

<p>NLC "Abylkas Saginov Karaganda Technical University"</p>	<p><b>Rules of Preparing Educational-methodological Complex</b></p>	<p>R X-01- 2022 Version 01 Data 2022.11.02 Page 1 out of 27</p>
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Approved by

Quality management representative

G.S. Zhetessova

, 2022



**RULES**

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**OF PREPARING EDUCATIONAL-METHODOLOGICAL COMPLEX**

**R X-01-2022**

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

*Udartseva S.M.*

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## 1 Scope

This Rules defines the goal, objectives and characteristics of the educational-methodological complex in the context of the implementation of credit training technology, contains unified requirements to preparing the documentation that is a part of the educational-methodological complex of the module, as well as establishes the procedure of the development, coordination and approval of the educational-methodological complex.

This Rules (R) are applied by heads of structural divisions, the teaching staff and students of all the faculties of NLC " Abylkas Saginov Karaganda Technical University" (hereinafter University) and is included in the documents of the quality management system.

## 2 Regulatory references

The following referenced documents are indispensable for using this document:

ST RK ISO 9001-2016 (ISO 9001:2015) Quality management systems. Requirements.

ST RK ISO 9000-2017 (ISO 9000:2015) Quality management systems. Basic provisions and vocabulary.

State compulsory standard of higher education. Approved by the Minister of Education and Science of the Republic of Kazakhstan order dated October 31, 2018 No. 604.

State compulsory standard of postgraduate education. Approved by the Minister of Education and Science of the Republic of Kazakhstan order dated October 31, 2018 No. 604.

Standard rules of the activities of organizations that implement educational programs of higher and postgraduate education. Approved by the Minister of Education and Science of the Republic of Kazakhstan order dated 30.10.2018 No. 595.

DP V-01-2022 " Control of documented information".

## 3 Terms, definitions and abbreviations

This R applies the following terms, definitions and abbreviations in accordance with ST RK ISO 9000-2017 (ISO 9000:2015):

- **control of students' educational achievements** - checking the educational achievements of students in a specific discipline based on control tasks of various types (written papers, tests, practical works, portfolios, oral surveys, exams, etc.); control is subdivided into current, midterm and final;

- **course description** - a short description of the discipline giving an idea of its content;

- **course policy** - the requirements for the student in the process of studying the

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discipline;

- **credit, credit-hour** - a unified unit for measuring the volume of a student's/teacher's academic work;

- **current monitoring of progress** - systematic checking the educational achievements of students on each topic and/or section of the academic discipline carried out by the teacher conducting the training sessions;

- **discipline code** – assigning a corresponding designation to each discipline of the curriculum in symbols of alphabetic and digital expressions;

- **educational-methodological complex (EMC) of a educational program (discipline)** - a package of basic educational-methodological documentation contributing to the successful development of a educational program (discipline).

- **independent work of a student under the guidance of a teacher (office hours)** - extracurricular activities of a student under the guidance of a teacher, indicated in the schedule depending on the category of the student;

- **midterm examination** - a comprehensive assessment of the success of students mastering the discipline, taking into account the results of the current, midterm and final types of control;

- **midterm examination** - a periodic check of the educational achievements of students, carried out by the teacher leading the lesson, according to the approved academic calendar;

- **post requisites** - a list of subsequent disciplines, in the development of which the knowledge gained during the study of this discipline is used;

- **prerequisites** - a list of previous disciplines necessary for mastering the discipline under study;

- **qualification examination** - procedure carried out in order to determine the degree to which they master the scope of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state mandatory standard of the appropriate level of education;

- **student independent work (SIW)** - activity on a certain list of topics allocated for independent study, provided with educational and methodological literature and recommendations, controlled in the form of tests, tests, colloquia, essays, essays and reports.

