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REGULATIONS
on the development and approval of educational programs
IRD-ZU-38-01

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1 SCOPE

1.1 These regulations on the development of educational programs (hereinafter referred to as the regulation) are intended to provide a unified approach to the construction of educational programs on modular technology, the implementation of the requirements of the Bologna process to ensure the quality of higher education in accordance with the Dublin descriptors, as well as for the management and coordination of educational and methodological work in the NPJSC "Zhetysay University named after Ilyas Zhansugurov" (hereinafter ZU).

1.2 These regulations establish requirements for the structure, content, and procedure for the development, approval and implementation of educational programs of higher and postgraduate education.

1.3 These regulations are part of the normative documentation of the university and its requirements are mandatory for all higher schools.

2 REGULATORY REFERENCES

Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III	On education
Resolution of the Government of the Republic of Kazakhstan dated 11.06.12 No. 778	Licensing rules and qualification requirements for educational activities
Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595	Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education
Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.	The State mandatory standard of higher education, the State mandatory standard of postgraduate education.
Order of the Minister of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011	Rules for the organization of the educational process on credit technology of training
Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600	On the approval of the Standard rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education
Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 13, 2018 No. 569	On the approval of the Classifier of training areas with higher and postgraduate education
IRD-ZU-15-02	Documented procedure. Management of documented information

3 TERMS AND DEFINITIONS

These regulations use terms and definitions in accordance with regulatory documents, as well as the following definitions:

Academic freedom	the totality of the powers of the subjects of the educational process provided to them for the independent determination of the content of education in the disciplines of the component of choice, additional types of training and
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	organization of educational activities in order to create conditions for the creative development of students, teachers, the use of innovative technologies and teaching methods;
Academic Period (Term)	the period of theoretical training, established independently by the organization of education in one of three forms: semester, trimester, quarter;
Academic credit	unified unit of measurement of the volume of scientific and (or) educational work (load) of the student and (or) teacher
Academic hour	the unit of measurement of the volume of training sessions or other types of academic work, 1 academic hour is equal to 50 minutes
Educational achievements of students	knowledge, skills, skills and competencies of students acquired by them in the learning process and reflecting the achieved level of personal development;
Final certification of students (Qualification Examination)	the procedure carried out in order to determine the degree to which they master the scope of academic disciplines and (or) modules and other types of educational activities provided for by the educational program in accordance with the state mandatory standard of the appropriate level of education;
Independent work of the student (hereinafter referred to as IWS)	work on a specific list of topics allocated for independent study, provided with educational and methodological literature and recommendations; depending on the category of students, it is divided into independent work of a student (IWS), independent work of a master's student (IWM) and independent work of a doctoral student (IWD); the entire volume of IWS is confirmed by tasks requiring daily independent work from the student;
Two- degree education	the possibility of studying according to two educational programs and a curriculum in order to obtain two equivalent diplomas or one basic and one additional;
European Credit Transfer and Accumulation System (ECTS)	a method of transferring loans received by a student abroad into loans that are credited for obtaining a degree upon their return to their educational organization, as well as the accumulation of loans within the framework of educational programs;
Additional educational program (Minor)	a set of disciplines and (or) modules and other types of academic work defined by the student for study in order to form additional competencies
Module	autonomous, completed from the point of view of learning outcomes, a structural element of an educational program that has clearly formulated the knowledge, skills, skills, competencies acquired by the student and adequate evaluation criteria;
Modular training	a method of organizing the educational process based on the modular construction of the educational program, curriculum and academic disciplines;
The main educational program (Major)	an educational program defined by the student for study in order to form key competencies
Credit technology of training	training based on the choice and independent planning of the sequence of studying disciplines and (or) modules by students with the accumulation of academic credits;
Independent work of a student under the guidance of a teacher (hereinafter referred to as IWST)	the student's work under the guidance of a teacher, carried out according to a separate 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 (IWST), independent work of a master's student under the guidance of a teacher (IWMT) and independent work of a doctoral student under the guidance of a teacher (IWDT);
Postrequisites (Postrequisite)	disciplines and (or) modules, other types of academic work, the study of which requires knowledge, skills, skills and competencies acquired upon completion of the study of this discipline and (or) modules;

