

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

ASIAN INTERNATIONAL UNIVERSITY NAMED AFTER SATKYNBAI TENTISHEV

AGREED

Vice-Rector for Quality of Education and
Labor Discipline
Edigeev Zh.A.

[Signature]
"30" 10 2025

APPROVED

by the decision of
the Academic Council of AIU
Protocol № 2

dated "30" 10 20 25

Rector of AIU named after S. Tentishev
Honored Doctor of the Kyrgyz Republic,
Doctor of Medical Sciences, Professor
Selpiev T.T.



QUALITY MANAGEMENT SYSTEM

REGULATION ON STUDENTS' INDIVIDUAL WORK

QMS – EM – 5 – 2025

AGREED

Vice-Rector for Academic and Scientific Work,
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COMPILED BY

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Kant – 2025

1. General provisions

1.1. This Regulation determines the content, organization and control of independent work of students of AIU named after S. Tentishev.

1.2. The Regulation is developed in accordance with the following documents:

- Law of the Kyrgyz Republic "On Education";
- Regulation on conducting current control of academic performance, midterm (boundary) and final (semester) attestations of students of AIU;
- Regulation on conducting midterm (boundary) and final (semester) attestations in the form of computer testing in AIU;
- State educational standards of higher professional education/secondary professional education;
- Charter of AIU named after S. Tentishev.

1.3. Students' Individual Work of (hereinafter SIW) - is educational, scientific-research and socially significant activity of students directed to development of general and professional competencies, which is carried out without direct observation of the teacher, but under his guidance, consulting and control.

1.4. SIW is an integral part of the educational process. In accordance with requirements of the state educational standards it must constitute 50% of the total volume of hours provided for mastering of the main educational program.

1.5. Ratio of classroom and independent work in accordance with approved curricula.

1.6. SIW is conducted with the purpose of formation of general cultural and professional competencies, understood as ability to apply knowledge, skills and personal qualities for successful activity in the medical field:

- formation of skills on search and use of normative, legal, reference and special literature, as well as other sources of information;
- qualitative mastering and systematization of obtained theoretical knowledge, their deepening and expansion for application at the level of interdisciplinary connections;
- formation of ability to apply obtained knowledge in practice (in professional activity) and consolidation of practical skills of students;
- development of cognitive abilities of students, formation of independence of thinking;
- improvement of speech abilities;
- development of activity of students, creative initiative, independence, responsibility and organization;
- formation of abilities to self-development (self-knowledge, self-determination, self-education, self-improvement, self-realization, self-regulation);
- development of scientific-research skills;
- development of skills of interpersonal relations.

2. Types and forms of Students' individual work

2.1. SIW performed under control of teachers may be both classroom and out of classroom.

2.2. Types of SIW are:

- execution of independent assignments at seminar, practical, laboratory classes;
- preparation for classroom classes and execution of assignments of different type and level of complexity;
- preparation for problem lectures, discussion questions, colloquiums, "round tables", role games;
- study of separate topics (questions) of academic disciplines in accordance with educational-thematic plans, making of notes;
- compilation of chronological tables, logical and structural schemes;
- execution of individual assignments (preparation of reports, messages, abstracts, essays, presentations, bibliographic lists, resumes, glossaries and etc.);

- solution of tasks;
- execution of individual and control works;
- execution of project assignments (development of projects, models, programs, layouts);
- execution of research work;
- preparation for all types of control tests, including current control of academic performance (during the semester), midterm attestation (at the end of the semester), to examination;
- preparation for final state attestation, including preparation for state examinations;
- preparation for participation in scientific and scientific-practical conferences and seminars;
- preparation for participation in work of electives, special seminars;
- passing of practices and execution of assignments provided by them, compilation of reports based on results of practices.

2.3. Types of SIW are determined by requirements of state educational standards of higher professional education/secondary professional education, content of the academic discipline, degree of preparedness of students and are approved at the department during development of the educational-methodological complex (working program) of the academic discipline (module) of the main educational program.

3. Organization of Students' individual work

3.1. Methodology of organization of SIW depends on structure, character and features of the studied discipline, volume of hours for its study, type of assignments for independent work of students and conditions of educational activity.

3.2. The process of organization of SIW includes the following stages:

- preparatory (determination of goals, compilation of program, preparation of methodological support, equipment);
- main (implementation of program, use of methods of search of information, mastering, processing, application, transfer of knowledge, fixing of results, self-organization of the work process);
- final (evaluation of significance and analysis of results, their systematization, evaluation of effectiveness of program and methods of work, conclusions about directions of optimization of labor).

