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APPROVED:

Rector of EETI named after
 academician K. I. Satpayev

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QUALITY MANAGEMENT SYSTEM

GUIDANCE DOCUMENT

ACADEMIC POLICY

QMS-DP-001-2022

Introduction

1 DEVELOPED BY the Quality Management System, Standardization and Norm Control Management Service

2 INTRODUCED by the Quality Management System, Standardization and Norm Control Management Service

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academician K. Satpayev, 2022

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1 Scope of application

This Guidance Document The Academic Policy (hereinafter referred to as the Guidance Document) has been developed in accordance with the regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan and the internal regulatory documentation of the Institute and determines the procedure for organizing credit system training in higher education programs at the Institution "Ekibastuz Engineering and Technical Institute named after Academician K. Kropotkin". Satpayev Institute (hereinafter referred to as the Institute).

The academic policy is intended for students, teaching staff, heads of structural divisions of the Academy that organize the educational process, and other interested parties.

The Institute provides all students with equal opportunities to receive high-quality and affordable education.

The provisions of the Policy may be revised in case of changes in the regulations governing educational activities in the Republic of Kazakhstan, the Charter and Strategy of the Academy, revision of requirements for educational programs.

2 Normative references

This Guidance Document uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Standard rules of activity of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018;
- Rules of organization of the educational process on credit technology of training, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152;
- Order of the Minister of Education and Science of the Republic of Kazakhstan "On approval of State mandatory education standards for all levels of education" dated July 20, 2022 No. 604;
- Rules of organization of the educational process on distance learning technologies, approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan No. 137 dated March 20, 2015;
- Order of the Minister of Education and Science of the Republic of Kazakhstan No. 123 dated April 1, 2020 On strengthening measures to prevent the spread of coronavirus infection COVID-19 in educational organizations during the pandemic;
- Methodological recommendations of the Ministry of Education and Science of the Republic of Kazakhstan on the organization of intermediate and final

certification in organizations of higher and (or) postgraduate education during the coronavirus infection COVID-19 pandemic Order No. 179 of May 04, 2020;

- Methodological guide to the work of higher educational institutions in the context of academic and managerial independence, dated December 27, 2018;

- Order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 1, 2020 No. 123 "On strengthening measures to prevent the spread of coronavirus infection COVID-19" in educational organizations during the pandemic";

- UNESCO recommendations on distance learning;

- Protocol of the Interdepartmental Commission under the Government of the Republic of Kazakhstan on the Non-proliferation of coronavirus infection dated March 12, 2020;

- Methodological recommendations on the implementation of the educational process in educational organizations during the period of restrictive measures related to the spread of coronavirus infection of August 13, 2020 order No. 345;

- Order No. 381 of September 03, 2020 "On Amendments to Order No. 345 of the Minister of Education and Science of the Republic of Kazakhstan dated August 13, 2020" On approval of Methodological Recommendations for the implementation of the educational process in educational organizations during the period of restrictive measures related to the spread of coronavirus infection";

- Order No. 548 of December 28, 2020 "On Amendments to Order No. 345 of the Minister of Education and Science of the Republic of Kazakhstan dated August 13, 2020" On approval of Methodological Recommendations for the implementation of the educational process in educational organizations during the period of restrictive measures related to the spread of coronavirus infection";

- Instructional letters of Vice-Minister K. Yergaliyev No4-14-4/3281-And and No4-14-4/3331-And from 20.08.2021.

- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

3 Basic terms and definitions

academic freedom – a set of powers of subjects of the educational process granted to them to independently determine the content of education in the disciplines of the component of choice, additional types of training and organization of educational activities in order to create conditions for the creative development of students, teachers and the use of innovative technologies and teaching methods;

academic period (Term)– the period of theoretical training set independently by the educational organization in one of three forms: semester, trimester, quarter.

academic mobility – transfer of students or research teachers to study or conduct research for a certain academic period (semester or academic year) in another organization of higher and (or) postgraduate education (within the country or

abroad) with mandatory transfer of mastered academic programs, disciplines in the form of academic credits in their own organization of higher and (or) postgraduate education.) postgraduate education or to continue studying in another organization of higher and (or) postgraduate education;

academic credit – a unified unit of measurement for the volume of scientific and (or) academic work (load) of a student and (or) teacher;

accreditation body – a legal entity that conducts institutional and / or specialized accreditation of educational organizations based on standards (regulations) developed by it;

accreditation of educational organizations – the procedure for recognition by the accreditation body of compliance of educational services with the established standards (regulations) of accreditation in order to provide objective information about their quality and confirm the existence of effective mechanisms for its improvement;

Bachelor's degree – a degree awarded to individuals who have completed higher education programs.

bachelor's degree – higher education, the educational programs of which are aimed at training personnel with the award of a bachelor's degree in the relevant specialty;

distance learning is a purposefully organized and coordinated in time and space process of interaction between teachers and students with each other and with the means of training using pedagogical, as well as information and telecommunications technologies.

