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Approved
by the Decision of the Academic and
Methodological Council
Minutes No. 577 dated “17” 04 2026

METHODOLOGICAL GUIDELINE
**on Conducting Open Classes and Master Classes, as well as Organizing
Peer Observation of Academic Classes**

Developed by: Head of the Center for
Professional Development
G.E. Bekbergenova 

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1. Scope of application

This Methodological Guideline has been developed in order to improve the organization, conduct, and quality assessment of Open Classes (hereinafter - OC) and Master Classes (hereinafter - MC), as well as the organization of peer observation of academic classes at NJSC Abylkas Saginov Karaganda Technical University (hereinafter – the University).

The Guideline is aimed at enhancing the quality of the educational process, introducing innovative, active and interactive teaching methods, developing the professional excellence of the Teaching Staff (hereinafter - TS), and ensuring a unified approach to assessing the effectiveness of academic classes and fostering a culture of academic exchange of pedagogical experience.

The conduct of OC and MC and the organization of peer observation are key forms of methodological work at the department level. They serve as effective tools for:

- exchange of pedagogical experience among TS members;
- dissemination of innovative teaching methods and technologies;
- development of professional self-analysis and reflection;
- improvement of teaching quality and educational and methodological support of disciplines.

This Guideline establishes the procedure for planning, organizing, conducting, and assessing the quality of OC and MC, as well as the procedure for organizing, recording, analyzing, and documenting peer observation results.

The recommendations set out in this document are intended for Heads of Departments, TS members, and members of departmental and faculty QAC.

The quality of classes conducted using innovative teaching methods and technologies is one of the criteria for evaluating a TS member's performance and is taken into account during certification, ranking, and differentiated remuneration.

2. Terms, Definitions and Abbreviations

The following terms with corresponding definitions and abbreviations are used in this documented procedure:

NJSC – Non-Profit Joint Stock Company;

OC – Open Class;

MC – Master Class;

QAC – Quality Assurance Committee;

TS – Teaching Staff;

CPD – Center for Professional Development;

MSC – Methodological (Scientific and Methodological) Council.

3. General Provisions

The conduct of OC and MC, as well as the organization of peer observation of academic classes, is an integral part of the department's methodological work and is aimed at:

- improving the educational process;

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- disseminating effective pedagogical practices;
- establishing a mentoring system among TS members;
- enhancing the qualifications of young teachers;
- developing professional reflection and self-assessment of teaching activities;
- exchanging pedagogical experience within internal methodological interaction.

The objectives of conducting OC and MC and organizing peer observation include:

- demonstrating best pedagogical practices;
- sharing experience in the application of active and interactive teaching methods and technologies;
- piloting effective methodological developments and technologies;
- providing methodological support to colleagues;
- implementing modern educational standards and competency-based approaches;
- identifying and disseminating effective teaching techniques.

The conduct and quality assessment of OC and MC, as well as the organization and recording of peer observations, are carried out in accordance with the University's internal regulatory documents:

- the Regulation on Academic Policy;
- this Methodological Guideline;
- schedules of OC and MC for the autumn (spring) semester approved by the Member of the Management Board - Vice-Rector for Academic Affairs;
- peer observation schedules approved by Heads of Departments.

Overall supervision of the organization and monitoring of OC and MC and peer observation is carried out by the Member of the Management Board - Vice-Rector for Academic Affairs. Direct responsibility for their organization and implementation rests with Heads of Departments and Chairs of Departmental and Faculty QAC.

4. Planning and Organization of OC and MC

Planning of OC and MC is carried out at the department level and included in individual workload plans of TS members.

Recommended numbers per department per term:

- OC - not less than 20% of the total number of TS members;
- MC - not less than 10% of the total number of TS members;
- each full-time TS member shall conduct at least one OC and one MC within three years;
- MC shall be conducted by TS members with at least 10 years of academic and pedagogical experience.

Schedules of OC and MC (Appendices 1, 2) shall be approved by the Dean of the Faculty and coordinated with the CPD no later than one week after approval of the term timetable. Thereafter, they shall be approved by the Member of the Board - Vice-Rector for Academic Affairs and published on the official website of the University.

When preparing the schedule of open classes and master classes, the first two weeks and the final week of the academic term shall be excluded.

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Various types of classroom sessions may be conducted as OC and MC, including lectures, seminars, laboratory and practical classes in humanities and creative disciplines.

