



# Student Instruction

## How to Complete Independent Student Work / Self-Study Assignment

**Independent Student Work / Self-Study Assignment** is academic work completed by a student outside classroom hours according to the instructor's task. It helps students reinforce the topic, prepare for practical classes, develop independence, critical thinking, and professional skills.

### 1. Purpose of Self-Study Work

Purpose	What it means
<b>Reinforce the topic</b>	Review and understand lecture or practical class material
<b>Develop independence</b>	Find, study, and organize information independently
<b>Prepare for assessment</b>	Improve readiness for tests, midterm or final assessment
<b>Develop analytical skills</b>	Understand and explain the topic, not just copy text
<b>Learn to use sources</b>	Work with textbooks, articles, electronic resources, and LMS

### 2. Where to Find the Assignment

Students should check the self-study assignment in:

1. **LMS eBilim;**
2. the **course syllabus;**
3. with the **course instructor;**
4. the "Assignments" or "Self-Study" section of the electronic course;
5. the academic calendar or assignment schedule, if provided by the instructor.

### 3. Step-by-Step Procedure

Step	Student action
<b>1</b>	Open the assignment in LMS eBilim or in the syllabus
<b>2</b>	Read the topic, purpose, requirements, and deadline
<b>3</b>	Review the assessment criteria
<b>4</b>	Find the recommended sources
<b>5</b>	Prepare a short work plan
<b>6</b>	Complete the assignment independently
<b>7</b>	Check the content, formatting, and language
<b>8</b>	Cite the sources used
<b>9</b>	Name the file according to the required format
<b>10</b>	Upload the work to LMS eBilim or submit it to the instructor in the required form

## 4. Possible Forms of Self-Study Work

Form	What to prepare
<b>Summary notes</b>	A brief explanation of the topic with key concepts
<b>Essay / report</b>	Structured text on the topic with sources
<b>Presentation</b>	Slides with key content, diagrams, and conclusions
<b>Table</b>	Comparison of concepts, methods, or classifications
<b>Clinical / situational case</b>	Analysis of a situation and a justified solution
<b>Problem-solving task</b>	Step-by-step solution with explanation
<b>Written report</b>	Description of completed work, results, and conclusions
<b>Mini-project</b>	Practical work with analysis and independent conclusions
<b>Test preparation</b>	Answers to questions, self-check, and work on mistakes

## 5. Content Requirements

The work must be:

- completed independently;
- relevant to the assignment topic;
- logically structured;
- submitted on time;
- neatly formatted;
- based on reliable sources;
- understandable and explainable by the student;
- uploaded to LMS eBilim in the correct format.

## 6. Recommended Structure for Written Work

Section	What to include
<b>Title section</b>	Full name, group, course, topic, instructor
<b>Introduction</b>	Brief explanation of the relevance of the topic
<b>Main part</b>	Definitions, explanations, examples, analysis
<b>Practical part</b>	Task, case, table, diagram, or example, if required
<b>Conclusion</b>	Short student conclusions
<b>References</b>	Textbooks, articles, electronic resources

## 7. How to Name the File

Recommended format:

**Surname\_Group\_Course\_SelfStudy\_Topic**

Example:

**Ivanov\_LD-1-24\_Medical Informatics\_SelfStudy1\_Electronic Medical Record**

## 8. Assessment Criteria

Criterion	What is assessed
<b>Relevance to the topic</b>	The work covers the assigned topic
<b>Completeness</b>	The topic is covered in sufficient detail
<b>Independence</b>	The work is completed by the student
<b>Logic and structure</b>	The work has sequence, plan, and conclusions
<b>Use of sources</b>	Reliable academic sources are cited
<b>Practical value</b>	Examples, analysis, and professional relevance are included
<b>Formatting</b>	The work is neat, clear, and follows requirements
<b>Deadline</b>	The work is submitted on time

## 9. What Not to Do

Not allowed	Why
<b>Submit someone else's work</b>	This violates academic integrity
<b>Copy text without citation</b>	This is plagiarism
<b>Submit a fully AI-generated text</b>	This is not independent student work
<b>Ignore assessment criteria</b>	The work may receive a low score
<b>Submit after the deadline without a valid reason</b>	Points may be reduced
<b>Upload an empty or damaged file</b>	The work may not be accepted
<b>Use unreliable sources</b>	The content may be incorrect

## 10. Use of AI in Self-Study Work

AI may be used **only as a helper**.

Allowed	Not allowed
<b>Ask AI to explain a difficult topic</b>	Submit AI-generated text as your own
<b>Create an outline</b>	Skip fact-checking
<b>Check grammar</b>	Copy without understanding
<b>Find ideas for structure</b>	Bypass instructor requirements
<b>Prepare self-check questions</b>	Submit work you cannot explain

**Main rule:**

**AI helps → the student thinks → the student checks → the student prepares the final work independently.**

## 11. Checklist Before Submission

Before uploading the work, check:

- I understood the assignment topic.
- I reviewed the assessment criteria.
- I completed the work independently.
- I cited the sources used.
- I checked the facts and content.
- I formatted the work properly.
- I named the file correctly.
- I uploaded the work to LMS eBilim on time.
- I can explain the content of my work.

