 SATBAYEV UNIVERSITY	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”	
QMS document of 3rd level	Edition №1 dated «_04_» _October_2024.	R.029-03-02.1.03 – 2024

REGULATIONS

**on selecting the applicants for participation
in Republican competition for "Best University Teacher"
state grant award**

R.029-03-02.1.03 - 2024

Almaty 2024

PREFACE

DEVELOPED by: Department of planning and organizing the educational process at NPJSC “Kazakh National Research Technical University named after K.I. Satpayev”

Head of Department of planning and
organizing the educational process

« 04 » 10 2024.


_____ E. Urazbayeva

2 COORDINATED

Board Member - Vice-Rector for
Academic Affairs


« 04 » 10 2024.




_____ R. Uskenbayeva

Vice-provost for academic management

« 04 » 10 2024.


_____ N. Kyzylbayev

Head of Evaluation and Quality
Department

« 04 » 10 2024.


_____ A. Sauranbayeva

Acting Head of Legal Support and Public
Procurement Department

« 04 » 10 2024.


_____ T. Abukenov

Acting Head of Documentation Support
and State Language Development
Department

« 04 » 10 2024.


_____ Zh. Orakbayeva

3 DISCUSSED AND APPROVED by Educational and Methodological Council of NPJSC KazNRTU named after K.Satpayev (minutes № 1 dated « 21 » 09 2024.)

4 APPROVED by Board’s decision of NPJSC “KazNRTU named after K.Satpayev” dated « 04 » 10 2024. № 13

5 INTRODUCED instead of №1 edition dated 17.11.2020.

CONTENT

1	General provisions	4
2	Conducting the intra-university competition "Best University Teacher" and the terms for selecting the applicants for participation in Republican competition for the state grant award	4
3	Selection of applicants	6
	Appendixes	10
	Registration sheet on changes	21

1 General provisions

1.1 Regulations on selecting the applicants for participation in Republican competition for "Best University Teacher" state grant award (hereinafter - Regulations) were developed in accordance with the Rules for awarding the title "Best University Teacher" and the directions of expenditure of the awarded state grant, approved by Decree of Acting Minister of Education and Science of the Republic of Kazakhstan dated March 16, 2015 No. 124 as amended by Decree of Minister of RK Education and Science dated 10/30/2020 No. 466

1.2 Regulations are a normative document on the basis of which the intra-university stage of "Best University Teacher" competition (hereinafter referred to as the intra-university competition) is held and applicants are selected to participate in Republican contest for the state grant award.

1.3 The main objectives of the intra-university competition are to improve the quality of education and initiate the activity of University's teaching staff in the process of professional improvement, in conducting scientific research in accordance with the priority directions of science development.

2. Conducting the intra-university competition "Best University Teacher" and the terms for selecting the applicants for participation in Republican competition for the state grant award

2.1 The intra-university "Best university teacher" contest will be held in October this year. Participation in the intra-university competition is a mandatory stage to take part in Republican competition for "Best university teacher" state grant award.

2.2 For selecting the applicants, Commission is created to select applicants for participation in Republican competition for "Best university teacher" state grant award, the personal composition of which is approved by Rector's decree.

2.3 The application and documents for participation in the intra-university competition are accepted from 01 to 15 October this year. The application and the materials submitted for the intra-university competition are considered by Commission from October 16 of this year within 7 calendar days.

2.4 Citizens of the Republic of Kazakhstan who are full-time teachers of KazNRTU and have a total continuous scientific and pedagogical experience of 5 years can participate in the competition.

2.5 The intra-university competition is held annually in November and is approved by University's Academic Council based on the results of 1st stage of the competition, adopted by Expert Group.

2.6 Applicants should be recommended by the departments after discussing the scientific and pedagogical activities of the teacher over the past 5 years at the department meeting, and voting (open or secret by department staff's decision) of all teachers of the department who attended the meeting. The candidate's candidacy is considered recommended if 2/3 of department teachers present at the

meeting voted for it. Department meeting is considered to have taken place if at least 2/3 of the full-time teachers participated in the meeting.