A mandatory requirement for conducting OC and MC is the availability of an approved EMCD (syllabus).

Heads of Departments shall ensure organized attendance of OC and MC by TS members who are free from teaching duties at the scheduled time.

At the same time:

- master classes shall be attended by at least three young teachers;
- open classes shall be attended by at least three experienced teachers.

OC and MC may also be attended by Heads of Departments, department members, representatives of the MSC, young teachers and other interested persons.

In the event of cancellation of a scheduled class for valid reasons, the teacher may conduct an additional session within the current term according to an additional schedule agreed upon with the Member of the Board - Vice-Rector for Academic Affairs by means of an official memorandum.

Discussion and analysis of conducted OC and MC shall be carried out at department meetings, reflected in the minutes and included in the department report. An extract from the minutes shall be submitted to the Faculty QAC Chair for consideration. The extract from the Faculty QAC meeting minutes and the report on conducted OC and MC shall be submitted to the CPD (Appendix 3).

5. Quality Assessment of OC and MC

5.1. The quality assessment of a conducted class constitutes an important element of methodological work and serves as an instrument for objective evaluation of a TS member's pedagogical activity. It enables determination of the degree of achievement of lesson objectives, evaluation of the effectiveness of applied teaching methods, assessment of student engagement and independence, identification and dissemination of positive pedagogical experience, and development of recommendations for improving teaching methodology. Evaluation forms (Appendices 4-9) shall be completed upon completion of the class and submitted to the CPD on the day of the class or on the following working day.

5.2. Remarks and recommendations may include:

- general impression of the class (with indication of methods and techniques used);
- strengths of the class;
- identified shortcomings and ways to eliminate them;
- comments and suggestions for improvement;
- recommendations for improving methodology and content;
- proposals for implementation of innovative practices.

5.3. Final Evaluation (Average Score)

A point-based system consisting of 12-14 criteria shall be used to evaluate OC and MC, reflecting various aspects of the class (organization, teaching methodology, use

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of visual materials, student engagement, etc.). The evaluation form shall be completed individually by all teachers who attended the class.

5.4. Procedure for Calculating the Final Score

1). Each criterion shall be rated on a scale from 1 to 4:

- 1 – unsatisfactory
- 2 – satisfactory
- 3 – good
- 4 – excellent

2). After rating all criteria, the average score shall be calculated using the following formula: Average score = total sum of scores / number of criteria

3). The obtained value shall be entered in the column **“Final Evaluation of the Open Class/Master Class (Average Score)”**.

Example:

- Scores for 12 criteria: 3, 4, 4, 3, 2, 4, 3, 3, 4, 3, 4, 4
- Total = 41
- Average score = $41 / 12 \approx 3,41$

The final evaluation reflects the overall effectiveness and quality of the conducted class and shall be used for official reporting purposes.

6. Peer Observation of Academic Classes at Departments

Peer observation constitutes a form of internal methodological control and exchange of pedagogical experience at the department level.

Each term, departments shall approve a peer observation schedule with assigned TS members (Appendix 10). The schedule shall be approved by the Head of Department and communicated to all TS members.

Peer observation may include various types of classes (lectures, practical classes, seminars, laboratory classes, etc.) conducted by department TS members.

The results of peer observations shall be recorded in the Journal of Control and Peer Observation of Academic Classes, which is an official department document used for:

- analysis of teaching quality;
- identification of effective methodological approaches;
- provision of methodological assistance to teachers;
- development of mentoring and professional reflection.

In cases where the results of the class quality assessment are rated as “satisfactory” or “unsatisfactory,” additional classes for the respective teacher shall be included in the peer observation schedule, taking into account the correction of identified shortcomings and the implementation of the recommendations provided by the experts.

Control over maintaining the Journal and compliance with the approved schedule shall be exercised by the Head of Department and the Chair of the Departmental QAC.

Upon completion of the term, the Head of Department shall analyze the results of peer observations and prepare a report in accordance with the established template (Appendix 11), which shall be submitted to the Faculty QAC Chair.

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The Faculty QAC Chair shall prepare a consolidated faculty report, formulate conclusions and recommendations, and submit the report to the CPD.

7. Approval and Implementation Procedure

This Methodological Guideline shall come into effect after approval in accordance with the established procedure. Amendments and additions to the Guideline shall be introduced in accordance with the internal regulatory documents of the University. Control over the relevance and updating of the Guideline shall be exercised by the CPD.