3.3. Organization of SIW must be directed to execution of all planned assignments by all students exactly on time and with the required level of quality, which is a necessary condition of formation of skills of self-discipline and self-control.

3.4. The main principle of organization of SIW is a complex approach directed to stimulation in students of the following types of activity on obtaining competencies:

- reproductive (training) - execution of assignments according to a model for the purpose of consolidation of theoretical knowledge, formation of skills and abilities (reading, viewing, note-taking, listening, memorizing, learning, retelling, answers to questions for self-check, repetition of educational material, solution of typical tasks, construction);
- reconstructive (search-analytical and practical) - execution of assignments with mandatory transformation of information (preparation for classroom classes, business games and thematic discussions; preparation of messages, reports and presentations at seminar and practical classes; selection of literature; execution of control works; compilation of plans, notes, annotations; execution of exercises, schemes/drawings, calculation-graphic works; solution of situational, practical/professional tasks; modeling of components of professional activity and etc.);
- creative (scientific-research) - execution of analysis of information, obtaining of new information for the purpose of development of creative thinking (writing of abstracts, scientific articles and reports; participation in scientific-research work, in development of projects directed to solution of practical tasks; participation in conferences, olympiads,

competitions; execution of course works and projects, special creative assignments; preparation of graduation works and projects).

3.5. Organization of SIW is ensured by the Educational and Methodological Department:

- informs structural subdivisions of AIU ensuring organization of SIW about normative documents and recommendations;
- provides methodological assistance to faculties, departments, teachers on organization of SIW;
- conducts monitoring of educational-methodological support of SIW for main educational programs;
- controls planning and organization of SIW at faculties and departments.

4. Planning and educational-methodological support of Students' individual work

4.1. Planning of SIW is carried out within the framework of each main educational program.

4.2. IWS must be accompanied by methodological support and justification of time spent on its execution.

4.3. Educational-methodological complexes are developed by teachers providing teaching of the discipline in accordance with the curriculum of the educational program and undergo a mandatory procedure of approval.

4.4. In the thematic plan of the Educational-methodological complex of the discipline (module) types of SIW must be described taking into account hours necessary for their execution.

4.5. For qualitative organization of SIW into the structure of the educational-methodological complex it is expedient to include additional (facultative) elements:

- lecture notes, textbook, manuals, educational-methodological manual;
- methodological instructions on organization of SIW during study of the discipline (theoretical material of the course);
- methodological instructions on execution of control works (including abstracts, reports), course works, graduation qualification works;
- methodological instructions on execution of practical works;
- methodological recommendations for the teacher;
- practicum (laboratory practicum) on the discipline, if such type of activity is provided by the curriculum;
- glossaries, reference editions.

5. Control and evaluation of results of independent work of students

5.1. Control of the course and results of SIW is carried out by the teacher of the discipline systematically, including in the process of conducting classroom classes (lecture, seminar, practical and laboratory). Results of SIW are evaluated during current control and are taken into account during midterm attestation of students in the studied discipline.

5.2. Types of control include: oral questioning, written works, control using technical means and information systems. Each of these types of control is distinguished by the method of identification of formed competencies: in the process of conversation of teacher and student, student and patient; in the process of creation and verification of written materials; by means of use of computer programs, devices, installations.

5.3. Forms of control of SIW are established by the department and are indicated in the educational-methodological complex (working program) of the discipline (module) of the main educational program:

- oral answer to a question, interview, message, report at practical, seminar, laboratory classes, creative work; presentation of tables with comparative analysis of data, generalizing models, schemes of processes;
- solution of situational tasks on practice-oriented disciplines;
- independently compiled texts and articles;
- notes executed on the topic studied independently;

- independent research;
- abstracts, reviews, feedbacks, essays, tasks, self-analyses, projects, programs, plans, reports, references, conclusions;
- reports on passing of practice; testing, execution of written control work on the studied topic;
- articles, theses of presentations and other publications in scientific, popular-scientific, educational editions based on results of SIW.

5.4. Control criteria of evaluation of IWS are developed at the department conducting the given academic discipline. At the beginning of each semester the teacher is obliged to inform students which forms and methods of control of IWS are established by the department and to state criteria of evaluation of quality of execution of assignments.