All applicants must have achievements corresponding to qualitative and quantitative indicators of scientific and pedagogical activity, approved by Order No. 124 of Minister of RK Education and Science dated March 16, 2015 (updated according to Order No. 502 of Minister of Education and Science of the Republic of Kazakhstan dated 08/15/2016 and Order No. 466 of Minister of RK Education and Science dated 10/30/2020) On conducting "Best university teacher" contest, at the same time, qualitative and quantitative indicators for the last five years are taken as a basis.

2.7 When selecting an applicant, the department should pay special attention:

- to execution of the funded scientific research in the current period by an applicant;

- to publishing the results of scientific research in highly-reviewed foreign publications,

- to the preparation of PhD doctors who have defended their dissertations within the established time frame (official opposition of dissertations does not apply to the training of scientific and scientific-pedagogical personnel) over the past five years;

- indicators on innovative learning technologies introduced into the educational process over the past three years;

- to conduct open online training sessions over the past year, including in basic and/or core disciplines in English (availability of protocols for attending and discussing the open classes);

- to the availability of output data when presenting educational, instructional, educational-methodical and scientific products (year of publication, circulation, if necessary, the presence of the stamp of RK MES or REMS, etc.) for the last five years/

- to copies of scientific publications (do not allow the submission of publications for a period of more than 5 years), as well as when providing conference materials, correctly classify countries belonging to the far and near abroad for the current period;

- to the clear gradation of documents according to the degree of implementing the international and national projects, contractual work (do not allow copies of materials from international conferences to be submitted in international projects, etc.). The full name of the project executors should be indicated in the supporting documents.

2.8 To participate in the first stage of Competition, applicants from among full-time teachers submit the following documents through the information system of Ministry of Education and Science of the Republic of Kazakhstan (hereinafter - IS MES) and on paper to University's EMC:

- 1) an application form for participation in the competition for "Best University teacher" title, according to Appendix 1 to the given Regulations;

2) information in accordance with qualitative and quantitative indicators, in accordance with Annex 2 to the given order;

3) annual work schedule, according to Appendix 3 to the given Regulations;

4) private personnel record sheet;

5) a copy of the identity document;

2.9 Self-nomination to the intra-university competition is not allowed.

2.10 Contest committee member cannot apply for participation in the competition.

The list of documents submitted to the commission is formed by the applicant personally and may change in accordance with possible changes in the regulations of the Government of the Republic of Kazakhstan and the Ministry of Science and Education of the Republic of Kazakhstan.

2.11 Documents submitted to Competition are examined by an expert group from among the staff and teaching staff of KazNRTU (hereinafter referred to as Expert group), as a rule, the laureates of "Best University Teacher" contest of previous years.

Expert group composition is approved by Decree of KazNRTU's Rector. Expert group composition members are not included in Commission.

Expert group gives an opinion on each applicant in accordance with qualitative and quantitative indicators, according to Appendix 2 to this order, as well as based on the annual work schedule, according to Appendix 3 to this order. Conclusions are submitted to Commission for consideration.

If an applicant submits unreliable or incomplete information, Expert group submits to Commission a proposal to exclude them from the list of participants with the written justification.

3 Selection of applicants

3.1 At its meeting, Commission considers the documents of applicants submitted for participation in the intra-university competition (qualitative and quantitative indicators of scientific and pedagogical activity), departments' meetings minutes with voting results, protocols of attendance at open classes, results of online questionnaires of applicants, as well as the academic performance of full-time applicants for the last academic year in all disciplines (information from Registrar's Office).

3.2 After reviewing all the documents specified in I. 3.1 of the given Regulations, Commission conducts an open vote on each applicant for submission for recommendation by University's Academic Council.

3.3 Only Commission members present at the meeting take part in open voting, if the votes are equal, Competition Commission Chairperson is given an additional vote, and in the absence of Chairperson - their deputy, who chairs the meeting.

3.4 Competition Commission's decision is formalized by a protocol, which is signed by all Commission members who participated in the meeting, and published on the official Internet resource of KazNRTU. The protocol indicates the dissenting

opinion of Competition Commission members (if any).