Note:

This Methodological Guideline is recommended for application by all departments of the University when planning and evaluating the quality of open classes and master classes, as well as when organizing peer observation of academic classes.

The results of quality assessment shall be stored at the department until no longer required and shall be used for internal evaluation of the quality of the educational process and during certification of TS members.

“APPROVED”

(faculty) Dean

(signature) (Full name of the Dean)
“ ” 20__

Schedule of Open Classes for the Autumn (Spring) Term _____ Academic Year

No	Date *	Time	Buildin g - Room	Departm ent	Teacher' s Full Name, Academi c Degree, Title, Position	G ro u p	Name of the Discip line	Type of Class	Topic	Teaching Method / Technolo gy

The table shows a sample of filling. Fill in analogously in the same format.

*When preparing the schedule of open classes and master classes, the first two weeks and the final week of the academic term shall be excluded.

QAC Chair _____
(faculty)

(Full Name of QAC Chair)

Appendix 2

“APPROVED”

(faculty) Dean

(signature) (Full Name of the Dean)
“ _____ ” _____ 20__

Schedule of Master Classes for the Autumn (Spring) Term _____ Academic Year

No	Date *	Time	Buildin g - Room	Departme nt	Teacher’s Full Name, Academi c Degree, Title, Position	G ro u p	Name of the Discipline	Type of Class	Topic	Teachi ng Metho d / Techno logy

The table shows a sample of filling. Fill in analogously in the same format.

*When preparing the schedule of open classes and master classes, the first two weeks and the final week of the academic term shall be excluded.

QAC Chair _____
(faculty)

(Full Name of QAC Chair)

Report on Conducted Open Classes and Master Classes

Faculty: _____

During the reporting period (Autumn Term / Spring Term), the faculty conducted ____ Open Classes and ____ Master Classes in accordance with the approved academic calendar.

- Open Classes (Kazakh): ____
- Open Classes (Russian): ____
- Master Classes (Kazakh): ____
- Master Classes (Russian): ____

The classes were aimed at improving the quality of the educational process and exchanging pedagogical experience.

N o.	Dat e	Teacher's Full Name (Conducting the Class)	Type of Class	OC/M C	Topi c	Average Score	Remar ks	Recom mendati ons	Teacher(s) Attending the Class

Class Disruptions: ☐ None ☐ Occurred (specify in the form)

No.	Teacher's Full Name	OC/MC	Topic	Date	Reason	Rescheduled	Measures Taken

Overall level of methodological preparation and conduct of Open Classes at the faculty during the reporting period can be considered:

- High - ☐
- Satisfactory ☐
- Low ☐

Overall level of methodological preparation and conduct of Master Classes at the faculty during the reporting period can be considered:

- High - ☐
- Satisfactory ☐
- Low ☐

Date: _____

Dean: _____ (Full Name)

Faculty QAC Chair: _____ (Full Name)

Evaluation Form for Assessing the Quality of an Open Lecture Class

1. General Information:

Teacher's Full Name and Position _____
 Faculty _____ Department _____
 Name of the _____
 Discipline _____
 Topic of the Lecture _____
 Objectives of the Class _____
 Group _____ Language of Instruction _____
 Number of Students in Group _____ Number of Students Present _____
 Date and Time of Class _____

2. Class Evaluation Criteria (mark from 1 to 4, where 4 maximum score):

No.	Criterion	1	2	3	4
1.	Knowledge of the subject	☐	☐	☐	☐
2.	Compliance of lecture topic with syllabus / teaching plan	☐	☐	☐	☐
3.	Clarity of class structure	☐	☐	☐	☐
4.	Clarity in explaining terms and concepts	☐	☐	☐	☐
5.	Speech culture	☐	☐	☐	☐
6.	Scientific rigor of the lecture	☐	☐	☐	☐
7.	Use of new approaches and active teaching methods	☐	☐	☐	☐
8.	Use of student activation techniques	☐	☐	☐	☐
9.	Use of visual and interactive aids, presentations, handouts, etc.	☐	☐	☐	☐
10.	Presence of reflection and feedback elements	☐	☐	☐	☐
11.	Efficient use of class time	☐	☐	☐	☐
12.	Brief overview of recommended literature and other sources on the lecture topic	☐	☐	☐	☐
13.	Connection of theoretical material to practical application	☐	☐	☐	☐
14.	Achievement of the lesson objectives	☐	☐	☐	☐

