	Положение об организации учебного процесса по дистанционным образовательным технологиям в КАТИУ имени С. Сейфуллина	Версия 2
	ПОУПДОТ ВНД 02.2024 - 2023	2023 г.
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"Approved"

By order of the Chairman of the Management Board

No. 538-N dated 12.10.2022.

Renewed

By order of the Chairman of the Management Board-Rector

No. 342-N dd. 21.09.2023

**INTERNAL REGULATIONS
SITUATION**


**ON ORGANIZATION OF EDUCATIONAL PROCESS ON REMOTE
EDUCATIONAL TECHNOLOGIES IN KATIU
IMS.S.SEIFULLINA**

POPDTO GNI 02.2024 - 2023

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Preface

1.DEVELOPED AND INTRODUCED by the working group of the Committee on
academic quality: Aldabergenova S.S., Sarsekeev E.Zh., Baidakov A.K., Bostanova S.K.

**2. REISSUED by the Quality Committee in accordance with the
Order of the Chairman of the Management Board-Rector No. 342-N
dated 21.09.2023**

3.APPROVED AND ENACTED

approved by Order of the Chairman of the Management Board No. 538-N dated 12.10.2022
(approving officer)

enacted by the Academic Council, protocol No. 11 of 28.06.2022

(name, date and number of the approving organizational and administrative document)

4. DEVELOPERS:

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academic degree, academic title, full name

- Deputy Director of Academic Affairs Department - A.Sh. Imasheva

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FIRST INSPECTION DATE
INSPECTION FREQUENCY


2027
5 years

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"Kazakh Agrotechnical Research University named after S. Seifullin"

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1 Scope

1.1 This Regulation defines the conditions for the implementation of distance learning technologies (hereinafter referred to as DOT) in the educational process of the S. Seifullin KATIУ, regulates the relations of participants in the educational process, establishes their rights and obligations.

1.2 This provision is included into internal regulatory documents.

2 Normative references

This company standard uses references to the following regulatory documents:

Law of the Republic of Kazakhstan "On Education" 2007.

ST RK 34.016-2004 "Technical and software tools for distance learning. General technical requirements. "

Rules for organizing the educational process on distance educational technologies, approved by Decree of the Government of the Republic of Kazakhstan dated March 20, 2015 No. 137

State Compulsory Standard of Higher Education of the Republic of Kazakhstan dated October 31, 2018 No. 604

State compulsory standard of education of all levels of education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2. Registered with the Ministry of Justice of the Republic of Kazakhstan on July 27, 2022 No. 28916.

Rules of organization of educational process on credit learning technology No. 152 dated April 20, 2011

DP GNI 01-2015 Internal regulatory documents..

Documented procedure. Documentation management.

DP GNI 02-2015 Internal regulatory documents..


Documented procedure. Management of quality records.

SO GNI 1.1.01-2015 Internal regulatory documents.. General requirements for construction, presentation and execution of documentation.

Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 22, 2015 No. 10768. On approval of the requirements for educational organizations for the provision of distance learning and the rules for organizing the educational process for distance learning

3 Definitions

Information system - organizationally ordered set of information and communication technologies, technical documentation,

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implementing certain technological actions through information interaction and intended for solving specific functional tasks;

Information and communication technologies - a set of methods of working with electronic information resources and methods of information interaction carried out using a hardware and software complex and a telecommunications network;

Asynchronous training format - distance learning, involving the interaction of participants in the educational process, including through information systems and other means of communication;

A student's digital footprint is a set of verified data on the results of educational activities recorded on the LMS (learning management system) and (or) other platforms or information system;

Mass open online course (hereinafter - MOOK) - a training course with mass interactive participation, using e-learning technologies and open access via the Internet;

Distance learning - training carried out with the interaction of a teacher and students at a distance, including the use of information and communication technologies and telecommunications;

Online course - a curriculum that allows you to gain knowledge, skills and competencies via the Internet in real time, including using previously recorded video lectures in OVPO, approved by OVPO;

Synchronous learning format - distance learning, involving direct communication (streaming) of participants in the educational process in real time, using the capabilities of information systems (hereinafter - IS) and other means of communication;

Digital educational resources (hereinafter referred to as DCC) - informative materials on the studied disciplines and (or) modules that provide interactive training: photographs, video clips, static and dynamic models, virtual reality and interactive modeling objects, sound recordings and other digital educational materials.

4. Designations and abbreviations

KATIU named after S. Seifullin - Kazakh Agrotechnical Research University named after S. Seifullin;

UPDOT - Regulation on the organization of the educational process on distance educational technologies at the S. Seifullin KATIU;

DP - documented procedure; RS - company standard;

SOE - State Compulsory Education Standard of the Republic of Kazakhstan;

PRK - quality management representative; CS - quality service;

DOT - remote educational technologies; DAW - Department of Academic Affairs;

EUMK - electronic training and methodological complex; PPS - faculty;

UVP - training and support personnel; HR - registrar's office;

DIT - Information Technology Department; TSE - technical training facilities;

EUMKD - electronic training and methodological complex of discipline; EUMR -



electronic educational and methodological resources;

MOOK - mass open online courses; DCC - Digital Education Resources LMS - Learning Management System

OVPO - organization of higher and postgraduate education

5. Responsibility and authority

5.1 Approves this regulation on the organization of the educational process on distance learning technologies to the Chairman of the Board of the Nenets Autonomous District

"KATIU named after S. Seifullin."

5.2 The director of the Institute for Advanced Studies and Distance Learning is responsible for the development of the regulation, namely for its content, structure, design, approval and introduction.

5.3 Simultaneously with the approval of the provision, an order is prepared on its implementation.

5.4 The head of the subdivision shall be responsible for informing the employees of the respective subdivisions of the approved provision. The record of familiarization shall be made in the "Familiarization Sheet" (Appendix B).

