


<p>СӘТБАЕВ УНИВЕРСИТЕТІ</p> 	<p>THE MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF KAZAKHSTAN</p> <p>NON-PROFIT JOINT STOCK COMPANY KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I. SATBAYEV</p>	
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**EDUCATIONAL AND METHODOLOGICAL WORK**

**DP KazNRTU 703**

Almaty 2021

## FOREWORD

**1 DEVELOPED** by the Educational and Methodological Department of the Department of Academic Affairs of NJSC "Kazakh National Research Technical University named after K.I.Satbayev"

**2 AGREED WITH:**

Responsible for translation

Head of the English Language Department

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**3 APPROVED** by the decision of the Board of "29" 09 2021 No. 26

**4 INTRODUCED** for the first time

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## **EDUCATIONAL AND METHODOLOGICAL WORK**

### **Documented Procedure No. 703**

#### **1 MAIN PROVISIONS**

1.1 This procedure "Educational and methodological work" (hereinafter referred to as the Procedure or DP KazNRTU 703) was developed to manage the methodological support of the educational process at NJSC "Kazakh National Research Technical University named after K.I.Satbayev" (hereinafter referred to as the University).

1.2 The requirements of this procedure are intended for the educational and methodological process, establishes the procedure for performing work on educational and methodological support and are intended for the teaching staff (hereinafter referred to as the teaching staff) of the University.

1.3 All work under this procedure is controlled by the heads of the departments, directors of the institutes, director of the Department of Academic Affairs (hereinafter - DAA), the educational and methodological council of the university (hereinafter - EMC).

1.4 Organization of methodological support of the educational process of undergraduate, graduate and doctoral studies PhD in NJSC "Kazakh National Research Technical University named after K.I.Satbayev" is carried out by the educational and methodological department of DAA (hereinafter - EMC).

1.5 The procedure is obligatory for execution by the teaching staff of the University.

1.6 For clarity, in paragraph 5.2, a diagram of the sequence of performing the work of the inputs / operations / outputs of the process is presented.

1.7 This procedure is an internal regulatory document of the University and is not subject to presentation to other parties, except for auditors of certified bodies when conducting audits of management systems, as well as to partner consumers (at their request) with the permission of the Rector of the University.

#### **2 THE BASIS OF REGULATORY DOCUMENTATION**

This documented procedure contains references to the following legal and regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Law of the Republic of Kazakhstan "On amendments and additions to certain legislative acts of the Republic of Kazakhstan on the issues of expanding the academic and managerial independence of higher educational institutions" dated 04.07.18 No. 171-VI;

- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 “On Approval of the Model Rules for the Activities of Educational Organizations of the Relevant Types”;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 “On approval of state compulsory standards of education at all levels of education”.
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600. “On approval of the Model Rules for Admission to Education in Educational Organizations Implementing Educational Programs of Higher and Postgraduate Education”;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 563 on amending the Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the Rules for organizing work on the preparation, examination, testing and monitoring, publication of textbooks, educational and methodological complexes and teaching aids” dated July 24, 2012 No. 344;
- Standards and Guidelines for Quality Assurance in the European Higher Education Area. ESG gepogt. 2015. (Standards and Guidelines for Quality Assurance in Higher Education in the European Area);
- Quality Manual and Quality Policy of NJSC KazNRTU named after K.I.Satbayev;
- MC ISO 9001:2015 “Quality management systems. Requirements”;
- Regulatory documents of NJSC “KazNRTU named after K.I.Satbayev”.

### **3 SYMBOLS AND ABBREVIATIONS**

The following symbols and abbreviations are used in the documented procedure:

EMC - Educational and Methodological Council;

EMW - Educational and methodical work;

EMD - Educational and Methodological Department;

EML- Educational and methodical literature;

EMCD - Educational and methodological complex of disciplines;

TMT - technical means of training;

TS- teaching staff;

TSS - training and support staff;

TIP - teacher's individual plan.

### **4 GENERAL PROVISIONS**

4.1 Educational and methodological support sets the following goals:

- creation of conditions for improving the efficiency and quality of the educational process;

- providing the educational process with educational and methodological documentation;

- the usage of visual aids, educational videos, layouts, electronic learning tools, technical means of education in the educational process etc.;

- improvement of all forms, types and methods of educational work at the University.

