NJSC «K. Zhubanov Aktobe Regional University»

«APPROVED»
by the resolution of the Academic Council of K. Zhubanov Aktobe Regional University
(dated 02.07.2026, Minutes №12)

INSTRUCTIONS ON THE ORGANISATION OF STUDENTS' INDEPENDENT WORK

For official use

Aktobe, 2026

THE INSTRUCTIONS WERE PREPARED BY

Director of the Department of Academic Affairs S.Bisheken

APPROVED AND ENACTED

Pursuant to the resolution of the Academic Council of K. Zhubanov Aktobe Regional University (Minutes №12 dated 02.07.2026)

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1. SCOPE

This Instruction establishes the procedures for the planning, organisation, support, and monitoring of students' independent learning at the University. This Instruction is mandatory for all students, academic staff, and structural units of the University.

2 NORMATIVE REFERENCES

This Instruction has been developed in accordance with the following regulatory documents:

2.1 Law of the Republic of Kazakhstan "On Education", No. 319-III, dated 27 July 2007.

2.2 Rules for the Organisation of the Educational Process under the Credit System of Education in Higher and (or) Postgraduate Education Institutions, approved by Order No. 152 of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter referred to as MES RK), dated 20 April 2011.

2.3 Model Rules for the Activities of Educational Organisations Implementing Higher and (or) Postgraduate Education Programmes, approved by Order No. 595 of the Ministry of Education and Science of the Republic of Kazakhstan, dated 30 October 2018

2.4 State Mandatory Standard for Higher Education, approved by Order No. 2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan (hereinafter referred to as MSHE RK), dated 20 July 2022.

2.5 Code of Academic Integrity for Students, Academic Staff, and Employees of K. Zhubanov Aktobe Regional University.

2.6 Charter of the Non-profit Joint Stock Company "K. Zhubanov Aktobe Regional University", approved by Order No. 320, dated 27 May 2020.

3. GENERAL PROVISIONS

3.1 Students' independent work is an integral and compulsory component of the educational process. It is aimed at deepening and consolidating knowledge, developing professional competencies, fostering self-directed learning and critical thinking skills, and preparing students for professional practice and research activities.

3.2 Students' independent learning is divided into:

supervised independent learning conducted under the guidance of an academic staff member during scheduled class time (hereinafter referred to as SIWT); and unsupervised independent learning undertaken independently by the student outside scheduled class time ((hereinafter referred to as SIW)).

3.3 Students' Independent Work (SIW) is learning undertaken by students on topics designated for independent study and supported by teaching and learning materials, methodological guidance, and recommendations. Depending on the level of study, it is classified as:

Independent work for Undergraduate Students (SIW); Independent work for Master's Students (MSIW); and Independent work for Doctoral Students (DSIW).

The full volume of Independent work shall be evidenced by assignments requiring students to engage in regular independent study throughout the academic period.

3.4 Independent Work under the Supervision of a Teacher (hereinafter SIWT) is independent learning undertaken by students under the guidance of an academic staff member. Depending on the level of study, it is classified as:

Independent Work under the Supervision of a Teacher for Undergraduate Students (SIWT); Independent Work under the Supervision of a Teacher for Master's Students (MSIWT); and Independent Work under the Supervision of a Teacher for Doctoral Students (DSIWT).

3.5 Independent Work under the Supervision of a Teacher shall be organised according to a separate timetable approved by the Dean of the Faculty and prepared in accordance with the academic staff member's workload. This type of learning includes consultations on complex issues arising from assigned tasks, as well as the submission and review of assignments to be completed within the prescribed deadlines. Academic staff members shall be present in the assigned classroom in accordance with the approved timetable.

3.6 In accordance with the approved timetable, academic staff members may provide consultations to students and receive coursework and other assignments for the relevant courses in accordance with their individual workload. If a student does not require a consultation, the student is not required to attend the classroom during the scheduled consultation period.

3.7 The following are the main forms of students' independent learning:

- preparation for lectures and practical classes;
- completion of homework assignments;
- group project – the preparation of a project on a complex topic or assignment by a group of three to five students;
- individual project – the preparation of an individual research project on a relevant topic for students demonstrating a high level of academic achievement;
- essay – a written expression of the student's own views on a contemporary issue in various genres, such as critical analysis, opinion writing, or journalistic writing;
- presentation – an oral presentation on an assigned topic supported by presentation materials, such as slides, videos, or other visual aids;
- Report (Literature Review) – a written paper presenting a particular topic, including a mandatory literature review or an analytical review of a scholarly publication or book;
- business simulation – the simulation of professional or organisational processes designed to develop competencies required for future professional practice, requiring both preparatory work and independent completion by students.

3.8 The forms of independent work assigned to students shall be determined according to the level of education, the complexity of the course, and the specific characteristics of its delivery.

3.9 The key components of independent learning include planning, organisation, academic guidance, monitoring, and assessment.

3.10 Independent learning shall be coordinated at the faculty level with the participation of the Dean's Office, academic departments, and course instructors.

4 REQUIREMENTS FOR THE ORGANISATION OF STUDENTS' INDEPENDENT WORK

4.1 The course syllabus shall specify the number of hours per week and the total number of hours allocated to independent learning for the course, together with the assessment criteria.

4.2 To facilitate independent learning, the course instructor shall develop appropriate learning activities and assignments for students, indicating the required sources, learning materials, and assessment criteria. The forms of independent work and the assigned tasks shall be designed to deepen the knowledge acquired during lectures, seminars, practical classes, and laboratory sessions within the course, and to develop students' critical thinking, creativity, and research skills.

4.3 Prior to the commencement of the course, the course instructor shall upload the independent learning activities and assignments, together with their submission deadlines, to the "Educational and Methodological Complex of the Course" section of the Platonus information system under the "Students' Independent Work under the Supervision of a Teacher (SIWT)/ Students' Independent work (SIW)" tab.

4.4 In accordance with the approved timetable, the course instructor shall provide students with consultations on independent learning materials, advise them on the completion of assignments, and monitor their progress.

4.5 Students shall access the independent learning materials through the Platonus information system using their personal username and password or complete assignments provided directly by the course instructor.

4.6 When completing independent learning assignments, students shall comply with the principles of academic integrity and submit all assignments within the prescribed deadlines.

4.7 When assessing independent learning assignments, the course instructor shall take into account the completeness of the work, the student's independence, the quality of analysis, compliance with submission deadlines, and adherence to the principles of academic integrity.

4.8 The Dean's Office shall prepare and approve the timetable for Supervised Independent Learning (SIWT), ensuring that students and academic staff can make the most effective use of the time available outside scheduled classes. The timetable shall be made accessible to both students and academic staff and published on the University's website.

5 AMENDMENTS AND REVISIONS

5.1 Amendments and revisions to this Instruction shall be made in accordance with the legislation of the Republic of Kazakhstan, regulatory documents governing education, and the University's internal regulations.

5.2 Where amendments are made, all copies of this Instruction that have been superseded shall be withdrawn from circulation within the University and replaced with the updated version.

AGREED BY:
Member of the Management Board
for Academic Affairs-Vice-Rector L.Myasnikova