



ORDER

No 278 dated August 30, 2024

On the approval of the time standard for calculating the volume of the teaching load and the main types of educational, methodological, research and other activities carried out by the teaching staff of KSMA

According to the Decree of the Government of the Kyrgyz Republic No 511 dated 30.09.2019 "On the conditions of remuneration of certain categories of employees of the education system" and the decision of the Academic Council (No9 dated 30.05.2014), as well as in order to improve the remuneration of employees of the Kyrgyz State Medical Academy named after I.K. Akhunbaev and create conditions for improving the effectiveness and quality of the work of the teaching staff, **order:**

1. To establish the following types of work of the teaching staff:
 - 1.1. Training;
 - 1.2. educational and methodological;
 - 1.3. research;
 - 1.4. Clinical;
 - 1.5. educational and social.
2. To approve from September 1, 2023 the time standards for planning and accounting for the volume of work performed by the teaching staff of KSMA (Appendix).
3. The Planning and Finance Department, the Department of Personnel Work with Employees and the Educational and Methodological Department, as well as the Department of Scientific, Innovative and Clinical Work shall be guided by this order;
4. The head of the general department (Petrushevskaya T.N.) to ensure the distribution of the order to all responsible structural subdivisions;
5. Control over the execution of this order shall be entrusted to the Vice-Rector for Academic Affairs K.B. Yrysov.

Rector I.O. Kudaibergenova

Time standards for planning and accounting for the volume of educational, methodological, research, clinical and educational work of the teaching staff of KSMA named after I.K. Akhunbaev

The duration of working hours of the teaching staff of KSMA named after I.K. Akhunbaev is regulated by the Labor Code of the Kyrgyz Republic, the Charter of KSMA, the labor agreement (contract), the rules of internal labor regulations within a 6-hour working day, as well as the schedule of classes and the annual calendar schedule of the educational process.

Planning of the workload of the teaching staff is carried out based on the annual budget of the teacher's working time **1500** hours at 36 hours working week.

№	Category PPP	Total annual workload: 1500 hours (100%) of which (academic hours):				
		Share of educational work (%)	Share of methodologic al work (%)	Part Scientific Work (%)	Proportion of clinical work (%)	Share of educational/c ommunity work (%)
Clinical Departments						
1	Professor, Doctor of Science	50	19	18	10	3
2	Associate Professor, Ph.D.	53	15	12	15	5
3	Art. Lecturer, Lecturer / Assistant with a Degree	53	15	12	15	5
4	Senior lecturer, teacher/assistant without a degree	57	8	10	18	7
Theoretical Departments						
1	Professor, Doctor of Science	50	25	22	-	3
2	Associate Professor, Ph.D.	53	20	20	-	7
3	Art. Lecturer, Lecturer / Assistant with a Degree	53	20	20	-	7
4	Senior Lecturer, Lecturer/Assistant without a degree	57	15	18	-	10

Note - correction up to 5% is allowed.*

1. Educational work. The main activity of the teaching staff is educational work. It includes planning, organizing and conducting all types of training sessions, forms of control.

Category PPP	Academic hours	
	Total annual load	Of these, the educational work
Professor	1500	750
Associate Professor, Senior Lecturer, Lecturer/Assistant with Academic	1500	800

Degree		
Senior Lecturer, Lecturer/Assistant without Scholar Degree	1500	850

1.1. To fulfill the load of the teaching staff of KSMA, the following types of educational work are established:

- a) lecturing (to plan for professors, associate professors);
- b) conducting practical and seminar classes;
- c) taking exams;
- d) acceptance of tests;
- e) consultations;
- f) verification:
 - case histories;
 - autopsy protocols - Department of Pathological Anatomy and Forensic Medicine;
 - personal formularies of medicines for students, problem problems, analysis of prescriptions of medicines, checking tasks on medical prescriptions - Department of Basic and Clinical Pharmacology;
 - protocols of laboratory work – the Department of Pharmacognosy and Chemistry of Medicines, Department of Pharmacy and Economics, Technology of Medicines.
 - operation protocols - according to the course of operative surgery;
 - protocols of hygienic and bacteriological examination – the Department of Hygiene, Epidemiology, Microbiology, Virology and Immunology.
- g) management of industrial practice;
- h) control visits to classes;
- i) organization of the educational process;

1.2. Standards for planning the educational work of the teaching staff

	Types of work	Time to calculate the load
1.	Lectures	1 hour for 1 academic hour per lecture stream
2.	Conducting seminars, practical, laboratory classes	1 hour for 1 academic hour per group
3.	Taking exams in the form of an interview (no hours are allocated before the exam)	0.5 hours per 1 student
	Taking exams in the form of computer testing	1.5 hours for 1 group