3.5 Commission meeting is considered to have taken place if at least 2/3 of Commission members participated in the meeting.

3.6 The candidate's candidacy is considered selected for recommendation by University's Academic Council if at least 2/3 of Commission members present at the meeting voted for them.

3.7 Applicants, in case of disagreement with intra-university competition results, file an appeal on the day of publication of the results.

3.8 Appeal Commission, approved by Rector's order from among three representatives of University faculty, considers the appeal materials within one working day and informs Academic Council.

3.9 The minutes of Competition Commission meeting and the list of applicants for participation in Republican competition for "Best University teacher" state grant award, signed by Chairperson (deputy Chairperson) and Commission secretary, are transmitted to Chief Academic Secretary of University with the attachment of all documents of the applicants for a decision at University's Academic Council.

3.10 Competitive materials of the applicants recommended by University's Academic Council are sent to Ministry of Science and Higher Education to participate in Republican competition for "Best University teacher" state grant award. The applicants' data is processed through IS MSHE.

3.11 Applicants who have received a positive decision of KazNRTU Commission are sent to participate in the II stage.

3.12 II stage of Competition is republican, held annually in December, where the winners of Competition are determined.

Republican stage of Competition is conducted by Republican Commission, Chairperson of which is appointed from among the members of Republican Commission, elected by a majority of votes (hereinafter - Chairperson of Republican Commission).

3.13 Republican Commission is formed from among representatives of Ministry, interested state bodies, public associations of higher and postgraduate education, as well as scientists and specialists.

The number of members of Republican Commission is an odd number (no more than 19 people). Republican Commission meetings are considered competent if at least two thirds of its members are present.

Republican Commission composition is approved by the order of Minister of Science and Higher Education of the Republic of Kazakhstan (hereinafter - Minister).

3.14 In order to participate in Republican competition, KazNRTU sends the tender documentation of the applicants by means of IS MSHE or on paper in November of the current year:

1) an application for participation in the contest "Best University Teacher" title in accordance with Appendix 1 to these Regulations;

2) information in accordance with qualitative and quantitative indicators, in accordance with Annex 2 to this order;

- 3) annual work schedule, according to Appendix 3 to these Regulations;
- 4) the decision of the collegial management body of KazNRTU;
- 5) private personnel record sheet, certified at the place of work;
- 6) a copy of the identity document;
- 7) notification of a valid 20-digit current account in the card database.

3.15 The contest documentation is attached to IS MSHE or submitted on paper in the original. The indication of active links to articles, verification of international certificates is mandatory.

Competition applicant, as well as Rector of KazNRTU, is responsible for the reliability of the submitted documents and the information contained therein.

Documents submitted to Competition are checked for completeness and reliability of the submitted materials. The audit is carried out by Expert group of scientists, faculty of KazNRTU (hereinafter referred to as Republican Expert Group).

Documents submitted to Competition in hard copy will not be returned.

Republican Expert Group composition is approved by the order of Minister. Republican Expert Group members are not included in Republican Commission.

Republican Expert group gives an opinion on each applicant in accordance with qualitative and quantitative indicators, according to Appendix 2 to this order, as well as according to the annual work schedule, according to Appendix 3 to this order.

If the scores of the indicators are equal, the points for the 1-blog "Teaching quality" are taken into account, then the points of P-blog "Research activity" are taken into account.

3.16 If a participant submits false information, Republican Expert Group submits to Republican Commission a proposal to exclude him from the list of participants with a written justification. At the same time, in case of providing false data, the applicant's participation in Competition is not allowed for 3 years.

3.17 Based on Republican Expert Group's conclusion, scores of qualitative and quantitative indicators are calculated for each applicant.

The rating of applicants is drawn up in the form of a table according to the decreasing ranking system of points in IS MSHE, according to calculations of points of qualitative and quantitative indicators and the annual work schedule of Competition participants. The results are fixed by the protocol of Republican Expert Group, certified by the signature of each member present.

Republican Expert Group's protocol with the appendix of the table is submitted to Republican Commission for consideration.

