hours per 1 student	By decision of the SCC
5.	Conducting scientific-theoretical, scientific-methodological conferences, seminars, round tables.	5 hours per 1 event	
6.	Organization of an Olympiad and preparation of students.	10 hours per 1 student	
7.	Writing a scientific work: - doctoral work - candidate work	80 hours 50 hours	
8.	Execution of research projects (with a report to the scientific-technical council) - Scientific Supervisor - Performer	80 hours per one topic 30 hours	

Instruction for Planning Social and Cultural Work

Participation and organization of social and cultural work of the faculty, conducting curatorial work that promotes the personal development of students, conducting cultural and mass developmental work among students, participation in all events held at JASU.

Social and cultural work is planned as follows:

No.	Type of Work	Allocation to Academic Load	Note
1.	Conducting monthly events, decades, round tables, meetings on subjects.	10 hours per 1 event	
2.	Conducting cultural and mass events, actions among students. - At the institute level - At the college level - At the university level - Sports events	20 hours per 1 event 10 hours per 1 event 30 hours per 1 event 10 hours per 1 event	
3.	Membership in various councils and commissions of JASU, college.	30 hours during one academic year	
4.	Furnishing new classrooms, offices, laboratory premises.	50 hours per one classroom.	
5.	Conducting curatorial work.	5 hours per 1 student.	The curator is approved by the SCC decision.
6.	Delivering lectures aimed at personal development, understanding, and realizing values among students.	No more than 20 hours.	
7.	Participation in the social and cultural work of JASU, college.	No more than 20 hours.	

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