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APPROVED by

Quality management representative

G.S. Zhetessova

2022.




METHODOLOGICAL GUIDELINE

MONITORING AND ASSESSING EDUCATIONAL PROGRAMS

MG X-02-2022

Developed by: Director of the DAA
Udartseva S.M.



Karaganda

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1 Scope

1.1 This Methodological Guideline defines the methodology of monitoring and assessing educational programs, regulates organization and procedure for conducting all related procedures, and determines the official powers and responsibilities of the participants.

1.2 This Methodological Guideline for monitoring and assessing educational programs is an internal regulatory document of the quality management system (QMS) of NLC "Abylkas Saginov Karaganda Technical University" (hereinafter referred to as University) and was developed to determine the requirements and procedure for preparing, conducting and documenting.

1.3 This Methodological Guideline is obligatory for execution by all the employees of University participating in the processes of preparing, designing and developing the educational programs.

2 Description of the procedure

2.1 The principles, methodology and procedure for developing the EP are the methodological basis for monitoring and assessing the educational program.

2.1.1. The content and structure of educational programs (EP) of University correspond to the state compulsory standards of higher and postgraduate education and are implemented through working curricula and syllabuses that are common for all the forms of education.

2.1.2. In order to improve the effectiveness of learning outcomes, the University uses an integrated approach to monitoring and assessing educational programs and accordingly the curricula for all the levels of education.

3 Monitoring and assessing educational programs

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

3.2 The University assesses, monitors and periodically reviews educational programs for bachelor, master and doctoral students.

3.3 Assessing and monitoring the educational programs is performed at the University in order to obtain information of the degree of fulfilling the requirements in the field of educational services; its consideration when updating the requirements for the design and implementation of educational programs.

3.4 The University has developed a procedure for assessing, periodic reviewing (revision) and monitoring the educational programs and documents regulating this process.

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3.5 Monitoring and assessing the educational program includes the following stages: discussing the educational program, reviewing the educational program, revising the educational program to take into account suggestions and comments made by employers and other stakeholders, recommendation for approval, the 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 on the basis of expert assessment (questionnaires and reviews) carried out by employers and consumers.

3.7 To provide educational programs with the relevant content of education, the lists of specialized, elective and practice-oriented disciplines and modules and practices developed at the University are systematically reviewed and supplemented. The basis of the implemented courses is the results of scientific research of the teaching staff of the departments, as well as consumer requests and recommendations.

3.8 The assessment of the quality of educational programs is performed on the basis of analyzing the curricula, the catalog of elective disciplines, timetables, individual plans of students, internal regulations governing implementation of educational programs, questioning students and employers.

3.9 Educational programs go through the procedure of annual monitoring of the quality of implementation at the meeting of the department with participation of students and employers. The teaching staff of the departments, 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. The monitoring results in cooperation agreements with universities of the far and near abroad.

3.10 The assessment of students' satisfaction with places and the organization of internship is carried out during the internship, at the installation and reporting conference on the results of the internship, as well as by questioning and interviewing students by the University Career Development Center.

3.11 Assessing the employers' satisfaction with the level of training of students is performed by conducting their survey and questioning, as well as in the characteristics of the trainee who had an internship on the basis of the organization.

3.12 Based on the results of monitoring, decisions are made on the further development of educational programs, expansion of the activities of the department in the formation of the contingent, on the development of a single educational space.

3.13 Evaluation of the effectiveness and efficiency of the implementation of educational programs takes place in the reviews of substituted employers and students, petitions, invitations of scientists abroad, expansion of the practice base, etc.

3.14 The criterion for the effectiveness of implementing the educational programs is the successful completion of an internship by students and their further career

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development. An indicator of the effectiveness of implementing the 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' competences that are in demand on the labor market; professional activity aimed at the 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 the individual.

4 Objects of assessment

4.1 The conditions formed for applicants for admission to the University.

4.2 The quality of educational services provided to students.

4.3 The conditions needed for implementing the educational services by employees: administrative and managerial, educational auxiliary, engineering and technical and other service personnel, as well as the creation of conditions for the implementation of inclusive education..

4.4 The quality of graduate training as assessed by employers.

5 Monitoring forms

5.1 Questioning of students, the teaching staff, employers and other stakeholders.

5.2 Survey of parents of students.

5.3 Analysis of the employment of graduates.

5.4 Feedback from the alumni and employers.

6 Approval, coordination and enforcement

6.1. The Quality management representative approves his Methodological Guideline.

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

6.3. 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.

7 Ensuring the availability

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

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8 Storage

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

9 Analysis and updating

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

10 Making changes

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

