	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after academician K. I. Satpayev

 D. M. Sivaraksha

«31» August 2022




QUALITY MANAGEMENT SYSTEM

RULES

RULES FOR ORGANIZATION AND IMPLEMENTATION OF EDUCATIONAL AND METHODOLOGICAL AND SCIENTIFIC-METHODICAL WORK

QMS-PR-7.2.2-03-2022

Ekibastuz

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	СМК-ДП-8.5-02-2022
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Introduction

1 DEVELOPED службой управления системыBY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED службой управления системыby the Quality Management Systems, Standardization and Norm Control Management Service

3 DEVELOPER:


D.K. Imangazinova-Vice-rector for Academic Affairs

4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute31» августа 2022 No. 1 dated August 31, 202.2


5 EXPERTS:

- 1) Zh. N. Khammetova-Vice-rector for Research and International Relations;
- 2) Kadyrbekova K. K.-Head of the department "Educational part".

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	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	СМК-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

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	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	СМК-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

Content

1 Scope of application	4
2 Normative references	4
3 Basic concepts and definitions	4
4 General provisions	5
5 Content of educational, methodical and scientific-methodical work	5
6 Procedure for organizing educational, methodical and scientific-methodical work in structural divisions	7
List of registration of changes, additions and revisions of the document	10

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	СМК-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

1 Scope of application

These Rules of organization and implementation of educational-methodical and scientific-methodical work (hereinafter referred to as the Rules) determine the procedure for organizing the implementation of educational-methodical and scientific-methodical work in the institution " Ekibastuz Engineering and Technical Institute named after Academician K. V. Abramovich. Satpayev Institute (hereinafter referred to as the Institute).

2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- State mandatory standard of higher education of the Republic of Kazakhstan. Approved by Resolution of the Government of the Republic of Kazakhstan No. 604 dated July 20, 2022;
- Rules of organization and implementation of educational, methodical and scientific-methodical work, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 29, 2007 No. 583;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 Basic concepts and definitions


educational and methodical council - a structural subdivision that performs educational and methodical work at the Institute.

educational and methodical work is the activity of an educational organization to provide the educational process with psychological, pedagogical, didactic, methodological and educational-material objects to achieve its educational, educational and developmental goals.

vice-rector for educational and methodical work – the position of the head who directly heads the educational and methodical work of the institute;

scientific and methodological work is a multi-level, multifunctional system of joint activities of managers, teaching staff (hereinafter referred to as teaching staff) and structural divisions of the educational organization, which contributes to ensuring the quality of education by improving the professional competence of teaching staff and solving innovative problems of the educational process;

Vice-rector for Research and International Relations - the position of the head who directly heads the scientific and methodological work of the Institute.

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	CMK-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

3.1 Designations

SSO - The State mandatory standard of education.

University – a higher educational institution.

UMR – educational and methodical work.

UMS - educational and methodical council.

4 General provisions

4.1 Educational, methodical and scientific-methodical work is carried out in order to integrate science and education, ensure and improve the educational and upbringing process, develop and introduce new training technologies, and provide advanced training for the Institute's teaching staff.

4.2 The tasks of educational, methodical and scientific-methodical work are:

- 1) scientific and methodological support for the implementation of educational programs;
- 2) development, implementation of new and improvement of existing technologies, methods, means and forms of the educational process;
- 3) development of creative thinking of the teacher, providing advanced training and professional skills of teaching staff, improving the scientific and methodological potential of teaching staff.


4.3 The Institute's Vice-Rector for Academic Affairs and Vice-Rector for Science and International Relations directly manage the educational, methodological and scientific work of the educational organization.

4.4 General management of the educational and methodological work of structural divisions is carried out by the UMS.


4.5 Educational, methodical and scientific-methodical work is carried out in accordance with the legislation of the Republic of Kazakhstan, State mandatory standards of education of all levels of education, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022 No. 604.

5 Content of educational, methodical and scientific-methodical work

5.1. Educational, methodical and scientific-methodical work at the Institute includes the following areas:

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	CMK-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