4.2 The inputs of the procedure are:

- Satbayev University Development Program;

- State obligatory standard of education of the Republic of Kazakhstan on educational programs of higher education;

- working curricula and elective disciplines of educational programs;

- requirements guide for term papers and theses ST NAO 38944979-09-2015; general requirements guide for the development and design of educational and methodological complexes of disciplines ST NAO 38944979-09-2015; general requirements guide for the design and content of textual and graphic material of educational and methodological documentation ST NAO 38944979-09-2015;

- regulation on the procedure for planning, preparing and publishing educational, educational and methodological and scientific and methodological literature (P 029-03-04.01.01 - 2020).

4.3 The output of the procedure is:

- Syllabus (F KazNRTU 703-08), approved in the prescribed manner and uploaded to the educational portal sso;

- EMCD for students (lecture notes, practical / laboratory tasks with methodological instructions, tasks for self-study work with methodological recommendations), developed and uploaded to the educational portal sso;

- development and publication of guidelines for practical (seminar) and laboratory classes using interactive teaching methods (ST NAO 38944979 - 10 - 2015);

- development and issuance of guidelines for the passage of practices, forms of reporting documentation;

- development and publication of guidelines for the implementation of coursework, diploma projects / works, master's and doctoral dissertations;

- preparation and release of original courses/lectures and electronic textbooks;

- multimedia presentations, visual aids and other forms of educational and methodological support for classes using existing TMT;

- preparation of materials for monitoring and evaluating educational achievements of students.

4.4 The procedure for the implementation of educational and methodological support includes the following:

- analysis of the level of educational and methodological support;

- planning of educational and methodical work of the teacher, which is included in the teacher's individual plan. (F KazNRTU 705-05);

- development of a plan for the EMW department / institute (F KazNRTU 705-10);

- development of the work plan of the university EMC;
- organization of work on the development of educational programs at all levels;
- development and uploading of Syllabus and EMCD to the educational portal SSO;
- preparation of a plan and report of publications of educational and methodological literature (F KazNRTU 703-06);
- preparation of manuscripts for printing;
- analysis of the level of educational and methodological support.

The description of the procedure for the implementation of educational and methodological support is given in table 1 and in flowchart 1.

Table 1 - Description of the procedure

No	Procedure name	Purpose of the stage	Responsible for the stage	Stage quality and efficiency indicators
1	<b>Analysis of the level of educational and methodological support</b>	Analysis of the provision of academic disciplines assigned to the department with educational publications and documentation, UMKD. Teachers check the compliance of the provision of the taught academic disciplines with educational publications and documentation to the standards in full-time and distance learning. In case of non-compliance with the standards, a decision is made to write the necessary UML by the department or draw up an application for the acquisition of UML by the library.	Head of the department.	the availability of proposals for improving the EMA, which is recorded in the minutes of the meeting of the department
2	EMW planning of the teacher, which is included in the TIP	Definition of individual tasks of educational-methodical and organizational-methodical work. In the individual plan of the teacher is available in sections: II "Educational and methodological work." The section is completed at the end of the current academic year for the next academic year (F KazNRTU 705-05).	Head of the department.	compliance with the planning deadlines for section II "Educational and methodological work", which is recorded at the department (with the signatures of responsible people
3	Development of the EMW plan	Definition of tasks for the organization of educational and methodological work at the department / institute. There is a section "Plan of educational and methodological work" in the department work plan for one year and for five years (F KazNRTU 705-10). The department plan of educational and methodical work for the coming year is developed on the basis of teacher's individual plan after the end of the current academic year. The work plan of the institute's EC is developed on the basis of the EMW plan for the current academic year.	Head of the department/ Director of the Institute	compliance with the planning deadlines for section "Plan of educational and methodological work ", which is recorded at the department (with the signatures of responsible people
4	Development of the work plan of the University EMC	Task definitions for the organization of methodological work at the university. The work plan of the university EMC for the next calendar year is drawn up taking into account the work plans of the institutes EC and the proposals of the EC members and other employees of the university.	Chairman of University EMC	compliance with the development deadline, which is fixed by the date approved by the Vice-Rector for Academic Affairs



