

## **ORGANIZATION STANDARD**

### **structure, content, procedure for development and approval of the electronic training and methodological complex of the discipline**

#### **1. General provisions**

This standard establishes general requirements for the structure, content, procedure for development, organization of quality control and approval of an electronic training and methodological complex for disciplines (hereinafter - EUMKD) and areas of training of specialists in the credit training system.

The requirements of this standard are mandatory for all subdivisions of the Kazakh Agrotechnical Research University named after S. Seifullin (hereinafter referred to as KATIU named after S. Seifullin) participating in the educational process under the credit system.

Based on this standard, an electronic educational and methodological complex is being developed for the introduction of distance educational technologies into the educational process of the university.

The following concepts are used in this standard:

- educational and methodological complex (hereinafter referred to as UMC) - a set of educational and methodological publications accompanying and aimed at ensuring that students master the content of educational subjects (disciplines), including methodological instructions/recommendations, a textbook, a collection of tasks and exercises, a cartographic atlas, including on an electronic medium intended for use in the educational process according to a specific educational program;

- electronic training and methodological complex of discipline (hereinafter referred to as EUMKD)

- this is a set of teaching materials on a discipline (module), which is presented in electronic form and provides teaching of this discipline (module) in full (working curriculum (Syllabus/Sillabus), materials of lectures, workshops, methodological guidelines, teaching aids, assignments, knowledge control tools, reference books, etc.);

- working curriculum (Syllabus/Sillabus) - the curriculum developed by the lead teacher for the current academic year according to the approved form, which provides complete information about the studied discipline and the criteria for assessing students' knowledge;

- independent work of the student (hereinafter - SRO) - work on a certain list of topics allotted for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of the student, independent work of the master's student (hereinafter referred to as CPM) and independent work of the doctoral student (hereinafter referred to as SRD); the entire SRO volume is confirmed by tasks requiring daily independent work from the student;

- independent work of the student under the guidance of the teacher (hereinafter referred to as SROP) - the work of the student under the guidance of the teacher, carried out according to a certain schedule, which is determined by the university or the teacher himself; depending on the category of students, it is divided into: independent work of a student under the guidance of a teacher, independent work of a master's student under the guidance of a teacher (hereinafter SRMP) and independent work of a doctoral student under the guidance of a teacher (hereinafter SRDP);

- standard curriculum (hereinafter referred to as TUP) - a educational document of the discipline of a mandatory component of the educational program, which determines the content, volume, recommended literature in accordance with subparagraph 5-2) of Article 5 of the Law on Education;

- educational program (hereinafter referred to as OE) - a single set of basic characteristics of education, including the goals, results and content of training, the organization of the educational process, methods and methods for their implementation, criteria for assessing educational results;

- working curriculum (hereinafter RUE) - a training document developed by heads of departments and/or developers of OP for the entire period of training on the basis of an educational program and a catalog of elective disciplines.

## **2 Procedure of EUMK discipline preparation for the educational process**

2.1 The electronic training and methodological complex is a structured set of electronic training and methodological documentation, electronic (digital) educational resources, training tools and knowledge control containing interconnected content and intended for joint use in order to effectively study training subjects, courses, disciplines and their components by students.

2.2 To provide students with educational and methodological materials, EUMK is created in all disciplines approved by the educational programs (hereinafter - OP) of the department, implemented using PVT.

2.3 EUMKD is developed by the leading teacher/team of teachers of the department and provides training on the training course. The development of EUMKD is one of the main types of educational and methodological work of the teaching staff.

2.4 EUMKD is signed by all participants in the development and approval phase. The signed cover sheet shall be scanned and executed in accordance with Appendix A.

2.5 EUMCD is loaded into AIS "Platonus." EUMKD components (textbooks, teaching aids, guidelines/developments) are handed over to the Center for Information and Educational Resources (hereinafter referred to as CIOR) for placement in the Institutional Repository.

2.6 EUMCD shall be updated as required. The head of the department is responsible for the development of EUMCD, the teacher-developer is responsible for the content of the educational and methodological material and the timely placement of the EUMCD content in the Platonus automated information system (hereinafter referred to as AIS) of the university.

