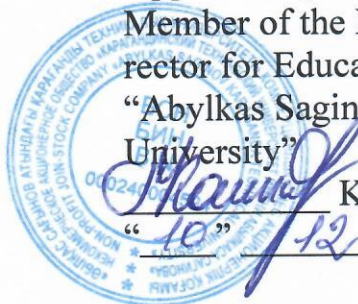


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Approved by  
Member of the Management Board – Vice-  
rector for Educational Work of NPJSC  
“Abylkas Saginov Karaganda Technical  
University”



Kalykov A.K.

“10” 12 2022

## PROVISION

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### EDUCATIVE PROCESS SYSTEM

**Internal Activity Provision VII-01-2022**

**Developed by:**  
leader of the Research Institute of  
Patriotic Education  
Bushmanova B.A.

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**Karaganda**

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## **1 Field of application**

The provision of educative process system (hereinafter referred to as Provision) describes the procedure and organization of the educative process, establishes requirements for the activity of curators at the Non-profit Joint-stock Company “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as NPJSC “Abylkas Saginov Karaganda Technical University”).

The provision is applied by structural divisions, which are responsible for the educative process at NPJSC “Abylkas Saginov Karaganda Technical University” and curators.

The provision is included in the documents of quality management system (hereinafter referred to as QMS).

## **2 Normative references**

The provision uses references to the following normative documents:

Standard of the Republic of Kazakhstan ISO 9001-2016 (ISO 9001-2015) “Quality Management System. Requirements”.

Standard of the Republic of Kazakhstan ISO 9000-2017 (ISO 9000-2015) “Quality Management System. General provisions and glossary”.

## **3 Terms, definitions and abbreviations**

Terms, definitions and abbreviations are used in the provision, according to the Standard of the Republic of Kazakhstan ISO 9000-2017 (ISO 9000-2015) “Quality Management System. General provisions and glossary”, the Standard of the Republic of Kazakhstan 1157-2002 “Higher Professional Education. Quality Management System of Educational Organizations”:

EP – educative process;

EW – educational work;

YPD – Youth Policy Department;

DP – documented procedure;

Zhas Orda YA – Zhas Orda Youth Association;

RIPE – Research Institute of Patriotic Education;

ATS – academic teaching staff;

QMR – quality management representative;

SMEC – Spiritual and Moral Education Council;

BC – Board of Curators;

ST RK – Standard of the Republic of Kazakhstan.

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## **4 Responsibility and authority**

4.1 The Vice-rector for Educational Work of NPJSC “Abylkas Saginov Karaganda Technical University” is responsible for development, revising and introduction of the requirements, specified in this provision.

4.2 A developer is responsible for compliance of this provision with the requirements of ST RK ISO 9001-2016 (ISO 9001-2015).

4.3 The participants of EP are responsible for organizing and coordinating an activity of the execution of specific stages of the process.

4.4 Responsibility for the quality of works execution, related to specific stages of the process, is born by leaders, who are participants of the specific stage execution.

4.5 The rights and obligations of the participants of EP in the realization of educative activity are regulated by respective provisions of the structural divisions.

## **5. General provisions**

5.1 The purpose of EP is to form comprehensively and harmoniously developed personality of the student, that combines spiritual wealth, moral purity, physical perfection, that is capable of creativity, has a scientific view of the world, a high culture and civil responsibility; to train technical personnel, having a high level of the social and personal competence, which allows to fully realize its potential, to actively interact with society, to be successful in the professional, labor and social activity.

5.2 The tasks of EP are:

- formation of the civic consciousness, patriotism, spiritual and moral guides, religious tolerance, educating the respect for historical and cultural heritage of Kazakhstan on the base of folk traditions and national values;

- improvement of the legal culture, mastering the knowledge about the rights and obligations of person and citizen, the formation of “zero tolerance” for the incidents of corruption, a culture of integrity;

- educating the respect for labour as a socially and personally significant need;

- formation of the environmental consciousness by means of studying the state of environment, involvement of the students in the activities of solving environmental problems;

- maximum involvement of the students in the activity, which contributes to realization of their inner potential, the development of aesthetic taste, intellectual, creative and physical abilities, the development of healthy lifestyle skills;

- stimulation of the student self-governance, the development of social activity, social competence skills, the needs for self-education and self-realization.