In this R, the following abbreviations are used:

AA - academic affairs;

AS - average score;

CQM&A – Center of quality management and accreditation;

DP - a documented procedure;

EMC - educational-methodological complex;

EMCD – educational-methodological complex of a discipline;

EMCEP – educational-methodological complex of educational program;

IC - individual curriculum;

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ME - midterm examination;  
 MG – methodological guidelines;  
 PRS – point-rating system;  
 QE - qualification examination;  
 QMR - quality management representative;  
 QMS - quality management system;  
 RK ST - the standard of the Republic of Kazakhstan;  
 SIW - student's independent work;  
 SIWT - independent work of a student under the guidance of a teacher;  
 WC - working curriculum.

#### **4 Liability and powers**

4.1 These Rules (R) are approved by Quality Management Representative (QMR) of NLC "Abylkas Saginov Karaganda Technical University";

4.2 Responsibility for implementing the requirements specified in these Rules rests with a Quality Management Representative (QMP).

4.3 The developer is responsible for developing the requirements of these Rules, their compliance with the requirements of the DP X-01-2022.

4.4 The developer is responsible for managing these Rules in accordance with the DP X-01-2022.

#### **5 Content of the educational program educational-methodological complex**

5.1 The EMCEP should include the following documentation:

- a standard curriculum;
- a catalog of elective disciplines;
- a working curriculum;
- guidelines for the implementation of the diploma project (work);
- programs for all types of professional practices;
- guidelines for educational, industrial and pre-diploma practice;
- program and cards for comprehensive exams in educational program;
- information of the library fund;

#### **6 Content and design of the discipline educational-methodological complex**

6.1 The EMCD is the basis of the organizational and methodological support of the educational process and is aimed at solving the following tasks:

- determining the place and role of the academic discipline in the educational program of the educational program;
- implementing interdisciplinary logical connections of the educational program;

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- distributing the study time by topic and type of study; organization of independent work of students in classroom and out-of-class time;
- activating cognitive and creative activity of students; ensuring the relationship between educational and research processes;
- determining the level of mastering the discipline by self-control during the period of study and current, midterm and final control of the discipline in various forms (written, oral, test).

The EMCD should include:

- a standard curriculum (for a discipline from a compulsory component);
- a syllabus;
- a lecture complex (lecture abstracts; illustrative and handouts; list of recommended literature);
- guidelines for laboratory work;
- methodological guidelines for practical (seminar) lessons;
- guidelines for implementing calculation and graphic course projects (works) (if any);
- materials for the current, midterm and final control of knowledge in the discipline (written, control tasks, test tasks, abstracts, essays, etc., examination tickets);
- e-learning resources for the discipline (depending on the content of the discipline, an electronic textbook, slide lecture, video lecture, virtual laboratory complex, etc.).

## 6.2 The content and forms of documents of the EMCD

### 6.2.1 The syllabus

The syllabus is the main document in accordance with which the teaching of the academic discipline is carried out at the university and the basis for the development of organizational and methodological support of the educational process. The syllabus is developed for each academic discipline in accordance with the working curriculum and on the basis of the current standard curriculum for the disciplines of the compulsory component.

The development of a syllabus is carried out by the leading teachers of the department. The syllabus is discussed at the meeting of the department, agreed with the graduating department and must be approved by the Faculty Quality Assurance Committee. The syllabus is approved by the Board Member - Vice Rector for Academic Affairs.

The syllabus of the discipline that includes information of the teachers, a description of the discipline being studied, the goals and objectives of the discipline, its brief content, topics and duration of their study, assignments for independent work, teacher requirements, assessment criteria, schedule for completing and submitting tasks for the discipline, options course projects (works), criteria for assessing the knowledge of students and a list of references.

The syllabus must contain sections and subsections according to the Appendix A,

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the section numbering does not change. In the absence of any type of work, it is written "Not provided for by the working curriculum." Two-sided printing is allowed, printing two sheets on one page, font 12pt.

#### 6.2.2 Lecture complex

The lecture complex can be presented in the form of lecture abstracts, lecture notes or tutorial.