## **3 Structure, content of EUMK discipline**

3.1 EUMK discipline includes mandatory and additional components.

3.1.1 Mandatory component includes:

- 1) the working curriculum of the discipline (Syllabus/Syllabus);
- 2) lecture complex (lecture abstracts);
- 3) materials of practical, seminar and laboratory classes;
- 4) tasks for independent work of students (hereinafter - SRO) and independent work of students under the guidance of a teacher (hereinafter - SROP) (guidelines, recommendations for the implementation of abstracts, course projects (works), materials for self-control on each topic, and other materials);
- 5) materials on the organization of current and final control (tests, test tasks, individual tasks, test examination tasks, examination tests, questions for the exam);
- 6) map of educational and methodological support of the discipline;
- 7) change registration sheet in EUMKD (if necessary).

3.1.2 The additional component of EUMCD includes video lectures (requirements for video lectures in accordance with IRPU VND 02.2071-2021), electronic resources, software and multimedia support of training sessions (depending on the content of the discipline), textbooks and teaching aids, electronic publications, automated simulators, tutors, reference and methodological materials that help assimilate the educational material of the discipline.

3.2 EUMKD is the content of UMKD using computer information technologies that ensure the continuity and completeness of the learning process.

If the discipline is read in different HEs and is included in the same cycle of disciplines (OOD, DB, PD), then it is allowed to prepare a single EUMCD. The difference in the volume of hours is indicated on the title page of Syllabus.

The content of the educational disciplines of the OOD cycle is determined by standard training programs, other disciplines - by working training programs (Syllabus)

The content of the disciplines of the university component and (or) the component of choice is determined by the catalog of university and elective disciplines (hereinafter - KVED) in the direction of personnel training.

3.1 The syllabus for the discipline is developed by leading teachers in accordance with the results of the educational program, discussed at a meeting of the department at which this discipline is read, considered by the Faculty Council for Academic Quality and approved by the dean of the faculty. The signed syllabus cover sheet is scanned and executed in accordance with the form specified in Appendix B to this standard.

If the discipline of one OP is taught in several languages (in Russian, Kazakh and English), then the contents of the syllabuses should be identical.

3.1.1 It is recommended to annually modify the syllabus program in accordance with new approaches in teaching the studied disciplines and changes in the regulatory framework of the Republic of Kazakhstan.

When compiling syllabuses, it is necessary to ensure the continuity and continuity of training, the logical connection between the disciplines of OP, taking into account modern technologies in training. There should be no duplication of topics.

In the modular construction of the discipline, its program is structured into modules (submodules, sections) aimed at acquiring the necessary knowledge, skills, skills and competencies by students. Syllabuses are developed on a modular basis for all forms of training.

3.1.2 Syllabus structure:

3.1.2.1 teacher data;

3.1.2.2 a brief description of the course (the purpose of the discipline, the results of training (competencies) in the form of action verbs and according to the Dublin

descriptors, prerequisites and post-requisites);

3.1.2.3 the content of the discipline: the characteristics of each module of the discipline (the list of modular units, that is, the list of topics for lecture classes, plans for practical, seminar and laboratory classes, topics and tasks of SRO, SROP, deadlines for submitting tasks);

3.1.2.4 main forms and methods of training;

3.1.2.5 reference list (main and additional);

3.1.2.6 course policy, teacher requirements;

3.1.2.7 system of assessment of trainees "educational achievements results (criteria for assessment of trainees" educational achievements, knowledge assessment information, assessment policy).

3.1.3 Lecture is a mandatory element of EUMK discipline.

Lectures are presented in a text version (lecture abstracts), and the teacher can also fix a link to video lectures and (or) presentations where students can master the material on their own.

The lecture in the text version is drawn up in the thesis format in accordance with the structure:

3.1.3.1 topic title;

3.1.3.2 lecture content;

basic schemes, formulas, etc. illustrating the content (if provided);

3.1.1.1 questions for self-monitoring;

3.1.1.2 recommended literature.

3.1.2 Methodological instructions for laboratory work in the discipline should be carried out in accordance with the syllabus and should contain the following structural elements:

3.1.2.1 the title of the topic;

3.1.2.2 equipment, technical and tools (if provided);

3.1.2.3 work content (work procedure, safety rules (if necessary, taking into account the specifics of the subject), student reporting rules (if necessary), control questions, tasks (if necessary);

3.1.2.4 recommended literature.

