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Approved _
 By decision of the Board
 NJSC "Abylkas Saginov Karaganda Technical University"
 No. _____ " ____ " _____ 2022

POSITION

ABOUT THE EDUCATIONAL AND METHODOICAL ASSOCIATION – OHPE RK PROJECT MANAGEMENT GROUPS

PP 0 17 -20 22

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1 Area of use

This Regulation establishes the requirements for the administrative and legal assignment of the Educational and Methodological Association - the project management group of universities of the Republic of Kazakhstan at the Karaganda Technical University (EMA-PMG at the NJSC "Abylkas Saginov Karaganda Technical University") its status of organizational structure, functional responsibilities, powers and responsibility.

EMA-PMG was created by order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 562 [1] in accordance with subparagraph 25-2) of Article 5 of the Law of the Republic of Kazakhstan "On Education" [2] in order to coordinate the activities of higher educational institutions, ensure the quality and development of education in educational programs of higher and postgraduate education, as well as the participation of pedagogical, scientific and academic workers, representatives of employers in the development of educational programs.

EMA-PMG is liquidated by order of the Minister of Education and Science of the Republic of Kazakhstan.

The requirements of these Regulations are mandatory for all employees of EMA-PMG to guide their work and are the basis for the development of job descriptions for the manager and employees.

The regulation is included in the documentation package of the quality management system of NJSC " Abylkas Saginov Karaganda Technical University" (hereinafter referred to as " Abylkas Saginov Karaganda Technical University").

2 Normative references

Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 12, 2018 No. 562 "On the creation of the Republican Educational and Methodological Council of Higher (or) Postgraduate Education and educational and methodological associations in the areas of personnel training and approval of regulations on their activities . "

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

Charter of NJSC " Abylkas Saginov Karaganda Technical University" .

Internal regulations of NJSC " Abylkas Saginov Karaganda Technical University"

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Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414- V

3 Terms, definitions and abbreviations

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The following abbreviations are used in these Regulations:

- EMA-PMG – Educational and methodological association of universities of the Republic of Kazakhstan at the Abylkas Saginov Karaganda Technical University ;
- KarTU named after Abylkas Saginov – NJSC “ Abylkas Saginov Karaganda Technical University”;
- PRK – quality management representative;
- D AR – department of administrative work ;
- Yu O – legal department;
- teaching staff – teaching staff;
- EP – educational program.

4 Responsibilities and powers

Responsibility and authority for the development of the software, its approval, approval, registration, and entry into force are distributed as follows:

- responsibility for the development of the software, namely its content, structure, design and implementation lies with the head of the development unit;
- DAR exercises constant control over the timely development, verification and revision of the PP, and provides methodological assistance;
- The PP must be agreed upon with the Government Committee, the supervising member of the Board, the head of the South Ossetia, the chairman of the trade union committee of the teaching staff and employees;
- the decision on the final version of the PP is made by the PPK, which is noted in the “Sheet the development unit produces the original document and prepares a draft approval order”;
- for approval and entry into force of the document, collects approving signatures;
- approved by the PP by the Chairman of the Board of NJSC “ Abylkas Saginov Karaganda Technical University”;
- the development unit submits the approved PP for registration with the DAR;

The head of the developing unit is responsible for bringing to the attention of the relevant employees of the unit the approved Regulations on the unit. A record of familiarization must be made in the “Familiarization Sheet”.

5 General provisions

The educational and methodological association as a structural unit of the NJSC " Abylkas Saginov Karaganda Technical University" was created by order of the Chairman of the University Board No. 730 dated October 31, 2014 and operates on the basis of the charter of the NJSC " Abylkas Saginov Karaganda Technical University" [3].

EMA-PMG reports to the Chairman of the University Board.

The head of the EMA-PMG is appointed and dismissed by order of the Chairman

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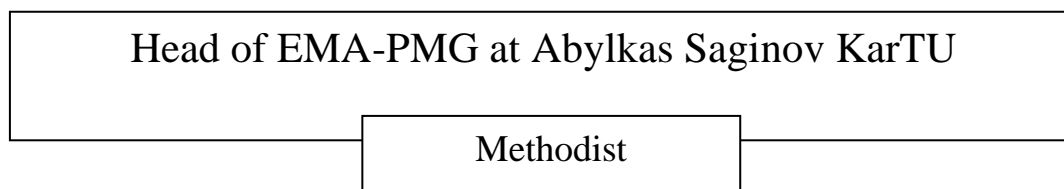
of the Board.

In its activities, EMA-PMG is guided by the Law of the Republic of Kazakhstan “On Education” [2]; Regulations on the activities of educational and methodological associations at higher educational institutions [1]; orders of the Ministry of Education and Science of the Republic of Kazakhstan; orders, instructions of the Chairman of the Board.

6 Description

6.1 Organizational management structure.

The structure of the EMA-PMG is shown in Figure 1.