distance education technologies (DOT) – training carried out with the use of information and communication technologies and telecommunications facilities with indirect (at a distance) or not fully mediated interaction between the student and the teacher.

descriptors(descriptors) - description of the level and scope of knowledge, skills, abilities and competencies acquired by students upon completion of the study of the educational program of the corresponding level (stage) of higher and postgraduate education, based on the results of training, formed competencies and academic credits.

inclusive education is a process that ensures equal access to education for all students, taking into account special educational needs and individual opportunities.

institute – an organization of higher and (or) postgraduate education that carries out scientific and pedagogical activities, as well as training personnel for professional activities;

final certification of students - a procedure carried out to determine the degree of mastering the volume of academic subjects, academic disciplines and (or) modules provided for by the state mandatory standard of the relevant level of education;

classifier of areas of training of personnel with higher and postgraduate education (hereinafter referred to as the classifier of areas of training of personnel) – a document that establishes the classification and coding of areas of training of

personnel with higher and postgraduate education and is used for the implementation of educational programs of higher and postgraduate education;

credit technology of training - training based on students' choice and independent planning of the sequence of studying disciplines with the accumulation of academic credits;

persons (children) with special educational needs – persons who experience permanent or temporary difficulties in obtaining education due to health, who need special, general educational programs and educational programs of additional education;

Master's degree – a degree awarded to individuals who have completed master's degree programs.

nostrification of educational documents - a procedure carried out to determine the equivalence of documents issued to persons who have received education in other states, in international or foreign educational institutions (their branches);

educational program – a single set of basic characteristics of education, including the goals, results and content of training, organization of the educational process, methods and methods of their implementation, criteria for evaluating learning outcomes;

educational grant - a target amount of money provided to a student under the conditions established by the legislation of the Republic of Kazakhstan to pay for higher or postgraduate education with the award of a bachelor's or master's degree;

training – a purposeful process of organizing the activities of students and pupils to master knowledge, skills, abilities and competencies, develop abilities, gain experience in applying knowledge in everyday life and form motivation for obtaining knowledge throughout life;

intermediate certification of students – a procedure carried out to assess the quality of students' mastering the content of part or all of the volume of one academic subject, one academic discipline and / or module, as well as professional modules within one qualification after completing their study;

professional practice – a type of educational activity aimed at consolidating theoretical knowledge, skills, acquiring and developing practical skills and competencies in the process of performing certain types of work related to future professional activities;

learning outcomes – the amount of knowledge, skills and abilities acquired and demonstrated by students during the development of the educational program, as well as the values and attitudes formed, confirmed by the assessment;

Blended learning is the organization of the educational process based on a combination of traditional face-to-face training with online training, which uses special electronic learning materials posted on the educational portal of organizations of higher and postgraduate education.

specialist – a qualification assigned to individuals after completing an educational program of higher education.

student – a person studying in an educational organization that implements educational programs of technical and professional, post-secondary and higher education.

authorized body in the field of education - the central executive body of the Republic of Kazakhstan that provides management and inter-sectoral coordination in the field of education;

curriculum – a document regulating the list, sequence, volume (labor intensity) of academic subjects, academic disciplines and (or) modules, professional practice, other types of educational activities of students of the appropriate level of education and the form of control;

4 General provisions

4.1 The educational institution "Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev" (hereinafter referred to as the Institute) is a subject of higher education of the Republic of Kazakhstan and operates in accordance with the Constitution of the Republic of Kazakhstan, the Labor Code of the Republic of Kazakhstan dated November 23, 2015 (hereinafter referred to as the Labor Code), the Laws of the Republic of Kazakhstan "On Education", November 18, 2015 "On Combating Corruption", other regulatory legal acts of the Republic of Kazakhstan regulating educational activities, as well as the Charter and state license for engaging in educational activities.

4.2 The mission of the Institute is to train highly educated, competitive, competent professional personnel who dynamically respond to the global challenges of our time and are able to be leaders in the field of their chosen professional activity. Formation of the Institute as a center for scientific, technical and personnel modernization of the ETEK.

4.3 The goal of the Institute is to transform the Institute into a key supplier of qualified and in-demand specialists (graduates) who meet the needs of the regional labor market.

Ekibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich. Satpayeva positions itself as a regional university with a developed infrastructure that trains highly educated, competitive, and practice-oriented specialists, with employers taking an active role in the educational process.

4.4 The list of educational programs (hereinafter-OP) of the Institute is available on the corporate website <https://ru.eitiedu.com> and all of the Institute's CS have passed the examination and are included in the Register of CS, which is hosted by the Center for the Bologna Process and Academic Mobility of the Ministry of Education and Science of the Republic of Kazakhstan on ESUVO http://esuvo.platonus.kz/#/register/education_program .

4.5 Educational programs of higher education are drawn up in accordance with the requirements of the State Educational Standard and reflect the results of training. The EP is developed by the Institute with the participation of employers ' representatives, in accordance with the National Qualification Framework, industry

qualification Framework and professional standards based on the Dublin Descriptors. On the basis of the OP, curricula are developed (working curricula, individual student curricula) and working curricula in disciplines (syllabuses).