3.1.3 Methodological guidelines for practical and seminar classes in the discipline should be carried out in accordance with the syllabus and should contain the following structural elements:

3.1.3.1 topic title;

3.1.3.2 lesson content;

3.1.3.3 control questions;

3.1.3.4 recommended literature.

3.1.4 Materials for independent work of students include questions recommended for independent consideration by students. SRO issues should complement and deepen the content of the course under study. SRO tasks should include the main issues of topics submitted for self-mastering by students, indicating the forms and period of control.

The SRO discipline task system shall be performed in accordance with the syllabus and contain the following structural elements:

3.1.4.1 topic title;

3.1.4.2 tasks;

3.1.4.3 methodological recommendations for implementation (if necessary);

3.1.4.4 list of required references.

3.1.5 Preparation of guidelines for course designs (works) (if provided) is carried out in accordance with the requirements of the Guidelines "Procedure for organization and conduct of course design (work)," developed at the department of leading disciplines.

3.1.6 Materials of current and final control shall correspond to the specified training materials.

Instrumentation is the most important part of EUMCD and includes:

3.1.6.1 list of control questions on current and final knowledge control;

3.1.6.2 questions for the state exam (in the discipline "History of Kazakhstan"), a comprehensive exam.

3.1.7 The map of educational and methodological provision contains lists of recommended basic and additional literature in the format of a printed and electronic publication, links to sources of electronic libraries to which a university student has access. The form of the training and methodological support map for the discipline is shown in Appendix B.

3.2 Additional materials can also include tests in the form of standalone executable files, for testing without using the network and without saving the results. This mode is focused primarily on tests designed for self-testing. The student just needs to run the received file on any computer with Windows, without installing any programs.

3.3 Registration of individual components of the discipline EUMK (guidelines/recommendations, anthology, collection of tasks and exercises, cartographic atlas, workshops, etc.) is carried out in accordance with the Methodological Instruction "Procedure for Registration of Educational and Methodological Literature for Publication" (approved by order of the Chairman of the Management Board No. 600-N dated 5.11.2021).

#### **4 Procedure for development, control and approval of EDMS**

4.1 EUMKD is developed by teachers who give a lecture course and conduct practical classes in this discipline, in accordance with the working curricula of the OP for all forms of training a month before the start of the educational process of each semester.

The faculty - developer of the EUMKD is responsible for the quality training of the EUMKD, for its compliance in the direction of personnel, for the educational and methodological and material support of the relevant discipline, including the provision of the educational process with educational and educational and methodological literature.

4.2 Educational and (or) educational materials in the electronic version of the lecture course, practical classes, seminars, laboratory work, on the implementation of course projects/works, on the preparation of theses/projects, dissertations/projects are developed in accordance with the approved work program of the discipline and the curriculum.

4.3 Development, control and approval of EUMKD includes the following stages:

4.3.1 The Head of the Department, on the basis of the approved curriculum and PD, prepares the Plan for the preparation of the EUMCD for the next academic year, indicating the names of disciplines, areas of training personnel of the PD groups responsible for the development and deadlines for the delivery of the EUMCD.

4.3.2 The development of EUMCD is included in the work plan of the faculty, department and in the individual plan of the teacher. EUMKD is compiled in the language in which the corresponding discipline is taught.

4.4 EUMKD is discussed and considered at the meeting of the department, at the Council of the faculty for academic quality and approved by the dean of the faculty for placement in the AIS "Platonus."

Loading the EUMCD into the Platonus AIS is carried out by the responsible teacher in this discipline a week before the start of the educational process of each semester

4.5. Updating of the EUMCD as a whole or its components should be carried out by the department simultaneously with the introduction of changes to the working curriculum in the discipline (syllabus) in accordance with the procedure established for the development of the EUMCD.

4.7 The electronic training and methodological complex of the discipline (module) undergoes the updating procedure as necessary once a year.

All changes and updates to the EUMKD component are made to the change registration sheet and approved at the meeting of the department. The change registration sheet in EUMKD is filled in according to the form presented in Appendix D.

4.9 When developing EDMS (using illustrations, video, audio, electronic resources, etc., from the Internet), it is necessary to comply with the requirements of copyright legislation.

