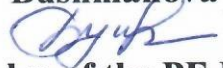


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REGULATION

MANAGING THE EDUCATIONAL PROCESS

KTU IRD IV-04-2021

Developed by:
Head of the PE RI
Bushmanova B.A.

l.r. of the PE RI
Alpysbayeva N.A.



Karaganda

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Effective date 2021.10.04.
(year, month, day)

1 Scope

This Regulation (hereinafter referred to as the IDR) describes the procedure and organization of the educational process at NLC "Karaganda Technical University" (hereinafter KTU).

The Regulation is to be applied by all the employees of the structural subdivisions of KTU.

This Regulation is included in the quality management system documentation.

2 Regulatory references

In this Regulation, references to the following regulatory documents are used:

RK ST ISO 9001-2016 (ISO 9001:2015) "Quality management systems. Requirements".

RK ST ISO 9000:2017 (ISO 9000:2015) "Quality management systems. Basic provisions and vocabulary".

3 Terms, definitions and abbreviations

In the IRD there are used the terms, definitions and abbreviations in accordance with RK ST ISO 9000:2017 (ISO 9000:2015) "Quality management systems. Basic provisions and vocabulary", RK ST 1157-2002 "Higher vocational education. Quality management system of educational organizations":

KTU - Karaganda Technical University;

RK ST - the standard of the Republic of Kazakhstan;

EW - educational work;

EP - educational process;

QMR - quality management representative;

CQM&A – Center of quality management and accreditation;

TB – Tutor Board;

SMEB - Spiritual and Moral Education Board;

PE RI - Research Institute of Patriotic Education;

DMP - Department of the Youth Policy.

4 Liability and powers

4.1 Vice Rector for educational work (EW) is responsible for the implementation of the requirements specified in this IDR.

4.2 The head of the educational process is Vice rector for EW.

4.3 The developer of this IDR is responsible for the compliance of the provisions of this IRD with the requirements of RK ST ISO 9001-2016 (ISO 9001:2015).

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4.4 Responsibility for organizing and coordinating activities for the implementation of specific stages of the process is borne by the participants of the educational process (EP) (deans, tutors, teachers, heads of departments).

4.5 Responsibility for the quality of work at specific stages of the process is borne by the managers who are participants of the implementation of a specific stage.

5 Description of the educational process

5.1 General provisions

5.1.1 The purpose of the educational process is comprehensive, harmonious development of the student's personality. It has the following aspects:

- education of positive personality traits;
- development of an active life position;
- the ability for self-education, self-education and self-control;
- education of self-esteem;
- education of patriotism, love for the Motherland - the Republic of Kazakhstan;
- spirituality and morality;
- physical perfection;
- culture of behavior;
- ecological culture.

These aspects are determined by a number of factors that must be managed by KTU.

5.1.2 KTU should plan, develop, evaluate and improve the conditions of teaching, harmonious education, development of creative abilities of a student, a graduate specialist.

5.1.3 The resources of educational process are as follows:

- trainees (as an EP object);
- educators (as an EP subject);
- material and technical potential of KTU (as a condition for ensuring the quality of education of graduates).

5.1.4 The output of the EP is a graduate of KTU: a harmoniously developed personality with higher vocational education.

5.1.5 The subject of the EP is the progress of implementing the EP corresponding to the set goals.

5.1.6 The tasks of education are as follows:

- education of citizenship, patriotism, respect for human rights, freedoms and duties;
- philosophical and ideological orientation of students in understanding the meaning of life, the own uniqueness and value;
- formation of a scientific picture of the world and the multicultural worldview of students;
- assimilation of universal human norms (truth, justice, goodness, beauty, mutual understanding, sympathy, mercy, etc.), following them in life and cultivating intelligence as a significant personal quality;

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- cultivating an attitude to work as a socially and personally significant need;
- development of valueological attitudes and ideas of the healthy lifestyle.

5.1.7 Active and passive methods are used for education.

5.1.8 The EP performance indicator is continuous improvement of all the EP parameters:

a) continuous improvement of quantitative indicators reflecting the qualitative characteristics of the education of students after the next stage of implementing the EP program:

- increasing the number of students involved in cultural life;
- preventing violations of public order in one form or another;
- increasing the number of student volunteers participating in charity events;
- increasing the number of students with sports achievements;
- preventing diseases and spread of AIDS, drug addiction;

b) improving the ecological (sanitary-epidemiological) state of public places and classrooms during and after training sessions: a qualitative indicator;

c) improving the conditions for the implementation of the EP in the areas;

d) increasing the general level of education of students, measured by the results of testing at the end of each academic year with subsequent statistical processing: a qualitative indicator of the effectiveness of the educational process.

5.1.9 The educational process is carried out in accordance with the algorithm given in Table 1.

5.2 Planning

The planning of the educational process is carried out based on the goals and resources of KTU and the interests of students in the following sequence.

5.2.1 The EP participants need to form the goals and objectives of educational work.

5.2.2 Selecting methods of carrying out educational work.

5.2.3 Selecting methods of educational work. This should be expressed in the volume and content of students' independent activities.

The conditions that determine selecting the method of education are as follows:

- the goals and objectives of education;
- the upbringing content;
- features of the region of the student arrival;
- age characteristics of students;
- the level of the team formation;
- individual and personal characteristics of students;
- conditions of upbringing (material, psychophysiological, sanitary and hygienic, the climate in the team, the style of pedagogical leadership);
- means of education;
- the level of pedagogical qualifications;
- the upbringing time;
- expected results.