## **6 Description of the procedure**

6.1 The main areas of EP:

- civic and patriotic education;

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- spiritual and moral education;
- aesthetic and cultural education;
- education of social activity;
- legal and anti-corruption education;
- ecological education;
- physical education.

6.2 The performance criteria of EP are improvement of its quantitative indicators:

- increase of the number of students, who participate in the ecological, volunteer and charity events;
- increase of the number of socially active students;
- increase of the number of people, involved in the social, cultural and sports life of the university;
- increase of the number of students, who have achievements in the various social spheres;
- prevention of committing violations by students;
- prevention of the diseases and spread of AIDS, drug addiction.

6.3 The educative process involves:

- Board of Curators;
- Spiritual and Moral Education Council;
- Offices of the deans;
- Youth Policy Department;
- Research Institute of Patriotic Education;
- Zhas Orda Youth Association;
- Press Service;
- Serpin Training Center;
- Social-psychological Service;
- Museum;
- Library.

6.4 The content of EP is formed and regularly updated on the base of analysis of the results of survey, the achieved level of mannerliness, determined by the means of tests, as well as resource capabilities of NPJSC “Abylkas Saginov Karaganda Technical University”.

6.5 The main component of EP is the educational course “Ultka Kyzmet”, developed on the basis of the model of patriotic education “Formation of New Kazakhstani Patriotism”.

6.6 The educational course “Ultka Kyzmet” includes a calendar plan of spending curatorial hours and is conducted during the entire training period of students. A structure of the course consists of 7 sequentially arranged stages, which have target and content load, and are intended for a specific semester. The course starts from the first days of studying at the university, includes all academic semesters and ends in the last year.

6.7 A test of the learnt material of the educational course “Ultka Kyzmet” is carried out at the end of each semester.

6.8 Students will get grades for the social activity in accordance with the criteria

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of personal and social competence.

## **7 Requirements for holding educative activities**

7.1 Educative activities are held outside the educational process and the educational course “Ultka Kyzmet”.

7.2 Requirements for a master class

7.2.1 When giving the master class, it is necessary to ensure:

- demonstration of the pedagogical techniques and methods, innovative technologies in the course of spending a curatorial hour;
- participation of other curators (not less than 3 people), including beginners for sharing pedagogical experience;
- discussion and participants’ evaluation of the effectiveness, applied pedagogical techniques, methods and technologies, the quality of covering a topic, the activity and involvement of students in the process of lesson.

7.2.2 The main criteria of master class evaluation:

- presentativity (application of the pedagogical techniques and innovative technologies in spending the curatorial hours);
- motivation (the activity and involvement of students in the process);
- efficiency (positive comments of the participants of master class).

7.2.3 It is necessary to preliminarily agree upon the development of master classes with RIPE. Assessment of the quality of giving the master classes is made on the base of opinions of the participants-curators, members of BC and SMEC.

7.3 Requirements for events of the international, republican and regional levels, including events of the city and university levels:

- availability of the provision of event, agreed with YPD;
- participation of the representatives of at least 3 countries in the event of international level, the event of republican level – at least 4 regions, the event of regional level – at least 3 universities;
- formation of the jury or expert committee with qualification of the appropriate level;
- coverage in media and internet resources.

## **8 Curatorial work**

8.1 An academic group is a primary student team and a center of the formation of professional and personal qualities of the future specialists.

A curator is a teacher, attached to the student group for assisting it in organization of the educational work. An activity of the curators-mentors of academic groups is an integral part of the entire educative system of NPJSC “Abylkas Saginov Karaganda Technical University” and is aimed at assisting in successful adaptation of the first-year students to a student life, the realization of rights and obligations of the students, the spiritual, moral and professional formation of personality of the future specialist.