3.18 Republican Commission's decision on awarding "Best University Teacher" title is taken by a simple majority of votes from the participating members. If the votes of the members of Republican Commission are equal, the vote of Republican Commission's Chairperson is decisive.

Republican Commission's decision is formalized by the protocol.

3.19 The results of Competition are published on Ministry's official Internet resource.

3.20 Applicants, in case of disagreement with competition results, file an

appeal on the day of publication of the results. Applications for appeal are considered by Republican Expert Group. Based on the results of consideration of the application, within five working days, Republican Expert Group publishes a reasoned response in IS MSHE.

3.21 Republican Commission's decision may be appealed in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

3.22 Following the results of Competition, the holder of the title is issued a certificate, according to Appendix 4 to this order, and a state grant in the amount of 2000 times the monthly calculation index established by Law of the Republic of Kazakhstan on the republican budget for the corresponding financial year is paid at the republican budget expense.

Appendix 1 to Regulations for awarding
"Best University Teacher" title,
approved by Order
No. 124 of Acting Minister of Education
and Science of the Republic of Kazakhstan
dated March 16, 2015

**The application of Competition participant for "Best university
teacher" title**

To participate in Competition for "Best University Teacher" title.
Please allow me to participate in the competition. I am reporting the following
information about myself:

1. Place of work (without abbreviations)
2. Date of birth, date, month
3. Position (without abbreviations)
4. Work experience

Education (which educational institution, faculty, in which year he/she
graduated)

6. Academic degree/title
- Home address with the index
8. Identity card data (number, when and by whom issued, IIN)
9. Contact phone number (home, mobile)
10. Awards and incentives

Appendix: documents for participation in Competition on sheets, including
applications on sheets.

Participant of Competition

(Full name (if any), signature)

Date of filling in

« » 202____

Appendix 2
to Regulations for awarding
"Best University Teacher" title,
approved by the order of Acting Minister
of Education and Science
of Republic of Kazakhstan
dated March 16, 2015 No. 124

**Qualitative and quantitative indicators of the assessment of the applicant's work for
"Best University Teacher" title**

№	Indicators	Points
	I BLOCK - the quality of teaching	< 100
1.	The presence of an academic degree, PhD degree or a doctor's degree in the profile	<2
1.1	Yes	2
1.2	No	0
2	Academic title awarded by RK MES (select one sub-item)	<3
2.1	of Professors	3
2.2	of Associate Professor	1
3.	The quality of teaching	<5
3.1	The average score of the independent questionnaire "Teacher through the eyes of students" for the last year of the survey results on a 10-point scale of assessments (select one sub-item)	<5
3.1.1	from 7,1 to 10,0	5
3.1.2	from 5,0 to 7,0	2
4	Elaboration and publication of electronic learning resources (no more than 3)	<30
4.1	Massive open online course based on national Bilim Land platforms, National Open Education Platform of Kazakhstan (open.kaznu.kz), Ashik University platform (open.kz)	20
4.2	Massive open online course based on the international platforms Coursera, EdX, Udacity, FutureLearn	30
4.3	Lecture course (at least 10) based on the official platform of the university	5
4.4	Course of video sessions (at least 10, except lectures) based on the official platform of the university	5
5	Elaborating the educational materials (no more than three)	<20
5.1	Textbook recommended by Educational and Methodological Association of Republican Educational and Methodological Council of the Ministry of Education and Science of the Republic of Kazakhstan	10
5.2	Textbook recommended by the Academic Council of the University	3
5.3	Textbook recommended by Educational and Methodological Association of Republican Educational and Methodological Council of Ministry of Education and Science of the Republic of Kazakhstan	2
5.4	Textbook recommended by University's Academic Council	2
5.5	Electronic textbook and/or electronic manual, the copyright of which is confirmed by the authorized body: (not duplicating the subject matter of the printed publications submitted to the competition)	3

