PROVISION

about the use of Blended Learning technology
(master's and doctoral studies)

P 029-04-01-02.1.01-2022

Almaty 2022

FOREWORD

1 DEVELOPED by the Department of Postgraduate Education of the Department of Science of NJSC «Kazakh National Research Technical University named after K.I. Satpayev»

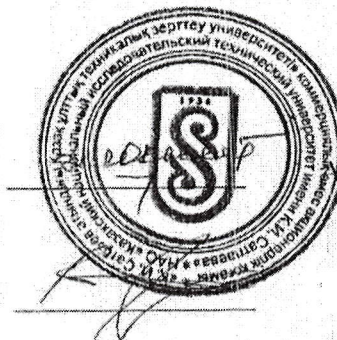Head of department
Postgraduate education
«_____» _____2022   M. Khvedelidze

2 AGREED:

Member of the Board - Vice-Rector
on Science and International Cooperation
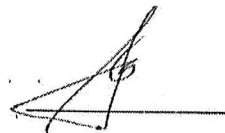« 11 » 02 2022   A. Shokarov

Science director
« 17 » 02 2022   J. Baktygali

Department director Finance and
Accounting - Chief Accountant
« 10 » 02 2024   G.Tokzhigitova

Director, Institute of Distance Education
and Professional Development
« 10 » 02 2022   A. Simonov

Director, Institute of Geology and Oil and
Gas
« 08 » 02 2022   A. Syzdykov

Director, Mining and Metallurgical
Institute
« 09 » 02 2022   K. Rysbekov

Director of the Institute of Energy and
Mechanical Engineering
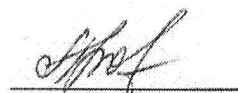« 09 » 02 2022   K. Elemesov

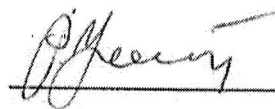Director, Institute of Project Management
« 08 » 02 2022   B. Amralinova

Director, Institute of Automation and
Information Technology
« 08 » 02 2022

R. Uskenbayeva

Director, Institute of Architecture and
Construction
« 08 » 02 2022
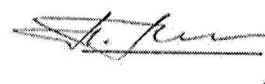
B. Kusrangaliev

Head of the registrar's office
« 07 » 02 2022

N. Kyzylbayev

Head of Evaluation and Quality
Department
« 07 » 02 2022

A. Sauranbaeva

Acting. Head of Legal Support and Public
Procurement Department
« 04 » 02 2022

T. Abukenov

Acting. Head of the Department of
Documentation Support and State
Language
« 04 » 02 2022

Zh. Orakbayeva

3 APPROVED Management Decision « 14 » 02 2022 № 2

4 INTRODUCED to replace №1 от 12.12.2019

CONTENT

1 Regulatory framework

Blended Learning (hereinafter referred to as BL) is based on the following normative documents:
- Law of the Republic of Kazakhstan «On Education» from 27.07.07g. 319-III ZP;
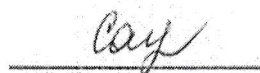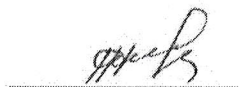- Model Rules for Educational Organizations Implementing Educational Programs of Higher and (or) Postgraduate Education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan from 30.10.2018 595;

- Rules of credit technology training in NJSC "Kazakh National Research Technical University named after. K.I. Satpayeva" (PhD doctorate), approved by the decision of the Management Board of NJSC «KazNRTU named after K.I.Satpayev» from January 14, 2022 3;
- Rules of credit technology training in NJSC "Kazakh National Research Technical University named after. K.I. Satpayeva" (magistracy), approved by the decision of the Board of NJSC «KazNRTU named after K.I. Satpayev» from December 27, 2019 2;
- Quality Guidance and Quality Policy of NJSC KazNRTU named after K.I.Satpayev.

2 Terms and definitions

Blended Learning (mixed learning) is an educational concept within which a master/doctoral student obtains knowledge both independently online and face-to-face with a teacher. Blended Learning is an opportunity to combine traditional techniques and current technologies;
Multimedia product- Interactive computer development, which can include: music and speech, video clips, animation, graphic images, databases, text;
Master's degree awarded to persons who have mastered master's educational programs;
Master student - a person studying in a magistracy;
Magistracy - postgraduate education, the educational programs of which are aimed at training of personnel with a degree of "master";
Doctoral student - a person studying in doctoral studies;
Doctoral studies - postgraduate education, the educational programs of which are aimed at the training of personnel for scientific, pedagogical and (or) professional activities, with the award of the degree of doctor of philosophy (PhD), doctor in profile;
Educational portal - a systemically organized, interconnected set of information resources and Internet services, containing administrative and academic and educational-methodical information, allowing to organize the educational

process on the DOT;

Digital content- informational content of digital educational materials (texts, graphics, multimedia and other informational content);

Test center is the organization responsible for conducting examinations in the regions.

3 Goals and objectives

The objectives of the educational process using Blended Learning technology at the University are:

− Providing students directly at their place of residence or their temporary stay with the opportunity to master educational programmes;

− Enabling students with disabilities to receive inclusive education;

− increasing the number of students at the University through the provision of educational services in the most convenient form;

− intensification of the use of scientific and methodical potential of the University.

− Improving the quality of education by integrating electronic and classical forms of education;

− Making education more accessible;

− increase of efficiency of independent work of undergraduate/doctoral student and provision of automated (partially automated) control over its implementation;

− optimization of costs for the organization and implementation of the educational process.

The tasks of implementing the educational process using Blended Learning technology at the University are:

Providing on-the-job education;

- development of educational portal and digital content competitive in the global educational process;

- development of effective educational course.