5	Organization on the development of educational program works at all levels	<i>The educational process provision with the necessary curricula</i> On the basis of the Republic of Kazakhstan Law "On Education", Orders of the Minister of Education and Science of the Republic of Kazakhstan on the procedure for developing and approving working curricula and practice programs for the implementation of the educational program content of higher education, educational standards, curricula, model curricula, exemplary thematic planning of an academic discipline.	Head of the department.	compliance with the deadlines for the development and approval of Syllabus
6	Development and uploading of the Syllabus and EMCD to the educational portal sso	<i>Development and uploading of the</i> Syllabus and EMCD for students (lecture outline, practical / laboratory tasks with methodological instructions, tasks of self-study work with methodological recommendations) are developed according to the teaching load and teacher's individual plan.	Teaching staff	compliance with the development deadline
7	Plan preparation and publication report of educational and methodological literature	Plan preparation and publication report of educational and methodological literature ( F KazNRTU 03-06) for those academic disciplines for which the analysis showed inconsistency of the availability of educational and methodological literature with the norms.	Vice-Rector for Academic Affairs	compliance with the development deadline, what is dated upon approval
8	Preparing Manuscripts for Printing	<i>Editorial and publishing processing of the author's original and its publication.</i> Editorial preparation of copyright originals and their subsequent printing in accordance with the approved publication plan of the university is carried out by the publishing house, which consists of a group of typesetting, release for printing and publication. The planned works are submitted to the publishing house in accordance with the requirements, after passing the editorial processing they are returned to the author for comment corrections and then the work is ready for printing and publication.	Director of the publishing house "Poly Tech"	compliance with the deadlines for the preparation of the manuscript, what is fixed when transferring to the printing house
9	Analysis of the level of educational and methodological support	<i>Provision of taught academic disciplines with educational publications and documentation, electronic publications, EMCD.</i> The educational and methodological department, the methodological commission of the institutes, the library checks the compliance of the provision of the taught academic disciplines with educational publications and documentation with the norms in full-time and distance learning formats, fills in (corrects) the cards of the academic discipline.	Head of EMD, Director of the library	observance of inspection deadlines, what is fixed by the signature of the inspectors and by the date when the department checking readiness for the beginning of the academic year

## 5 REPORTING, ANALYSIS AND IMPROVEMENTS

At the end of the academic semester / year, the teacher has to make notes in teacher's individual plan (F KazNRTU 704-05) on the implementation of plans for educational and methodological work.

All reports of teachers should be discussed and evaluated at the department meetings. At the same time, the main criterion for evaluating the educational and methodological work of a teacher is the compliance of the work performed with the planned activities in terms of volume and quality. The head of the department draws up a summary report of the department on educational and methodological work, which reflects:

- activities carried out;
- unfulfilled activities and reasons for non-fulfillment;
- suggestions and recommendations for improving educational and methodological work.

The report of the department is submitted to the Institute (Council of the Institute) for discussion and approval. Based on the reports of the departments, the director ensures the compilation of a consolidated report for submission to the EMD DAA and subsequent consideration by the EMC of the University.

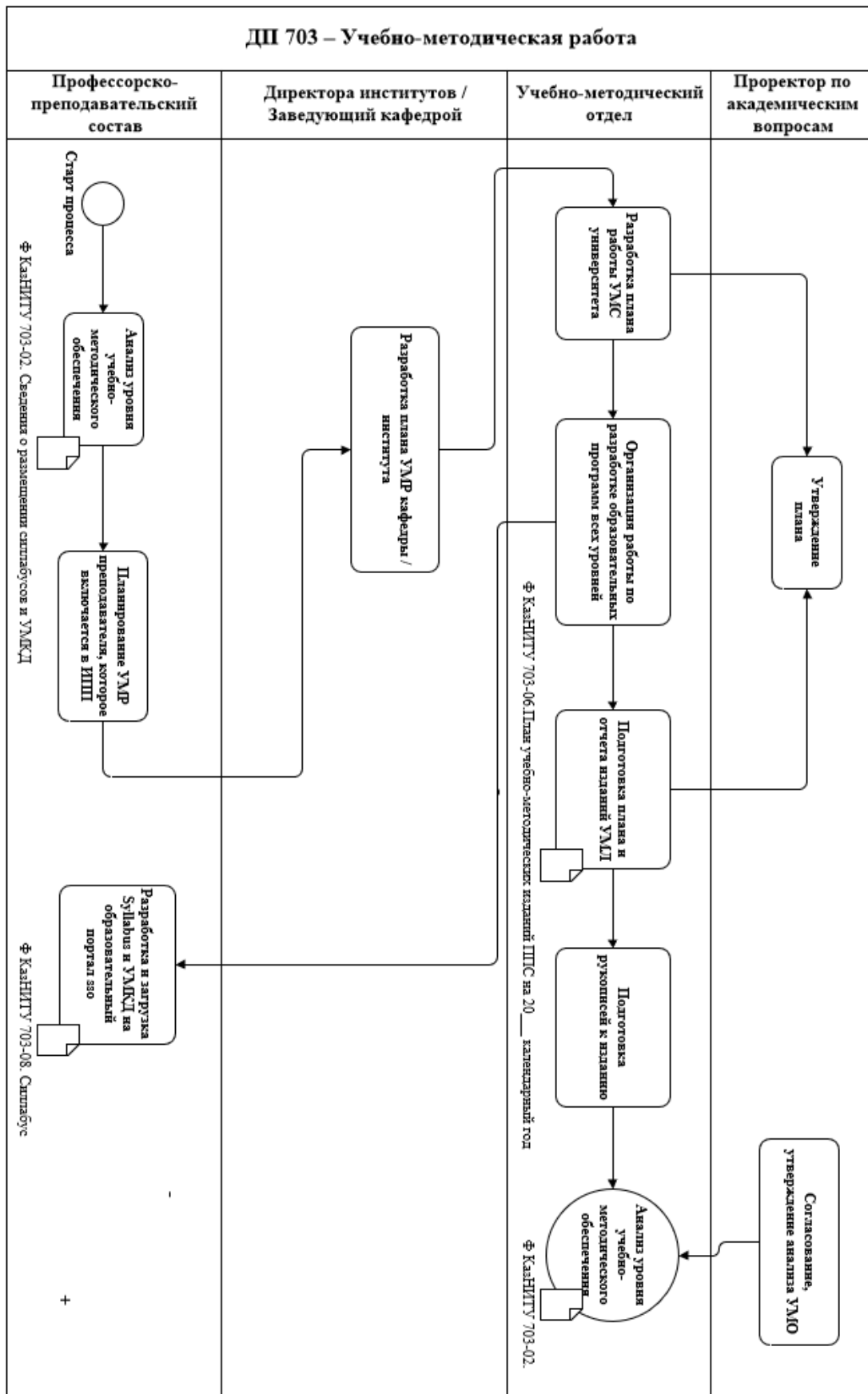
The EMC of the university considers and analyzes all received reports, as well as proposals and recommendations for improving educational and methodological work. The adopted decisions of the EMC on improvement should be implemented by direct executors (heads of departments).