№	Indicators	Points
6	Professional and pedagogical qualification improvement in the profile (no more than two)	<10
6.1	Scientific internship abroad in the profile of at least 1 month duration	5
6.2	Certificate of successful completion of a course based on the platform of mass open online courses in a foreign language on professional activities over the past three years based on Coursera, EdX, Udacity FutureLearn platform	5
7	Certificate confirming the foreign language proficiency for the last two years (select one item)	<10
7.1	TOEFL PBT 640-677	10
7.2	TOEFL PBT 590-637	8
7.3	TOEFL PBT 550-587	6
7.4	TOEFL PBT 513-547	4
7.5	TOEFL PBT 477-510	2
7.6	TOEFL CBT 273-300	10
7.7	TOEFL CBT 243-270	8
7.8	TOEFL CBT 213-240	6
7.9	TOEFL CBT 183-210	4
7.10	TOEFL CBT 153-180	2
7.11	TOEFL IBT 111-120	10
7.12	TOEFL IBT 96-110	8
7.13	TOEFL IBT 79-95	6
7.14	TOEFL IBT 65-78	4
7.15	TOEFL IBT 53-64	2
7.16	IELTS 8-9	10
7.17	IELTS 7.5-8	9
7.18	IELTS 6.5-7	8
7.19	IELTS 5.5-6	6
7.20	IELTS 4.5-5	4
7.21	IELTS 4	2
8	Training the outstanding personnel in bachelor's and master's degrees (no more than	<10
8.1	Preparation under the guidance of the applicant of the winning student of the competition at the international and national level of scientific research and creative works of students in the field of training (submit a copy of the diploma, certificates)	5
8.2	A student who has published an article in an international journal included in Science Citation Index Expanded, Social Science Citation Index and Arts and Humanities Citation Index of Web of Science database or with CiteScore percentile based on Scopus 25 and higher under the guidance of an applicant for a training profile (submit DOI/URL and a print of the article)	5
9	Training of research personnel	<10
9.1	Training the Doctor of Philosophy (PhD) for the last 3 years, (5 points for each Doctor of Philosophy)	<10

№	Indicators	Points
9.1.1	Yes	5
9.1.2	No	0
	11 BLOCK - Research activities	<100
10	Project and program management (no more than two):	<10
10.1	The grant financing project	5
10.2	Program within the framework of program-targeted financing	10
10.3	Commercialization project	8
11	Scientific publications (no more than three, the number of authors of the publication):	<60
11.1	An article or review in a journal included in the first quartile (Q1) of the Web of Science database:	
11.1.1	The only author	25
11.1.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	20
11.1.3	Co-author	40/n
11.2	An article in the journal included in the second quartile (Q2) of the Web of Science database:	
11.2.1	The only author	15
11.2.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	12
11.2.3	Co-author	20/n
11.3	An article in the journal included in the third quartile (Q3) of the Web of Science database:	
11.3.1	The only author	10
11.3.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	8
11.3.3	Co-author	15/n
11.4	An article in the journal included in the fourth quarter (Q4) of the Web of Science database:	
11.4.1	The only author	5
11.4.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	4
11.4.3	Co-author	8/n
11.5	An article or review in a journal indexed by Arts and Humanities Citation Index database:	
11.5.1	The only author	15
11.5.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	12
11.5.3	Co-author	20/n
11.6	An article in a journal indexed in the Emerging Sources Citation Index or the Russian Science Citation Index of the Web of Science database:	
11.6.1	The only author	3
11.6.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	2
11.6.3	Co-author	4/n
11.7	An article in a journal that does not have an impact factor in the Web of Science database, but has a CiteScore percentile in the Scopus database of less than 25:	

