

REGULATIONS ON THE ORGANIZATION OF INDEPENDENT WORK OF STUDENTS

Aktobe Regional University named after K.Zhubanov

“APPROVED”

Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov
L.Karabassova

“28” __06__2024

REGULATION ON THE FINAL ATTESTATION OF STUDENTS

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THIS REGULATION WAS DEVELOPED BY

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APPROVED AND PUT INTO EFFECT

By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (Protocol №14 dated “28” __06__2024)

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1 SCOPE OF APPLICATION

This Regulation defines a system for monitoring students' attendance and current academic performance.

This Regulation is a mandatory guide for students, teaching staff and structural units.

2 REGULATORY REFERENCES

This Regulation has been developed in accordance with the following regulatory documents:

2.1 The Law of the Republic of Kazakhstan dated July 27, 2007 № 319-III "On Education".

2.2 Rules for the organization of the educational process on credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter, the Ministry of Education and Science of the Republic of Kazakhstan) dated 04/20/2011 № 152.

2.3 Model Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 № 595.

2.4 The State mandatory standard of higher education. Order No. 2 of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 07/20/2022.

2.5 The Code of Academic Integrity of students, teachers and staff of the K.Zhubanov ARU (decision of the Academic Council, Protocol № 13 dated 08/12/2020).

3 GENERAL PROVISIONS

3.1 The Regulation establishes general requirements for the organization of independent work at the university on credit technology of education.

3.2 In the context of credit technology of education, students perform a large amount of independent work in order to fully master the educational program. Independent work is divided into independent work of a student under the guidance of a teacher (hereinafter referred to as SROP) and independent work of a student directly (hereinafter referred to as SRO). 22-27% of the total loan allocated for SRO is allocated to the personal workload of teachers. Depending on the level of education of students, it is divided into independent work of students under the guidance of a teacher - SRSP, independent work of students - SRS; independent work of undergraduates under the guidance of a teacher -SRMP, independent work of undergraduates - SRM; independent work of doctoral students under the guidance of a teacher - SRDP, independent work of doctoral students - SRD.

3.3 Independent work is a component of the educational process aimed at the self-development of the student, forming the skills of free critical, creative thinking, scientific research, independent work with educational and methodological literature, in-depth understanding and improvement of knowledge acquired by the student within the framework of the studied subject.

3.4 Independent work under the guidance of a teacher (hereinafter referred to as SROP) is organized according to a separate schedule approved by the Dean of the Faculty, based on the teacher's employment. This type of work includes advising the student on complex issues that arise in accordance with the assignment or submitting assignments completed on time. The teacher must be in the classroom according to the schedule. According to the schedule, the teacher can provide students with consultations, accept assignments in disciplines in accordance with their personal workload. If there is no need to consult a teacher, the student is not required to be in the classroom according to the schedule.

3.5 Types of independent work of the student:

- group project - preparation of a project on a complex topic or assignment with the participation of 3-5 students;

- individual project - preparation of a research project on a relevant topic for students with a high level of education;

An essay is a written statement of one's own opinion on a topical issue in various genres: criticism, journalism, etc.;

A presentation is an oral presentation on a given problem with the presentation of the main points, presentations in the form of slides, videos, and more.;

An abstract is a written statement of a problem with a mandatory review of the literature or an analytical description of the content of a scientific paper or book.;

Business games are an imitation of any process aimed at developing students' skills necessary for future professional activity, and requiring preliminary preparation and independent completion.

3.6 Types of independent work are offered to students depending on the level of education in accordance with the complexity of each discipline and the specifics of its teaching.

3.7 Elements of self-employment technologies include planning, organization, consulting, monitoring, and evaluation of performance.

3.8 Students' independent work is coordinated at the faculty with the participation of the Dean's office, the department and subject teachers.

4 REQUIREMENTS FOR THE ORGANIZATION OF INDEPENDENT WORK

4.1 The syllabus curriculum indicates the number of hours per week and the total number of hours allocated for independent work in the discipline, as well as the teacher's requirements for the student, assessment criteria.

4.2 In order to organize independent work, the teacher develops the types of work and assignments for students, indicating the sources, educational literature and criteria for its evaluation. The forms and tasks of the work should be aimed at deepening the knowledge gained by the student in lectures, seminars / practical, laboratory classes within the framework of the discipline being studied, the formation of skills of critical, creative thinking, scientific research.

4.3 Before the start of the educational process, the types and materials of independent work in each discipline are considered at the department, which are approved by the minutes of the meeting.

4.4 The teacher preloads the types of independent work and assignments offered to the student, indicating the deadlines for its completion, into the automated system in the cell "Educational and methodological complex of the discipline" according to the types of classes in the "SROP/SRO" section.

4.5 The teacher, in accordance with the schedule, advises students on the materials of independent work, on completing assignments and monitors their completion.

4.6 The student must, through his personal login / password, familiarize himself with the SRO materials from the automated system or complete the tasks received directly from the teacher.

4.7. The Dean's Office draws up and approves the schedule of the SROP, which allows students and faculty to spend their free time from classes as efficiently as possible, provides access to the schedule for both parties and posts it on the university's website.

5 CHANGES AND ADDITIONS

5.1 Amendments and additions to the Regulations are made in accordance with legislative acts, regulatory documents in the field of education and internal university regulations.

5.2 In the event of a change, all copies of the expired Regulations available at the university must be withdrawn and replaced with new ones.

AGREED:

Vice-Rector for Academic Affairs L.Myasnikova