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REGULATION ON THE ORGANIZATION OF STUDENTS'
INDEPENDENT WORK (SIW)

RULES FOR THE ORGANIZATION OF STUDENTS' INDEPENDENT WORK IN HIGHER AND SECONDARY PROFESSIONAL EDUCATION INSTITUTIONS

1. This Regulation defines the procedure for organizing students' independent work (hereinafter – SIW) in institutions of higher and secondary professional education (hereinafter – educational institutions), developed on the basis of the State Educational Standards for Secondary Vocational Education (SES SVE) and Higher Professional Education (SES HPE) (hereinafter – SES SVE and SES HPE), as well as in accordance with the Order of the Ministry of Education and Science of the Kyrgyz Republic No. 557/1 dated February 16, 2023, “On the Organization of Students’ Independent Work (SIW) in Higher and Secondary Professional Education Institutions of the Kyrgyz Republic.”

2. Within the framework of the educational process, the concept of the total workload for mastering a discipline involves three interconnected types of academic load:

1. Classroom work in the form of traditional classes: lectures, seminars, practical, and other classes;
2. Students' Independent Work;
3. Individual consultations during the process of completing independent assignments, control, and evaluation of the results of individual assignments.

Students' Independent Work is a method for a student to actively and purposefully master general knowledge and skills without the direct participation of instructors in this process.

Organizational measures that ensure the development of students' independent work skills, the development of their creative activity and initiative, and that ensure the normal functioning of SIW as a whole, must be based on the following conditions:

1. Independent work must be **specific** in its subject focus;
2. Independent work must be accompanied by **effective, continuous control and evaluation** of its results.

3. The subject and content of students' independent work are determined by the State Educational Standard, current curricula for the educational programs being implemented in various forms of study, working programs of academic disciplines, the content of core literature (textbooks, study guides, and methodological manuals), as well as supplementary literature.

4. Control and evaluation of independent work results are organized as a unity of two forms:

1. Student **self-control and self-assessment**;
2. **Verification and evaluation** by instructors, state examination and certification commissions, state inspections, etc.

5. Specific types and methods for performing independent work for a particular specialty are chosen by students depending on the academic disciplines. In necessary cases, this is done by agreement with the instructor, under the conditions established by current regulatory documents. The types of independent work execution are established by this regulation (see point 9).

6. Activities that create the prerequisites and conditions for performing independent work must ensure that every student is provided with the following:

1. An **individual work mode** when performing theoretical (calculation, graphic, etc.) and practical (laboratory, educational-research, etc.) tasks;
2. **Information resources** (reference books, study guides, banks of individual assignments, academic programs, application software packages);
3. **Methodological materials** (guidelines, manuals, seminars, etc.);
4. **Assessment materials** (tests);
5. **Material resources** (PCs, measuring and technological equipment, etc.);
6. **Time resources**;
7. **Consultations** (staff of laboratories, research institutes, etc.);
8. The **possibility to choose an individual educational trajectory** (elective academic disciplines, supplementary educational services, individual training plans);

9. The **possibility for open discussion** of theoretical and/or practical results obtained by the student independently (conferences, Olympiads, competitions).

7. Students' independent work is conducted in departments that have a service agreement with the educational institution, in the department of educational programs, laboratories, resource centers, other organizations, institutions, and enterprises.

2. Features of the Organization of SIW

8. Within the framework of current curricula for the implementation of separate educational programs in various forms of study, the student's independent work, established by the educational institution, implies independent work on every academic discipline included in the curriculum. The total workload of the discipline is divided into classroom and independent work. In this case, the **major part** of the discipline's workload is allocated to independent work — about **60%**, but it may also vary from **55% to 65%**. The volume of SIW for each academic discipline is determined by the educational institution within the framework of the educational programs being implemented and is fixed in the curriculum.

Example: Semester of 30 credits, 6 disciplines of 5 credits each, each discipline 150 hours — 30 hours' x 5 credits. Classroom work is $150 \times 40\% = 60$ hours, and independent work is $150 \times 60\% = 90$ hours. In this case, independent work may range from 82.5 hours to 97.5 hours. Classroom work will then accordingly range from 52.5 hours to 67.5 hours. The duration of one semester = 16 weeks of theoretical study + 2 weeks of exams = 18 weeks. The maximum volume of a student's weekly academic load, including all types of their classroom and extracurricular (independent) study work, is $(30 \text{ hours}' \times 30 \text{ credits}) / 18 \text{ weeks} = \mathbf{50 \text{ hours}}$.