№	Indicators	Points
11.7.1	The only author	3
11.7.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	2
11.7.3	Co-author	4/n
11.8	An article in a journal with a CiteScore percentile in the Scopus database from 25 to 49:	
11.8.1	The only author	4
11.8.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	3
11.8.3	Co-author	6/n
11.9	An article in a journal with a CiteScore percentile in the Scopus database from 50 to 74:	
11.9.1	The only author	6
11.9.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	4
11.9.3	Co-author	8/n
11.10	An article in a journal with a CiteScore percentile in the Scopus database of 75 or more	
11.10.1	The only author	10
11.10.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	8
11.10.3	Co-author	15/n
11.11	An article in a journal recommended by Committee for Quality Assurance in Education and Science	
11.11.1	The only author	2
11.11.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	1,5
11.11.3	Co-author	3/n
11.13	An article in the Top 10% by the number of citations in the Web of Science or Scopus database (in case of doubt about the objectivity of the number of citations, no points are awarded)	
11.13.1	The only author	30
11.13.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	24
11.13.3	Co-author	45/n
11.14	An article in Science, Nature, or in the Top 1% by the number of citations in the Web of Science database (in case of doubt about the objectivity of the number of citations, points are not awarded)	
11.14.1	The only author	50
11.14.2	The author for correspondence, the first author or the project manager, whose number is indicated first in the article	40
11.14.3	Co-author	80/n
11.15	Monograph published by Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter^ang, Prentice Hall, Routledge, Sage Publications, Springer Nature, Taylor and Francis, Wolters Kluwer, Cambridge University Press, Columbia University Press, Cornell University Press, Harvard University Press, MIT Press, Oxford University Press, Princeton University Press, Stanford University Press, University of California Press, University of Chicago Press, University of Michigan Press, Yale University Press or the publishing house of a university in the top 100 of the international Academic Ranking of the World	30/n

№	Indicators	Points
	Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings	
11.16	Chapter in a monograph published by Elsevier, Brill, CRC Press, DeGruyter, Edward Elgar Publishing, John Wiley & Sons, McGraw Hill, Palgrave Macmillan, Peter Lang, Prentice Hall, Routledge, Sage Publications, Springer Nature, Taylor and Francis, Wolters Kluwer, Cambridge University Press, Columbia University Press, Cornell University Press, Harvard University Press, MIT Press, Oxford University Press, Princeton University Press, Stanford University Press, University of California Press, University of Chicago Press, University of Michigan Press, Yale University Press or the publishing house of a university in the top 100 of the international Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings	15/n
11.17	Monograph with a circulation of at least 500 copies published by another publishing house (if there are reviews by two doctors of sciences, holders of the academic title of professor and (or) full-time professors from universities in the Top 200 international rankings Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings) and prepared by within the framework of grant or program-targeted financing	5/n
12	Availability of a patent for an invention, the advantages of which are proved in the article:	<25
12.1	In the journal Q1 Web of Science	25
12.2	In the journal Q2 Web of Science	15
12.3	In the journal Q3 Web of Science	10
13	International cooperation	<5
13.1	The presence of at least one article in the journal from the Q1-Q3 Web of Science or Arts and Humanities Citation Index of the Web of Science database, or with a no CiteScore percentile of 50 or more in the Scopus database over the past 3 years, prepared in collaboration with a professor of a foreign university, included in the Top 500 of the international Academic Ranking of World Universities, Times Higher Education World University Rankings or US News Best Global Universities Rankings	<5
13.1.1	Yes	5
13.1.2	No	0

Notes:

1. The indicators of Competition's participant, according to Appendix 2, are entered personally by the applicant in the electronic form of the specified application after submitting the documents and automatically assigning them a personal access code.

2. According to indicators 1, 3.1, 9.1 and 13, the applicant selects the availability and attaches supporting documents for each position, for which the answer is Yes. According to indicator 1, a diploma is attached, according to indicator 3.1 - confirmation from the university, according to indicator 9.1 - a diploma of a doctor of philosophy (Ph.D.) from a trained student, URL links to the announcement of the defense and dissertation, according to indicator 13 - DOI or Access Number (Web of Science), or EID (Scopus).

3. According to indicators 2, 7 and 12, the applicant chooses no more than one of these options and attaches supporting documents for each position. According to indicator 2, a diploma of academic rank is attached, according to indicator 7 - a certificate, according to indicator 12 - a patent, D01 and a PDF file of an article in which the advantages of a patented invention are proved.

4. According to indicator 4, the applicant selects no more than three developed

and/or conducted classes and provides a URL link for each of them. At the same time, each type of activity can be selected several times.

5. According to indicator 5, the applicant selects no more than three developed educational materials and attaches supporting documents for each of them. At the same time, each type of training materials can be selected several times.

