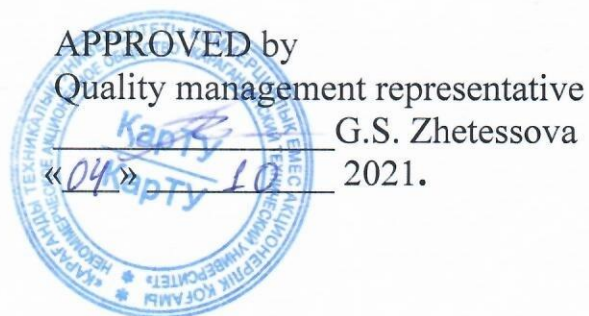


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METHODOLOGICAL GUIDELINES

STANDARD REGULATIONS FOR THE DEVELOPMENT AND REVIEW OF WORK PROGRAMS

KTU MG IV-03-2021

**Developed by: Head of the MOEP
Borovkova E.V.**

Karaganda

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Effective date 2021.10.04
(year, month, day)

1 Scope

These Methodological guidelines has been developed in order to effectively implement the process of developing and reviewing work programs.

The Methodological guidelines is intended for managers and employees of departments of the Karaganda Technical University (hereinafter KTU) participating in the educational process and is part of the quality management system documentation.

2 General provisions

2.1 The development of working training programs (syllabus) should be carried out in accordance with the requirements of KTU R-IV-01.

2.2 The Faculty's Quality Assurance Committee reviews syllabus on new educational programs and disciplines during the academic year.

2.3.1 Syllabus are developed by the author(s) – lecturers and teachers of the department, providing discipline in accordance with the working study plan. At the same time, the programs are in working order consistent with the programs of other disciplines of this block.

2.3.2 Syllabus are discussed at the department providing the discipline.

2.3.3 If syllabus is approved as a whole, the developer makes the necessary and agreed changes to them and submits them for approval to the head of the department providing the discipline. The head of the department, after discussion with the syllabus developer, can make the necessary amendments to them. Syllabus are signed by the head of the department providing the discipline and are coordinated with the department for which this discipline is read.

2.3.4 The department providing the discipline is responsible for providing this discipline with educational and methodological literature. In the absence of the necessary (basic) literature in the library, the department takes urgent measures to ensure the educational process with methodological and educational materials, and also plans to publish its own educational and methodological literature.

2.3.5 Syllabus developed by the departments of the faculty for training in the educational programs of the faculty (including programs developed by the department for itself or for another department of the faculty) are sent to the chairman of the quality assurance committee of the faculty.

2.3.6 Syllabus are submitted by the developer to the dean's office of the faculty, no later than one month before the date of consideration of syllabus in accordance with the work plan of the quality assurance committee of the faculty.

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2.3.7 In coordination with the chairman of the quality assurance committee of the faculty, the exact date of the meeting of the council for consideration of these programs is set. The date of the meeting is set in such a way that at least three weeks are allocated for the study of syllabus data at the graduate departments and in the quality assurance committees.

2.3.8 Syllabus are submitted to the faculty's quality assurance committee and to the graduating departments with an indication of the exact date and time of the meeting.

2.3.9 The meeting of the quality assurance committee for syllabus review is held with the invitation of heads of departments, program developers (teachers who provide reading of the relevant discipline). In case of rejection of the syllabus proposed by the graduating department or in the presence of serious comments, the presence of the above-mentioned persons is mandatory.

2.3.10 The following are constantly invited to the meetings of the Quality assurance committee for syllabus review: Dean of the Faculty, Deputy Dean of the Faculty for Academic Work, heads of departments of the Faculty. If there are disagreements between the heads of the graduating departments and the quality assurance committee of the faculty, all the necessary materials are transferred to all the invited one week before the meeting by the chairman.

2.3.11 If, as a result of the syllabus discussion, they are not signed by at least one of the heads of the graduating departments, then the programs are transferred to the program developer (to the department providing the discipline). The program developer, taking into account comments and suggestions on the approval of this program, makes the necessary adjustments. The adjustment period should not exceed two weeks. The repeated review cycle of the program takes place according to the described algorithm (paragraphs 1-11).

2.3.12 If, as a result of consideration at a meeting of the faculty quality assurance committee, the programs are not re-signed by at least one of the heads of the graduating departments, then the issue is submitted to the Faculty Council.

2.4.13 The syllabus developer presents them to the Management of the organization of the educational process.

2.3.14 After receiving all the approving signatures, the programs are signed by the Vice-Rector for Academic Affairs of the University.

2.3.15 The syllabus developer submits a copy of the approved program to the department.

2.4.16 Seminar plans, practical classes, laboratory work and other educational and methodological support are developed on the basis of the approved syllabus.

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3 Coordination and implementation

The approval of this MG is carried out with the Vice-rector for Academic Affairs, the head of the CMQ&A, the director of the DAA and is made out in the "Coordination sheet" (Appendix A).

4 Replication and distribution of the document

4.1 The mailing of the draft of this article for review is carried out by the developer.

4.2 The registered working copies are sent to the following addresses: MOEP, deans of faculties, heads of departments. The issuance of registered working copies must be registered in accordance with KTU DP-II-01.

5 Making changes to documents

Amendments to this MG must be made in accordance with KTU DP II-01.

6 Storage

The storage of this MG must be carried out in accordance with KTU DP II-01.

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Appendix A (mandatory)

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Appendix B (mandatory)

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Familiarization sheet

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