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**ABOUT COMMON DEVELOPMENT REQUIREMENTS
EDUCATIONAL AND METHODOICAL LITERATURE FOR ASSIGNMENT
SIGNATURE STAMP OF THE EDUCATIONAL AND METHODOICAL ASSOCIATION
REPUBLICAN EDUCATIONAL AND METHODOICAL COUNCIL**

**ASTANA
2025**

This Regulation on the unified requirements for the development of educational and practical programs methodical literature for assigning the stamp of educational and methodical associations of the Republican Educational and Methodological Council determine the procedure for assigning the UMO ROOMS label to educational publications for use in the classroom in the educational process of organizations of higher and (or) postgraduate education. educational institutions of the Republic of Kazakhstan.

Developed by the Working Group of the Ministry of Science and Higher Education educational institutions of the Republic of Kazakhstan

Approved by the decision of the Republican Educational and Methodological Council Ministry of Science and Higher Education of the Republic of Kazakhstan

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table of contents

1. REGULATORY REFERENCES.....	4
2. GENERAL PROVISIONS... 3. REVIEW PROCEDURE, SIGNATURE STAMP DESIGN...	... 4
4. FINANCING OF WORK ON THE ASSIGNMENT OF THE UME ROOMS STAMP.....	6
5. TYPES OF EDUCATIONAL PUBLICATIONS.....	6
5.1. Textbooks and study guides...	... 6
5.2. Teaching aids.....	
5.3. Auxiliary educational publications.....	
6. DIDACTIC REQUIREMENTS FOR EDUCATIONAL PUBLICATIONS...	
7. STRUCTURE OF THE EDUCATIONAL PUBLICATION...	... 9
8. VOLUME OF THE TRAINING PUBLICATION...	... 13
9. RESPONSIBILITY...	... 13
<i>Appendix 1...</i>	... 14
<i>Appendix 2...</i>	... 15

1. REGULATORY REFERENCES

- 1) The Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education".
- 2) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan "On approval of state mandatory standards of higher and postgraduate education. education" dated July 20, 2022 No. 2.
- 3) GOST 7.62-2008 " System of standards for information technologies education, library and publishing business. Proofreading signs for marking up originals and correcting them proofreading and trial prints. General requirements".
- 4) GOST 7.89-2005. System of standards for information, library and communication technologies publishing business. The originals are author's text and publishing materials. General requirements.
- 5) GOST 7.12-93. System of standards for information, library and communication technologies publishing business. Bibliographic record. Abbreviating words in Russian. General requirements and rules.
- 6) ST RK 2383-2013. System of standards for information, library and communication technologies publishing business. Publications. Output information. General requirements and rules design options.
- 7) ST RK ISO 690-2-2007. Bibliographic references. Part 2. Electronic Devices documents and their parts.
- 8) GOST 7.60-2003. System of standards for information, library and communication technologies publishing business. Publications. Main types. Terms and definitions.
- 9) GOST 2.105-2019. Unified system of design documentation. Common requirements for text documents.
- 10) GOST 2.106-2019. Unified system of design documentation. Text messages documents
- 11) GOST 7.1-2003. System of standards for information, library and communication technologies publishing business. Bibliographic record. Bibliographic description. Common requirements and rules of compilation.
- 12) GOST 7.86-2003. System of standards for information, library and communication technologies publishing business. Publications. General requirements for publishing annotations.
- 13) GOST 8.417-2024. State system for ensuring the uniformity of measurements. Units of values.

2. GENERAL PROVISIONS

2.1 Regulation on uniform requirements for the development of educational and methodical literature for assignment of the stamp of the educational and methodical association of the Republican Educational and Methodical Center of the Republic of Tatarstan. of the Methodological Council (hereinafter referred to as the Regulation) determines the procedure for assigning the grade of Educational and Practical Training to Students. методиPublic Association of the Republican Educational and Methodical Council (hereinafter referred to as the UME RUMS) to educational publications (including electronic ones) for use in the educational process. in the process of organizations of higher and (or) postgraduate education of the Republic of Tatarstan Kazakhstan.