6. General provisions

6.1 The main goals and objectives of the organization of the educational process using the PVT

6.2 The main objectives of the PVT application are:

- improving the efficiency of independent work of distance learning students.
- increasing the degree of using the scientific, methodological and technical potential of the University.

6.3 The main tasks of organizing the educational process using the PVT are:

- organization of the educational process in conditions when training is not possible offline
- introduction of information technologies in education;
- individualization of training;
- improvement of training efficiency (quality);
- providing educational services to persons for whom traditional forms of education are inaccessible.

6.4 Educational programs implemented using remote technologies and forms of their implementation

6.5 Implementation of professional educational programs at S.Seifullin Kazakh Agrotechnical Research University is carried out on a paid basis.

6.6 The process of training students of KATIU named after S. Seifullin using remote technologies is implemented on the basis of the material and technical and communication base, premises, pedagogical and educational support personnel of the relevant departments of



the university

6.7 The PVT in the S.Seifullin KATIУ shall be applied in relation to:

- in cases of a state of emergency, restrictive measures, including quarantine, at the relevant administrative-territorial units (at individual facilities), emergency declarations are organized for all students on the basis of an order from the education department of the regions, cities of Astana, Almaty and Shymkent.

- participants of international, republican training camps, sports competitions, intellectual and creative competitions and festivals for the period of participation;

6.8 At the S. Seifullin KATIУ, it is allowed to transfer to distance learning no more than twenty percent for training personnel in the field of construction, veterinary medicine of the total amount of academic hours/loans for the entire period of training.

6.9 To train personnel in other areas of training, it is allowed to transfer to distance learning no more than fifty percent of the total academic hours/loans for the entire period of training.

6.10 In the context of restrictive measures, including quarantine, emergencies of a social, natural and man-made nature, professional practice, research and experimental work, laboratory and studio classes, the implementation of which is impossible online, when switching to distance learning are transferred to subsequent academic periods.


6.11 The procedure for allowing and organizing the transition to distance learning under academic mobility programs is determined by the decision of the Academic Council. To prepare students for academic mobility programs, it is allowed to transfer to a distance learning format no more than twenty percent of the total amount of academic loans for the entire period of study. To prepare students for two-degree programs and exchange programs, it is allowed to transfer to a distance learning format no more than fifty percent of the total amount of academic loans for the entire period of study.

6.12 In case of emergency situations of a social, natural and man-made nature, including prevention and treatment of diseases of the population, sanitary-anti-epidemic and sanitary-preventive measures, students may study a larger amount of academic loans using distance learning under academic mobility programs and when implementing two-diploma and (or) joint programs.

6.13 Students master certain disciplines of the educational program by the decision of the management of the S. Seifullin KATIУ through informal adult education, including through MOOC, the results of which are recognized in order, in total, not more than twenty percent of the total amount of academic loans for the entire period of study.

6.14 Distance learning of a student who has the conclusion of a medical advisory commission on health status is carried out according to the conclusion of a medical advisory commission in accordance with the form approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. IP DSM-175/2020 "On approval of forms of accounting documentation in the region" (registered in the Register of state registration of regulatory legal acts under No. 21579). The period and period of distance learning is determined on the basis of medical indications of the conclusion of the medical consulting commission.

6.15 Distance learning is allowed with the participation of students in educational

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foreign programs, as well as in some cases by decision of the management.

6.16 It is possible to use a mixed training format, in which training is carried out in the traditional full-time form and using

7 Requirements for organizations implementing distance learning

7.1 It is mandatory to have an information technology infrastructure for uninterrupted organization of distance learning - a stable network connection, server equipment, data storage system, functioning of cybersecurity systems, communication channels that provide connection to the Internet, authentication systems for identifying the identity of the student, borrowing detection systems, online proctoring;

7.2 The functioning of the education management information system is mandatory, including the learning management platform, including a web site, an educational portal, an automated system for providing credit learning technology, a set of digital educational resources;

7.3 It is mandatory to ensure information security of systems and data protection on the basis of the developed Education Security Policy in accordance with the international standard ISO/IEC 27001, ISO/IEC 27002;

7.4 Provision of the educational process with digital educational resources, functioning of online courses (structured course design, map of generated training results, specification of the assessment system, description of indicators and assessment criteria);

7.5 Provision of access for students to the educational portal and information systems in which educational, reference and methodological materials are located, as well as to the testing system and to open electronic resources, sources;

7.6 Ensuring the availability of digital services for the provision of educational services: electronic schedule of training sessions and exams and all types of control of educational achievements of students, self-assessment system; electronic library; electronic document management, online registration for a place in a hostel;


7.7 Provision of conditions for distance learning of students with special educational needs;

7.8 availability of a system for monitoring the quality of educational services in accordance with the internal quality assurance system.

8. Change Procedure

8.1 Amendments to the Regulation shall be made only with the permission of the Member of the Management Board, Vice-Rector for Operations, and shall be documented with his/her signature. Sheets removed from the modified version of the provision are stored with a document on permission to make changes.

8.2 Amendments and approvals to the regulation shall be made in accordance with

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the requirements of DP GNI 01.1006-2023 in clause 8.4.1.

8.3 The provision shall be amended by the QC Senior Manager with a mandatory mark in the "Change Record" (Appendix C).

9. Storage and distribution

9.1 The Head of the Development Division shall be responsible for transferring the approved provision (original) for storage in the QC.

9.2 Responsibility for storage and distribution of PMRPD to subdivisions is assigned to QC

9.3 UPDOT shall be registered in electronic format in the electronic document management system and distributed to all subdivisions.

