

K.Zhubanov Aktobe Regional University

**REGULATIONS ON THE PREPARATION FOR THE PUBLICATION OF
TEACHING MATERIALS OF THE TEACHING STAFF OF THE
UNIVERSITY**

1 SCOPE OF APPLICATION

1.11 These Regulations are part of the University's regulatory and reference documentation, are mandatory for execution and are valid within all structural divisions involved in the educational process.

1.22 The Regulations define a single university-wide procedure for planning and subsequent preparation for the publication of educational and methodical literature for students of all forms of education.

1.33. The procedure and conditions for carrying out publishing activities established by these Regulations are mandatory for all departments of the university.

2 REGULATORY DOCUMENTS

2.1 State mandatory standard of higher and postgraduate education. (Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022).

2.2 Qualification requirements for licensing educational activities (приказ Decree No. 634 of the Ministry of Education and Science of the Republic of Kazakhstan dated November 16, 2018).

2.3 Rules of organization of the educational process on credit technology of training (Decree of the Ministry of Education and Science of the Republic of Kazakhstan No. 152 dated April 20, 2011 with amendments and additions No. 207 dated May 06, 2021).

2.4 Standard rules of activity of educational organizations that implement educational programs of higher and (or) postgraduate education (Decree of the Ministry of Education and Science of the Republic of Kazakhstan No. 595 dated October 30, 2018, as amended on December 29, 2021, No. 614).

2.5 State mandatory standard of Education of the Republic of Kazakhstan. Coding system for academic disciplines of higher and postgraduate education. Main provisions. State Standard of the Republic of Kazakhstan 5.05.001-2005.

3 TERMS AND DEFINITIONS

The following terms and definitions are used in this regulation:

3.11 **Uchebnik** – is the main textbook for a specific discipline. It sets out the system of basic knowledge required for students to learn. The content of the textbook must meet the requirements of the State Educational Standard and fully disclose the approximate program for a particular discipline. The name of the textbook should correspond to the name of the SSE discipline. It is allowed *to create a textbook for a separate course* (part of an academic discipline), provided that this course is included as an independent didactic unit in the approximate *curriculum* and *a curriculum is developed for it*, as an officially approved textbook for this type of publication.

3.3.2 **чебноеTextbook** – an educational publication that supplements or replaces partially or completely the textbook. The textbook may not cover the entire discipline, but only a part (several sections) of the sample program. Unlike a

textbook, a textbook can include not only proven, generally accepted knowledge and positions, but also different opinions on a particular problem. An officially approved manual as given type of publication.

3.33 YTeachingaid – a publication containing materials on the methodology of teaching an academic discipline (its section, part) or the methodology of education (anthologies, methodological guides, reference books, collections of tasks and exercises, didactic materials, workbooks, test materials, dictionaries, etc.). It helps you learn how to work independently. Reflects works that describe the methodology for mastering the entire course, its individual sections, parts, topics, or performing practical tasks.

4 DEVELOPMENT AND PUBLICATION OF EDUCATIONAL AND METHODOLOGICAL LITERATURE

4.1 The development of educational literature for educational organizations is carried out in accordance with the state mandatory standards of education, standard curricula and programs approved by the central executive body.

4.2 An expert commission consisting of at least 3-7 experts is formed to conduct an expert examination at the faculties from among experienced teachers 3-7. The composition of the expert commission for the academic year is approved by the rector's order.

The expert commission's report is classified as follows:

- recommended for publication - in case of a positive conclusion of the expert commission;
- it needs to be finalized - if there are any comments that need to be corrected.
- not recommended for publication, rejected - if it does not meet the requirements set by the expert examination, i.e. in case of a negative conclusion of the expert commission.

Depending on the production need, additional experts are appointed.

4.3 Educational literature that has received a positive expert opinion is considered at a meeting of the Academic Council of the University.

4.4 **Одобрённое** An academic publication approved by the Academic Council of the University indicates that it meets the requirements of standard curricula and other regulatory documents and receives a positive decision of the Academic Council recommending publication, or if necessary, is sent for consideration by the Academic Council of the University.

4.5 Educational literature that has received a negative expert decision is returned to the authors for revision.

5 PREPARATION AND PUBLICATION OF PUBLICATIONS OF EDUCATIONAL AND METHODOLOGICAL LITERATURE

5.11 The author(s) must prepare a high-quality manuscript in full compliance with the requirements of the current curriculum of the discipline.

5.22 Manuscripts of educational and methodical literature are initially reviewed and evaluated at the departments and at the meeting of the

methodological Council of the faculty. They are confirmed by extracts from the minutes of meetings of departments, methodically approved by совет faculty councils. Then передаются it is submitted to the Department for Academic Quality Improvement for examination. After passing and receiving a positive opinion of the expert commission, it is approved by the Academic Council of the university.