2.2 Assignment of the UMO ROOMS classification is implemented through the review procedure manuscripts of the educational publication organized by the UME in the corresponding field training of personnel. Based on the results of the review, the UME guidelines makes a decision on assigning or refusing to assign a stamp. Decision approved by the Chairman of the UMO.

3. REVIEW PROCEDURE, SIGNATURE STAMP DESIGN

3.1 To resolve the issue of assigning the UMO ROOMS label to the author (author's collective) sends documents to the Chairman of the UME in accordance with the Legislation of the Russian Federation. appendix 1 to this Regulation.

3.2 Manuscripts of educational publications submitted for consideration by the UME are subject to: They are registered and sent to two and (or) more reviewers - members of the UME (at the following address). at the discretion of the UMO), who are specialists in the relevant professional activity. regions.

3.3 The UME enters into an agreement with the reviewer on non-disclosure of information about content of the educational publication. The reviewer does not have the right to use the materials, submitted for review, for personal or professional purposes.

3.4 The review of the content of the educational publication is made in accordance with the criteria specified in Annex 2 to this Regulation. The review is announced at the meeting of UMO ROOMS.

3.5 Deadline for conducting peer review and making a decision on the assignment the term of the signature stamp is no more than 60 calendar days from the date of registration of the manuscript of the academic course. publications in the UMO.

3.6 If there are opposing opinions of reviewers, the decision on awarding the prize is made. the vulture is adopted at a meeting of the UMO ROOMS.

3.7 In the case of a positive decision of the UMO ROOMS, the assigned neck has use the following wording:

Recommended for use in organizations of higher and (or) postgraduate education. educational institutions of the Republic of Kazakhstan as a textbook (study guide) for students in the field of personnel training " _ »». Minutes of the meeting of the Educational and Methodical Association on the basis of _ No _from _

Note:

The UMO ROOMS label for printed educational publications is placed on the back of the title page. the sheet.

– It is not allowed for the author (s) or publisher to change the signature stamp text.

3.8 In case of need for improvement, the solution of UMO ROOMS has the wording:

The manuscript of the textbook (training manual) needs to be finalized.

Note:

After completion, the author (the author's team) provides an explanatory note to the UME. a note to eliminate the reviewer's comments.

The manuscript of the educational publication sent for revision is accepted for re-examination review of the UMO no more than once.

3.9 In case of refusal to assign a stamp, the decision of the UMO ROOMS has the following consequences: the wording:

Reject the manuscript of the textbook (training manual).

Note:

Grounds for rejecting the manuscript of an educational publication:

non-compliance of the manuscript content with educational standards or other requirements. regulatory requirements;

the presence of grammatical, spelling, and stylistic errors. outdated or unreliable information;

identification of illegal borrowings (plagiarism), violations in the manuscript copyright protection or use of materials obtained through artificial translation intelligence without proper attribution and verification. The original text of the manuscript must be must be at least 70%, if applicable the use of artificial intelligence is allowed within 15%.

3.10. The UME has the right to withdraw it from circulation after the publication of the educational publication in cases of:

- Court decisions on the withdrawal of educational publications from circulation.
- Detection of ideological or ethical violations – presence of controversial issues or prohibited topics (extremism, discrimination, etc.).
- Identification of serious errors or incorrect information that affect the quality of the product. quality of training, according to the decision of the UME on the basis of expertise.

3.11. Reviews are stored in the UME (in paper form or on electronic media) in the following format: within 5 years.

3.12. After the publication of educational and methodical literature, the publisher sends one copy in UMO ROOMS for analyzing the quality of the publication and creating a database literature published under the UMO ROOMS label.