Prerequisites (Prerequisites)	disciplines and (or) modules other types of academic work containing knowledge, skills, skills and competencies necessary for the development of the studied discipline and (or) modules;
Elective disciplines	academic disciplines included in the university component and the elective component within the established academic credits and introduced by educational organizations, reflecting the individual training of the student, taking into account the specifics of socio-economic development and the needs of a particular region, established scientific schools
Descriptors	description of the level and scope of knowledge, skills, skills and competencies acquired by students upon completion of the study of the educational program of the appropriate level (stage) of higher and postgraduate education, based on the results of training, formed competencies and academic credits;
The University component (hereinafter referred to as UC)	the list of academic disciplines and the corresponding minimum amounts of academic credits determined by the university independently for the development of the educational program;
Competencies	the ability to use the knowledge, skills and abilities acquired in the course of training in professional activity in practice;
Required component	the list of academic disciplines and the corresponding minimum amounts of academic credits established by the SES, and studied by students on a mandatory basis according to the training program;
Elective component	the list of academic disciplines and the corresponding minimum volumes of academic credits offered by the university, independently selected by students in any academic period, taking into account their prerequisites and post-prerequisites;

4 SYMBOLS AND ABBREVIATIONS

The following abbreviations are used in this regulation:

EMDHPE	Educational and Methodological Department of Higher and Postgraduate Education
PO	Project Office for updating educational programs
TC	Teaching staff;
EP	Educational program
CED	Catalog of elective disciplines
OC	Obligatory component
UC	University component
EC	Elective component
LR	Learning result
GED	general education disciplines
BD	basic disciplines
PD	profile disciplines

5 RESPONSIBILITY AND AUTHORITY

5.1 These regulations are approved by the Chairman of the Board –Rector of the University.

5.2 Responsibility for the implementation of the requirements specified in this regulation is assigned to the head of the project office for updating educational programs and the head of EMPHPE.

5.3 The head of this procedure is a member of the Board - Vice-Rector for Academic Affairs.

5.4 Responsibility for the organization and control over compliance with the established standards in accordance with the requirements of this regulation is assigned to the director of the Department for

Academic Affairs, the head of the project office for updating educational programs, the head of EMDHPE and the deans of higher schools.

5.5 Responsibility for the content of educational programs is borne by the heads of educational programs, academic committees for the development of educational programs.

5.6 Responsibility for the accuracy of calculations and compliance with input data (working curriculum, contingent of students) is borne by the heads of educational programs.

6 PROCESS DESCRIPTION

6.1 General provisions

6.1.1 Educational program (hereinafter referred to as EP) is a professional curriculum of higher or postgraduate education aimed at training personnel with the assignment of an appropriate degree (bachelor, master, PhD).

Each EP belongs to one of the levels of higher/postgraduate education in the corresponding field of training according to the Classifier of the direction of training of higher and postgraduate education.

6.1.2 EP can be jointly implemented by several higher schools and/or educational organizations, including international ones.

6.1.3 The EP is developed in three languages: Kazakh, Russian and English.

6.1.4 Depending on the basis of the classification of the EP can be of various types:

1) by level of education: EP of Bachelor's, Master's and doctoral degree;
2) by the duration of training: with a typical term and a shortened term;
3) by language of instruction: in Kazakh, in Russian, in English and trilingual. Programs of trilingual education, plan and organize educational activities in three languages: the language of instruction, the second and English. The decision on the percentage of disciplines taught in the language of instruction, the second and English languages is determined by the university independently at a meeting of the Academic Council.

4) by subject field: EP can correspond to one direction of training or be interdisciplinary;

5) at the time of filing an application to the Register of EP: current, new and innovative;

6) by the time of the start of implementation: EP, having graduates and not yet having a single issue;

7) recognition of compliance with various quality standards: accredited, certified, having internal documents of recognition and/or quality assessment (for example, conclusions of international or domestic independent expertise, conclusions of supervisory and governing boards, etc.);

8) according to the degree of compliance of the EP with the tasks of teaching people with disabilities, inclusive and non-inclusive EP are distinguished;

9) according to the connection of training with the production process, dual and non-dual EP. The planning and organization of educational activities is carried out on the basis of a combination of theoretical training with practical training in the workplace. At the same time, up to 40% of the discipline's teaching material is mastered directly at the workplace (technological process, creative activity process, financial and economic processes, psychological and pedagogical process, and others);

10) by affiliation (place of sale) EP can be divided into single (implemented at the same university) and joint - implemented by the university in whole or in part together with other organizations, including foreign ones.