5.33 For training and teaching aids in narrow disciplines, the volume is set at least 6 p. l. (96-100-100 pages).

5.44 The volume of the manuscript submitted for the assignment of the ROOM classification should not be less than 6 printed sheets for the textbook and no more than 20 printed sheets for the textbook.

5.55 To determine the originality of Chebniki and textbooks, the university uses the anti-flag and at system "Turnitin 'similarity'" <https://zhubanov-uni.turnitin.com/home/sign-in://zhubanov-uni.turnitin.com/home/sign-in>, where the text must be at least 6.5% original.

5.66 Manuscript submitted for approval to the Academic Council of the University (textbook, учебно-методическое study guide, teaching aide) must иметь have:

- an extract from the minutes of the department meeting;
- extract from the minutes of the meeting of the Methodological Council of the faculty
- act examination of the manuscript;
- abstract to educational publications; (*Appendix 1*)
- two reviews: 1 internal and 1 external.

For textbooks and teaching aids, to assign the category ROOMS:

5.33-5.66 Check in the plagiarism system (originality of the text is not less than 65%) and the manuscript of a printed educational publication with a volume of at least 9 pp. for the textbook and 6 pp. for the textbook.

(If the uniqueness result is lower than the established norm, the authors can provide a justification).

5.77 The manuscript submitted for approval to the Academic Council of the University (textbook, study guide) must иметь have:

- abstract to educational publications (*Appendix 1*)
- 3 reviews-1 internal, 2 external reviews.

Three reviews of the content of the educational publication. One review is provided by a specialist working in the same university (scientific organization) as the applicant, and two reviews are provided by specialists working in other universities (scientific organizations). Reviews are provided by specialists who have a scientific or academic degree in the relevant field of knowledge.

The reviews should confirm the appropriateness of assigning a stamp based on the correspondence of the structure and content of the educational publication to the curriculum and the current level of development of science and technology, the novelty of the material presented and its practical significance.

5.88. Educational publications approved by the Academic Council are sent for consideration to the Академический Council, completed in the form of a manuscript without editorial editing in electronic form (in Pdf format):

- Результат Anti-plagiarism result.
- 3 reviews of the content of the educational publication;
- Certificate of examination of the manuscript;
- Extract from the minutes of the department meeting;
- Extract from the minutes of the meeting of the Methodological Council of the faculty;
- Annotatsiyu (Appendix 1);
- Extractu from the minutes of the meeting of the expert commission;
- Extract from the minutes of the Academic Council.

6 REQUIREMENTS FOR EDUCATIONAL AND METHODOLOGICAL LITERATURE

6.11 For the training manual:

6.1.1 The training manual is released more quickly. Therefore, when a new discipline is introduced, first of all, a textbook is published on it, and only after testing the material is a textbook.

6.1.2 There are textbooks dedicated to highly specialized topics and special courses.

6.1.3 The textbook is officially approved as this type of publication.

6.1.4 The textbook should contain the following mandatory elements: abstract, table of contents, introduction, main part, conclusion and bibliographic list.

- Annotation – is a short text presentation of your textbook. After reading the abstract, the potential reader should immediately understand what kind of work is in front of him and how it may be interesting to him. Do not forget to mention in the abstract who your work is intended for.

- Table of contents. Headings of all levels (usually 2 or 3) should be included in the table of contents. The three-level table of contents includes sections, chapters, and paragraphs, while the two-level table of contents does not contain paragraphs. The more detailed the table of contents, the more convenient it is for readers: they will immediately see exactly which issues are covered in the book and will be able to find them faster.

- Introduction. In the introduction, they formulate the problem considered in the textbook, indicate the topics outlined in it, their relevance, problemativeness and discussion. It is also necessary to pay attention to the methodology and historiography of the issue, to set out the goals and objectives of the textbook. By their type, the tasks of the textbook can be control and evaluation, educational, educational, motivating, developing, etc. The most important topics can also be identified. It is necessary to indicate which academic disciplines this textbook corresponds to and which readership it is intended for.

- The main part. The main part of the textbook is divided, in turn, into theoretical and practical parts.

- Conclusion. In conclusion, the information presented is summarized, unresolved and difficult-to-solve problems are identified, and recommendations for further study are given.

- Bibliographic list. Include the main and additional literature in the list, as well as a list of online resources.

6.1.5 As additional elements, the textbook includes: a preface, illustrations, a dictionary of terms, and a list of abbreviations.

6.2 For teaching aids (a course of lectures, a workshop, methodological recommendations and instructions):

6.2.1 Educational and methodical manual is an educational publication containing materials on teaching methods, studying an educational subject, its section, part or upbringing.

6.2.2 The educational and methodical manual contains didactic materials for the student and a methodological part, which presents methods and techniques for mastering this educational material.

6.2.3 The educational and methodical manual is one of the main components of the educational and methodical complex (hereinafter referred to as the EMC).