4. FINANCING OF WORK ON THE ASSIGNMENT OF THE UME ROOMS STAMP

4.1. Financing of work on assigning the UME stamp to educational publications it is carried out at the expense of the applicant's funds, as well as other interested legal entities. and individuals.

4.2. The cost of reviewing educational publications is determined by the UME by yourself.

5. TYPES OF EDUCATIONAL PUBLICATIONS

Educational publication – a publication containing systematized information of a scientific institution. or of an applied nature, presented in a form that is convenient for studying and teaching, designed for students of different levels of education.

5.1. Textbooks and study guides

Textbooks and manuals are the core of the educational publications system, contributing to the acquisition of basic competencies.

Textbook – an educational publication containing a systematic presentation of the academic discipline, its section, part, corresponding to the curriculum, and officially approved as a part of the curriculum. this type of publication.

It sets out the basic knowledge system, required for learning students. The content of the textbook must meet the following requirements: state mandatory standard of higher and postgraduate education Of the Republic of Kazakhstan and fully disclose the relevant work program disciplines.

The textbook is created taking into account the level of knowledge and ability to perceive the material students. The volume and structure of the textbook are determined by the corresponding curriculum.

the program. The method of presentation of the material and the textbook's apparatus should contribute to: independent development of its content by students.

Training manual –a training publication that partially supplements or replaces it. a complete textbook, officially approved as this type of publication.

The textbook is usually created on the basis of a proven textbook.

5.2. Teaching aids

A training manual is an educational publication that contains materials on the following topics: the methodology of teaching, studying an academic discipline, its section, part, or upbringing.

The main types of teaching aids are methodical guidelines and guidelines.

Guidelines – educational publications containing materials on the methodology performing various types of educational process: laboratory and practical work, course work, graduation projects, etc.

The guidelines include a detailed description of the course. performing various types of educational process.

Methodological recommendations – educational publications that contain a set of short and long-form texts. clearly formulated suggestions and recommendations that facilitate the implementation of practice the most effective methods and forms of teaching and upbringing.

5.3. Auxiliary educational publications

Auxiliary training programse-editions-practicum, music anthology, album- catalog (of fine/decorative arts/design), collection of tasks, training course reference book, terminology dictionary.

Practicum – an educational publication containing practical tasks and exercises, contributing to the assimilation of the completed material.

Music anthology – an educational publication containing musical works, systematized in accordance with the program requirements for mastering a certain discipline.

Album-catalog (fine arts / decorative arts/design) – an educational publication that looks like an album with reproductions of works of art, promotes the assimilation of a certain discipline.

Collection of tasks – an educational publication containing tasks and exercises, as well as methodological recommendations for their implementation or solution that promote learning and securing the completed material, as well as providing self-monitoring and verification knowledge and skills. It may contain well-developed solutions to problems and exercises with responses.

Educational reference book – a reference publication that contains the necessary information for mastering the language. disciplines information of an applied nature in a particular academic discipline.

Terminological Dictionary – a reference publication that contains the following terms: related to any discipline or field of knowledge and their definitions.

6. DIDACTIC REQUIREMENTS FOR EDUCATIONAL PUBLICATIONS

Educational publications (including electronic ones) must meet the following requirements: didactic principles:

The scientific principle:

scientific reliability of the presentation of the content of educational material;

representation in the content of the main key theories, scientific provisions and regularities, systems of definitions and terms for the discipline under study;

- correctness and relevance of the use of terms, their compliance generally accepted scientific terminology;

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explanations;

the content contains information and scientific and educational information about advanced achievements of modern science, technology and technologies in the relevant field educational area.

Ensuring the principle of accessibility:

- completeness and consistency of presentation of educational material;

- expediency of application and clarity of all types of texts (main, main, etc.); additional and explanatory texts);

correspondence of the presentation of educational material and its content to the age-related levels physiological capabilities and development of students and their previous educational training;

- taking into account the requirements of mental and physical health savings (no intellectual, moral, and physical overload of students);

- availability of a system of tasks differentiated by difficulty level;

- taking into account the real capabilities of students when presenting new information learn no more than 30 informational and semantic elements of the text per lesson (definitions, concepts, thoughts, and conclusions expressed, as a rule, by one of the following: by paragraph);

- availability for self-study.