6.2.3 Methodological guidelines for laboratory work in the discipline should be carried out in accordance with the working curriculum and contain the following structural elements:

- a title page;
- the goal of the work;
- equipment, technical and instrumental means;
- the procedure for performing the work;
- student reporting rules;
- control questions;
- a list of recommended literature;

MG for laboratory work are considered at the meeting of the department and approved by the head of the department.

***In the case of publication through the ERD***, MG for laboratory work should be drawn up in accordance with R X-05-2022.

6.2.4 MG for practical classes and seminars in the discipline should be carried out in accordance with the working curriculum and should contain the following structural elements:

- a title page;
- the purpose of the lessons;
- a lesson plan;
- assignments for practical (seminar) lessons;
- control questions;
- a list of recommended literature;

MG for practical (seminar) classes are considered at the meeting of the department and approved by the head of the department,

***In the case of publication through the ERD***, MG for practical (seminar) classes should be drawn up in accordance with R X-05-2022.

6.2.5 MG for implementing calculation and graphic course projects (works). Calculation and graphic course project (work) are independent work of the student, and summarizes the knowledge gained by him in this discipline.

MG for implementing calculation and graphic course projects (works) should contain the following elements:

- a title page;
- an introduction;

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- a list of tasks;
- detailed guidelines for the implementation of all sections of the computational and graphic work and the course project (work);
- the content of the explanatory note and the graphic part of the course project (work);
- a list of recommended literature.

MG for implementing calculation and graphic course projects (works) are considered at the meeting of the department and approved by the head of the department.

*In the case of publication through the ERD*, the MG for implementing calculation and graphic course projects (works) must be drawn up in accordance with R X-05-2022.

6.2.6 Materials for the current, midterm and final controlling the knowledge in the discipline and final certification

Monitoring and assessing the educational achievements of students in terms of the credit technology of education is carried out according to the point-rating system.

To check the educational achievements of students, forms of control and certification are provided. The whole complex of controlling and assessing students' knowledge involves conducting the current, midterm, final control over the discipline and final certification.

When studying the discipline, various types of current and ME of students' knowledge can be provided:

1) oral questioning: control carried out after studying the material in one or several sections of the discipline in the form of answers to questions and discussion of situations;

2) written survey: control that involves working with the questions posed, solving problems, analyzing situations, performing practical tasks in individual sections of the discipline;

3) combined survey: control that provides for simultaneous use of oral and written forms of assessing knowledge on one or more topics;

4) defending and presentation of homework: controlling the knowledge on individual or group homework in order to check the correctness of their implementation, the ability to summarize the material covered and publicly present it, to trace the logical connection between the topics of the discipline;

5) discussing, trainings, round tables, etc.: group discussion of issues of a problematic nature, allowing to demonstrate the skills of independent thinking and the ability to make decisions;

6) tests: a written form of control for individual sections of the discipline in the form of questions posed;

7) course design, implementation of computational and graphic and course work: is provided in accordance with the standard and working curricula of the discipline in order to qualitatively assimilate theoretical material by solving practical problems, is performed during the educational period.

ME of students is carried out by the lecturer according to the approved schedule on the 8th (first midterm control) and 15th (second midterm control) weeks during the academic period. Monitoring the current and midterm knowledge control is carried out by the dean's office and the Registrar office.

The content of the materials for the current and midterm control in the discipline and their form is determined by the leading teacher.

In all disciplines, an intermediate certification of the discipline is conducted - an exam.



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Forms of the exam: computer or blank testing, written or oral examination.

The content of the materials for the ME of the discipline is developed by the leading teacher, considered at the meeting of the department and approved by the head of the department. The recommended design of examination materials is given in Appendix B.

Comprehensive exam programs are developed by the leading teachers of the department in the main disciplines of specialties, are considered at meetings of the department and the Faculty Quality Assurance Committee, are discussed at the Academic Council, and are approved by the Board Member - Vice Rector for AA.

Comprehensive exam programs should be available to students and posted on the University's website and the IS «Univer 2.0». The design of the programs of comprehensive exams in the educational program is carried out in accordance with Appendix B.