Selecting methods must be prepared and assume realistic conditions for implementation.

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The main principle of selecting educational methods is humanism of the teacher's relationship to students.

5.2.4 Formation of criteria and indicators of students' development.

5.2.5 Designing parenting control points.

5.2.6 Designing educational work processes.

5.2.7 Verification of the educational work plan.

5.3 Implementation of educational work.

5.3.1 Organization of the EP is based on the linear-functional structure of subordination of persons responsible for EW at KTU with the use of elements of the matrix structure: involvement of various KTU specialists in the EP and full involvement of the teaching staff.

5.3.2 The place and time of the translating the elements of education should be selected adequately to their content and wishes of the interested parties.

5.3.3 The content of the EP is formed and regularly updated on the basis of the wishes of the students, identified on the basis of the analysis of the results of the questionnaire, the achieved level of education, determined using tests, as well as the resource capabilities of the KTU.

5.3.4 The educational process is performed in accordance with the plan (Appendix A).

5.3.5 The EW plan with some changes is designed for the entire period of the main classroom load of students.

5.4 Methods and criteria of assessing the effectiveness of the educational process.

5.4.1 Measuring the level of education by testing (questioning). In order to monitor the qualitative characteristics of the education of students by the efforts of the student groups supervisors, psychological service, sociologists conduct a questionnaire survey of students regarding their interests and wishes in the field of their cultural, sports life.

5.4.2 Processing the results by statistical methods.

5.4.3 Analyzing the test results (questionnaires). The analysis report is communicated to the management.

5.4.4 Developing corrective and preventive measures. The management together with the persons responsible for educational work develops, corrects the plan of educational activities.

5.5 Corrective action

5.5.1 The plan of educational work is developed by Vice Rector for EW, the Tutor Board that includes the deputy deans of faculties for EW, the Spiritual and Moral Education Board.

Based on the analysis of the students' wishes, the teaching staff who are actively involved in the educational process, there is made up a plan of corrective and preventive educational actions in accordance with KTU DP II-04. The Tutor Board should make extensive use of the tutors capabilities in the groups. This will reveal the individual aspects of educational activities with each student of the supervised group.

5.5.2 The analysis for the purpose of continuous improvement is carried out in accordance with KTU DP II-05.

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6 Algorithm of the educational process

Table 1 – Algorithm of the educational process

Algorithm	Process stages	Responsible person	Participants	Recipient of information	Output data
<pre> graph TD Start([Start]) --> 1[1] 1 --> 2[2] 2 --> 3[3] 3 --> 4{4} 4 -- yes --> 7{7} 4 -- no --> 5[5] 5 --> 6[6] 6 --> 7 7 -- no --> 5 7 -- yes --> 8[8] 8 --> End([End]) </pre>	1 Planning of the educational process	Vice rector for educational work	TB, SMEB, DYuP, PE RI	QMR, faculties, departments	Plan of educational work, questionnaires, tests
	2 Implementing the educational process	Vice rector for educational work	TB, SMEB, deans, head of departments, tutors, EW divisions	DYuP, PE RI, Vice rector for educational work	Minutes of the events, photo-materials
	3 Checking fulfillment of the plan	Vice rector for educational work	TB, SMEB, DYuP, PE RI	Vice rector for educational work, QMR, faculties	Report on the results of educational work
	4 Decision of the plan fulfillment effectiveness	Vice rector for educational work	DYuP, PE RI	QMR, faculties, departments, tutors	Report on the effectiveness of educational work
	5 Developing corrective and preventive measures	Vice rector for educational work	DYuP, PE RI	Faculties, departments, tutors	List of reasons Corrective and preventive action plan
	6 Improvement (corrective and preventive measures)	Vice rector for educational work	TB, SMEB, tutors	Vice rector for educational work	Report on the results of corrective and preventive measures
	7 Decision of the improvement effectiveness	Vice rector for educational work	DYuP, PE RI	QMR, TB, SMEB	Report on the presence of improvements in the results of educational work
	8 Graduation of specialists	Head of the graduating department	Graduating department	Community	

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7 Amendments to the document

The development, execution, coordination and approval of this IRD, as well as introducing amendments into it, must be carried out in accordance with the KTU DP II-01.

8 Coordination and enforcement

8.1 Coordination of this IDR is performed with the QMR, the head of the Director of the Department of Youth Policy and is drawn up in the “Coordination sheet” (Appendix B).

8.2 Responsibility for the transfer of this IDR (original) for safekeeping in the CQM&A is borne by the head of the development department.

9 Copying and distributing the document

Copying and distributing this IDR should be made in accordance with KTU DP II-01.



10 Safekeeping

Safekeeping of this IDR should be made in accordance with KTU DP II-01.

Appendix B
(mandatory)

F.04-2020

Coordination sheet

Position	Name	Date	Signature
Quality Management Representative	Zhetessova G.S.	04.10.21.	
Director of the Youth Policy Department	Buzyakov R.R.	27.09.21.	

Appendix D
(informative)

Distribution sheet

No	Name of divisiona	Copy number	Date of receiv- ing	Signature and name of the officer	Note

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