3. Remarks and Recommendations:

- General impressions of the class (with reference to methods and techniques used): _____

- Comments and suggestions for improvement: _____

3. Final Evaluation of the Open Class (Average Score): _____

Head of Department (Department Name) _____ Full Name

Chair of Department QAC _____ Full Name

Full Name and Signature of the Class Attendee _____

Acknowledged by the Teacher Conducting the Open Class _____

(Signature of the teacher conducting the open class), Date _____

Evaluation Form for Assessing the Quality of an Open Seminar Class

1. General Information:

Teacher's Full Name and Position _____
Faculty _____ Department _____
Name of the
Discipline _____
Topic of the Seminar _____
Objectives of the Class _____
Group _____ Teaching Language _____
Number of Students in Group _____ Number of Students Present _____
Date and Time of Class _____

2. Class Evaluation Criteria (mark from 1 to 4, where 4 maximum score):

No,	Criterion	1	2	3	4
1.	Knowledge of the subject	☐	☐	☐	☐
2.	Compliance of lecture topic with syllabus / teaching plan	☐	☐	☐	☐
3.	Clarity of class structure	☐	☐	☐	☐
4.	Clarity in explaining terms and concepts	☐	☐	☐	☐
5.	Speech culture	☐	☐	☐	☐
6.	Scientific rigor of the lecture	☐	☐	☐	☐
7.	Use of new approaches and active teaching methods	☐	☐	☐	☐
8.	Use of student activation techniques	☐	☐	☐	☐
9.	Use of visual and interactive aids, presentations, handouts, etc.	☐	☐	☐	☐
10.	Presence of reflection and feedback elements	☐	☐	☐	☐
11.	Efficient use of class time	☐	☐	☐	☐
12.	Brief overview of recommended literature and other sources on the lecture topic	☐	☐	☐	☐
13.	Connection of theoretical material to practical application	☐	☐	☐	☐
14.	Achievement of the lesson objectives	☐	☐	☐	☐

3. Remarks and Recommendations:

- General impressions of the class (with reference to methods and techniques used):

- Comments and suggestions for improvement: _____

4. Final Evaluation of the Open Class (Average Score): _____

Head of Department (Department Name) _____ Full Name

Chair of Department QAC _____ Full Name

Full Name and Signature of the Class Attendee _____

Acknowledged by the Teacher Conducting the Open Class _____

(Signature of the teacher conducting the open class), Date _____

Evaluation Form for Assessing the Quality of an Open Laboratory Class

1. General Information:

Teacher's Full Name and Position _____
Faculty _____ Department _____
Name of the
Discipline _____
Topic of the Laboratory Class _____
Objectives of the Class _____
Group _____ Teaching Language _____
Number of Students in Group _____ Number of Students Present _____
Date and Time of Class _____

2. Class Evaluation Criteria (mark from 1 to 4, where 4 = maximum score):

No.	Criterion	1	2	3	4
1.	Knowledge of the subject	☐	☐	☐	☐
2.	Compliance of lecture topic with syllabus / teaching plan	☐	☐	☐	☐
3.	Clarity of class structure	☐	☐	☐	☐
4.	Clarity in explaining terms and concepts	☐	☐	☐	☐
5.	Speech culture	☐	☐	☐	☐
6.	Scientific rigor of the lecture	☐	☐	☐	☐
7.	Use of new approaches and active teaching methods	☐	☐	☐	☐
8.	Use of student activation techniques	☐	☐	☐	☐
9.	Use of visual and interactive aids, presentations, handouts, etc.	☐	☐	☐	☐
10.	Presence of reflection and feedback elements	☐	☐	☐	☐
11.	Efficient use of class time	☐	☐	☐	☐
12.	Brief overview of recommended literature and other sources on the lecture topic	☐	☐	☐	☐
13.	Connection of theoretical material to practical application	☐	☐	☐	☐
14.	Achievement of the lesson objectives	☐	☐	☐	☐

3. Remarks and Recommendations:

- General impressions of the class (with reference to methods and techniques used): _____
- Comments and suggestions for improvement: _____

4. Final Evaluation of the Open Class (Average Score): _____

Head of Department (Department Name) _____ Full Name
Chair of Department QAC _____ Full Name
Full Name and Signature of the Class Attendee _____
Acknowledged by the Teacher Conducting the Open Class _____
(Signature of the teacher conducting the open class), Date _____