Ensuring the principle of consistency:

- compliance with logic within the text, ensuring the relationship of categories, concepts, methods and formation of a certain conceptual system of the educational publication;

- division of the educational publication into chapters, paragraphs and sub-paragraphs that define organization of a class on a specific topic;

- system repeatability of structural elements accompanying the training course text.

Ensuring the principle of consistency and continuity:

- taking into account previous knowledge and experience of students;

- logical sequencethoroughness of presentation ("from simple to complex", from descriptions to analysis and synthesis, from statement to activity, evaluation, generalizations, etc. conclusions);

- continuity in the presentation of the material to the content of textbooks and training courses. manuals on previously studied subjects;

- providing intra-disciplinary links between textbooks and teaching materials. manuals for one discipline;

- the inadmissibility of unjustified duplication of educational material, previously discussed in other textbooks;

- close connection with the content of textbooks on other sciences; implementation of the interdisciplinary relations.

Ensuring the principle of consciousness and activity:

- the presence of motivational attitudes and clear formulation of educational tasks for students; students;

- presentation of educational materials aimed at independent search solving questions and problems that arouse the student's personal interest;

- availability of the required number of tasks to consolidate knowledge;

- availability of systematic monitoring(self-monitoring), verification, evaluation, etc. self-assessment of academic achievements;

availability of lists of books offered for additional reading and (or) more official online educational resources that motivate students read and make it easier for them to find interesting literature.

Ensuring the principle of visibility:

- ensuring the activation of multi-channel perception of educational content; - availability of high-quality illustrative and graphic confirmation methods copyright provisions;
- compliance of the illustrative material with the nature of the discipline and its content educational publication.

Ensuring the principle of linking theory with practice:

- ensuring the connection of educational content, tasks, tasks and exercises with the real life conditions and situations, with sovbelt technological devices by processes;

- orientation of the educational material to achieving learning outcomes as a system competencies that meet the qualification requirements of a particular cycle (level) of training in the relevant field of study;

- - focus on modern processes of social development;

orientation of educational information to the development of information culture and competencies, skills in finding the right information and making the right decisions.

7. STRUCTURE OF THE EDUCATIONAL PUBLICATION

A typical sequence of the main components of an educational publication has

view:

- Title page
- Table of contents
- Introduction
- Introduction
- The main part
- Additional text
- Explanatory text
- Conclusion
- Bibliographic list (list of main and additional literature)
- Applications

7.1. Title page

The output title page provides basic information about educational publication, its publishers and authors.

The title page of the educational publication includes the following components: supervising headline data (name of the organization that participates in the issue publication); name of the author (co-authors); title of the publication; subtitle data (type of publication, reader's address and intended purpose of the publication); output data (place and year of issue publications).

On the reverse side of the title page, you will find basic information about publication and authors; bibliographic description; abstract.

7.2. Table of Contents

The table of contents is an important element of the educational publication orientation apparatus, providing a general understanding of its structure and issues, helps to quickly identify the main issues of the project. search for the necessary information and is placed at the beginning of the educational publication.

The breakdown of content into chapters (sections, paragraphs) in educational publications reflects one of the logics of the scientific approach, which is expressed in the logic of the academic discipline.

The headings of significant parts of the text should completely repeat the headings in the text (without abbreviations), be concise and correspond to the curriculum of the discipline.

7.3. Introduction

The preface indicates the place and role of the educational publication in the development of educational programs. The preface indicates the type of publication (textbook, study guide manual, training manual, etc.); the level and direction of training, for which educational publication is intended for undergraduates, undergraduates, and doctoral students. purpose and expected results of training in the discipline in accordance with the working program program; prerequisites of the discipline; methodological guidelines for mastering the program. disciplines; recommendations for working with additional information resources. sources; features and rules of using the publication's apparatus (reference,reference, etc.). bibliographic or hyperlinked content).