An educational program belongs to the category of joint if other educational and (or) scientific and other organizations, as well as their representatives (hereinafter referred to as partners) participate in the implementation of one, several or all of its elements.

A special case of a joint program is international educational programs; foreign partners take part in their implementation.

Also, a special case of a joint program is a two-degree education program. In the course of their implementation, not only educational institutions and organizations other than ZU take part, but it is also planned to issue diplomas to students from two partners participating in the implementation of the EP. Such programs are implemented in a special legal regime, which is determined by the content of the agreement of the partners participating in the implementation of the EP.

At the same time, the mandatory conditions for the implementation of double-degree education programs are:

- 1) conclusion of an agreement between the ZU and a partner for the implementation of a two-degree EP;
- 2) development and approval of agreed educational programs;
- 3) simultaneous enrollment of students under the program of double-degree education in two partner universities according to the rules of admission of students;
- 4) mastering by the students included in the double-degree education part of the educational program in the organization of higher and (or) postgraduate education-partner;
- 5) mandatory recognition and automatic transfer of periods and learning outcomes based on agreements, general principles and quality assurance standards;
- 6) involvement of teachers in double-degree education, joint development of an educational program, teaching, participation in general admission and attestation commissions;
- 7) students who have fully mastered the programs of double-degree education are awarded the degree of each organization of higher and (or) postgraduate education partner, or one joint degree on the basis of agreements.
- 8) issuance of diplomas to students of two or one partner participating in the implementation of the EP according to the terms of the agreement concluded between the partners.

6.1.5 Educational programs are developed on the principle of modular learning, when educational programs, curricula and academic disciplines have a modular structure.

The basic principles of modular training are:

- 1) a systematic approach to the construction of the structure of the EP, a specific discipline and the definition of their content;
- 2) structuring of knowledge into separate elements and a clearly expressed approach of cooperation between teachers and students;
- 3) ensuring methodically correct coordination of all types of training sessions within each module and between them;
- 4) flexibility of the structure of the modular course and the educational programs themselves;
- 5) effective control of students' knowledge, dispersal of control measures by semester;
- 6) the possibility of implementing methodological principles of developmental learning, which create prerequisites for the creative activity of students.

The essence of modular training is that the content of training is structured into autonomous organizational and methodological modules, the content and scope of which can vary depending on the didactic goals, profile and level differentiation of students.

The EP module is an autonomous, completed in terms of learning outcomes, structural element of the EP, consisting of various activities logically interconnected. It has clearly formulated knowledge, skills, skills and competencies acquired by students. The combination of modules provides the necessary degree of flexibility and freedom in the selection and configuration of the required specific educational material for training (and self-study) of a certain category of students and the implementation of special didactic and professional goals.

6.1.6 The EP is aimed at the formation of students' key competencies, upon completion of the study of the EP, expressed in the learning outcomes.

Learning outcomes are determined on the basis of Dublin descriptors of the appropriate level of education and expressed through competencies.

The learning outcomes are formulated both for the entire program and for each module and individual discipline.

The goals of the EP are expressed through the key competencies and learning outcomes that will be formed by the students upon completion of the EP training.

6.2 Procedure for the development and approval of educational programs

6.2.1 Educational programs of higher and postgraduate education are developed on the initiative of the higher school/university management and/or an initiative group from among the teaching staff and researchers of the higher school/university on the basis of the SES of the appropriate level of education

and taking into account the requirements of professional standards in the relevant professional field (domestic and/or international) – if the latter are available.

The development of an educational program involves:

- 1) preliminary in-depth interdisciplinary study of the content of existing educational programs in order to exclude duplicate fragments from academic disciplines;
- 2) determination of the list of training modules included in the EP;
- 3) establishment of possible educational trajectories within the framework of one EP (taking into account directions, master's programs, elective disciplines and additional educational programs);
- 4) development of a system for the implementation of training modules and qualitative updating of the material and technical, information and library, publishing and printing base of the university;
- 5) implementation of administrative and managerial activities aimed at updating the educational process based on the principles of modular training.

