

**«ТҮРАН»
УНИВЕРСИТЕТІ»
МЕКЕМЕСІ**




**INSTITUTION
«TURAN»
UNIVERSITY**

APPROVED
at the meeting of the Academic Council
"Turan" University institution
Minute No. 12 from 12.06.2019 y.

REGULATION
**OF EDUCATIONAL PROCESS ORGANIZATION WITH DISTANCE
LEARNING TECHNOLOGIES**


(with the changes that has been introduced from 03.09.2020)

**Almaty
“Turan” University
2019**

 TURAN UNIVERSITY	Учреждение «Университет «Туран»	Дата: 12.06.2019 г.	Издание: третье
	Положение об организации учебного процесса с применением дистанционных образовательных технологий	П УТ 704-01-19	Стр. 2 из 7

1 GENERAL PROVISIONS

- 1.1 This local normative act (hereinafter – the Regulation) is included in the structure of organizational documents of the institution "Turan University" (hereinafter – University) and developed in accordance with the Law of the Republic of Kazakhstan" on education " dated July 27, 2007 № 319-III (as amended and supplemented), the Model rules of educational institutions implementing educational programs of higher and (or) postgraduate education, approved by the order of the Minister of education and science of the Republic of Kazakhstan dated October 30, 2018 № 595(as amended and supplemented), the Rules of the educational process on credit technology training», approved on April 20, 2011 № 152 (as amended), the Rules of the educational process on distance learning technologies, approved by the order of the Minister of education and science of the Republic of Kazakhstan on March 20,2015 № 137 (as amended), the Academic policy of "Turan" University.
- 1.2 This Regulation on the organization of the educational process with the use of distance learning technologies regulates the use of distance learning technologies (hereinafter-DLT) implemented at the University of reduced educational programs on the basis of technical and vocational, post-secondary, higher education; MBA programs, DBA and training of persons with special educational needs at all levels of education.
- 1.3 Training with the use of DLT is implemented at the University with the use of material, technical and communication facilities, facilities, teaching and training support staff of the University "Turan".
Distance learning (hereinafter- DL) can also be carried out by joint training programs of the University and other educational institutions. Rules for the use of DL in these cases are regulated by the normative documents of the Ministry of education and science of RK, as well as two - or multilateral agreements of university with relevant organizations of education.
- 1.4 Organization of the DL system, methodological and didactic support of DL, educational methodological assistance for students, including in the form of consultation with the use of information communication interaction with external organizations on DL matters by the Center for Bologna process and distance education (hereinafter –BPDL Center or Department).
- 1.5 Information and technical support of DL provides the IT department and technical services.
- 1.6 DLT are used for training:
- 1) on the reduced educational programs on the basis of technical and professional, post-secondary (in case of coincidence of a profile of the educational program), higher education and on MBA,DBA programs;
 - 2) people with the special educational needs at all levels of education, including people with disabilities of groups I and II at all levels of education;
 - 3) those who have left the state for students' exchange programs of higher and postgraduate education, with the exception of 'Bolashak' scholars;
 - 4) students on educational programs of higher and postgraduate education on programs of academic mobility;
 - 5) those who are in a long trip abroad (more than 2 months) at the level of higher education.
 - 6) people with temporary disabilities of health and unable to regularly visit educational institutions;
 - 7) students enrolled in educational programs of higher or postgraduate education, including blended learning;

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8) foreigners, including Kazakhs, who are not citizens of the Republic of Kazakhstan, enrolled in educational programs of higher and (or) postgraduate education and who are outside the state;

9) students in educational programs of higher and postgraduate education under the conditions of restrictive measures of the relevant state bodies, including quarantine, emergencies of a social, natural and man-made character on the basis of the recommendation of the authorized body in the field of education.

10) DLT apply to non-formal, additional education, retraining and advanced training.

- 1.7 DL is provided by application of set of educational technologies at which purposeful mediated or not completely mediated interaction of the student and the teacher is carried out irrespective of the place of their location and distribution in time on the base of pedagogically organized information technologies, first of all with use of information communications.

2 2 AIMS AND OBJECTIVES

2.1 The **purpose** of DL is to expand the access of students to quality educational services through modern educational technologies.

