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Rector of EETI named after academician K. I. Satpayev

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POSITION

REGULATIONS ON ORGANIZATION OF EDUCATIONAL PROCESS WITH USING DISTANCE LEARNING TECHNOLOGIES

QMS-P-7-01-2022

U "Ekibastuz Engineering and Technical Institute named after academician K. Satpayeva"	
«Regulations on the organization of the educational process with the use of distance learning technologies»	CMK-II-7-01-2022

INTRODUCTION

1 DEVELOPED BY the Automation and Distance Learning Center

2 SUBMITTED by the Automation and Distance Learning Center

3 DEVELOPER:

Melnik E.N.-Head of the Automation and Distance Learning Center

4 APPROVED and PUT into EFFECT by the Rector on the basis of the decision of the Academic Council of the Institute31» аврыста 2022No. 1 dated August 31, 202.21

5 EXPERTS:

- 1) D. K. Imangazinova-Vice-rector for Academic Affairs;
- 2) Asylova K. B.-Dean of the Faculty of Engineering and Economics;
- 3) Kadyrbekova K. K.-Head of the department "Educational part".

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1 General provisions

1.1. This Regulation on the organization of the educational process on distance educational technologies (hereinafter referred to as the Regulation) defines the procedure for organizing the educational process on distance educational technologies in the Institution "Ekibastuz Engineering and Technical Institute named after V. kademik K.". Satpayev" (hereinafter-EITI).

1.2. This Regulation on the organization of the educational process on distance educational technologies has been developed in accordance with subparagraph 25) of Article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education" and defines the procedure for organizing the educational process on distance educational technologies.

1.3. Organization of the educational process using distance learning technologies (hereinafter referred to as DOT) It is carried out on the basis of state mandatory standards of education of the corresponding levels of education (hereinafter referred to as SES), approved by Order No. 604 of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022.

DOT rules apply to:

1.4. persons with special educational needs, including children with disabilities, children with disabilities, disabled people of groups I and II at all levels of education;

1.5. persons who have temporary health restrictions and are unable to regularly visit educational institutions;

1.6. convicted persons held in institutions of the penitentiary system and to punishments not related to deprivation of liberty in the presence of appropriate technical conditions in the institution;

1.7. adults who combine work with obtaining technical and vocational education (provided that the education corresponds to the work profile);

1.8. students enrolled in higher or postgraduate educational programs that include blended learning;

1.9. students who have left the country for exchange programs in higher and / or postgraduate educational programs, with the exception of Bolashak scholarship holders;

1.10. students enrolled in higher education programs who are on a long-term business trip abroad (more than 2 months);

1.11. students enrolled in educational programs of higher and (or) postgraduate education within the framework of academic mobility programs;

1.12. foreigners, including persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, studying in educational programs of higher and (or) postgraduate education and located outside the state;

1.13. Education at the Institute using DOT on the basis of the general secondary education program is not allowed, with the exception of students in academic mobility programs and foreigners, including persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan, studying in

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educational programs of higher and (or) postgraduate education and located outside the state.

1.14. For graduates of organizations of technical and professional or post-secondary education, if the profile of the higher education program coincides, training using DOT is determined by the Institute independently.

1.15. DOT is applied for all forms of education provided for by the legislation of the Republic of Kazakhstan, including non-formal, additional education, retraining and advanced training, including in foreign languages.

2 Andused terms

- information technology of distance learning – technology for creating, transmitting and storing educational materials on electronic media, information and telecommunication technologies for organizing and supporting the educational process;

- information and educational portal – a systemically organized interconnected set of information resources and Internet services containing administrative and academic educational and methodological information that allows you to organize the educational process in DOT;

- case technology - technology based on completing sets (cases) of teaching materials on paper, electronic and other media and sending them to students for self-study;

- case technology – technology based on completing sets (cases) of teaching materials on paper, electronic and other media and sending them to students for self-study;

- content – information content of educational materials (texts, graphics, multimedia, and other information-relevant content).

- multimedia – a set of hardware and software tools that allow the user to work in a dialog mode with heterogeneous data (graphics, text, sound, video).

- educational portal – a systemically organized, interconnected set of information resources and Internet services that contains administrative, academic, and educational information that allows you to organize the educational process in DOT;

- online exchange of information in real time.

- offline information exchange in free time space.