## **5. Rights, responsibilities and obligations**

### 5.1 Dean of Faculty:

- carries out general control over the timely development of EUMK in all disciplines implemented by the departments of the faculty;
- approves the work program (syllabus), EUMKD;

### 5.2 Chair of the Faculty Council on Academic Quality:

- checks the compliance of the EUMKD faculty departments developed with the requirements of this Standard;
- prepares the EUMKD for consideration by the SFAC and submits it to the dean of the faculty (syllabus) for approval.

### 5.3 Department Head:

- based on the approved curriculum and PD, prepare the Plan for the preparation of EUMCD for the next academic year;
- organizes the activities of the department for the development of electronic educational and methodological complexes in the disciplines assigned to the department;
- distributes among the teaching staff of the department responsibilities for the development and updating of EUMCD in accordance with the curriculum and individual plans of teachers for the corresponding period;
- ensures timely fulfillment by SST of the Department of responsibilities for the development of EUMCD, their updating and consolidation in the AIS "Platonus";
- organizes work on checking, analyzing the state and assessing the quality of EUMCD at the department;
- considers EUMKD developed by teachers at the department meeting.

### 5.4 The teacher (teaching staff) is responsible for:

- qualitative development of EUMCD in accordance with the requirements of this Standard;
- preparation and delivery of EUMCD for inspection to the department;

- timely placement of EUMCD in AIS "Platonus" on time;
- use of EUMCD in the educational process.

**This standard uses references to the following legal acts:**

1. Law of the Republic of Kazakhstan "On Education";
2. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan  
"On approval of state compulsory standards of higher and postgraduate education" dated July 20, 2022 No. 2;
3. Order of the Minister of Education and Science of the Republic of Kazakhstan  
"On approval of the Rules for the organization of the educational process on credit technology of education in organizations of higher and (or) postgraduate education" dated April 20, 2011 No. 152;
4. Order of the Minister of Education and Science of the Republic of Kazakhstan  
"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 and in the form of online education for educational programs of higher and (or) postgraduate education" dated March 20, 2015 No. 137;
5. Internal regulations. Organization standard on the preparation, examination and publication of educational and methodological literature in the Nenets Autonomous Okrug  
KATIU named after S. Seifullin (approved by orders of the Chairman of the Management Board  
No. 600-N dated 02.11.2021);
6. Internal regulations. Organization standard. Rules for development, agreement and approval of the regulation on the subdivision. (By Order of the Chairman of the Management Board-Rector No. 269-N dated 24.07.2023);
7. Internal regulations. Documented procedure. Documentation management. (By Order of the Chairman of the Management Board-Rector No. 269 dated 24.07.2023);
8. Internal regulations. Documented procedure. Management of quality records. (By order of the Chairman of the Board-Rector dated No. 218 dated 21.04.2020.

**The following designations and abbreviations are used in the Standard:**

- NJSC "KATIU named after S. Seifullin" - Non-profit joint-stock company "Kazakh Agrotechnical Research University named after S. Seifullin";  
 EUMKD - electronic training and methodological complex of discipline; UMC - training and methodological complex;  
 DOT - remote educational technologies; RS - company standard;  
 QC - Quality Committee;  
 GNI - Internal Regulations; FOC - internal quality assurance; OP - educational program;
- TUP - standard curriculum;  
 DAW - Department of Academic Affairs; SRO - independent work of the student;  
 SROP - independent work of the student with the teacher; AIS - automated information system;

CIOR - center of information and educational resources; AK - academic quality;  
SFAC - Faculty Council for Academic Quality; OOD - general education  
disciplines;

DB - basic disciplines;

PD - profiling disciplines.

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Appendix 1  
to the standard of organization of structure, content, order  
development and approval of the electronic educational and methodological  
complex of the discipline  
Form of EUMKD cover sheet

Ministry of Agriculture of the Republic of Kazakhstan NAO "Kazakh Agrotechnical  
Research University  
named after S.Seifullin "

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(name of the department)

I CLAIM  
Dean of Faculty  
(Full name of the Dean)  
"" 20 g.