- 1) carrying out activities to generalize and disseminate advanced teaching experience and informatization of education;
- 2) analysis of the impact of the organization of teaching and methodical and scientific-methodical work of teaching staff on the current academic performance of students;
- 3) development of methodological support for independent work of students;
- 4) development of methodological support for the annual formation of a contingent of students, taking into account the profile, level of training and opportunities;
- 5) monitoring the availability of educational literature and scientific and methodological developments in the educational process;
- 6) organization of long-term planning of the educational process, taking into account the demographic, economic and sectoral situation in the regions and in the whole country;
- 7) development and implementation of educational, methodical and scientific-methodical documentation on new training technologies, including credit technology and distance learning;
- 8) development and participation in competitions of scientific projects, scientific and methodological developments and implementation of their results in production, in the educational process;
- 9) organization of marketing research in order to create a database for forecasting the need for specialists in existing and prospective areas of training;
- 10) development and implementation of didactic, methodological, educational and material training tools;
- 11) expertise of textbooks, teaching aids, dissertations, monographs, scientific articles, scientific and methodological developments, projects;
- 12) monitoring the availability of educational literature and scientific and methodological developments in the educational process;
- 13) making proposals for the unification of educational programs in related specialties/OP;
- 14) making proposals for improving regulatory legal documents, the classifier of specialties of higher and postgraduate education, state mandatory standards of education;

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	СМК-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

15) introduction into the educational process of modern educational and methodical, scientific and methodical, didactic materials and software of automated training systems, information support systems, information and library systems;

16) development of working training programs, participation in the preparation of drafts of standard training programs;

17) examination of working curricula and working curricula, taking into account the requirements of state mandatory education standards;

18) development of textbooks, educational and methodical and scientific-methodical complexes, teaching aids, including on electronic media and didactic materials;

19) development and implementation of educational, methodical and scientific-methodical documentation on new training technologies;

20) analysis of the quality of teaching, the level of academic achievements of students;

21) organization and holding of thematic scientific, scientific and methodological seminars, conferences, webinars, meetings on improving educational, methodological and scientific-methodical work;

22) organization, coordination, analysis of the content and form of research, scientific and methodological work of students, undergraduates, doctoral students;


23) organization and holding of thematic scientific, scientific and methodological seminars, conferences, webinars, meetings on improving educational, methodological and scientific-methodical work;

24) development and participation in competitions of scientific projects, scientific and methodological developments and implementation of their results in production, in the educational process;

25) expertise of textbooks, teaching materials, teaching aids, dissertations, monographs, scientific articles, scientific and methodological developments, projects.

6 Procedure for organizing educational, methodical and scientific-methodical work in structural divisions

6.1 Educational, methodical and scientific-methodical work is carried out in all structural divisions of the Institute that implement and coordinate the educational process, educational programs of higher education (departments, faculties).

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	CMK-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

6.2 Structural divisions carry out educational, methodical and scientific-methodical work on the basis of the Rules of organization and implementation of educational, methodical and scientific-methodical work and the regulations on UMS.

6.3 Employees of the structural divisions for teaching and methodical and scientific-methodical work are methodologists, the number of which is set by the Academic Council of the Institute, based on the set of specialties, the number of students and teachers.

6.4 Structural divisions carry out the following educational, methodical and scientific-methodical work:


- 1) management of educational, methodical and scientific-methodical work of departments, faculty;
- 2) examination of normative legal documents on educational and methodical and scientific-methodical work and their recommendation for consideration by the methodological council;
- 3) analysis of the state of the educational process, methodological work and development of recommendations for their improvement;
- 4) analysis and recommendation for the publication and distribution of educational, methodical and scientific-methodical products.

6.5 Educational and methodological documentation is developed by the relevant structural divisions of the Institute, discussed at the departments, and after receiving their positive conclusion, approved by the head, Vice-rector for Educational and methodological work.

6.66 Curricula are developed in accordance with the State Educational Standard, taking into account the requirements of the labor market, and are considered by the graduating department, the Educational and Methodological Council of the Institute, representatives of employers, and after receiving a positive opinion of the Academic Council of the Institute, they are approved by the Rector of the Institute.


6.7 Working curricula of the mandatory component are developed by teachers in accordance with the standard curriculum, reviewed by departments, the Institute's Teaching and Methodological Council, and approved by the Vice-rector for Teaching and methodological Work.

In the absence of a standard curriculum, the working curricula of the mandatory component are developed in accordance with the State Educational

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	СМК-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

Standard and approved by the Vice-rector for Educational and Methodological Work, after receiving a positive conclusion from the Academic Council of the Institute.

6.10 Methodological guidelines and recommendations are developed by teachers of the Institute. After discussion and receiving a positive conclusion of the department, the Educational and methodological Council of the Institute, they are approved by the Vice-rector for educational and methodological work.

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	CMK-ДП-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«Rules for the organization and implementation of educational and methodological and scientific-methodical work»	Changes № _____ Date _____ Ex. _____

LIST for registering changes, additions, and revisions to a document

No changes. of change	Date of amendment, addition and conducting events revision	Sheet numbers	Document on the basis of which the changes were made, the audit	was carried out Summary of the change	Signature of the person who made the change
1	2	3	4	5	6