- 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;

- network technology – technology that includes the provision of teaching materials, forms of integrative interaction of students with the teacher and with each other, as well as the administration of the educational process based on the use of the Internet;

- syllabus – a program of training in a discipline for a student,

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containing a brief description of the discipline, the main characteristics of the discipline being studied;

- 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 an educational organization.
- testing complex – a software tool designed to determine the degree of development of educational material by a student at all levels of the educational process;
- digital content – information content of digital educational materials (texts, graphics, multimedia, and other information-relevant content).
- Digital educational resources (hereinafter referred to as DCS) are didactic materials on the subjects studied and / or modules that provide interactive learning: photos, video clips, static and dynamic models, virtual reality and interactive modeling objects, sound recordings, and other digital educational materials.
- Proctoring - a procedure for monitoring and controlling an online exam (attestation) in order to identify the person taking it.
- Off-line proctoring – a procedure for monitoring the progress of passing control and evaluation activities/works, conducted directly in the classroom.
- On-line proctoring - a system for verifying the identity and confirming the results of passing control and evaluation activities/works in online mode, which involves the procedure for remote monitoring of the progress of work or examination using specialized software (the exam is taken on an external resource in remote access mode);
- Proctor - a teacher-examiner-observer who conducts identification of the student's personality and monitors him during the intermediate certification, both on-line and off-line formats;
- electronic educational publication – an electronic publication intended for automating learning and knowledge control, and corresponding to the course or its individual parts, as well as allowing you to choose the learning path and providing various types of educational work.

3 HNegative links

This regulation has been developed taking into account the requirements of the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated July 20, 2022 No. 604 "On approval of State mandatory education standards for all levels of education";

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– Order of the Minister of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018 "On approval of Standard Rules for the activities of relevant types of educational organizations";

– Rules of organization of the educational process on credit technology of training – Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011;

– Rules of organization of the educational process on distance learning technologies – Order No. 137 of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 (hereinafter referred to as the Rules);

– Order of the Minister of Education and Science of the Republic of Kazakhstan No. 600 dated October 31, 2018 "On approval of Standard Admission Rules for training in educational organizations implementing educational programs of higher and postgraduate education"

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

4 Order of organization of the educational process on DOT

4.1 Persons who have expressed a desire to study using the DOT specified in paragraph 6 of the Rules (with the exception of persons specified in subparagraph 11) of paragraph 6), submit an application in any form to the rector of the Institute for permission to study using the DOT, on the basis of which an order is issued by the head of the educational organization.

4.2 The educational organization provides the student (with the exception of the persons specified in subitem 11) of item 6) with an individual curriculum, a schedule for mastering the educational program.

4.3 An individual schedule for the development of an educational program is developed on the basis of the curriculum of an educational organization and is drawn up in the form of an IEP and an academic calendar.

4.4 When implementing educational programs or parts of them using DOT Institute:

1) creates conditions for the functioning of the educational Internet portal of the information and educational environment, ensuring that students master educational programs or parts of them in full, regardless of the location of students;

2) determine the procedure for providing educational and methodological support for the educational process, including in the form of individual consultations provided remotely using information and telecommunications technologies;

3) determines the ratio of the volume of classes conducted through direct interaction of the teacher with the student, and classes with the use of DOT;

4) provides students with access to the information system that contains all educational, reference and methodological material, the testing system, and electronic resources and sources;

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5) make managerial decisions when circumstances arise that do not depend on the actions of participants in the educational process.

4.5 When studying in conditions of restrictive measures, including quarantine, social, natural and man-made emergencies, on the recommendation of the authorized body in the field of education, it is provided:

1) the absence of training sessions conducted through interaction between the teacher and the student in the classroom;

2) organization of industrial training and (or) professional practice fully or partially remotely with indirect (at a distance) interaction with practice managers, depending on the specifics of specialties.

At the same time, it provides for the use of virtual laboratories, simulators, and simulators that allow students to master professional competencies.

The educational organization makes changes to the schedule of the educational process in terms of determining the terms of passing industrial training, training and industrial practices without prejudice to the total amount of hours set by the curriculum.

Consultations are carried out in the form of individual and group classes.

When teaching individuals with special educational needs through distance learning technologies, information is received and transmitted in forms that are accessible to them.

4.6 For the organization of the educational process on DOT Institute, it is provided that:

1) an educational portal and / or information system with pages containing educational, methodological, organizational and administrative information for students;

2) communication channels providing connection to the Internet;

3) digital educational resources;

4) network-based learning management systems or a service through cloud computing;

5) authentication systems for identifying the identity of students and trainees;

To implement the training process in DOT Institute:

1) creates conditions for training teachers, tutors and services for implementing distance learning technologies, developing and updating SDGs and digital content;

2) provides interaction between participants in the DOT training process (forum, chat, video and audio conferences);

3) provides students and trainees with access to electronic resources, libraries of educational organizations and partners;

4) monitors the digital learning footprint of students (attendance at online and offline classes, task completion, feedback).

4.7 SDGs are prepared by their developers in accordance with the educational program. The structure and content of SDGs is determined by educational organizations independently.