7.4. Introduction

The introduction is intended to guide the reader in further work with the textbook. prepare it for assimilation of the material, introduce it to the problems of the educational program. to reveal its relevance and significance, the history of its formation and development, relations with other branches of knowledge and development prospects.

The introduction includes a substantive description of the academic discipline, including: including:

Theoretical: object and subject, methodology, principles, main tasks the system of basic concepts, the structure and features of the main components, place in the system of sciences and social activities;

Historical: a brief historical overview of the formation and development, an overview scientific views, main trends and achievements contribution of prominent figures and organizations collectives (including domestic ones), current state, discussion potential, problem area;

Methodological: features of using knowledge, skills and abilities in the following areas: results of mastering the course in solving practical problems of professional activity continuity of the use of knowledge obtained in the course of studying previous disciplines and subsequent courses; basic techniques interdisciplinary connections, recommended sequence, methods and forms study of the subject, individual topics and problems of using the educational publication.

The introduction reflects the structure and features of the presentation of the main part of the educational process. It sets the course for certain (pre-defined) conditions of reading, learning, etc. use of educational material, the possibility of independent assimilation of the content, describes how to work with this educational publication.

7.5. Main part

The main part includes the main text and the out-of-text apparatus.

The main text conveys the main content of the material and provides it mandatory minimum.

The main text should be divided into chapters (sections) and paragraphs. When dividing divide the text of educational publications into items. Each item must contain the following information: complete information.

A paragraph is part of a complete body of knowledge on a particular topic. Training the material of each paragraph is presented in the following structure::

Theme Navigator:

keywords topics;

objectives of training on the topic according to the standard curriculum; algorithm for achieving the goal.

Main text:

summary of the main text;

formulation and selection of reference concepts;

highlighting the necessary additional and explanatory information;

formulation of questions and tasks, identifying students ' understanding content of the topic;

bringing multi-level tasks, tasks, and exercises;

selection of illustrative material, diagrams, photos, and formulation of the following tasks: questions and tasks related to them;

—inclusion of self-study tasks in the methodological part of the paragraph runtimes with links to the required sources;

– glossary;

reflection of the topic.

The text of the educational publication is written in an accessible, understandable language in full. in accordance with grammatical, spelling, and punctuation standards.

Along with the narration and description, it is recommended to use problematic techniques presentations of educational material that should contribute to motivation and activation mental activity of the student.

When using specialized terms, they are clearly and unambiguously defined. definition, as well as translation of foreign words, an index of terms is compiled, a system of questions and tasks is being developed for consistent and complete assimilation concepts expressed in words-terms.

The out-of-text device includes:

- Apparatus for organizing learning: questions, tasks, repetition exercises, assignment, organization of independent and group work, and interaction with other organizations. other students, to use additional sources of information. The educational publication should contain questions, assignments, tasks, and exercises for the academic year: content of texts of all paragraphs, including: reproductive, creative, practical applications, practice-oriented companies, project data, experimental ones, research, for modeling, for self-execution, etc., formulated in accordance with Bloom's taxonomy (updating knowledge, understanding, using, analyzing, synthesizing, evaluating);

- Illustrative materials: diagrams, figures, tables, reference notes, algorithms, etc.;

- Orientation device: symbols, rubricators, fonts, graphic selection, headers and footers, auxiliary pointers, etc.

All illustrations and tables should be organically linked to the text. Must not include illustrations that do not correspond to the topic being presented and are not related to the text, or duplicating each other.