6.2.2 The development of a new EP is preceded by a study of the needs of the labor market in personnel and the specifics of the socio-economic development of the region and the republic as a whole, as well as a comparative analysis of educational programs of a similar direction operating in leading foreign and domestic universities.

6.2.3 By the order of the Chairman of the Board – Rector of the ZU, academic committees for the development of the EP are formed annually in higher schools.

The project group of the academic committee for the development of the EP includes: 2-3 leading teachers from among the teaching staff of the higher school, 1-2 consulting employers (taking into account the learning trajectories) of the EP being developed, 1-2 people from among the students of the final courses (taking into account the learning trajectories). The chairman of the project group is the head of the educational program responsible for its implementation.

6.2.4 PO forms the structure of the EP in accordance with the current regulatory legal acts in the field of higher and postgraduate education, of the appropriate level of training.

6.2.5 The process of developing the EP begins with the justification of the EP, the formulation of its main purpose and planned learning outcomes, based on the analysis of the educational services market, and the possibility of positioning a new EP on it.

6.2.6 Based on the planned core competencies and learning outcomes of the graduate, EP modules are developed.

Each module of the educational program is focused on achieving a certain learning outcome, that is, competence.

6.2.7 On the basis of the learning outcomes and competencies generated by the module, the disciplines included in the module are determined and their content is developed.

At the same time, the following are developed:

- integrated programs in disciplines and modules of the GED cycle, having an interdisciplinary nature;
- programs in disciplines and modules of the BD and PD cycle that have an interdisciplinary and multidisciplinary nature, providing training at the junction of a number of fields of knowledge.

6.2.8 The educational program may provide for the acquisition by students of additional competencies under the Minor program within the framework of the Major basic educational program, which is aimed at the formation of key competencies of the student. At the same time, the volume of academic credits of disciplines and modules of the additional Minor educational program is included in the total minimum amount of academic credits required for undergraduate study (240).

6.2.9 When developing the EP, it should be possible to provide additional types of training (military training and other types of educational activities), determined by the student independently.

6.2.10 When designing a joint educational program, developers should ensure that the requirements of all parties that are planned to be involved in its implementation are taken into account, to the extent that each of the parties provides a contribution to this EP.

6.2.11 In the process of developing the EP, discussions are held at meetings of the Academic Committee of the higher School, the Council of the Higher School, the Academic and Academic Council of the University.

6.2.12 The developed draft EP is undergoing an external examination with the receipt of a written expert opinion from an independent expert. Competent employers are involved as independent external

experts-managers of the middle and upper levels of management who are not part of the working group on the development of the EP. The list of independent external experts is approved by the order of the Chairman of the Board – the Rector of ZU.

6.2.13 Educational programs that have passed all stages of examination are submitted for consideration and approval at a meeting of the University Board.

6.2.14 The EP is approved in 3 copies. Approved copies of the EP are distributed as follows:

- The 1st copy is transferred to the higher school, the responsible head of the OP;
- The 2nd instance is transferred to EMDHPE for the organization of control over the implementation of the EP;
- The 3rd copy is transferred to the Registrar's office for the organization of training on OP.

6.3 Composition and structure of the educational program

6.3.1 The EP is a system of documents developed and approved by the NPJSC "Zhetysu University named after Ilyas Zhansugurov", in the field of higher and postgraduate education, which includes:

1) the educational program itself – a document containing a description of the educational program, which contains the passport of the EP, regulating the purpose, expected results and formed competencies, the content of the EP, a brief description of the disciplines and modules of the EP, conditions and technologies for the implementation of the educational process, the profile of the graduate of the EP and the development plan of the EP;

2) educational documentation: working curriculum (WC), academic calendar, schedule of the educational process;

3) methodological support of the OP: the catalog of elective disciplines, the catalog of additional educational programs (Minor), standard curricula, syllabuses of disciplines (modules), practice programs and methodological guidelines for their passage, the program of the state final certification and methodological recommendations for it.