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4.8 DOT projects are implemented with distance learning sessions in online, offline and independent work of students.

4.9 Online training sessions provide for the process of learning interaction in real time using digital technologies (webinars, video conferencing, via messaging over the Internet). At the same time, you can use previously recorded video lectures.

4.10 Training sessions in offline mode provide for the process of educational interaction, in which communication between the teacher and the student takes place asynchronously (provides the student with the opportunity to master the educational material at any time convenient for him or her and communicate with teachers using communication tools).

4.11 Current monitoring of academic performance and intermediate certification of students is carried out on the basis of internal regulatory documents of the Institute, developed in accordance with the Standard Rules for the Activities 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 (registered in the Register of State Registration of Regulatory Legal Acts under No. 17657).

4.12 The volume of classes conducted using the DOT assumes a certain amount of time) Teaching staff, in accordance with paragraphs 27-28 of Chapter 2 of Order 595 "On approval of Standard Rules for the activities of educational organizations of appropriate Types" at the rate of 1 academic hour per week for each discipline taught.

4.13 No more than 20% of the total amount of academic credits for the entire period of study is provided for training personnel in the construction sector when studying disciplines using DOT.

4.14 For the training of personnel on the remaining boards of training in the study of disciplines using DOT, no more than 50% of the total academic credits are provided for the entire period of study and are reflected in the class schedule, taking into account the "Numerator/denominator", while the "numerator" - in online format, the "denominator" - offline in this format.

4.15 dots are applied for academic mobility programs for students studying in higher and / or postgraduate educational programs when studying disciplines in the total amount of no more than 60 academic credits for the entire period of study.

4.16 When implementing two-degree programs and exchange programs for students, DOT is applied to students in the higher education educational program when studying disciplines in the total amount of no more than 120 academic credits and in the master's educational program no more than 60 academic credits.

4.17 In case of social, natural and man-made emergencies, which include prevention and treatment of diseases of the population, sanitary-anti-epidemic and sanitary-preventive measures, it is allowed for students to study disciplines with a larger amount of academic credits using DOT under academic mobility programs and in the implementation of two-degree and (or) joint programs.

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5 Withistema of distance learning "Aboutnline education system"

5.1 The main training tool used in the EITI distance learning system is *the "Online Education System"*, with support for proctoring and webinars from OES LLP, which provides tools for developing distance courses. A link for all participants in the educational process is available on the main page of the Institute's corporate website and at <http://e.eiti.kz>.

5.2 Technical characteristics: 2000 Gbt of space, webinar for up to 1000 people (100 MBT/s guaranteed channel width), hosted in the data center, backups, chats, file sharing, tasks, testing, exams with proctoring function, mailing lists, credit card, support for mobile platforms 100%.

6 IIHiring students

6.1 Acceptance of documents and enrollment of applicants for training using DOT is carried out in accordance with the Standard Admission Rules.

6.2 Individuals who have expressed a desire to study under the DOT write an application in any form addressed to the rector of the Institute.

7 KOnTrol of students ' knowledge

7.1 The current monitoring of students ' progress and intermediate certification is carried out in accordance with the working curriculum, academic calendar and academic programs.

7.2 Ongoing monitoring of academic performance and interim assessment is carried out by:

- 1) direct communication between the student and the teacher in on-line mode using telecommunication means;
- 2) automated testing complexes;
- 3) verification of written individual tasks (with case technology).

7.3 The format of passing and / or retaking the intermediate assessment is determined by the student independently.

7.4 When conducting intermediate certification in a remote format: exams in written and test form are conducted online using the online proctoring program.

7.5 When conducting an interim assessment directly in the classroom, offline proctoring is carried out, in which the proctor directly monitors and monitors the progress of passing the interim assessment in the classroom (physically present in the classroom).

At the same time, the dean exercises general supervision over the examination procedures through selective visits.

7.6 The results of the current academic performance monitoring and intermediate assessment of students are recorded in an information system that is

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protected from unauthorized access and falsification by using electronic methods of access restriction and independent evaluation.

7.7 The student is admitted to the intermediate certification in the discipline after completing and passing all the control tasks established by the working curriculum.

7.8 Students ' academic achievements in all types of training sessions are evaluated according to the letter point-rating system of knowledge assessment.

7.9 Professional practice is conducted based on the specifics of educational programs.

7.10 Control over compliance with the rules for conducting certification using DOT is carried out by an authorized employee of the DO center.

8 HExclusive provisions

8.1 These Regulations are approved by the Rector's order based on the decision of the Academic Council.

8.2 This Regulation comes into force from the moment of approval and is valid until it is replaced by a new one.

8.3 If necessary, these Regulations may be amended and supplemented.

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№ Change Но- нения	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