4 General purpose

4.1 This Regulation regulates the use of Blended Learning (hereinafter referred to as BL) technology when students pass postgraduate programmes (master's degree, PhD) at Satbayev University.

4.2 This Regulation may be applied in the organization of the educational process for students employed in the regions of Kazakhstan and Central Asia, as well as working by the watch method.

4.3 The present Regulation is understood as a technology of educational process organization, implemented mainly using multimedia technologies with indirect (at a

distance) or not fully indirect interaction of the student and teacher, which provides interactive interaction of remote participants through open access channels.

4.4 BL technology is not a stand-alone form of education, but only complements and supports the statutory forms of education.

4.5 The organization of the educational process in the format of mixed training (BL) is carried out with the use of separate distance learning educational technologies without exception of the traditional forms of face-to-face educational interaction of the teacher and students

4.6 During the period of theoretical training in the format of mixed training, the study of disciplines is carried out through contact hours with teachers, through an electronic system of distance learning and personal learning environments, where the student is provided with all teaching materials (lecture notes, video lectures, presentations), tasks (tests, writing assignments, collective discussion).

5 General provision

5.1 The organization of training using BL technology at the University is provided by the issuing department and the corresponding institute.

5.2 The decision to provide the student with the opportunity to study BL technology is made by the Vice-Rector for Science and International Cooperation with the consent of the head of the relevant department, the director of the relevant institute, as well as supporting documents.

5.3 To receive education using BL technology, the student must submit an application to the Vice-Rector for Science and International Cooperation in the form of Annex 2 to this Regulation, as well as obtain the consent of the Head of the Department and the Director of the Institute. When transferring to training using the BL technology, students employed in the regions of Kazakhstan and Central Asia, as well as students working by the watch method, must provide a certificate from the workplace, A certificate of incapacity and/or physical limitations from the Central School of Education and Training confirming the impossibility of students attending classes at the University.

5.4 The transfer of the student to training using BL technology is formalized by the order of the Vice-Rector for Science and International Cooperation. The order is issued by the department of postgraduate education.

5.5 The organization of the educational process is regulated by the curriculum and academic calendar.

5.6 Based on the order of the Vice-Rector for Science and International Cooperation, undergraduates and doctoral students register in Polytech Online (http://polytechonline.kz/) or continue their training on the platform Ms Offise 365 (further - Microsoft Teams) (subject to training of the whole group on this platform)

5.7 Teachers upload to the Microsoft teams UMKD platform on disciplines.

5.8 The department and its teachers provide recording of all lectures and laboratory/practical classes, connection to the team of undergraduates and doctoral students, issuance and acceptance of works.

5.9 Attendance of undergraduates and doctoral students is noted during the certification and examination session in the educational portal.

5.10 Undergraduates and doctoral students working in other cities can undergo pedagogical practice at the Department of Higher Education at the place of location or online conducting lecture sessions. Undergraduates and doctoral students can find a place of practice independently, obtaining the preliminary consent of the department of the university.

5.11 Undergraduates and doctoral students after obtaining the prior consent of the Department of Higher Education at the place of location, conclude a tripartite agreement between the University, where they will undergo pedagogical practice, Satbayev University and a master's or doctoral student on completion of pedagogical practice.

6 Certification, examination and certification process

6.1 The responsibility for the organization and conduct of the intermediate certification is entrusted to the head of the relevant department and the director of the relevant institute, the presentation of the results is entrusted to the teachers who teach in the framework of BL technology training.

6.2 The certificates are delivered during the certification week according to the schedule of classes through the Microsoft teams platform. Tutors upload their assessment papers to Microsoft teams before the start of the certification week. Undergraduates and doctoral students perform previously attached certification tasks and attach the results of their work to Microsoft teams, additionally informing the teacher.

6.3 Undergraduates and doctoral students who have chosen training on BL technology, are given the opportunity to study in the format of 0/0/100.

Undergraduates and doctoral students must report on the choice of format 0/0/100 before the beginning of the theoretical course (academic period).

6.4 Training on the format - 0/0/100 provides online training during the semester and includes the fulfillment by the student of all the requirements of the teacher:

- to perform tasks according to the approved syllabus for each discipline (the student, who agrees to the training in this format, is obliged to provide the teacher with completed tasks)

- pass all tasks according to syllabus before the end of each certification week;

Total 0/0/100: pass the final exam offline in the period according to the approved academic calendar on the results of two certifications.

Students are allowed a flexible schedule of the set tasks according to the syllabus before the beginning of the session, while the delivery of the established tasks is - mandatory.

It is possible to independently view lecture and other types of classes on educational platforms.

After the examination, the teacher, taking into account the scores on the sent study tasks and the score he received in the examination prepares a paper version of the list and passes it to the OR with his own signature.

Annex 1

Business process in the form of BL training

№	Naming
1.	Application from undergraduates/ PhD doctoral students with supporting document
2.	Order of the Vice-Rector on NMS
3.	Class schedule
4.	UMKD by PPS
5.	Placing materials on the platform
6.	Control and monitoring of the educational process of undergraduates and doctoral students

Annex 2

**Vice-Rector for Science and International Cooperation
from Master/ PhD student
course of «_____»
NAME _____**

                                      hundreds of bodies.

_____

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Statement

      Please provide me with training in Blended Learning technology in connection with shift work/work in the city _____/ for health reasons.
Certificate from work/ Medical certificate attached.

                                           Caption
                                           Date

Co-ordinating position	Visa, Date	Name, initials
Director of the Institute		
Head of the Department		

Change sheet

Change sequence number	Section, paragraph of the document	Type of change (replace, cancel add)	Notice number and date	Revision made	
				Date	Name and initials, signature, title

Approved by the decision of the Board from « _14. 02_ 2022