Tickets for complex exams as part of the final certification are developed according to Appendix B and approved by a Member of the Board - the Vice-Rector for Academic Affairs.

6.2.7 An electronic educational edition is developed by the teachers and must comply with the working curriculum and MG V-10-2022

6.2.8 MG for the diploma project (work) must be carried out in accordance with MG V-07-2022.

*In the case of publication through the ERD*, MG for diploma design should be drawn up in accordance with R X-05-2022.

6.2.9 Programs of all types of practices for students, master and doctoral students (hereinafter - practice programs) must comply with the working curricula.

6.3 The development of an educational and methodological complex of disciplines is carried out by the leading teachers of the department, studied (studied) at the department, coordinated with the graduating department (if necessary) and approved by the Quality Assurance Committee of the faculty).

## **7 Approval, negotiation and implementation**

The approval of this Rules is carried out with 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.

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## **8 Ensuring the availability**

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

## **9 Storage**

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

## **10 Analysis and updating**

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

## **11 Making changes**

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

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Appendix A  
(informative)

**Example of the syllabus**

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

Approved by  
Board Member – Vice-Rector  
for Academic Affairs  
\_\_\_\_\_ A.M. Temerbayeva  
\_\_\_\_\_ 2022

**SYLLABUS**

Discipline \_\_\_\_\_  
(code-name)

Module \_\_\_\_\_  
(code-name)

Educational Program \_\_\_\_\_  
(code-name)

Developed \_\_\_\_\_ " " \_\_\_\_\_ 20\_\_\_\_ .  
(signature) (name)

Discussed at the meeting of the department \_\_\_\_\_

Minutes No. \_\_\_\_\_ dated " " \_\_\_\_\_ 20\_\_\_\_ .

Head of the Department \_\_\_\_\_ " " \_\_\_\_\_ 20\_\_\_\_ .  
(signature) (name)

Approved by the quality assurance committee of the \_\_\_\_\_ faculty

Minutes No. \_\_\_\_\_ dated " " \_\_\_\_\_ 20\_\_\_\_ .

Chairman \_\_\_\_\_ " " \_\_\_\_\_ 20\_\_\_\_ .  
(signature) (name)

Coordinated with the department \_\_\_\_\_  
(name of the department)

Head of the Department \_\_\_\_\_ " " \_\_\_\_\_ 20\_\_\_\_ .  
(signature) (name)

20\_\_\_\_

Continuation of the appendix A

**1 The data of the teacher and contact information**

Name \_\_\_\_\_

Academic degree, title, position \_\_\_\_\_

Department \_\_\_\_\_ is in the \_\_\_\_\_ building (Nursultan  
Nazarbayev av., 56), room \_\_\_\_\_, contact phone number \_\_\_\_\_ ext. \_\_\_\_\_,  
e-mail.

**2 Discipline labor intensity**

Form of training	Term	Number of credits	Lectures	Seminar /practical work	Laboratory work	Examination	SIWT number of hours	Total number of contact hours	SIW	Total number of hours
Full-time/short.	4	5	15	15	15	5	15	65	85	150
Full-time, on the basis of TaPE										
Full-time, on the basis HE										

*Note.* The table shows as an example the scores for 5 credit discipline, which contains lectures, seminars, laboratory. In the "Exam" column, write the form of control (Exam, CP, CW, TT).

**3 Characteristic of the discipline**

The discipline " \_\_\_\_\_ " enters the \_\_\_\_\_ cycle of disciplines

**4 Discipline objective**

The discipline " \_\_\_\_\_ " is aimed at \_\_\_\_\_.

**5 Discipline tasks**

The objectives of the discipline are as follows

- \_\_\_\_\_;
- \_\_\_\_\_;

**6 Results of the discipline study**

After studying this discipline, it is expected that a student / undergraduate / doctoral student can:

- 6.1 \_\_\_\_\_;
- 6.2 \_\_\_\_\_;

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### Continuation of the appendix A

#### 7 Prerequisites

For studying this discipline, prior knowledge of the following disciplines is required:

#### 8 Post-requisites

Knowledge acquired when studying the discipline \_\_\_\_\_, is used when learning the following disciplines: \_\_\_\_\_.