4.6 The Institute's educational activities are carried out on the basis of this academic policy (hereinafter referred to as the Policy), which is a system of measures, rules and procedures for planning and managing educational activities and effectively organizing the educational process aimed at implementing student-centered learning and improving the quality of education.

4.7 The Institute reviews the policy based on the results of an internal assessment of educational activities and the level of employment of graduates of the Institute, as well as in the event of changes in regulations governing educational activities in the Republic of Kazakhstan, changes in the Charter of the Institute, Strategies, changes in requirements for educational programs, as well as in the framework of recommendations based on the results of international institutional or program accreditation.

4.8 Within the framework of academic policy, the Institute's priority areas of development are: implementation of a student-centered approach; improving the quality of student training; development of educational programs developed on the basis of industry frameworks and professional standards; management of educational programs, development of innovations in the educational process; implementation of integration of education with production and business; expansion of the network of branches of departments in production; implementation of academic (credit) mobility of teaching staff and students; introduction and implementation of achievements and experience of leading universities of the country and the world.

4.9 The policy is intended for students, faculty members, heads of structural divisions of the Institute that organize the academic process, and other interested parties.

4.10 The academic year consists of academic periods (semesters – 15 weeks), periods of intermediate certification, internships, vacations, and the final certification period (in the final year).

4.11 The procedure for conducting current monitoring of academic performance, intermediate and final certification of students is determined by the university in accordance with its academic policy and the established point-rating letter system for evaluating students' academic achievements with their transfer to the traditional assessment scale and ECTS (ISITPS).

4.12 In the context of a pandemic, emergency, or quarantine, the educational process is carried out using distance learning technologies. The main system of distance education is the Distance Learning Portal, which uses the system of organizing distance learning for educational institutions "Online Education System" with support for proctoring and webinars from OES LLP (<https://oes.kz> Technical characteristics: 2000 Gbt of space, webinar for up to 1000 people (100 MBT/s guaranteed channel width), hosted in a data center, backups, chats, file sharing, assignments, testing, exams with proctoring function, mailing lists, progress log, 100% mobile platform support.

In addition to OES.kz Institute supports other educational technologies: Zoom, BigBlueButton, Google Classroom, via YouTube channels.

Necessary technical means for distance learning: availability of a personal computer, laptop, tablet or smartphone; availability of a camera and headphones; access to the Internet; access to LMS OES.kz (current username and password).

4.13 This Academic Policy defines the procedure for organizing credit system training in higher education programs at the Institute. The document includes the procedure for registering students to attend training sessions; conducting current, intermediate and final controls; organizing students to complete all types of internships; evaluating students' knowledge; rules for transferring, restoring, and expelling students; final certification, etc., which are reflected in the following internal regulatory documents of the Institute's QMS:

- 1) Rules for planning the content of education, the method of organizing and conducting the educational process based on credit technology of training;
- 2) Admission rules for studying at the EITI named after Academician K. Satpayev;
- 3) Rules for conducting ongoing monitoring of academic performance, intermediate and final certification of students;
- 4) Regulations on the procedure for granting academic leave to students studying at the university;
- 5) Rules for transferring and restoring students;
- 6) Regulations on the procedure for transferring the results of studies at the previous level of formal and non-formal education;
- 7) Regulations on the organization of the educational process in the summer semester;
- 8) Regulations on the organization of inclusive education in the areas of training;
- 9) Regulations on student expulsions;
- 10) Положение об Anti-plagiarism regulations;
- 11) Rules for the organization and conduct of professional practice and the procedure for determining organizations as bases of practice;
- 12) Regulations on the organization of the educational process using distance learning technologies;
- 13) Rules for filling out and issuing own-style education documents;
- 14) Regulation on the procedure for issuing a pan-European Diploma Supplement;
- 15) Rules of organization and implementation of educational, methodical and scientific-methodical work;
- 16) Code of Academic Integrity;
- 17) Quality policy;
- 18) Regulations for calculating the average annual teaching load;
- 19) Regulations on the teaching staff;
- 20) Regulations on advanced training of teaching staff;

In order to improve the quality of educational activities, the Institute operates an internal quality assurance system based on international standards and guidelines for ensuring the quality of higher and postgraduate education in the European Higher Education Area (ESG), which includes:

- 1) quality assurance policy;
- 2) development and approval of programs;
- 3) student-oriented learning, teaching and evaluation;
- 4) admission of students, academic performance, recognition and certification;
- 5) teaching staff;
- 6) training resources and student support system;
- 7) information management;
- 8) informing the public;
- 9) continuous monitoring and periodic evaluation of programs;
- 10) periodic external quality assurance.

On the basis of the Institute, the Department of Internal Quality Assurance of Education (hereinafter referred to as DVOKO) has been formed, which performs the functions of the Quality Assurance Commission, which makes decisions on the content and conditions of educational programs, assessment policy and other academic issues, organizes questionnaires of students for compliance with the quality of educational programs and (or) disciplines/modules, on the subject of the presence of facts of violation of academic integrity.