### List of forms DP KazNRTU 703

The implementation of records by stages of the process is carried out by the heads of departments, the director of the DAA, the director of the library, the director of the publishing house.

No	Record name	Entry form	Responsible for maintaining	Place and period of storage
1	Information about the placement of Syllabus and EMCD	F KazNRTU 703-02	Head of the department	The Department, EMC 5 years
2	Plan of educational and methodical publications of teaching staff for the 20__ calendar year	FKazNRTU 703-06	Head of the department	The Department, 5 years
3	Syllabus	F KazNRTU 703-08	Teaching staff	The Department, 1 year

### Block diagram of the work sequence



## Block diagram of the work sequence

ППС -Teaching staff

заведующий кафедрой - Head of the Department

директора институтов –Directors of the Institutes

Учебно-методический отдел - Educational and Methodological Department

Проректор по академическим вопросам- Vice-Rector for Academic Affairs

ДП 703 Учебно-методическая работа- Educational and methodological work DP KazNRTU 703

Старт процесса -process start

Анализ уровня учебно-методического обеспечения - Analysis of the level of educational and methodological support

Планирование УМП преподавателя, которая включается в ИПП - teacher's EMW planning, which is included in the teacher's individual plan

Разработка и загрузка Syllabus и УМКД на образовательный портал - Development and uploading of the Syllabus and EMCD to the educational portal

Разработка плана УМП кафедры /института - EMW planning development of the department /Institute

Разработка плана работы УМС университета – EMC work planning development of the University

Организация работы по разработке образовательных программ всех уровней- Organization on the development of educational program works at all levels

Подготовка плана и отчета изданий УМЛ- Plan preparation and publication report of educational and methodological literature

Подготовка рукописей к печати- Preparing Manuscripts for Printing

Анализ уровня учебно-методического обеспечения- Analysis of the level of educational and methodological support

Согласование утверждение анализа УМО- Coordination, approval of the EMD analysis

Ф КазНИТУ 703-02 Сведения о размещении силлабусов и УМКД - F KazNRTU 703-02 Information about the placement of Syllabus and EMCD

Ф КазНИТУ 703-08 Силлабус -F KazNRTU 703-08 Syllabus

Ф КазНИТУ 703-06 План учебно-методических изданий ППС на 20\_ календарный год –

F KazNRTU 703-06 Plan of educational and methodical publications of teaching staff for the 20\_ calendar year

**AMENDMENT RECORD SHEET**

Sequential number of amendment	Section, paragraph of the document	Type of amendment (amend, cancel, add)	Notification number and date	Amendment made	
				Date	Surname and initials, signature, position