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8.2 The appointment of curators of the student groups is carried out by the order of dean of the faculty from teachers. Replacement of the curators in the groups is made only in exceptional cases (dismissal, death, illness, maternity leave). The curator is relieved of his duties by the order of the dean of the faculty, indicating the reasons.

8.3 An activity of the curator is included in his individual plan as the educational work and is recorded in his testimonial, given for participation in the competition or attestation of ATS.

#### 8.4 The structure of curatorial work

8.4.1 Administrative supervision of the work of curators is carried out in the usual way: Chairman of the Management Board – Rector of NPJSC “Abylkas Saginov Karaganda Technical University” – Vice-rector for Educational Work – dean of the faculty – Deputy Dean for Educational Work – head of the department – curators of the groups.

8.4.2 Methodological and organizational supervision of the work of curators is carried out by the Board of Curators through the Deputy Dean for Educational Work, who is entrusted with the functions of senior curator of the faculty.

8.4.3 The head of department manages an activity of the curators and carries out the necessary control over their work, using various forms for this (listening to reports of the curators, discussion of their activity at the meetings of department, methodological seminars of the department, attendance of the events, held by the curators in the groups etc.), assists the curators in their work.

#### 8.5 Obligations of the curator:

- to spend the curatorial hours in accordance with a calendar plan of the educational course “Ultka Kyzmet”;

- to appoint a monitor from active and initiative students, and form the most active members of the group;

- to study and analyze psychological features, the social activity of students, their interests and hobbies, achievements in the various spheres of life, the state of students’ living conditions, to form a portfolio of the group;

- to contribute to the acquisition of skills of the educational labour by students, the correct combination of educational classes with the social activity, creative development, sports activities, rational leisure activities;

- to contribute to the realization of intellectual, creative and social initiatives, the involvement of students in the active social life of the university, participation in the activities, related to public safety that affect the health and well-being of citizens;

- to carry out an individual work with parents of the students, to inform them about lessons attendance, academic progress, achievements and violations of the Charter of NPJSC “Abylkas Saginov Karaganda Technical University”;

- to improve one’s pedagogical level, to study and introduce the experience of the best curators into the practice of working, to constantly improve the methods of educational work;

- to take timely measures on the facts of violation of the classroom discipline, being behind a training schedule without good reasons, to quickly organize a

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discussion of all violations in the group, followed by making necessary recommendations to the dean’s office.

#### 8.6 The rights of curator:

- to take an active part in solution of the issues, related to a life of the student group;
- to make a petition for giving moral and material support to the students, who find themselves in the difficult, emergency situations;
- to take part in the work of committee, which is occupied with the issues of settling in the dormitories, in the meetings of student self-governance’s bodies;
- to raise questions about imposing penalties, established in NPJSC “Abylkas Saginov Karaganda Technical University”, upon the students for violation of the norms of behavior, poor academic progress and other offences.

### **9 Making modifications in the document**

Modifications are made in the provision on the ground of:

- a change of the name of organization or structural division, the change of position name;
- reallocation of the functions and job duties;
- reorganization or staff reduction.

### **10 Agreement and introduction**

The provision is agreed by:

- a quality management representative;
- a leader of the Legal Department, it is drawn up in the “Approval sheet” (Appendix A).

The provision is approved by the Member of the Management Board – Vice-rector for Educational Work of NPJSC “Abylkas Saginov Karaganda Technical University”.

### **11 Keeping**

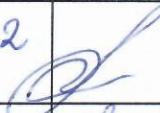

The provision is brought to the attention of structural divisions, which are responsible for EP at NPJSC “Abylkas Saginov Karaganda Technical University” with putting a signature in the “Familiarization sheet” (Appendix B), in the original and copy. A recorded copy of the approved provision with signatures on familiarization and the original are kept in RIPE.



Appendix A  
(mandatory)

F.01-2022

Approval sheet

Position	Full name	Date	Signature
Quality Management Representative	G. Zhetessova	08.12.22	
Leader of the Legal Department	G. Ayazbayeva	08.12.22	

Appendix B  
(mandatory)

F.02-2022

Familiarization sheet

Position	Full name	Date	Signature