

NLC "Abylkas Saginov Karaganda Technical Uni- versity"	<b>Methodological guidelines</b> <b>Standard regulations for the development and</b> <b>review of work programs</b>	MG V-04-2022 Version 01 Date 2022.11.02 Pages 1 out of 7
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## METHODOLOGICAL GUIDELINES

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### STANDARD REGULATIONS FOR THE DEVELOPMENT AND REVIEW OF WORK PROGRAMS

MG V-04-2022

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**Karaganda**

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## 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 NLC "Abylkas Saginov Karaganda Technical University" participating in the educational process and is part of the quality management system (QMS) documentation.

## 2 General provisions

2.1 The development of working training programs (syllabus) should be carried out in accordance with the requirements of R X-01-2022.

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 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 In coordination with the chairman of the quality assurance committee of the faculty, the exact date of its meeting is set for consideration of these programs. 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 graduate departments and in quality assurance committees.

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2.3.7 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.

2.3.8 The meeting of the quality assurance committee of the faculty for syllabus review is held with the obligatory 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.

2.3.9 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.

2.3.10 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.

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

2.3.12 After receiving all the approving signatures, the programs are approved by the Board Member - Vice-Rector for Academic Affairs of the University.

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

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

### **3 Approval, negotiation and implementation**

The approval of this MG is carried out with the QMR, the Board Member - Vice-rector for Academic Affairs and is made out in the "Approval Sheet" (Appendix B).

The date of introduction of the document is the date of negotiation/approval of the document. The document comes into effect at the time of its approval.

### **4 Ensuring the availability**

The provision of units with copies of this MG is carried out by posting on the website.

### **5 Storage**

The storage of this MG is carried out in accordance with DP X-01-2022.

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## **6 Analysis and updating**

Verification, analysis and updating of this MG is carried out in accordance with DP X-01-2022.

## **7 Making changes**

Making changes to this MG are made in accordance with DP X-01-2022.



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Appendix B  
(mandatory)

F.02-2022

Familiarization sheet

Position	Name	Date	Signature