Picture 1

6.2 Main functions and tasks.

6 .2.1 The main activities are:

- ensuring the development of Kazakhstani higher and postgraduate education in accordance with international requirements;
- participation in the formation of a strategy for the development of higher and postgraduate education, aimed at increasing its competitiveness in the global educational space;
- educational, methodological and scientific-methodological support of the educational process in accordance with changing conditions and taking into account global challenges.

6 .2.2 The subject of activity includes:

- interaction and coordination of educational and methodological work of universities that train personnel in educational programs;
- preparation of recommendations for improving state compulsory standards of higher and postgraduate education;
- preparation of recommendations for amending the Classification of EP of higher and postgraduate education, taking into account the needs of the labor market and the social demands of society;
- monitoring the provision of EP higher and postgraduate education with textbooks and teaching aids;
- reviewing textbooks and teaching aids prepared for publication;
- preparation of recommendations for the formation of a list of textbooks and

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educational literature permitted for use in the educational process ;

- development of recommendations for improving the educational process , introducing innovative technologies for teaching and monitoring knowledge;
- assisting in the implementation of the program for the development and implementation of the state language in higher educational institutions in accordance with the legislative acts of the Republic of Kazakhstan;
- generalization and dissemination of best practices in designing educational programs of higher education in the format of a competency-based model of a graduate based on the interface of professional and educational standards;
- participation in the development of proposals for advanced training and retraining of teaching staff;
- participation in the accreditation of universities and educational programs of higher and postgraduate education ;
- participation in the development and examination of draft regulatory documents on the development of higher and postgraduate education;
- analysis of the main trends in the development of the Bologna process in Kazakhstan (multi-level training of specialists, ensuring comparable quality , competency-based approach, social partnership between university and industry);
- development of scientifically-based and organizational-methodological recommendations for the effective entry of higher technical schools into the Bologna process, taking into account the main directions of the State Program for the Development of Education of the Republic of Kazakhstan for 2020-2025;
- promoting integration into the global educational space by expanding educational and methodological contacts with social , professional and educational organizations;
- analysis of trends in the development of higher engineering education in Kazakhstan and determination of the conceptual foundations of the structural-parametric quality model in the format of the competency-based approach;
- development of a mechanism for social partnership between higher education and the business community in the context of the development of the national qualifications system and the formation of qualification requirements in the format of competencies.

6.3 Rights and obligations.

Employees of EMA-PMG have the right:

- require the provision of the necessary information to solve the problems of the EMA-PMG from all divisions of the educational institution within the framework of their powers;
- use the services of structural divisions of the university;
- represent the interests of the educational institution in government bodies, commercial structures and public organizations on issues of educational and methodological activities of EMA-PMG.

EMA-PMG employees are obliged to:

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- perform your functional duties;
- strengthen and maintain the moral and psychological climate in the team at the proper level.

6.4 Job responsibilities.

EMA-PMG employees are responsible for:

- for untimely and poor-quality performance of functions and tasks provided for by these Regulations;

- violation of labor protection, safety regulations, commercial and official secrets;
- violation of staff discipline, the charter of the NJSC “ Abylkas Saginov Karaganda Technical University” [3], the internal regulations of the NJSC “ Abylkas Saginov Karaganda Technical University” [4] and other internal regulatory documents of the university, the Labor Code of the Republic of Kazakhstan [5].

6.5 Logistics support.

EMA-PMG has material, technical and information support for the high-quality performance of functions and tasks in educational and methodological activities.

6.6 Rewarding employees.

For timely and high-quality performance of functions and tasks, employees of the EMA-PMG may be rewarded by order of the Chairman of the Board on the recommendation of the head of the EMA-PMG.

7 Making changes to a document

Amendments to the Regulations are made only with the permission of the Government Committee and must be documented and signed. Sheets removed from the amended version of the Regulations are stored with a document confirming permission to make changes.

Changes to the original and recorded working copies are made in accordance with the requirements of DP KarTU II-01-2021 Management of documented information .

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8 Making changes to a document

Changes to these Regulations in the EMA-PMG are made on the basis of:

- changes in the name of the organization or structural unit, job title changes;
- redistribution of functions and job responsibilities ;
- reorganization or staff reduction.

9 Approval and implementation

The regulations on the department are consistent with:

- representative of quality management;
- head of South Ossetia;
- Chairman of the trade union committee of teaching staff and employees.

The regulations on the department are approved by the Chairman of the Board of the NJSC " Abylkas Saginov Karaganda Technical University".

10 Storage

The regulations on the EMA-PMG are brought to the attention of the employee under signature in the “ Familiarization Sheet” (Appendix B) in the original and a copy . A registered copy of the approved Regulations on the EMA-PMG with signatures for familiarization is transferred to the EMA-PMG, and the original is stored in the personnel department of the DAR.

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Appendix A
(required)

F.0 1 -2022

Approval sheet

Job title	Full name	date	Signature
Quality Management Representative	G. Zhetesova		
Director of the Department of Administrative Work	M. Kozhukhova		
Head of the legal department	G. Ayazbaeva		
Chairman of the trade union committee of teaching staff and employees	N. Alpysbaeva		