2.2 The Main objectives of the University ARE:

2.2.1 Expanding the contingent of students by providing educational services in the most convenient form at the place of residence or work of students, expanding the geography of training in the regions of Kazakhstan;

2.2.2 Intensification of the use of scientific, methodological and technical potential of the University;

2.2.3 Continuous improvement of the quality of educational programs.

3 ORGANIZATION OF EDUCATIONAL PROCESS ON DISTANCE LEARNING TECHNOLOGIES

3.1 Training with the use of DLT is carried out on the basis of the modular educational program of the specialty (hereinafter – MEP), which includes mandatory modules and modules of choice, training periods and the amount of credits for their study, types of classes, educational and industrial practices, types of intermediate and final certifications.

On the base of the MEP and the catalog of academic disciplines formed an individual curriculum of the student.

3.2 Case, network (Internet, Intranet), TV technologies as well as their combination can be used for DLT implementation.

3.3 After enrolling in training using DLT student formed a personal account, transferred username and password, the necessary training and teaching materials, focused primarily on self-study and provided network access to them.


3.4 Training and methodological materials may be provided to students in the form of: electronic training courses, virtual laboratory workshops, computer systems of knowledge control with test sets, other electronic materials on magnetic or optical media; printed publications; electronic resources with Internet access.

3.5 The basis of the study of disciplines is an educational and methodical complex.

Preparation of electronic educational-methodical complexes is carried out by the developer of a course according to the approved working curricular.

3.6 Electronic educational-methodical complex of discipline includes obligatory and additional sets.


3.6.1 Mandatory set consists of:

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- 1) syllabus, including the content of the discipline, calendar and thematic plan, list of recommended literature (basic and additional), schedule of remote consultations;
 - 2) electronic lecture notes;
 - 3) materials of practical and seminars;
 - 4) tasks for independent work of the student and independent work of the student under the supervision of the teacher;
 - 5) materials on the organization of boundary control (control works, test tasks, individual tasks);
 - 6) materials on the organization of the final control (test exam tasks, questions for the exam, tickets, examination papers).
- 3.6.2 *Optional set* includes methodical instructions on performance of course work; computer programs of training character: trainers, Tutors, guidance materials, multimedia versions of training and educational tools to help your learning discipline.
- 3.7 Transfer of educational and methodical materials is carried out in one of the following ways:
- the student personally receives at the "Turan" university printed publications, electronic materials on magnetic or optical media;
 - electronic materials transmitted through a computer network;
 - students are provided with access to learning and teaching resources through the Internet.
- 3.8 Educational and methodical materials are transferred free of charge, unless otherwise provided by the individual contract for training.
- 3.9 All educational and methodical materials are transferred to personal use of the trained without the right of their replication or transfer to the third parties and the organizations.
- 3.10 All training activities are carried out through:
- 1) pedagogical communication of the pedagogical worker or the adviser with the student with the help of telecommunication means or direct contact in the organization of education (at the initiative of the student);
 - 2) independent work of the student with means of training (Educational and Methodical Complex, additional literature).
- 3.11 DLT based on conducting distance learning sessions in the "on-line", "off-line".
- 3.11.1 Training sessions in the "on-line" mode provide for the process of educational interaction in real time (video lecture, video conference, through messaging on the Internet, negotiations by telephone, etc.).
- 3.11.2 Training sessions in the "off-line" mode provide for the process of educational interaction, in which communication between the teacher and the student is asynchronous (e-mail, the student's work with the textbook on the teacher's instructions, followed by the delivery of the current, midterm and/or final control, etc.).
- 3.11.3 Professional practice is based on the specifics of the specialty.

4 ADMISSION TO TRAINING

- 4.1 Acceptance of documents and enrollment of students for DLT is carried out according to the Standard rules of admission for training in organization of education, implementing educational programs of higher and postgraduate education, approved by order of Minister of education and science of the Republic of Kazakhstan dated 31 October 2018 № 600 (as amended) and the Rules of admission to the "Turan" university, annually approved by the rector of the institution "University "Turan".