#### 9 Discipline thematic plan

Name of the section (theme)	Labor intensity by types of classes, h.				
	Lectures	Seminar /practical work	Laboratory	SIWT	SIW
1					
2					
3					
TOTAL:					

*Note. For full-time, on the basis of TaPE and full-time, on the basis HE forms of training put down hours after slash (eg. 2/1)*

#### 10 List of seminar/practical classes

Name	Number of hours
1	
2	
Total:	

*Note. For full-time, on the basis of TaPE and full-time, on the basis HE forms of training put down hours after slash (eg. 2/1)*

#### 11 List of laboratory classes

Name	Number of hours
1	
2	
Total:	

*Note. For full-time, on the basis of TaPE and full-time, on the basis HE forms of training put down hours after slash (eg. 2/1)*

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Continuation of the appendix A

## 12 Topics and options of tasks for completing course projects (works)

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

*Note: The rules for coding assignment options for course projects (works) and recommendations for students of their choice are developed by teachers.*

## 13 Subjects of control tasks for SIW

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_

## 14 Thematic plan of independent work of a student/undergraduate/doctoral student with a teacher

Name of the SIWT theme	Class objective	Form of classes	Task content	Recommended literature

## 15 Evaluation criteria and policy

### 15.1 Rating scale

Evaluation	Numeric equivalent	Points (% content)
A	4,0	95-100
A-	3,67	90-94
B+	3,33	85-89
B	3,0	80-84
B-	2,67	75-79
C+	2,33	70-74
C	2,0	65-69
C-	1,67	60-64
D+	1,33	55-59
D	1,0	50-54
FX	0,5	25-49
F	0	0-24

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### Continuation of the appendix A

15.2 The final grade in the discipline is defined as the sum of the maximum performance indicators for boundary controls (up to 60%) and intermediate certification (exam) (up to 40%) and is up to 100%.

Types of work	Academic period of study, week															Total, % 1MC+ 2MC		
	1	2	3	4	5	6	7	Sum of MC1	8	9	10	11	12	13	14		Sum of MC2	15
Lectures attendance	1		1		1		1	4	1		1		1		1	4		8
Practical classes (seminars) attendance	1		1		1		1	4	1		1		1		1	4		8
Laboratory classes attendance	1	1	1	1	1	1	1	7		1	1	1	1	1	1	7		14
Laboratory works			4	5	5	5	6	25	-	5	8	5	2	5	5	25		50
Practical tasks	4		4		4		4	16		4		4		4	4	16		32
Quiz	3		3		3		3	12	3		3		3		3	12		24
Module							1 2	12							12	12		24
SIWT			4	4	4	4	4	20		4	4	4	4		4	20		40
Total of RK								100								100		200
The sum of indicators for the RK																		60
Examination Term project (works)/ Graphic Drawing Works (total)																		40
Total																		100

*Note 1. The table must be filled in based on the number of credits of the discipline, its occupancy and the types of work established by the teacher.*

*Note 2. In the table, the teacher must put a specific number (weight score) of each type of work, depending on the complexity and volume of the type of work of the student. As an example, the points for 5 credit disciplines are given, which contains lectures, seminars, laboratory. Final control: term paper and exam.*

### 15.3 Evaluation Policy

#### Laboratory work/seminars/practical work

No.	Criteria	Specific gravity	Comment	Recommendations for improving the work
1	Execution and drawing up	30%		
2	Deadline	10%		
3	Answer to control questions	30%		
4	Solving a problem on a given topic	30%		

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### Continuation of the appendix A

#### Course work

No.	Criteria	Specific gravity	Comment	Recommendations for improving the work
1	Execution and drawing up	30%		
2	Deadline	10%		
3	Content (fulfillment of all points)	30%		
4	Correctness of calculations (if available)	30%		