6.3.2 The EP module includes two or more academic disciplines or in combination of one or more disciplines with other types of academic work that are logically interconnected by a specific field or discipline. At the same time, the discipline has one non-repeating name (with the exception of physical culture, languages).

Professional practices, theses (projects), master's/doctoral dissertations (projects) are included in the relevant modules of the educational program. Each module of the educational program is focused on achieving a certain learning outcome, that is, competence.

6.3.3 As part of the module, the share of each component in academic credits is determined in direct proportion to its volume in the total labor intensity of the module. The content of the modules is reflected in the module directory.

6.3.4 Upon completion of the module study, the final control is carried out in the form of a comprehensive exam for the module, or for each component – an academic discipline – an independent exam.

6.3.5 When developing a draft curriculum, it is necessary to pay attention to the balance of the EP with respect to the planned educational results, compliance of the content of the EP with the relevant requirements of the field of education and professional sphere within which the EP is positioned. The content of the EP provides for the possibility of organizing individual educational trajectories of students through the proposed educational trajectories and (or) components of choice.

6.3.6 The educational program may contain 2 or more educational trajectories. Educational trajectories are presented in the modules of the educational program by the academic disciplines of the component of choice with a certain sequence of their study, aimed at the formation of possible competencies within the specialization. The semester of studying such disciplines and the number of credits allocated to them in all trajectories should be the same. Educational trajectories are indicated by letters of the Latin alphabet (A, B, C, etc.). The student has the opportunity to choose one of the proposed educational trajectories. Within the trajectory, the student can choose the academic discipline presented in the component of choice.

6.3.7 The programs of double-degree education are developed on the basis of an agreement between the two partner universities. At the same time, a prerequisite for the implementation of double-degree education programs is:

- simultaneous enrollment of students under the program of double-degree education in two partner universities according to the rules of admission of students
- development and approval of agreed educational programs;
- mastering by the students included in the double-degree education, part of the educational program in the organization of higher and (or) postgraduate education - partner;
- mandatory recognition and automatic transfer of periods and learning outcomes based on agreements, general principles and quality assurance standards;
- involvement of teachers in double-degree education, joint development of an educational program, teaching, participation in general admission and attestation commissions;
- students who have fully mastered the programs of double-degree education are awarded the degree of each organization of higher and (or) postgraduate education partner, or one joint degree on the basis of agreements;
- issuance of diplomas to students of two or one partner participating in the implementation of the EP according to the terms of the agreement concluded between the partners.

6.3.8 The content of the educational program within the types of modules with an indication in the context of each module of the disciplines included in it, the amount in academic credits, the period of study, the components of the module (code and name of the components of the module (disciplines, practices, etc.), the cycles of the disciplines of GED, BD, PD, belonging to the mandatory component, university component or component optionally, the number of credits and the form of control relative to each component of the module).

6.3.9 Complete educational and professional programs include all cycles of disciplines of the main program in accordance with the requirements of the state mandatory standards of education. The workload of students is determined in ECTS.

6.3.10 Educational programs use a single encoding system, which provides for assigning to each module of the educational program the corresponding code in alphanumeric characters. The alphabetic part is represented by uppercase initial letters of the words from the module name, the digital part is represented by Arabic numerals.

For example:

Name of the module	Module code
Social and humanitarian	SH-1

6.3.11 The serial number of the component of choice is:

- a digital sign that indicates the cycle to which this academic discipline belongs. The cycle of general education disciplines (GED) is indicated by the digital sign - 1, the cycle of basic disciplines - by the sign 2, the cycle of major disciplines - by the sign 3.
- a digital sign that displays the serial number of the component of choice within the cycle of disciplines in the educational program.

For example:

Name	Cycle of disciplines
OC 2.1 1) 2)	BD
OC 3.1 1) 2)	PD

The unified system of coding disciplines provides for assigning to each academic discipline of the curriculum the corresponding code in alphanumeric characters. The alphabetic part is represented by uppercase initial letters of the words from the name of the discipline, the digital part is represented by Arabic numerals.