Evaluation Form for Assessing the Quality of a Physical Education Practical Class

1. General Information:

Teacher's Full Name and Position _____
 Faculty _____ Department _____
 Name of the _____
 Discipline _____
 Topic of the Class _____
 Objectives of the Class _____
 Group _____ Teaching Language _____
 Number of Students in Group _____ Number of Students Present _____
 Date and Time of Class _____

2. Class Evaluation Criteria (mark from 1 to 4, where 4 maximum score):

No.	Criterion	1	2	3	4
1.	Teacher's preparation (lesson plan, equipment)	☐	☐	☐	☐
2.	Conducting safety instructions	☐	☐	☐	☐
3.	Organization of warm-up and cool-down	☐	☐	☐	☐
4.	Clarity in explaining exercises	☐	☐	☐	☐
5.	Demonstration of correct technique	☐	☐	☐	☐
6.	Individual approach to students	☐	☐	☐	☐
7.	Monitoring correct execution of exercises	☐	☐	☐	☐
8.	Motivation of students for active participation	☐	☐	☐	☐
9.	Efficient time management during class	☐	☐	☐	☐
10.	Safety during class activities	☐	☐	☐	☐
11.	Development of stable motor skills	☐	☐	☐	☐
12.	Providing feedback to students	☐	☐	☐	☐
13.	Compliance with sanitary and hygiene standards	☐	☐	☐	☐
14.	Achievement of improvement in physical condition / mastering new exercises	☐	☐	☐	☐

3. Remarks and Recommendations:

- General impressions of the class (including methods and techniques used):

- Comments and suggestions for improvement: _____

4. Final Evaluation of the Open Class (Average Score): _____

Head of Department (Department Name) _____ Full Name
 Chair of Department QAC _____ Full Name
 Full Name and Signature of the Class Attendee _____
 Acknowledged by the Teacher Conducting the Open Class _____
 (Signature of the teacher conducting the open class), Date _____

Evaluation Form for Assessing the Quality of a Practical Class in Humanities

1. General Information:

Teacher's Full Name and Position _____
 Faculty _____ Department _____
 Name of the _____
 Discipline _____
 Topic of the _____
 Class _____
 Group _____ Teaching Language _____
 Number of Students in Group _____ Number of Students Present _____
 Date and Time of Class _____

2. Class Evaluation Criteria (mark from 1 to 4, where 4 maximum score):

No.	Criterion	1	2	3	4
1.	Compliance of the class topic with the discipline program	☐	☐	☐	☐
2.	Clarity and accessibility of theoretical concepts explanation	☐	☐	☐	☐
3.	Use of visual examples and illustrations	☐	☐	☐	☐
4.	Justification of methods and forms of work chosen	☐	☐	☐	☐
5.	Motivation of students for active participation and discussion	☐	☐	☐	☐
6.	Encouragement of critical and analytical thinking	☐	☐	☐	☐
7.	Engagement of students in discussions and collaborative work	☐	☐	☐	☐
8.	Development of argumentation and written/oral communication skills	☐	☐	☐	☐
9.	Consideration of individual characteristics and students' preparedness	☐	☐	☐	☐
10.	Constructive feedback on students work	☐	☐	☐	☐
11.	Efficient use of class time	☐	☐	☐	☐
12.	Availability of methodological guidelines and supporting materials	☐	☐	☐	☐
13.	Degree of achievement of class objectives (mastery of method, approach, or skill)	☐	☐	☐	☐
14.	Overall organization and structure of the class	☐	☐	☐	☐

3. Remarks and Recommendations:

- General impressions of the class (including methods and techniques used): _____
- Comments and suggestions for improvement: _____

4. Final Evaluation of the Open Class (Average Score): _____

Head of Department (Department Name) _____ Full Name
 Chair of Department QAC _____ Full Name
 Full Name and Signature of the Class Attendee _____
 Acknowledged by the Teacher Conducting the Open Class _____
 (Signature of the teacher conducting the open class), Date _____

Evaluation Form for Assessing the Quality of a Practical Class in Creative Disciplines

1. General Information:

Teacher's Full Name and Position _____
Faculty _____ Department _____
Name of the
Discipline _____
Topic of the Class _____
Group _____ Teaching Language _____
Number of Students in Group _____ Number of Students Present _____
Date and Time of Class _____