4.	Acceptance of tests: -intermediate - final (if the subject ends with a test)	0.25 hours per 1 student; 0.35 hours per 1 student
5.	Consultations before current exams	2 hours for 1 lecture stream;
6.	Checking medical history. Checking students' personal formularies of medicines, problem tasks, analysis of drug prescriptions, checking tasks on medical prescriptions. Checking the autopsy reports. Verification of hygienic and bacteriological examination protocols. Checking laboratory protocols. Surgery protocol	1 hour for 1 student; 1 hour for 1 student; 1 hour for 1 student; 1 hour for 1 student; 0.25 hours per student; 1 hour for 1 student;
7.	Follow-up visits	70 hours per year for the department
8.	Organization of the educational process at the department	100 hours per year (for head teachers of the department)
9.	Supervision of students' practical training	actual hours according to the curriculum (academic group of no more than 25 people in a group)
10.	Review lectures before state exams	no more than 20 hours for each discipline in the case of a comprehensive exam
11.	Consultations before the state exam	no more than 20 hours for each discipline in the case of a comprehensive exam

1.3. To optimize the educational process at the following departments, classes should be conducted in paired groups:

- Philosophy and Social Sciences;
- Kyrgyz language;
- Russian language;
- Forensic Medicine and Law (Medical Law);
- Public health and health care (history of medicine);
- Military Medical Training and Extreme Medicine;
- Physical education.

2. Norms for planning educational and methodological work

	Types of work	Time to calculate the load
1.	Participation in the development of the State Educational Standards of Higher Professional Education, PLO in the following areas	100 hours for 1 developer
2.	<i>Participation in the development</i> of the Educational and Methodological Complex <i>(CMC) of disciplines:</i>	
2.1	Development of CMT (curriculum/syllabus, UMM) for newly introduced academic disciplines and their preparation for approval	up to 70 hours for 1 complex
2.2	Revision of the teaching materials (curriculum/syllabus, UMM) of the discipline/module	up to 50 hours 1 complex
2.3	Development of test tasks (for the current exam)	50 hours per 1 credit

2.4	Development of test tasks and other methodological materials for the final control (FSC)	Up to 50 hours per developer
2.5	Reworking test items for the current exam	12.5 hours per 1 credit
2.6	Processing of test tasks and other methodological materials for the final control (FSC)	Up to 25 hours per developer
2.7	Curriculum review	10 hours for 1 program
2.8	Examination of test tasks	2 hours per 100 test items
2.9	Development and preparation for publication of textbooks provided for by the publication plans	up to 90 hours – for the first time, 50 hours – reissue
2.10	Development of textbooks and their preparation for publication	up to 70 hours - for the first time, 35 hours – reissue
2.11	Development of methodological recommendations and their preparation for publication	up to 50 hours - for the first time, 25 hours – reissue
2.12	Editing, reviewing textbooks, manuals and methodological developments	2 hours for 1 printed sheet (<i>1 printed sheet is equal to 16 sheets of A-4 format, font 14, spacing 1.5</i>)
3.	Translation of the CMT into English and Kyrgyz	8 hours for 1 printed sheet
4.	Creating training videos	5 hours for 1 roller
5.	Duty at the departments for the reception of working off	Actual hours on schedule
6.	Acceptance of Academic Differences in Transferred and Reinstated Students	1 hour per 10 hours of academic difference per student
7.	Participation in the work of the Educational and Methodological Profile Committee (UMPK)	Actual hours
8.	Participation in the work of the GUMK	Actual hours
9.	Participation in the work of the FSA	Actual hours
10.	Retraining courses, advanced training, internships	actual hours according to the certificate provided
11.	Supervision of students' independent work	0.5 hours on one topic of SRS for 1 group
12.	Participation in the FSC reception	no more than 6 hours per day for each member of the State Attestation Commission

3. Norms for planning research work

	Types of work	Time to calculate the load
1.	Participation in scientific (theoretical) conferences, scientific meetings, seminars and symposia	hours for 1 participant (actual time, but not more than 7 hours)
2.	Participation in the work of the Academic Council for Science and STC of the University	Actual hours
3.	Participation in the work of competition commissions for the consideration of scientific works performed by the teaching staff	actual hours, but not more than 20 hours per year for each member