#### Module

Test results are generated automatically depending on the number of test tasks

*Note 1. "Evaluation criterion" "Specific weight" is determined by the teacher.*

*Note 2 "Comments", "Recommendations for improving the work" are filled in and given to the student after the evaluation of the work.*

*Note 3 Three types of work are given as an example.*

#### 16 Schedule of completing and submitting tasks in discipline

Type of control	Theme (lecture, laboratory, practical work, seminar) Task objective and content	Recommended literature	Form of reporting	Form of control	Submission date	Points for completed work	Expected results
		[ _ ], [ _ ], [ _ ], notes of lectures		Current	___ week		6.1-6....
				Current	___ week		6.2, ...
				Midterm	___ week		
Examination	Checking the acquiring of the discipline material	The entire list of the basic and supplementary literature		Final	Within the examination period		6
Total							

*Note:* The expected results are filled in with a reference to clause 6



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## Continuation of the appendix A

### **17 Discipline Policies and Procedures**

When studying the discipline \_\_\_\_\_ a student shall observe the following rules:

17.1 Not to be late for classes.

17.2 Not to miss classes without good reasons, in case of disease to provide a medical certificate, in other cases an explanatory note.

17.3 A student shall attend all the types of classes.

17.4 According to the calendar schedule of the teaching process to pass all the types of control.

17.5 The missed practical and laboratory classes are to be developed at the time appointed by the teacher.

17.6 When performing all types of work, refer to clause 15.3

17.7 \_\_\_\_\_.

### **18 Academic integrity (honesty)**

18.1 In accordance with the Anti-Corruption Standard of NLC "Abylkas Saginov Karaganda Technical University", academic integrity is a permanent obligation of participants in the educational process and educational institutions to act according to values and principles that exclude corruption risks and manifestations, form and strengthen the professional environment that allows them to adhere to such behavior.

18.2 The promotion and protection of academic integrity are the result of the mutual efforts of all students and staff of NLC "Abylkas Saginov Karaganda Technical University".

18.3 Students are obliged to conscientiously observe the principles of academic integrity.

18.4 According to the Code of Honor of Students, Undergraduates and Doctoral Students of NLC "Abylkas Saginov Karaganda Technical University" (Code), an academic violation (academic dishonesty) is an action when a student:

a) attempts to take credit for the work or efforts of another person without obtaining permission or without referring to his work ("plagiarism");

b) uses unauthorized materials or false data when performing training tasks;

c) fabricates or falsifies academic documents or performance reports;

d) intentionally hinders or undermines the academic work of other students;

e) commits actions aimed at presenting false information;

f) engaged in cheating in any form during the exam or during the execution of tasks;

g) assists other students in the commission of any of the described acts.

18.5 The Code defines the measures of responsibility of the student for academic violations:

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- verbal warning;
- cancellation of the work and/or the assessment;
- non-admission to the defense of the evaluated works, including dissertations;
- expulsion from NLC "Abylkas Saginov Karaganda Technical University".

## **19 List of literature**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_

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Appendix B  
(informative)

**Example of preparing materials for the final control of students' knowledge in  
discipline**

**MATERIALS FOR THE FINAL CONTROL OF STUDENTS' KNOWLEDGE  
IN DISCIPLINE**

Discipline \_\_\_\_\_  
(code - name of the discipline)

Module \_\_\_\_\_  
(code-name)

Educational Program \_\_\_\_\_  
(code-name)

\_\_\_\_\_ faculty

Department \_\_\_\_\_

Developed by: \_\_\_\_\_

Discussed at the meeting of the department \_\_\_\_\_

Minutes No. \_\_\_\_\_ dated \_\_\_\_\_ 20\_\_ .

Department head \_\_\_\_\_ 20\_\_ .  
(signature) (name)

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Continuation of the appendix B

Questions to section 1:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Questions to section 2:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

.....