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(Full name of the author)

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(name EUMKD, for which educational program)

Astana, 20\_\_\_\_\_

The electronic training and methodological complex is compiled

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(Full name, position, degree and title of compiler (s))

Reviewed and approved at department meeting

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(name of the department)

Protocol No. of "" 202

Department Head

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(Full name of the head of the department, signature)

Considered at a meeting of the Faculty Council on

(faculty name)

academic quality

Protocol No. of "" 202

Chairman of the Faculty Council on AK

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(full name, signature)

  

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Appendix 2  
to the standard of organization of structure, content, order  
development and approval of the electronic educational and methodological  
complex of the discipline  
Discipline work program form (Syllabus)

MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN NAO  
KAZAKH AGROTECHNICAL RESEARCH UNIVERSITY NAMED AFTER  
S.S.EIFULLINA

"I approve  
Dean of Faculty

(signature) (full name)  
"" 20 (day, month, year)

**Discipline Work Program  
(Syllabus)**

*(by new classifier)*

discipline \_\_\_\_\_  
educational program \_\_\_\_\_  
educational program group \_\_\_\_\_  
direction of training \_\_\_\_\_  
field of education \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Number of credits \_\_\_\_\_

Number of hours

Lectures

Laboratory sessions

Hands-on/workshops

Independent work (SRO)

Independent work (CPS)

IN TOTAL

Discipline cycle (OOD, DB, PD, (IC/QA))

Control form

**Astana, 202** \_\_\_\_\_

Discipline work program (Syllabus) is based on

\_\_\_\_\_

\_\_\_\_\_

(name of the standard discipline program (for the undergraduate OOD cycle )/educational program/KVED (if the discipline of the university component and/or optional component), work curriculum, date of approval)

Reviewed and approved at department meeting \_\_\_\_\_  
 (name of the department)  
 protocol № \_\_\_\_\_ from « \_\_\_\_ » \_\_\_\_\_ 202 \_\_\_\_ y.

Head of the department \_\_\_\_\_

Considered and recommended at a meeting of the Faculty Council on Academic Quality  
 (faculty name)

Protocol No. of "" 202

Chairman of the Faculty Council on AK \_\_\_\_\_  
 (full name, signature)

\_\_\_\_\_

## Structure of the discipline work program (Syllabus)

### 1. Teacher Information

Explanation to the section for teaching staff: (no more than 10 words) full name, academic title, degree, position, department, faculty, office number, telephone number of the department, time of consultation at the department.

### 2. Short description of the course

The purpose of teaching the discipline (should be consistent with the results of training OP, no more than 10-15 words)

#### Discipline training results:

Explanation to the section for PPP: Training results should be spelled out in accordance with the requirements for the level of training of students based on descriptors and reflecting the mastered competencies. The results of training in the discipline are indicated in the OP or you can take from the website of the Unified Higher Education Management System, abbreviated ESUVO (link <https://epvo.kz/#/user>) indicating your discipline.

It is necessary to fill out a table indicating the result of training with its code and register its descriptors to each result formulated taking into account the principles of Bloom Taxonomy and begin with the active verb 3 persons singular to express what students are expected to do in the framework of professional activity and personal development, implementing professional functions through the application of competencies, using the knowledge and skills gained. (A list of verbs is provided in Appendix B below).

#### Discipline training results

code	Generated results training on OP	Discipline training results

#### Discipline prerequisites:

This section contains a list of disciplines that must be mastered before studying the proposed course.

Post-requisites of a discipline: This section contains a list of disciplines that should be studied after successful completion of the proposed course.

## 1. Course content

### 1.1 List of lectures

Name module	Name subjects	Methods training	Volume, hour	week
in total			_ h.	

Explanation to section for PPP: In addition to traditional teaching methods, a gradual increase in the use of innovative teaching methods is recommended.

### 1.2 Schedule of SRO tasks performance and handover by discipline

№	Name module	Subject classes	SRO tasks	Job Control Form	Delivery date tasks
1	2	3	4	5	6

## 4 Basic forms and methods of training

Explanation to the section for PPP: the main methods and technologies of training in the study of this discipline and individual topics (no more than 25-50 words) are described.

The teacher can apply both traditional and modern teaching methods:

- Trainings; Design method; Distance learning; Case Study; Intellect map; Coaching; Modular training; Business game; Role-playing games, etc.

