

NLC "Karaganda Technical University"	<b>Methodological Guidelines Monitoring and evaluation of educational programs</b>	KTU MG IV-13-2021 Version 02 Date 2021/09/27 Page 1 out of 8
--------------------------------------	--	---

## METHODOLOGICAL GUIDELINES

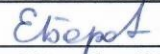
---

### MONITORING AND EVALUATION OF EDUCATIONAL PROGRAMS

KTU MG IV - 13 - 2021

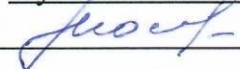
Developed by: Deputy Director of EPMO

Borovkova E.V.



Head of RO

Dyussekeeva A.T.



**Karaganda**

NLC “Karaganda Technical University”	<b>Methodological Guidelines Monitoring and evaluation of educational programs</b>	KTU MG IV-13-2021 Version 02 Date 2021/09/27 Page 2 out of 8
--------------------------------------	--	---

## Table of Contents

1 Scope	3
2 Description of the procedure	3
3 Monitoring and evaluation of educational programs	3
4 Evaluation objects	5
5 Monitoring forms	5
6 Approval and implementation	5
7 Replication and distribution of the document	6
8 Safekeeping	6
9 Making changes to the document	6
Appendix A Coordination sheet	7
Appendix B Familiarization sheet	8

NLC "Karaganda Technical University"	<b>Methodological Guidelines Monitoring and evaluation of educational programs</b>	KTU MG IV-13-2021 Version 02 Date 2021/09/27 Page 3 out of 8
--------------------------------------	--	---

Effective date 2021.10.05  
(year, month, day)

## 1 Scope

1.1 These Methodological Guidelines defines the methodology for monitoring and evaluating educational programs, as well as regulates the organization and procedure for conducting all related procedures and defines the official powers and responsibilities of participants.

1.2 These Methodological Guidelines on monitoring and evaluation of educational programs is an internal regulatory document of the quality management system (QMS) NLC "Karaganda Technical University" (hereinafter referred to as the KTU) and was developed in order to determine the requirements and procedure for preparation, conduct and documentation.

1.3 These Methodological Guidelines is mandatory for all employees involved in the preparation, design and development of educational programs.

## 2 Description of the procedure

2.1 The algorithm of monitoring and evaluation of the educational program The methodological basis for monitoring and evaluation of the educational program are the principles, methodology and procedure for the development of the EP.

2.1.1. The content and structure of the educational programs (EP) of the KTU correspond to the state mandatory standards of higher and postgraduate education and is implemented through working curricula and working curricula that are uniform for all forms of education.

2.1.2. In order to improve the effectiveness of learning outcomes at the university, an integrated approach is used to monitor and evaluate educational programs, and, accordingly, curricula for all levels of education.

## 3 Monitoring and evaluation of educational programs

3.1 The University guarantees the quality of graduate training by evaluating, monitoring and reviewing educational programs.

3.2 The University evaluates, monitors and periodically reviews the educational programs of bachelor's, master's and PhD doctoral studies.

3.3 Evaluation and monitoring of educational programs is carried out at the university in order to obtain information on the degree of compliance with requirements in the field of educational services; its consideration when updating requirements for the design and implementation of educational programs.

NLC “Karaganda Technical University”	<b>Methodological Guidelines Monitoring and evaluation of educational programs</b>	KTU MG IV-13-2021 Version 02 Date 2021/09/27 Page 4 out of 8
--------------------------------------	--	---

3.4 The university has developed a procedure for approval, periodic review (revision) and monitoring of educational programs and documents regulating this process.

3.5 Monitoring and evaluation of the educational program includes the following stages: discussion of the educational program, review of the educational program, revision of the educational program to take into account suggestions and comments made by employers and other stakeholders, discussion of the educational program, recommendation for approval, approval procedure.

3.6 The modular educational program is based on the graduate model developed at the university for each educational program. Verification and validation of the graduate model takes place through expert evaluation carried out by employers and consumers.

3.7 In order to provide educational programs with the relevant content of education, the lists of specialized, elective and practice-oriented disciplines and modules, practices developed at the university are systematically revised and supplemented. The basis of the implemented courses are the results of teaching staff of the faculty of the department.

3.8 The evaluation of the quality of educational programs is carried out on the basis of an analysis of curricula, a catalog of elective disciplines, schedules, individual plans of students, internal regulatory documents regulating the implementation of educational programs, questionnaires of students and employers.

3.9 Educational programs undergo the procedure of annual monitoring of the quality of implementation at a meeting of the department with the participation of students and employers. Teaching staff of the department, in order to harmonize the content of educational programs with similar educational programs of leading foreign and Kazakh universities, identify and analyze such universities and educational programs. Based on the results of such activities, the university enters into cooperation agreements with universities of the far and near abroad.

3.10 Evaluation of students' satisfaction with the places and organization of internship is carried out both during the practice and at the installation and reporting conference on the results of the practice.

3.11 The evaluation of employers' satisfaction with the level of training of students is carried out by conducting their survey and questionnaire, as well as in the characteristics of an intern who has interned at the organization.

3.12 Based on the monitoring results, decisions are made on the further development of educational programs, the expansion of the department's activities for the formation of a contingent, and the development of a unified educational space.

3.13 Evaluation of the effectiveness and efficiency of the implementation of educational programs is due to feedback provided by employers, petitions, invitations of scientists abroad, expansion of the practice base, etc..

3.14 The criterion for the effectiveness of the implementation of educational programs is the successful completion of practical training by students and their

NLC “Karaganda Technical University”	<b>Methodological Guidelines Monitoring and evaluation of educational programs</b>	KTU MG IV-13-2021 Version 02 Date 2021/09/27 Page 5 out of 8
--------------------------------------	--	---

further career development. The indicator of the effectiveness of the implementation of educational programs is the high-quality graduation of students, the percentage of employment.

3.15 The results of training in educational programs are: the formation of students' competencies that are in demand in the labor market; professional activity aimed at psychological and pedagogical support of the educational process; personal, professional and social development of students, contributing to socialization, the formation of a common culture of personality.

#### **4 Evaluation objects**

4.1 Conditions created for applicants to enter the university.

4.2 The quality of educational services provided to students.

4.3 Conditions necessary for the implementation of educational services by employees: administrative and managerial, educational and auxiliary, engineering and technical and other service personnel.

4.4 The quality of graduate training assessed by employers.

#### **5 Monitoring forms**

5.1 Oral survey of students, teaching staff, employers and other stakeholders.

5.2 Survey of students, teaching staff, employers and other stakeholders.

5.3 Analysis of graduate employment.

5.4 Feedback from graduates and employers.

#### **6 Approval and implementation**

The approval of this MG is carried out in accordance with DP KTU - II - 01 and is made out in the "Coordination Sheet" (Appendix A).

#### **7 Replication and distribution of the document**

Replication and distribution of this information must be carried out in accordance with the DP KTU II-01.

#### **8 Safekeeping**

This card must be stored in accordance with the DP KTU II – 01.

#### **9 Making changes to the document**

Changes to this MG must be made in accordance with the DP KTU II – 01.