6. According to indicator 6, the applicant chooses no more than two measures to improve professional and pedagogical qualifications, and attaches supporting documents. At the same time, each type of event can be selected several times.

7. According to indicator 8, the applicant selects no more than two facts of training outstanding personnel in bachelor's and master's degrees, and attaches supporting documents (copies of diplomas, certificates, DOI/URL and prints of articles, confirmation of the management). At the same time, each type of training can be selected several times.

8. According to indicator 10, the applicant selects no more than two projects and/or programs and provides their numbers (IRN).

9. According to indicator 11, the applicant indicates the output data of three results in the selected field of science, which give the highest points (taking into account the n - number of authors). For articles in international journals, DOI, or Access Number (Web of Science) or EID (Scopus) are given. For publications in journals recommended by CCES, their DOI or URL (if available) are provided. For monographs and chapters, they contain all output data, including ISBN, DOI and URL (if available), as well as supporting screenshots or videos. For articles as a project manager, a confirmation of the management is attached. Articles in the Top 1 and Top 10% in terms of citations are counted only if at least 1 year has passed since their first publication (date must be specified).

10. After the applicants have entered the data, all indicators are calculated automatically.

11. Changes in the database may be made only upon the conclusion of the expert group in case of inconsistency of the quantitative and qualitative indicators indicated by the applicant with the submitted documents.

12. After each change made according to Expert group's conclusion in the database, the applicants' points are automatically recalculated.

13. The automatic calculation of the applicants' points is carried out in the information system according to the algorithm for calculating the points of qualitative and quantitative indicators.

14. Paper documents for Competition are submitted in hardcover with end-to-end page numbering. The supporting documents are attached in sequence, in accordance with Annex 2 to the given order.

Appendix 3
to Regulations on awarding
"Best university teacher" title,
approved by the order
of Acting
Minister of Education and Science
of Republic of Kazakhstan
dated March 16, 2015 No. 124

Annual work schedule

№	Name of the types of work	Unit of measurement	The basis for implementing the specified type of work (indicating the intended name)	Terms of implementation
1 Educational and methodical work				
1.	Development, participation and publication of a textbook recommended by Ministry of Education and Science of the Republic of Kazakhstan / in English	With the circulation of at least 500 copies		
2.	1.2 Development, participation and publication of a textbook recommended by Republican Educational and Methodological Advisory Council at Ministry of Education and Science of the Republic of Kazakhstan / in English	With the circulation of at least 300		
2 Research work				
3.	Development and participation and publication of a monograph in English	With the circulation of at least 500 copies		
4.	Performing the scientific research, including international, national projects, contractual work**	1 project		
5	Writing and publishing the articles in publications with a non-zero impact factor in the database of Thompson Reuter information company (Web of science, Thomas Reuter)/in the database of Scopus, Pubmed, zbMATH, MathSciNet, Agris, Georef, Astrophysical Journal	1 article		
6	Writing and publishing articles in publications included in the list of Committee for Control in the field of education and science of RK Ministry of Education and Science	1 article		
7	Participation in international conferences and publication of material	1 participation/ 1 publication		
8	Participation in conferences, symposiums, seminars in the	1 participation/		