## 12. What to Do If There Is a Problem

Problem	What to do
<b>I do not understand the assignment</b>	Contact the instructor
<b>I cannot see the assignment in LMS</b>	Inform the instructor or LMS support
<b>I cannot submit on time</b>	Inform the instructor in advance and clarify the procedure
<b>The file does not upload</b>	Take a screenshot of the error and contact LMS support
<b>I received a low score</b>	Read the comments and clarify the criteria with the instructor
<b>I do not know which sources to use</b>	Check the syllabus or ask the instructor

### Short Rule

**Self-study work is not “download and submit.” It means understanding the topic, completing the work independently, formatting it correctly, and submitting it on time.**



# GUIDE TO COMPLETING INDEPENDENT STUDENT WORK (ISW)

Work independently. Learn deeply. Succeed professionally.



## WHAT IS ISW?

Independent Student Work (ISW) is academic work that you complete outside classroom hours according to your instructor's task. ISW helps you reinforce learning, prepare for classes and assessments, and develop independence and professional skills.

### 1. PURPOSE OF ISW

	<b>Reinforce the topic</b>	Review and understand lecture or practical material.
	<b>Develop independence</b>	Find, study and organize information independently.
	<b>Prepare for assessment</b>	Improve readiness for tests, midterms and final exams.
	<b>Develop analytical skills</b>	Understand and explain the topic, not just copy text.
	<b>Learn to use sources</b>	Work with textbooks, articles, e-sources and the LMS.

### 2. WHERE TO FIND THE ASSIGNMENT

	LMS eBilim
	Course syllabus
	Your course instructor
	"Assignments" or "ISW" section in the electronic course
	Academic calendar or assignment schedule

### 3. STEP-BY-STEP PROCEDURE

- 1 Open the assignment in LMS eBilim or syllabus
- 2 Read the topic, purpose, requirements and deadline
- 3 Review the assessment criteria
- 4 Find the recommended sources
- 5 Prepare a short work plan
- 6 Complete the assignment independently
- 7 Check the content, formatting and language
- 8 Cite the sources used
- 9 Name the file correctly
- 10 Upload the work to LMS eBilim or submit to the instructor

### 4. POSSIBLE FORMS OF ISW



Summary notes



Essay / report



Presentation



Table



Case study / situational task



Problem-solving task



Written report



Mini-project



Test preparation

### 5. REQUIREMENTS FOR THE WORK

- ✓ Completed independently
- ✓ Relevant to the topic
- ✓ Logically structured
- ✓ Submitted on time
- ✓ Neatly formatted
- ✓ Based on reliable sources
- ✓ Understandable and explainable by you
- ✓ Uploaded in the correct format to eBilim

### 6. RECOMMENDED STRUCTURE (for written work)

	<b>Title page</b>	Full name, group, course, topic, instructor
	<b>Introduction</b>	Brief explanation of the relevance of the topic
	<b>Main part</b>	Definitions, explanations, examples, analysis
	<b>Practical part</b>	Task, case, table, diagram or example (if required)
	<b>Conclusion</b>	Short conclusions
	<b>References</b>	Textbooks, articles, electronic resources

### 7. HOW TO NAME THE FILE

Format:

Surname\_Group\_Course\_ISW\_Topic

Example:

Ivanov\_LD-1-24\_MedicalInformatics\_ISW1\_ElectronicMedicalRecord

### 8. ASSESSMENT CRITERIA

	<b>Relevance to the topic</b>	The work covers the assigned topic
	<b>Completeness</b>	The topic is covered in sufficient detail
	<b>Independence</b>	The work is completed by the student
	<b>Logic and structure</b>	The work has sequence, plan, conclusions
	<b>Use of sources</b>	Reliable academic sources are cited
	<b>Practical value</b>	Examples, analysis and professional relevance
	<b>Formatting</b>	Neat, clear and follows requirements
	<b>Deadline</b>	The work is submitted on time

### 9. WHAT NOT TO DO

- ✗ Submit someone else's work
- ✗ Copy text without citation
- ✗ Submit fully AI-generated text
- ✗ Ignore assessment criteria
- ✗ Submit after the deadline without a valid reason
- ✗ Upload an empty or damaged file
- ✗ Use unreliable sources

### 10. USE OF AI IN ISW

Allowed (AI can help you)	Not allowed
Ask AI to explain a difficult topic	Submit AI-generated text as your own
Create an outline	Skip fact-checking
Check grammar and style	Copy without understanding
Find ideas for structure	Bypass instructor requirements
Prepare self-check questions	Submit work you cannot explain

**Main rule:**  
AI helps → the student thinks → the student checks → the student prepares the final work independently.



### 11. CHECKLIST BEFORE SUBMISSION



- I understood the assignment.
- I reviewed the assessment criteria.
- I completed the work independently.
- I cited all sources used.
- I checked the facts and content.
- I formatted the work properly.
- I named the file correctly.
- I uploaded the work to eBilim on time.
- I can explain the content of my work.

### 12. WHAT TO DO IF A PROBLEM ARISES

I do not understand the assignment	Contact the instructor
I cannot see the assignment in LMS	Inform the instructor or LMS support
I cannot submit on time	Inform the instructor in advance and clarify the procedure
The file does not upload	Take a screenshot and contact LMS support
I received a low score	Read the comments and clarify the criteria with the instructor
I do not know which sources to use	Check the syllabus or ask the instructor



**SHORT RULE:** ISW is not "download and submit." It means understanding the topic, completing the work independently, formatting it correctly, and submitting it on time.