Questions to section N:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List of recommended literature

1. \_\_\_\_\_
2. \_\_\_\_\_

NOTE. Further, based on the materials of the final control of students' knowledge, examination tickets for this discipline are developed.

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Continuation of the appendix B

***SAMPLE: Registration of the examination ticket***

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

***Examination ticket***

Department \_\_\_\_\_  
(name)

Discipline \_\_\_\_\_  
(name)

Educational Program \_\_\_\_\_  
(code-name)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Department head \_\_\_\_\_ Developed by \_\_\_\_\_  
(signature, name) (signature, name)

Approved by: Minutes No. \_\_\_\_\_ dated \_\_\_\_\_ 20 \_\_\_\_ .

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Appendix C  
(informative)

**Example of preparing the program of the comprehensive exam in educational  
program**

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

Approved by  
Board Member – Vice-Rector  
for Academic Affairs  
\_\_\_\_\_ A.M. Temerbayeva  
\_\_\_\_\_ 20\_\_

**Comprehensive exam  
PROGRAM No.**

Educational program \_\_\_\_\_  
code-name \_\_\_\_\_  
\_\_\_\_\_ faculty  
name \_\_\_\_\_  
Department \_\_\_\_\_  
name \_\_\_\_\_

Developed by: \_\_\_\_\_

Discussed at the meeting of the department \_\_\_\_\_  
Minutes No. \_\_\_\_\_ of \_\_\_\_\_, 20\_\_ .  
Department head \_\_\_\_\_, 20\_\_ .  
(signature) (name)

Approved by the quality assurance committee of the \_\_\_\_\_ faculty  
Minutes No. \_\_\_\_\_ of \_\_\_\_\_, 20\_\_ .  
Chairman \_\_\_\_\_, 20\_\_ .  
(signature) (name)

Discussed at the Academic Council  
Minutes No. \_\_\_\_\_ of \_\_\_\_\_, 20\_\_ .

**20\_\_**

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## Continuation of the appendix C

### **Introduction**

The main objectives of the educational program for the preparation of bachelors in the field of training \_\_\_\_\_ are: \_\_\_\_\_  
code - name of the EP

Comprehensive examination of the educational program \_\_\_\_\_  
code - name of the EP  
conducted in written / test form in the following disciplines:

- \_\_\_\_\_;
- \_\_\_\_\_;
- \_\_\_\_\_.

The examination task contains \_\_\_\_ questions/test tasks for each discipline.

**1** \_\_\_\_\_

name of the discipline

### **Content of the discipline**

The following topics are studied in the discipline:

**Topic 1.** \_\_\_\_\_

name

1.

### **Recommended literature:**

**2** \_\_\_\_\_

name of the discipline

### **Content of the discipline**

**Topic 1.** \_\_\_\_\_

name

1.

### **Recommended literature:**

**3** \_\_\_\_\_

name of the discipline

### **Content of the discipline**

**Topic 1.** \_\_\_\_\_

name

1.

### **Recommended literature:**

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## Continuation of the appendix C

### **4 Materials for knowledge control during the final certification**

#### **4.1 Questions for final certification**

**4.1.1** \_\_\_\_\_

name of the discipline

**Questions.**

**4.1.2** \_\_\_\_\_

name of the discipline

**Questions.**

**4.1.3** \_\_\_\_\_

name of the discipline

**Questions.**



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Continuation of the appendix C

***Sample: Registration of a ticket for a comprehensive exam***

NON-PROFIT JOINT STOCK COMPANY  
ABYLKAS SAGINOV KARAGANDA TECHNICAL UNIVERSITY

Approved by  
Board Member – Vice-Rector  
for Academic Affairs  
\_\_\_\_\_ A.M. Temerbayeva  
\_\_\_\_\_ 2022

**Examination ticket**

Department \_\_\_\_\_  
(name)

Discipline Comprehensive exam No.

Speciality \_\_\_\_\_  
(code - name)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Department head \_\_\_\_\_  
(signature, name)

Approved by: Minutes No. \_\_\_\_\_ 20\_\_\_\_ .