For reference: In the scientific and pedagogical literature, the following most common classifications of teaching methods are distinguished, for example:

- by external signs of the teacher and students: lecture; conversation; story; briefing; demonstration; exercise; solving problems; working with a book;
- on the source of knowledge: verbal (lecture, discussion, work with the source of educational information); visual (demonstration of posters, diagrams, tables, diagrams, models); use of technical means; watching film and television programs; practical (practical tasks, execution of cases, tasks, task solving, laboratory work, etc.); analysis and resolution of conflict situations, etc.;
- according to the degree of cognitive activity of students: explanatory; illustrative; problematic; part-search; exploratory;
- by logical approach: inductive; deductive; analytical; synthetic;
- according to the criterion of the degree of independence and creativity in the activities of students: explanatory and illustrative method; reproductive method; problem presentation method; part-search, or heuristic method; research method.

## 5 References

Explanation to the section for PPP: should contain a list of the main and additional literature, links to sources of electronic libraries.

Basic literature: - the optimal number of sources of basic literature is no more than 3-5 basic textbooks and regulations. Additional literature: - the list of additional literature may include no more than 10-15 names of sources, as well as Internet sources.

## 6 Course policy

Explanation of the section for PPP: This section of the syllabus should refer students to official information about academic policy, rules of academic integrity (indicating the

university website).

1) At his own discretion, the teacher can indicate special requirements for course development that do not contradict the legislation in the field of education in general and the University Charter, in particular.

2) Below is the text that the teacher can use in the syllabus.

Example (text):

This training course is organized in accordance with the requirements of the Academic Policy of NJSC "KATIU named after S. Seifullin" (link to the site: <https://kazatu.edu.kz/ru/pages/obucenie/akademiceskaa-politika>). It is recommended to pay attention to the possible consequences if academic requirements are not met and class attendance is low. In the course of studying this discipline, the teacher and students must follow the Code of Academic Integrity of the participants in the educational process of the <https://kazatu.edu.kz/ru/pages/obucenie/akademiceskaa-politika> adopted at the university (paragraph 7).

All students must comply with the requirements of the discipline: attending classroom classes, actively participating in discussion of issues, preliminary preparation for lectures and seminars on the teaching and methodological complex (CMC) and basic literature, high-quality and timely completion of tasks, participation in all types of control, as well as comply with the internal regulations of the university (PPVRSMK 11010.52 - 2018).

Students have the right to ask questions and receive answers on the educational topics stated in Syllabus. We welcome the originality of thinking, the creative approach of students when completing teacher assignments. All students are required to observe an academic culture of behavior, to demonstrate mutual respect for each other. Students with special educational needs can take advantage of the right to an individual approach to learning.

## **7 Student Achievement Assessment Policy**

Explanation for PPP: This section requires information on how the final control will be carried out, in which cases the student receives a grade for the exam (with their transfer to the traditional rating scale), and the assessment criteria are signed. Below is an example that a teacher can include in a syllabus.

Example:

The student achievement assessment policy complies with the requirements presented in the Academic Policy in paragraph 9 on the university website (link to the site: <https://kazatu.edu.kz/ru/pages/obucenie/akademiceskaa-politika>).

On the basis of assessments of the current and milestone control of the student's progress, an assessment of admission to the final exam is formed.

Calculation of current test is performed by formula:

$TK1, TK2$  (type of occupation) =  $lek/prak/sem/lab/stud/SROP (1 + 2 + n) / n$

The calculation of the student's milestone (rating) knowledge control is calculated automatically at the end of the 7th (P1) and 15th (P2) weeks of each semester.

The rating (R1, R2) is defined as the arithmetic mean of the current (TK1common, TK2common) and milestone control (RK1, PK2).

$R1 (2) = (TK1 (2) total + PK1 (2) ) / 2$

Tolerance rating (RD) is defined as arithmetic mean sum of boundary check (RK1, PK2).

$$RD = (P1 + P2) / 2$$

The student is allowed to take the exam with a mandatory admission rating (RD) of at least 50%.

### 7.1 Criteria for assessing educational achievements of students.

Explanation for SST:

1) This section contains criteria for evaluating students in the context of the proposed discipline. The criteria are summative and are used to evaluate the results of training on current control and at the end of the course.

2) This information should orient the student in the logic of assessing his final results, help in self-assessment. The criteria should correspond to the declared training results and contain the assessment characteristics of the student's level of training according to the current and final controls.