6.2.4 The structure consists of the following elements:

- title page;
- output data (title page turnover);
- The preface;
- Introduction;
- the main part;
- Conclusion;
- bibliographic list of references;
- Applications;
- Illustrative material;
- Table of contents (contents);
- Graduation data.

The title page contains the main information about the print.

The title page of the literature indicates the name of the parent organization (institution) and the publishing organization. The initials and surname of the authors are given below.

If there are four or more authors, information about them can be given not on the title page, but on its back. The name, patronymic and surname of the author are fully disclosed only above the graduation, before the title of the publication. If there are more than three authors, their names, patronymics and surnames are given either all or only the first three with the words: "etc.". For example: T.K. Baymanova et al.

Next, the title is given on the title page, and the type of educational literature (textbook, teaching aid) is indicated in the subtitle data.

The city and year are indicated at the bottom of the title page.

The back of the title page contains the output data about the print and on the back of the title page.

1) The Library and Bibliographic Classification Index or the Universal Decimal Classification Index

2) bibliographic description (initials and surnames of the authors, title of the publication, city, place and year of publication, number of pages and international standard ISBN number);

3) abstract (summary of the presented material);

4) initials and surnames of reviewers, academic degree and academic title;

5) International standard ISBN number and copyright protection mark;

6) Date and number of the protocol Academic Council, Academic Council, Republican Educational and Methodological Council.

The preface is an introductory part that outlines the text: what caused the writing of the work, when and where it was done, and for whom it is dedicated.

Introduction – the introductory part, which gives a brief description of the state of the problem, what the work is devoted to, reflects the purpose of studying the issue or topic.

Conclusion – a statement that is the conclusion of something, indicates the end of the work, due to the logic of the presentation of the work of print.

A bibliographic list of references is a scientific description of a source and compilation of their list of indexes: surname and initials of the author(s), title, place of publishing, name of publishing house, year of publication. The list of references can be presented both in alphabetical, chronological order, and as the material is used.

An appendix is an addition to the main part of the text, which has an additional (usually reference) value, but is necessary for a more complete coverage of the material in the print. The application must have a title (title), which is written on the right with a capital letter in a separate line. If there are more than one of them, then the application is indicated by Arabic numerals, starting with 1. After the word "Application" follows a digit indicating its sequence.

An illustration is an image of a drawing in the text of a book explaining its content. The main requirements for illustrations of scientific publications are as follows: sufficient scientific reliability of the illustrative image, its close, organic connection with the text and design in accordance with regulatory documents.

An illustrative image in a scientific work serves as a visual explanation or addition to the text and can be presented in the form of tables, diagrams, graphs, diagrams, photographs, drawings, maps, etc.

The table of contents of the literature includes the numbers and names of sections (chapters), subsections (paragraphs), as well as elements of the text part, such as an introduction, a list of references and an appendix. The table of contents is included in the total number of pages of this development. The word "table of contents" is written as a heading in capital letters. The name included in the table of contents is written in lowercase letters.

The graduation data is drawn up on a separate sheet (A4 format). The year of inclusion of departmental literature in the plan, its number, the full name, patronymic and surname of the author (compiler), the title and subtitle of the literature, the initials and surname of the editor, by whom and when the publication of the press was agreed and approved are indicated. It also contains: the date when the literature was signed into print, its circulation, the format of the printing paper,

the amount of work, the order number, the price, the publisher and the address of the publisher.

7 REQUIREMENTS FOR THE TEXT PART

The original text must be typed on a computer, then printed on one side of a standard sheet of paper in the format (210x297mm) A4 and (148x210mm) A5, for which the following parameters must be maintained:

- start numbering from 3 pages. at the bottom in the center or on the side: always take into account even and odd pages – on the right, even-on the left (mirror image).
- The page numbering should be set in the same font as the original manuscript.
- margins: top, bottom, right, left – 2 cm.
- single line spacing.
- headings should be highlighted in bold: chapters and sections should be capitalized.
- subsections and paragraphs should be written in lowercase letters.
- • tabulation (indentation of a paragraph should be 1 cm (5 characters)).

For A5 format (148x210 mm): The main font is 11 (Times New Roman – in Russian, Kz Times New Roman – in Kazakh). Auxiliary font: text in tables, notes, table of contents, bibliography, captions to figures – in Kazakh and Russian languages – 9.

For A4 format (210x297 mm): The main font (Times New Roman – in Russian, Kz Times New Roman – in Kazakh) – 14. Auxiliary font in Kazakh and Russian languages – 12.

8 CHANGES AND ADDITIONS

8.1 These Regulations are approved by the Chairman of the Management Board, the Rector of the University, on the basis of a decision of the Academic Council and come into force from the moment of its signing.

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

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

Annotation to the educational publication

Author (s)	
Name of the educational publication	
Name of the EP	
Course	
Language of instruction	
Purpose and objectives of the educational publication	
Summary content	
Structure of the educational publication	