9. During independent work, the student:

1. **Masters theoretical material** on the studied discipline (separate topics, separate issues within topics, separate provisions, etc.);

2. **Reinforces theoretical material** through the practical use of necessary tools (solving problems, performing control works, self-test questions);

3. **Uses acquired knowledge and practical skills** for situation analysis and developing the correct solution (preparation for group discussion, work prepared within a business game, "case study," written analysis of a specific situation, development of projects, etc.);

4. **Uses acquired knowledge and abilities** to construct their own position, theory, or model (writing a student's graduation or qualification work, scientific-research work).

10. Depending on the subject matter, the student's independent work may include all of the above-mentioned types or a portion of them in various ratios. For example, for disciplines included in the block of humanities and socio-economic sciences, independent work on the study of theoretical materials may predominate — reading supplementary literature, primary sources, etc. For mathematics disciplines — solving problems and control works. For specialized disciplines, SIW should include all four forms.

3. Main Conditions for Ensuring the Effectiveness of Independent Work in Academic Disciplines

15. Clear statement of educational goals for students, stimulating a positive attitude and interest in independent work.

16. Systematic and consistent complication of the content, types, and methods of organizing independent work.

17. Consideration of the level of student preparedness and individual abilities, and the differentiation of assignments.

18. Revision of curricula with the goal of increasing the share of students' independent work in the material being mastered.

19. Preparation of methodological recommendations for mastering a particular course. Their content includes a description of the stages and procedure for work, thematic consultations, topics for problem discussions, literature for independent study, as well as advice on the performance of intermediate and final assignments and computer tests.

20. Development of methodological guidelines for all types of practical training and final state certification.

4. Content of Assignments for SIW

21. The goals, objectives, content, and volume of independent work are an integral part of the academic discipline: its goals, objectives, volume, and content.

22. The volume of independent work is established in the working programs of disciplines for the corresponding

Volume of Disciplines and Types of Academic Work

Types of Academic Work	Total Number of Hours	Semesters			
Total Workload of the Discipline					
Classroom Hours					
Lectures					
Practical Classes (PC)					
Seminars (S)					
Laboratory Works (LW)					
and (or) other types of classroom work					
Students' Independent Work (SIW)					
Course Project (Work)					
Calculation and Graphic Works					
Essay/Paper					
and (or) other types of independent work					
Type of Final Assessment (Module, Exam)					

23. The first column of the table indicates the types of classroom and students' independent work. The second column indicates the total workload of the discipline in hours, as well as the volume of classroom and independent work in accordance with the SES SVE and SES HPE and the curriculum. The third column indicates the number of hours for each type of academic work in each semester, as well as the type of final assessment for the discipline.

24. The content of students' independent work is distributed in the respective programs of disciplines of individual educational programs according to the thematic plan (modules) of the academic discipline's content:

Content of the Topic. (indicates the title of each topic, its content, and the volume in hours of classroom sessions and independent work).

21. Assignments for students' independent work must be clearly formulated, must be inseparably linked to the topics of the discipline being studied, and their volume must be determined by the hours allocated in the curriculum.

22. The assignment, as a rule, includes the following:

1. Goal setting;
2. The minimally required content of the independent work (with the definition of one or more types of SIW);
3. Indication of the format for submitting the completed work (essay, report, explanatory note, results of an experiment or sociological survey, drawings, tables, developed and designed mock-up, etc.);

4. The format and deadlines for reporting (defense of the report during class, defense of the project within the deadline set by the department, participation in practical or seminar classes, writing a control work according to the schedule, submission of the completed assignment to the instructor for checking or checking by the instructor during class, presentation at an extended seminar, participation in student scientific conferences, etc.);

5. The form of assessment for completing the assignment: determination of points within the framework of the point-rating system, pass/fail credits (**zachety**), or the final assessment score.