3) Below is a form for assessing the educational achievements of students. A teacher can include a ready-made form in the syllabus by entering criteria in the column "Grading Criteria" in accordance with the result of training and the specifics of the discipline taught, or insert his own form of a criterion for evaluating educational achievements taking into account the specifics of the discipline.

#### Criteria for evaluating the student's educational achievements

Grade a by letter systems e	Digital howl tape equiv alenc e points	% conten t of zhani e	Evaluati on accordin g to the tradition al system	Grading criteria
A	4,0	95-	perfectly	Grade A is given when...

		100		
<b>A-</b>	3,67	90-94		Grade A- is given when....
<b>B+</b>	3,33	85-89	Good	The B + rating is given when...
<b>B</b>	3,0	80-84		Grade B is given when...
<b>B-</b>	2,67	75-79		Grade B- is given when...
<b>C+</b>	2,33	70-74		The C + score is given when...
<b>C</b>	2,0	65-69	Satisfies the thief	Grade C is given when...
<b>C-</b>	1,67	60-64		The C- score is given when...
<b>D+</b>	1,33	55-59		The D + score is given if...
<b>D</b>	1,0	50-54		Grade D is given when...
<b>FX</b>	0,5	25-49	Fail to weave	The FX score is given if....
<b>F</b>	0	0-24		The grade F is given if....

(continued)

An approximate list of verbs that can be used in the formulation of training results

Verbs that can be used to reveal knowledge:

Define, describe, list, find, link, approve, write, measure, compare, revise, extract, identify, show, name.

Verbs that can be used to reveal understanding:

Generalize, describe, compare, classify, contrast, transform, discuss, distinguish, identify, evaluate, explain, formulate, exemplify, interpret, translate, express, illustrate, discuss, predict, present, select.

Verbs that can be used to reveal the ability to use:

Apply, evaluate, modify, select, show, tear off, calculate, explain how, illustrate, predict, cook, produce, link, show, solve, study, verify, calculate, build, change, classify, experiment, solve.

Verbs that can be used to reveal the ability to analyze:

Analyze, divide, classify, order, compare, conclude, contrast, criticize, diagnose, explain, combine, differentiate, distinguish, study, justify, draw conclusions.

Verbs that can be used to reveal the ability to synthesize:

Count, assert, compose, conclude, create, receive, develop, formulate, generalize, establish, transform, integrate, reorder, organize, plan, propose, invent, reformulate, report, revise, select, synthesize, teach, tell.

Verbs that can be used to reveal grading skills are:

Evaluate, determine value, decide, determine, rank, recommend, elect, distinguish, choose, compare, conclude, criticize, defend, judge, confirm, make ratings, generalize.

Verbs that can be used to reveal problem solving skills are:

Decide, select, define, propose, plan, confirm, evaluate, formulate, describe procedures, develop, propose options.

Verbs that can be used to reveal communication skills:

Communicate, express, explain, respond, debate, defend, review, exam, tell, teach, present, draw conclusions.

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Appendix 4  
to the Standard for Organization of Structure, Content, Order  
development and approval of the electronic educational and  
methodological complex of the discipline  
Form of training and methodological support map by discipline

**Training and methodical provision map**  
**by discipline** \_\_\_\_\_

№	Educational literature (title, publishing house, year of publication, author (s))	Educational methodical literature (title, publishing house, year editions, author (s))	Scientific literature (name, year creation, author (s))	Quantity copies		
				in Bible hypostasis	on kafed re	on electronic carriers (s) instruction links
Essential literature						
Additional literature						
Internet sources						

teacher

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(F. I. O.)

head of the department

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(F. I. O.)

\_\_\_\_\_

Appendix 5  
to the Standard for Organization of Structure, Content, Order  
development and approval of the electronic educational and  
methodological complex of the discipline  
EUMCD Change Record Form

Change Record Sheet for EDMS

№	EUMCD component	Basis for making changes	Changes that have been made	note

The electronic educational and methodological complex was revised at a meeting of the department

protocol № \_\_\_\_\_ from «\_\_» \_\_\_\_\_ 202\_\_y.

head of the department \_\_\_\_\_  
(name of the department) (Full name, signature)

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