If a single word is represented in the name of an academic discipline, then the letter part of the code is made up of the first three letters of this word. The first digit of the code indicates the course in which the discipline is studied. The second digit indicates the cycle to which this academic discipline belongs. The cycle of general education disciplines (GED) is indicated by a digital sign – 1, the cycle of basic disciplines / block of disciplines on the formation of professional competencies – by a sign 2, the cycle of profiling disciplines / block of disciplines of personal development and formation of leadership qualities – by a sign 3, an additional type of training – by a sign 4; final certification – by a sign 5; research work of a master's student / experimental research work of a master's student / experimental research work, execution of a master's thesis (project) / research work of a doctoral student / research work, including the execution of a doctoral dissertation - sign 6.

The third and fourth digital signs display the serial number of this discipline within the curriculum.

For example:

Name of the discipline	Discipline code
Modern history of Kazakhstan	MHK 1101

6.3.12 Annually, the project group of the academic committee for the development of the EP develops a catalog of elective disciplines (CED), which is a systematized annotated list of elective disciplines of the educational program. When compiling the CED for educational programs, trends in the development of science, practice, market needs and consumer requests of educational services of the university should be taken into account. In order to take into account the interests of employers, representatives of business structures, practitioners and managers of enterprises actively participate in the development of the list of elective disciplines and the formation of catalogs of elective disciplines.

6.3.13 The procedure for compiling a catalog of elective disciplines is as follows: Based on the proposals of employers and the demand of the labor market, the higher school offers a list of developed disciplines with prerequisites, with post-prerequisites, a summary of the proposed course, as well as the formed learning outcomes. The project group for the development of the educational program studies all the disciplines proposed for introduction under this educational program and decides to include in the catalog of elective disciplines those disciplines that will contribute to the formation of a professional with an active life position in their field.

6.3.14 The number of credits of elective disciplines depends on the amount of information on this discipline, as well as on the complexity and time of mastering the skills and abilities in this discipline in practical and laboratory classes.

6.3.15 The CED of specialties are discussed and recommended by the Academic Committees of higher schools, the Academic Council of the University and approved by the decision of the Academic Council.

6.3.16 Access to the CED is provided through the educational portal of the university, an approved copy is kept by the higher school.

6.3.17 CED are designed to create flexible programs that are as close as possible to the realities of production. To provide competent assistance to students in the formation of a well-thought-out and holistic educational trajectory, an advisory service is provided. The CED is the main document for the work of advisors in academic counseling and the formation of an individual educational trajectory of students at all levels. Advisors help students to create individual curricula that should reflect the needs of the labor market, the requirements of employers and the interests of students.

6.3.18 CED should be developed in accordance with the following requirements:

elective disciplines are determined in accordance with the need;

mastering professional competencies by students;

elective disciplines are presented with an indication of the cycle of disciplines, with a brief content of disciplines, with an indication of the number of academic credits.

the order of study of elective disciplines is carried out in accordance with the logic of academic interrelation and sequence of study of disciplines, that is, with the indication of prerequisites and post-prerequisites.

6.3.19 A catalog of additional educational programs is developed annually, which is a collection of additional Minor programs offered by higher schools of the university for students to choose from in order to form additional competencies in related or specialized educational programs. When compiling the Minor catalog, trends in the development of science, practice, market needs and requests of consumers of educational services of the university should be taken into account.

6.3.20 An educational program may recommend certain additional educational programs (Minor) to its students, but it cannot prohibit a student from making a choice in favor of any Minor from the proposed general list.

6.3.21 Access to the catalog of additional educational programs (Minor) is provided through the educational portal of the university, an approved copy is stored in the software.

6.3.22 The procedure for compiling a catalog of additional educational programs (Minor) is as follows: each higher school offers a list of developed Minor programs. The catalog includes a brief description of the Minor program: relevance and justification, the purpose of the Minor program; the disciplines that make up the Minor, the amount in credits, the formed learning outcomes.

6.3.23 The catalog of additional educational programs (Minor) is discussed and recommended by the Academic Committee of the higher School, and approved by the decision of the Academic Council of the University.

6.3.25 The educational program is developed for all years of study, while on its basis a working curriculum for one academic year is developed, which is approved by the Chairman of the Board - Rector by the decision of the Academic Council of the University.