Auxiliary indexes (subject indexes, name indexes, etc.) are used for reference purposes guides to the educational publication that help you find the text in the array individual content elements. Subject indexes include the main ones

terms and concepts found in the educational publication, in name indexes-surnames and the initials of the persons whose information is contained in the educational publication. They must place them in alphabetical, chronological, or other order that is appropriate for orientation. students in the content and structure of the educational publication.

7.6. Additional text

The supplementary text serves the purposes of scientific evidence and diversity educational content, strengthening the emotional component of the educational publication, familiarizing the student with the elements of creative and research work, promotes individualization and differentiation of learning.

Additional texts include excerpts from works of fiction, encyclopedic, popular science, and textbook literature, documents, etc. historical and other sources, statistical and biographical information; reference books; additional information, tasks, tasks, and illustrations.

Additional texts can be placed in the middle, at the end of a paragraph, section, and they are logically linked to the main text by a link system.

7.7. Explainfull text

Explanatory texts contain the necessary information for understanding and making it as complete as possible. mastering the subject knowledge of information, perform the functions of the organization and implementation of independent learning activities of the student.

Explanatory texts include memos, footnotes, notes, tables, diagrams, etc. headings, explanations to symbols, bibliographic references (footnotes to used information sources and educational resources for students), etc.

Bibliographic references (footnotes) are proof of authenticity they help you get an idea of what other areas of information you are using. sources that cover this topic, provide an opportunity to get acquainted with these sources, study the material more widely and in depth.

By location, bibliographic references can be:

interstitial texts that are an integral part of the text;

footnotes placed at the end of the page, linked to a footnote, made by on this page, in the appropriate place of the text in the form of superscript ordinal Arabic numbers;

non-text items placed at the end of the entire text or part of it.

Explanatory texts should differ stylistically from the main text use a different font for brevity and conciseness.

7.8. Conclusion

The conclusion should contain a summary of the training material, the main conclusions, prospects for the development of the academic discipline, a brief description of the main features of the course. unsolved or difficult-to-solve problems, recommendations for further study this academic discipline, the circle of independent reading of special literature, etc. online sources, etc.

7.9. Bibliographic list

The bibliographic list as a section of the textbook includes a list of sources, used by the authors in the development of text of the textbook, as well as a list of sources, additionally recommended for students to study in this discipline.

A bibliographic list is provided at the end of the textbook. References to sources are made in the language of their publication.

7.10. Applications

Reference materials are used as appendices, which complement the following: or illustrate the main text: tables, diagrams, drawings, maps, inserts, drawings, dictionaries, lists, illustrations, and reference materials.

Appendices on specific issues are placed in the appropriate parts of the text. Appendices related by their nature and content to the educational publication in the Russian Federation. They are placed at the end of the entire page, or to its individual sections.

All applications are grouped by content and numbered.

8. VOLUME OF THE TRAINING PUBLICATION

The volume of the educational publication submitted for review for assignment of the stamp UMO ROOMS, must have at least 6 printed sheets for the training manual, 9 printed pages for the training manual. *sheets for a textbook (1 p. l. is equal to 16 A4 sheets filled with text with a font size of 14 and a line spacing of 1.0).*

The volume of illustrative material should be (recommended):
natural sciences and technical disciplines — up to 45%, social and humanitarian subjects disciplines — up to 30% of the total volume of the educational publication.

9. RESPONSIBILITY

For the quality and timeliness of the review process, and the reviewer is responsible for making a decision on assigning the label.

The Author is responsible for the quality and accuracy of the information provided in the educational publication. responsibility of the author (team of authors).

Authors of educational publications must comply with the standards of academic integrity, principles of scientific ethics, as well as requirements for the originality of the text.

—Authors of educational publications are responsible for copyright compliance to your own works.

Copyright infringement entails legal liability.

LIST OF DOCUMENTS SUBMITTED TO THE UME

1) A cover letter signed by the head of OVPO or organization, containing brief information about the educational publication, its output data (title of the manuscript, last name, first name, patronymic of the author or authors, planned print run, number of issues, volume in printed sheets), group number and name educational programs.