2. Class Evaluation Criteria (mark from 1 to 4, where 4 maximum score):

No.	Criterion	1	2	3	4
1.	Provided a sample or reference for execution	☐	☐	☐	☐
2.	Justification of the topic in terms of architectural and artistic appropriateness	☐	☐	☐	☐
3.	Clarity in explaining theoretical aspects	☐	☐	☐	☐
4.	Demonstration of the steps to complete the assignment	☐	☐	☐	☐
5.	Availability of methodological guidelines or supporting materials	☐	☐	☐	☐
6.	Motivation of students to show creativity and individuality	☐	☐	☐	☐
7.	Assessment of compositional, color, and spatial solutions	☐	☐	☐	☐
8.	Development of skills in working with materials and tools	☐	☐	☐	☐
9.	Consideration of students individual work pace	☐	☐	☐	☐
10.	Constructive critique of students work	☐	☐	☐	☐
11.	Encouragement of independent thinking and creative exploration	☐	☐	☐	☐
12.	Active interaction between teacher and students	☐	☐	☐	☐
13.	Efficient time management	☐	☐	☐	☐
14.	Achievement of class objectives (mastery of technique/method/approach)	☐	☐	☐	☐

3. Remarks and Recommendations:

- General impressions of the class (including methods and techniques used):

• Comments and suggestions for improvement: _____

4. Final Evaluation of the Open Class (Average Score): _____

Head of Department (Department Name) _____ Full Name
Chair of Department QAC _____ Full Name
Full Name and Signature of the Class Attendee _____
Acknowledged by the Teacher Conducting the Open Class _____
(Signature of the teacher conducting the open class), Date _____

Questionnaire for assessing the quality of a master class

1. General information:

Full name and position of the teacher _____
Faculty _____ Department _____
Discipline _____
Topic of the class _____
Group _____ language of instruction _____
Number of students in the group _____ Number of students present _____
Date and time of the class _____

2. Class evaluation criteria (please rate from 1 to 4, where 4 is the highest score):

No.	Criterion	1	2	3	4
1.	Clear definition of the objective of the master class	☐	☐	☐	☐
2.	Relevance of the master class content to the topic and participants' expectations	☐	☐	☐	☐
3.	Demonstration of key techniques, methods, or technologies	☐	☐	☐	☐
4.	Accessibility and clarity of the explanation of the material	☐	☐	☐	☐
5.	Motivation and creation of an atmosphere of trust and interest	☐	☐	☐	☐
6.	Active engagement of participants in the process (questions, tasks, discussion)	☐	☐	☐	☐
7.	Use of visual, digital, or interactive materials	☐	☐	☐	☐
8.	Original or innovative approach	☐	☐	☐	☐
9.	Practical consolidation of knowledge	☐	☐	☐	☐
10.	Feedback from participants	☐	☐	☐	☐
11.	Level of organization	☐	☐	☐	☐
12.	Achievement of the objective of the master class	☐	☐	☐	☐

3. Comments and recommendations:

General impressions of the class (including the methods and teaching techniques used): _____

Comments and suggestions for improving the class: _____

4. Overall assessment of the master class (average score): _____

Head of the Department (name of the department) _____ Full name

Chair of the Department's Quality Assurance Committee _____ Full name

Full name and signature of the person who attended the class _____

The teacher who conducted the master class has reviewed the results of the class observation
_____ (signature of the teacher who conducted the master class),
date _____

Schedule of Mutual Class Visits for the Department of “_____” for the Spring Term
_____ Academic Year

No.	Teacher Conducting the Class (Full Name, Position)	Teacher Attending the Class (Full Name, Position)	Date	Time	Type of Class	Group, Classroom
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Head of Department “_____” _____ Full Name
(Department name, Signature)

Analysis of Mutual Class Visits for the Department (Faculty) “_____”
for the Fall/Spring Term _____ of the Academic Year

Number of Teaching Staff in the Department –
Number of Young Teachers (less than 10 years of experience) –
Number of Teachers with more than 10 years of experience –

No.	Teacher’s Full Name	Position	Date	Name of the Disciplin	Teacher Attending (Full Name)	Final Score	Remarks / Recommendations
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Conclusions for the Term: _____

Head of Department “_____” _____ Full Name
(Department Name, Signature)

Appendix 14
(Mandatory)

Introduction sheet

[illegible]