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- 4.2 People who have expressed desire to study on DLT write the application in any form addressed to the head of the organization of education with the motivated justification about possibility of DLT usage on the basis of which the order of the rector is issued.
- 4.3 The order is attached:
- 1) applications of students;
 - 2) individual curriculum of the student;
 - 3) the individual schedule of training activities of the student (for people with special educational needs);
 - 4) the Protocol of transfer of credits of the previous level of training.
- 4.4 Training using DLT is made on a paid basis with full compensation of training costs.
- 4.5 Enrollment is allowed remotely, using telecommunications. In this case identification of the person is made by the authorized employee of University.

5 STUDENT KNOWLEDGE CONTROL

- 5.1 Student is obliged to take part in the current, midterm, final control of academic disciplines. If the student has scored less than 50% of the points stipulated by the course policy, he must undergo re-training. The cost of re-education is set depending on the number of credits studied discipline.
- 5.2 Current control of progress and intermediate certification of students is carried out in accordance with the working curriculum, academic calendar and curricula with the use of telecommunications and technologies to verify the student.
- 5.3 Carrying out of the current control and intermediate certification is carried out by means of:
- 1) direct communication between the student and the teacher in the on-line mode using telecommunications;
 - 2) automated testing systems;
 - 3) verification of written individual tasks (with case technology).
- 5.4 Results of the current monitoring of progress and interim certification of students are recorded in the information system, protected from unauthorized access and fraud through the use of electronic methods of access restriction and independent evaluation.
- 5.5 Student is allowed to intermediate certification on discipline after performance and delivery of all control actions established by the working curriculum.
- 5.6 Educational achievements of students in all types of training sessions are evaluated by the letter point-rating system of knowledge assessment.
- 5.7 Excluded**
- 5.8 Interim and final certification of students on DLT is carried out in accordance with the Regulations on the procedure for the current control of progress, interim and final certification of students of the "Turan" university, approved by the order of December 4, 2018 № 109.
- 5.9 Control over observance of rules of certification using DLT by the authorized officer of BPDFL Center or Department

6 APPLICATION OF DLT FOR MBA, DBA AND MASSIVE OPEN ONLINE COURSES

- 6.1 the use of DLT for training under MBA programs is allowed in the study of disciplines in the total amount of not more than 30 academic credits for the entire period of study, for DBA programs not more than 15 academic credits for the entire period of study.

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- 6.2 MOOC, after a methodical examination and testing, approved by the University and implemented on their own or on other online platforms.
- 6.3 MOOC listeners are issued a certificate of Turan University with the name of the course, the number of credits and learning outcomes.

7 APPLICATION OF DLT FOR ACADEMIC MOBILITY PROGRAMS

- 7.1 the use of DLT is allowed for academic mobility programs, students on educational programs of higher and (or) postgraduate education in the study of disciplines in the total amount of not more than 60 academic credits for the entire period of study.
- 7.2 in the implementation of double-degree programs and exchange programs of students training with the use of DLT is allowed for students in the educational program of higher education in the study of disciplines in the total amount of not more than 120 academic credits and master's educational program not more than 60 academic credits.
- 7.3 the Procedure for the organization and authorization of training with the use of DLT for academic mobility programs in the framework of international treaties (agreements) in the field of education is agreed with the partner University and is determined by a tripartite agreement.

8 FINAL PROVISIONS

- 8.1 This Regulation is approved by the decision of the Academic Council.
- 8.2 This provision shall enter into force from the date of approval and shall be valid until replaced by a new one, but not more than 3 years.
- 8.3 If necessary, this Regulation may be amended and supplemented.
- 8.4 Updating of the Situation is carried out by the Director of the Center of Bologna process and Distance Learning.
- 8.5 This Provision will be replaced and re-approved in the following cases:
- change the name of the University;
 - reorganization of division, University;
 - an amendment to a document more than 3 significant changes and additions;
 - after 3 years from the date of approval.

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Registration sheet for changes made

Change number	Sheet number			Date of the change	Date of amendment	Total number of sheets in document	Full name of the person responsible for making changes
	Modified	new	withdrawn				
1	2 (p.1.1), 3 (p.1.6 add.), 6 (p.5.7 excep.)	1,3,6	1,3,6	3.09.2020	3.09.2020	8	Kibirayeva N.A..