2) The manuscript of the educational publication in PDF format;

3) An extract from the minutes of the Academic Council of OVPO with a recommendation for assignment vulture of the UME educational publication;

4) The working (academic) program of the discipline, to ensure which an educational publication has been prepared;

5) Help on the results of checking the text document for the presence of borrowings;

6) Reviews of 3 specialists who have an academic or academic degree in the field of relevant area of expertise, based on the following criteria::

Evaluation of the structure and content of the manuscript of the educational publication.

– The degree of correspondence of the content of the manuscript of the educational publication to the educational one;
program and results of training of the discipline.

The difference between the manuscript of the educational publication and the available literature, the degree of its novelty and continuity.

Scientific level of the educational publication's manuscript content.

The degree of mastering practical issues, their relevance.

Methodological level of the material, its adaptability to educational requirements technologies.

Language, presentation style, quality of illustrative material, tables, diagrams
Degree of compliance with psychological and pedagogical requirements for interpretation the presented material and its application.

Expediency (impracticalitydifference) of the neck assignment.

7) _Confirmation of payment for peer review and assignment to the academic year to the publication of the UMO ROOMS stamp, indicating the bank details of the paying party organization and contact details of the responsible person.

CRITERIA FOR REVIEWING EDUCATIONAL PUBLICATIONS

Full compliance with the review criterion is estimated at 5 points, partial compliance with the review criteria is estimated at 3 points, match – 3 points, complete mismatch-0 points.

The educational publication is recommended for use in organizations of higher and (or) higher education. postgraduate education in the case of obtaining more than 85% of the points (140 points) from maximum possible, if you get points less than 85% of the maximum possible, the educational publication is not recommended for use in organizations of higher and (or) higher education. postgraduate education.

№.	Review criteria	Rating (points)
1.	General requirements	
1.1	Compliance of the content of the educational publication with the goals and objectives defined in the State educational standard, the educational program of higher or postgraduate education	
1.2	Compliance of the declared educational and methodical literature with the type of educational publication (textbook, study guide)	
1.3	Correspondence of the structure and names of the main sections of the educational publication to the syllabus of the discipline.	
1.4	Compliance of the volume of the educational publication with the standard curriculum, curriculum and syllabus of the discipline.	
2.	Correspondence of the content of the educational publication to the didactic principle of scientific character	
2.1	Presentation in the content of key theories, scientific propositions and regularities, a system of definitions and terms for the discipline under study	
2.2	Correctness and relevance of the use of terms, their compliance with generally accepted scientific terminology	
2.3	Absence of non-scientific data in the content, false facts, examples, and explanations	
2.4	Availability in the content of information and scientific and cognitive information about the advanced achievements of modern science, technology and technologies in the relevant educational field	
3.	Compliance of educational information with the didactic principle of accessibility	
3.1	Completeness and consistency of presentation of educational material	
3.2	Expediency of application and clarity of all types of texts (main, additional and explanatory texts)	
3.3	Correspondence of the presentation of educational material and its content to the level of age-related physiological capabilities and development of students and their previous educational training	
3.4.	Taking into account the requirements of mental and physical health preservation – the absence of intellectual, moral, and physical overload of students	