23. The content of the completed work is determined by the established initial assignment, as well as the performance requirements established within the framework of interaction with the instructor.

24. Proposed (typical) assignments, content, and volume of the student's independent work may be additionally introduced by the developers in the organization of training as part of the methodological recommendations for the working programs of the main educational program's disciplines.

4. Control of SIW Execution

21. The results of the student's independent work must be controlled by the instructor. These results must be evaluated and taken into account during the final assessment of the discipline being mastered. The most preferred form of assessing the results of a student's independent work in the discipline being mastered is the point-based system. When developing the scale for assessing SIW results, it is necessary to consider the student's independent work, and assignments for independent work should be ranked depending on their level of complexity. The following forms are suggested as control methods:

1. Testing;
2. Control measures within the framework of the point-rating system for evaluating the quality of students' academic work, introduced into the educational process based on modular learning technology;
3. Control works, assignments (for the purpose of saving the instructor's checking time, the student fills out an answer matrix);
4. Report on a independently mastered topic (may be collective);
5. Fan-out express survey;
6. Report on the results of a completed project (individually or in a group). The format and deadlines for reporting on SIW are indicated in advance in the assignment and are regulated by the student's independent work schedule.

When developing and issuing the SIW assignment, the format for completing the work (assignment), and the minimally required volume of completed work are specified in advance in the instructor's working program and the syllabus.

5. Planning Students' Independent Work

22. For each discipline, the volume of time for SIW is indicated in the curriculum of each individual educational program. This volume of time is also provided in the working program of the discipline and the syllabus.

23. Assignments for SIW in the disciplines of a specific educational program are planned in advance by the instructor when developing the training course. The initial data for planning SIW are the curriculum, which indicates the total workload and the volume of classroom and independent work for each discipline, the working programs of the disciplines for the specific educational program, and the State Educational Standard.

24. The organization of students' independent work must be carried out in such a way that it ensures the fulfillment of the SES SVE and SES HPE requirements for the level of preparation of the future graduate, and at the same time, takes place within the volume of classes strictly limited by the SES SVE and SES HPE.

25. In the practically implemented educational process, significant deviations occur between the real values of students' time spent on self-preparation (both in greater and lesser directions) and

the volume of extracurricular work set by the curricula for these specialties, as well as less significant factors:

1. The presence of a course work or course project in an academic discipline has a significant impact on the total workload, which is not always considered by instructors or standard developers;
 2. The instructor cannot plan the independent work of a future graduate in a volume equal to the estimated workload according to the curriculum (students performing various types of SIW are difficult to observe; the different levels of students' cognitive abilities do not allow for accurate forecasting of their self-preparation costs);
 3. The instructor may make a mistake in selecting the content of the independent work (overloading with secondary material increases students' extracurricular preparation);
 4. Insufficiently strict requirements from the instructor regarding the quality and systematic nature of students' independent work, as well as irregular checking of submitted work, is common;
 5. When planning extracurricular work, the instructor must consider the complexity of the assignment for the students' comprehension and ability to complete it;
 6. The lack or absence of academic and methodological literature for SIW for some academic subjects leads to a time deficit;
 7. Insufficient renewal of outdated methodological recommendations, guidelines, and materials for conducting academic work, and their discrepancy with the current state of technology and techniques requires additional independent searching by students;
 8. The constantly growing flow of information that is difficult for both instructors and students to navigate: searching, processing, mastering, using, etc.
26. Eliminating the named reasons in the planning and organization of students' independent work will contribute to better compliance with the SES SVE and SES HPE requirements for the total academic workload.
27. Based on the current curricula and SIW assignments, the relevant structures of faculties and colleges compile a **Schedule of Students' Independent Work** for the academic group of a specific specialty within the framework of the academic process schedule for each academic semester. The schedule is compiled and approved by the head of the department.
28. The Schedule reflects the distribution of the volume of independent work for each discipline. SIW may be carried out both during classroom hours and during extracurricular time, depending on the type of activity.
29. For each discipline, the Schedule indicates the distribution of the SIW volume by week of the academic semester, and intermediate control measures (PMP - *presumably a type of continuous assessment*). Control measures may be carried out both during classroom hours and during extracurricular time, depending on the type