4.	Participation in the work of competition commissions for the consideration of students' scientific works	actual hours, but not more than 20 hours per year for each member
5.	Participation in inventive and rationalization work	30 hours for 1 application or rationalization proposal
6.	Preparation of articles, abstracts, reports in conference proceedings, information leaflets	2-10 hours
7.	Work in the editorial boards of the publishing council and scientific journals	Actual hours
8.	Work as Chairman of the Dissertation Council	Actual hours
9.	Work as Secretary of the Dissertation Council	Actual hours
10.	Work as a member of the Dissertation Council	Actual hours
11.	Work on a dissertation (candidate, doctoral): - passing the commission on bioethics; - passing the commission for the verification of primary material; - approbation; - passing the pre-defense; - passing the defense of a dissertation; - additional discussion of the dissertation	5 hours; 10 hours; 15-20 hours; 20 – 25 hours; 20 -30 hours; 20-25 hours
12.	R&D	150 -330 hours
13.	Preparation and publication of a monograph	30 hours per 1 printed sheet (<i>1 printed sheet is equal to 16 sheets of A-4 format, font 14, spacing 1.5</i>)
14.	Review of programs, scientific papers, dissertations, abstracts to dissertations, monographs, competition materials and opposition of dissertations	from 5 to 25 hours per labor
15.	Editing of scientific papers, dissertations, abstracts to dissertations, monographs, etc. by the scientific supervisors of postgraduate students	from 10 to 50 hours (subject to the completion of the work at no additional charge)
16.	Scientific consulting and supervision of postgraduate and doctoral students	50 hours per doctoral or postgraduate student per year
17.	Supervision of foreign trainees	Actual Time
18.	Supervision of the scientific student circle and research work of students (with mandatory reporting) and preparation for the Olympiad	0.5 hours per student, but not more than 40 hours per year for a professor, associate professor, assistant/teacher with an academic degree if there is an approved SRWS plan

4. Clinical Work Planning Standards

	Types of work	Time to calculate the load
1.	Examination of patients and maintenance of case histories, outpatient cards	at the rate of 0.5 hours per 1 patient
2.	Preparation of drug formularies, expert assessment of medical history, preparation of ABC/VEN analysis, consulting doctors and patients on the rational use of medicines.	1 hour
3.	Hygienic and bacteriological examination	1 hour per protocol

	protocols	
4.	Pathological autopsy	2 hours
5.	Forensic medical examination	25 hours for one examination
6.	Consultations (consultative rounds of patients in departments, FMC, specialized centers and air ambulance)	1 hour per patient
7.	Participation in consultations, morning conferences, pathology conferences, clinical reviews, etc.;	0.5 hours per patient
8.	Patient supervision (patient rounds)	at the rate of 1 hour per 1 patient
9.	Expert work	3 hours for 1 expert opinion
10.	Carrying out medical and diagnostic work in a hospital and outpatient clinic (operations, dressings, laboratory and instrumental tests), etc.	Actual hours
11.	Duty (air ambulance, hospital, polyclinic, urgent duty)	Actual hours
12.	Participation in epidemiological investigations	Actual hours
13.	Participation in the Complaints Committee	Actual hours
14.	Participation in working groups by order of the Ministry of Health of the Kyrgyz Republic	Actual hours
15.	Responsible for Clinical Work	10 Aces for the academic year

5. Norms for planning educational and social work

	Types of work	Time to calculate the load
1.	Work as a curator in the 1st and 2nd courses	no more than 40 hours per curator
2.	Work as a curator in the 3rd-6th years	no more than 30 hours per curator
3.	Work as a Senior Curator	no more than 50 hours per curator
4.	Mentoring at the department (an employee with more than 10 years of experience in KSMA)	10 hours per mentor
5.	Volunteer work	no more than 20 hours per academic year
6.	Membership of the trade union committee (trade union organizer of the department)	10 hours per academic year
7.	Technical Secretary of the Faculty	40 hours per academic year
8.	Responsible for the quality management of the department (QMS)	10 hours per academic year
9.	Participation in the councils of KSMA (Academic Council, Commission on the State Language Standard, Ethics Committee, verification of primary documentation)	Actual hours
10.	Responsible for the international activities of the department	10 hours per academic year
11.	Participation in meetings of other institutions and organizations	actual hours, but not more than 20 hours per academic year
12.	Organization and conduct of events by employees within the framework of educational and cultural work	10 hours per participant
13.	Duty in dormitories	actual hours according to the approved schedule

14.	Preparation of students for participation in competitions, festivals, competitions and conducting career guidance events, sanitary education. work	10 hours per event
-----	--	--------------------

APPROVAL SHEET

Vice-Rector for Academic Affairs

K.B. Yrysov

Vice-Rector for International Relations and Strategic Development

G.A. Dzhumalieva

Vice-Rector for Scientific and Medical Work

N.N. Mamatov

Vice-Rector for Linguistics and VR

G.I. Zhunushaliyeva

Vice-Rector for Legal Work and Human Resources

T.J.Dzhumanaliev

Head of the Department of Remote Management and Accounting Department

A.R. Tilenchiev

Head of the Educational and Methodological Department

G.B. Isakova