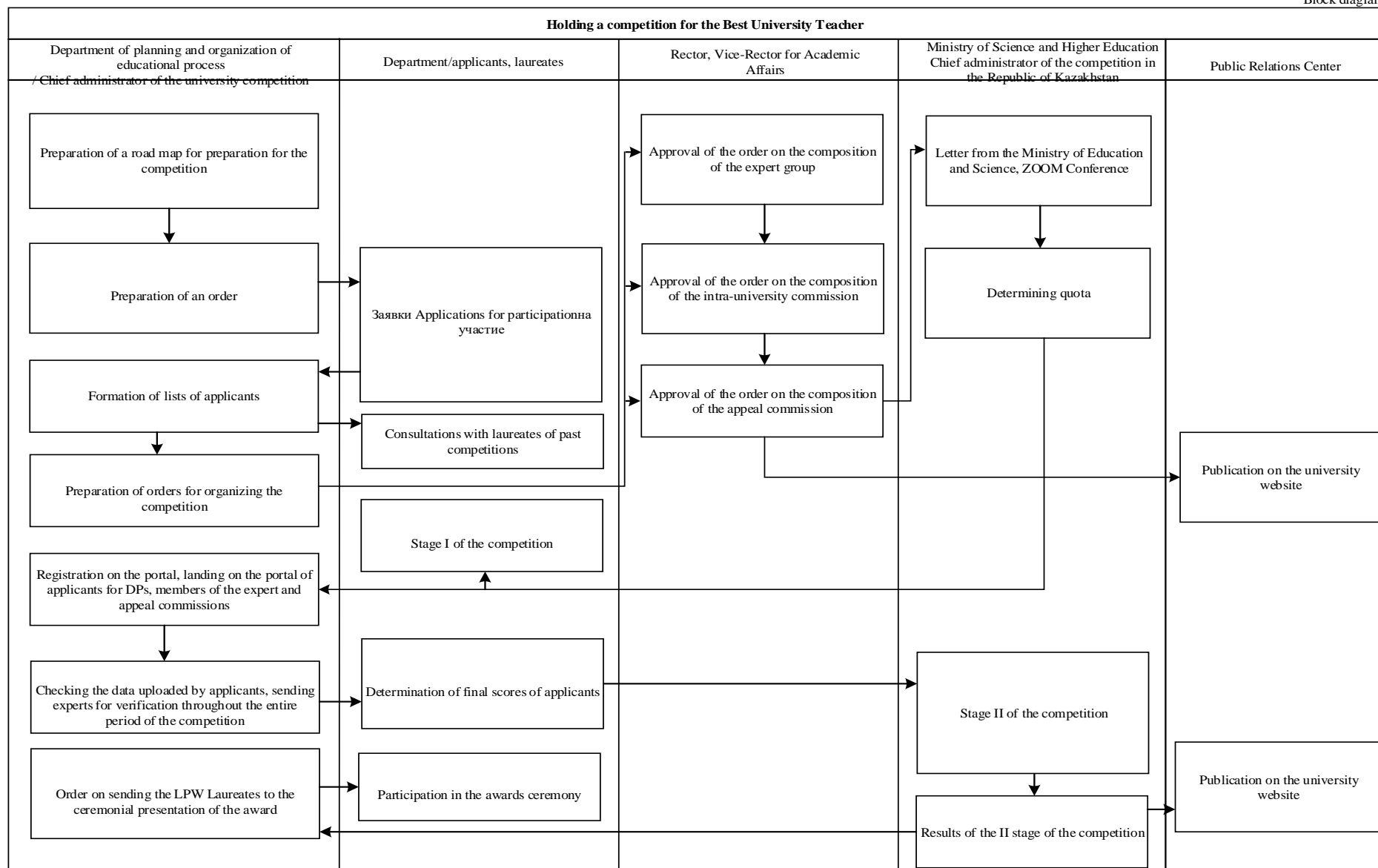
	territory of the Republic of Kazakhstan and publication of the material	1 publication		
9	Obtaining patents and pre-patents, copyrighted inventions, state registration of an intellectual property object	1 unit		
3 Professional development*				
10	Professional pedagogical qualification improvement in the profile	At least 72 hours		
4 International internship *				
11	Internship at leading universities included in the TOP 500 according to QS World University Rankings results of the current year	For the period of at least 14 calendar days		
12	Internship in leading foreign training centers and laboratories	For the period of at least 14 calendar days		
5 Educative work				
13	Implementation of a set of measures to ensure moral, patriotic and physical education of students			
Participant of the competition _____				

Note: The types of work of Competition participant provided for in the Annual work schedule according to Appendix 3 are entered personally by the applicant in the electronic form of the specified appendix after submitting the documents and filling out Appendix 2.

After entering the applicants' data, the points are calculated automatically.

*-one of the sub-items is mandatory;

**-planning of the sub-item is mandatory, while it is allowed to purchase scientific literature and periodicals on the research profile (Resolution of RK Government dated May 25, 2015 No. 384).



REGISTRATION SHEET ON CHANGES TO _____
(document designation)

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position