3.5.	availability of a system of tasks differentiated by difficulty level	
3.6.	Self-study accessibility	
3.7.	Taking into account when presenting new information the real possibilities of students to assimilate no more than 30 informational and semantic elements of the text (definitions, concepts, thoughts and conclusions expressed, as a rule, in one paragraph) during the lesson	
4.	Compliance of educational information with the principle of consistency	
4.1	Compliance with logic within the text, which ensures the interrelation of categories, concepts, methods and the formation of a certain conceptual system of the educational publication	
4.2	Division of the educational publication into topics, topics into paragraphs, and sub-paragraphs that determine the organization of the lesson	
4.3	System repeatability of structural elements accompanying the training text	sequences And _
5.	Compliance of educational information with the principle of continuity Taking into account previous knowledge and experience of students	
5.1	And	
5.1	Taking into account previous knowledge and experience of students	
5.2	Logical sequence of presentation ("from simple to complex", from description to analysis and synthesis, from statement to activity, assessment, generalizations and conclusions)	
5.3	Continuity in the presentation of the material to the content of textbooks and teaching aids in previously studied disciplines	
5.4	Providing intra-disciplinary links between textbooks and teaching aids in the same discipline	
5.5	No unnecessary duplication of educational material previously discussed in other textbooks	
5.6	Close connection with the content of textbooks in other sciences, implementation of interdisciplinary links	
6.	Compliance of educational information with the principle of consciousness and ac	
6.1	The presence of motivational attitudes and clear formulation of educational tasks for students	
6.2	Presentation of educational materials aimed at independent search for solutions to issues and problems that arouse the student's personal interest	
6.3	Presentation of a system of questions, tasks, and exercises for mastering the techniques of analysis, synthesis, selection, and systematization of materials, including those based on Bloom's taxonomy	
6.4	Availability of systematic monitoring (self-monitoring), verification, evaluation and self-assessment of academic achievements	16...
6.5	Availability of additional reading lists for books and / or official educational websites-	

	sites that motivate students to read more and make it easier for them to find interesting literature
7.	Compliance of educational information with the principle of visibility
7.1	Ensuring the activation of multi-channel perception of educational content
7.2	Availability of high-quality illustrative and graphic methods confirmed of copyright provisions
7.3	Correspondence of the illustrative material to the nature of the discipline and the content of the educational publication
8.	Compliance of educational information with the principle of linking theory with practice
8.1	Ensuring that educational content is linked to real-life conditions and situations
8.2	Availability of tasks of an applied, practice-oriented nature
8.3	Orientation of the content to modern processes of development of society and economy
8.4	Orientation of educational information to the development of information culture and competencies, skills in finding the right information and making the right decisions
9.	Compliance of the educational publication with the requirements for structure
9.1	The presence of a table of contents at the beginning of the educational publication reflecting in the table of contents a general idea of the structure and problems of the educational publication, the logic of the academic discipline
9.2	Rubrication of the main part (there is a level differentiation of content, logic and sufficiency of highlighting chapters and paragraphs)
9.3	Correspondence of the headings of significant parts of the text in the table of contents to the headings in the text and the standard curriculum of the discipline
9.4	Brief description of the subject's goals and objectives in the introduction
9.5	Completeness of the orientation apparatus: the presence of an abstract (with the reader's address), indexes, bibliographic list, list of abbreviations and symbols, etc.
9.6	Compliance of additional and explanatory texts with their intended purpose
9.7	Availability and quality of the glossary (new terms, terminology series from the educational content)
9.8	Compliance of the text with grammatical, spelling and punctuation norms of the language
9.9.	Compliance with printing requirements (tables, figures, font, spacing, font selections)
Final report	average academic grade 2nd edition

General analytical conclusions

The general conclusion sets out the results of the review. Compliance is evaluated manuscripts of the educational publication of the State Educational Standard and the curriculum. The main ones are marked conceptual features of the educational publication, the author analyzes the didactic apparatus for the following topics: all subsections.

All comments are presented objectively, reasonably and concisely, with the following information: specific pages, table numbers, illustrations, and appendices.

Conclusions are written and recommendations are made.

Based on the obtained average score, conclusions and recommendations, it is accepted solution - a conclusion about the possibility of assigning the UMO ROOMS stamp.

**Reviewer (position, academic degree
academic title, contact details)**

(Full name)

Seal of the OVPO (scientific organization)

Composition of the working group

Jarasova Gulzhan Sagidullayevna	Chairman of the Committee of Higher and Postgraduate Education of the Ministry of Education and Science of the Repub
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