Criteria of evaluation of SIW may be:

- quality of the worked material in accordance with the assigned volume;
- degree of executiveness (working out of all aspects of the assignment, оформление of material in accordance with requirements, meeting of established terms of submission of work for checking);
- degree of independence, creative activity, initiative of students, presence of elements of novelty in the process of execution of assignments;
- quality of mastering of educational material (ability of the student to use theoretical knowledge when performing practical tasks, validity and clarity of presentation of the studied material);
- sufficient competence of the author (student) in the disclosed questions.

5.5. An obligatory condition of organization of independent work is reporting of students to the teacher about its results.

5.6. Educational-methodological materials developed taking into account specificity of IWS must meet the following requirements:

- contain recommendations on terms, volume and quality of mastering of material with indication of educational and scientific editions used for these purposes;
- include questions for self-control, verification tests, control assignments, as well as requirements to submission of written work.

5.7. A student who has not fulfilled the types of work provided by the working program of the course, including individual work, on the basis of a report of the teacher may be not admitted by the dean of the faculty to submission of credits, examinations in separate disciplines.

5.8. Results of SIW are summed up during control weeks, terms of which are determined by the schedule of the educational process annually approved by the Vice-Rector for Academic and Scientific Work.

5.9. For the purpose of stimulation of students results of independent work may be published in specialized student or scientific, scientific-methodological editions, checked at scientific-practical student conferences, heard at meetings of departments.

6. Procedure for storage and introduction of amendments into the Regulation

6.1. Revision of the Regulation is carried out as necessary, but not less than once every three years. The Regulation may be revised for the purpose of introduction of amendments of operational character:

- in case of change of normative and legislative documents and normative acts regulating educational activity in the Kyrgyz Republic;
- in case of change of the Charter of AIU, Mission, Policy and development strategy;
- revision of requirements of educational programs;
- in case of change of organizational structure;
- in case of change of staffing table;
- in case of redistribution of functions between subdivisions and officials;

- within the framework of recommendations based on results of international institutional or program accreditation.

6.2. Introduction of amendments into approved regulations is carried out by their developer by means of development of a new document and its agreement and approval in the established procedure.

6.3. The Regulation enters into force from the moment of its signing by the Rector of AIU.

6.4. Approval of a new version of the Regulation is the basis for withdrawal of previous documents that have lost force.

6.5. The original of the Regulation is stored in the QMS department at EQLDD.

6.6. Copies of the new Regulation are reproduced by the EQLD department, distribution among corresponding structural subdivisions is assigned to the personnel department, the head of the structural subdivision bears responsibility for familiarization of his employees with the new version of the Regulation, responsibility for replacement of the old Regulation on the AIU website with the new Regulation is borne by the employee of the EQLD department responsible for updating information on the website jointly with the department of system and software support.

Main types of independent work of students

Types of independent out-of-class work of students	Types of independent classroom work of students	Types of control
1. Working through lectures.	At lectures:	Current and midterm: (credit, examination)
2. Reading of mandatory and additional literature.	1. keeping notes with interpretation, evaluation, attitude to the mastered content of training;	Forms of written control:
3. Familiarization with content of electronic sources.	2. discussion of own notes in small groups and generalization of worked material (when using by the teacher at lecture "pause procedure");	· feedback questionnaire
4. Compilation of bibliographic list, glossary.	3. written express answer to a control question.	· express survey
5. Independent study of assigned material.	At seminar, practical and laboratory classes: see column 1 p.8, 9, 10, 11, 12, 14	· control work (solution of tasks)
6. Development of presentations using possibilities of computer programs.		· essay
7. Compilation of reports, messages.		· abstract
8. Compilation of comparative tables, logical schemes, "counter texts" (assignments предполагающие use of various forms of interpretation, analysis and transformation of studied material).		· testing
9. Solution of tasks.		· presentation of text of report on case-study review, feedback - presentation of project text (applied, research)
10. Compilation of tasks with subsequent solution in group.		· presentation of text of conclusion, reference, report (based on results of research and other work)
11. Analysis of situations, exercises for problem solving.		Forms of oral control:
12. Self-control and mutual control of executed assignments.		- colloquium
13. Development of master classes.		- round table
14. Development of plans, programs, models, layouts, projects.		- frontal
15. Preparation for role and business games, trainings, discussions, debates		- individual and other forms of questioning

(orientation in problems, compilation of questions, planning, strategy of own activity).		
16. Execution of assignments according to programs of practices and practicums.		· interview
17. Compilation of portfolio		· oral answer to examination ticket
		· defense of reports, projects, course works
		Final: state examination, graduation qualification work:
		· interview
		· presentation of texts and their defense