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**PROVISIONS ON THE CONTEST FOR THE BEST EDUCATIONAL PUBLICATION**

**1. Purpose and objectives of the contest**

1. Motivation of the teaching staff in active publishing.

2. Enhancing publishing activity of the University today.

3. Ensuring the teaching staff to create textbooks, based on the use of innovative methods in the educational process taking into account the competence model of education.

4. Improving the quality of developed textbooks.

5. Identifying and encouraging university employees - authors of the best educational and methodical editions.

6. Promoting the introduction of new forms of information, methods and computer technologies of preparing and presenting educational and scientific information.

7. Implementation of research results in the educational process.

**2. Nominations**

8. The contest is held in the following nominations:

- The best textbook (in various directions);

- The best textbook (in various directions);

- The best teaching aid (in various directions);

- The best methodical guidelines (instructions) (in areas).

9. Contest Commission reserves the right to establish special (additional) nomination.

**3. Organization of the contest**

10. The contest is organized by the Editorial Committee of Al-Farabi Kazakh National University.

11. the Department of Academic Affairs is responsible for Coordination of the preparation and conduct of the contest.

12. The contest is open to educational works and monographs (including electronic), the authors of which (individually or collectively) are teaching staff of the university.

13. The following works can be submitted to the contest:

Tutorial - book containing systematic presentation of the content of education on the subject (discipline) as defined by SES RK, model curricula and Frame howling curriculum, and is the basis of the learning process. The textbook can be presented in print or electronic form.

Textbook - publication containing educational information to supplement and / or partially replacing the textbook in which the program material is presented in the author's interpretation selectively, but it reflects the content of a model curriculum on the subject or by type of academic work.

Training Toolkit - textbook containing materials on teaching or studying of the discipline, its parts and / or specific topics (sections) for studying the development of the curriculum of higher and post-university education.

Guidelines and recommendations - educational publications necessary for the conduct of laboratory practices and seminars with students of all forms of education.

The collection of problems and exercises, workshop - Educational publication containing practical tasks and exercises to facilitate the assimilation of educational material discipline.

Monograph - scientific or popular science publication, containing a complete and compre- hensive study of one problem or topic in the field of science and technology belonging to one or more authors and implemented in the educational process (confirmed by relevant Act).

14. The contest is announced in January, the contest presented the publication, published sible for the previous year: textbooks - at least 10 pp, manuals - at least 6 pl .; teaching aids - at least 6 pp

15. The submitted works must be published by the publishing house "Kazakh University".

16. Presentation of the work is carried out on the basis contest in collaboration with the departments of methodical bureau of faculty.

17. For each work submitted to the contest a separate folder is formed with the accompanying documents:

1) application for participation in the contest;

2) issued teaching publications - 1 copy .;

3) extract from the meeting of educational-methodical commission units of the university, which should be reflected:

- Compliance with the content of teaching works with the program of discipline, full coverage of the issues;

- Provision of interdisciplinary connections;

- Originality and accessibility of methodical presentation material;

- Availability of materials for self-control, to ensure students' independent work, further in-depth work on the subject;

- The use of the materials presented in the educational process;

- The copy of the decision of MES or EMS REMC fingerboards.

4. **Evaluation Criteria**

18. The main criteria in the evaluation of academic works are:

- The extent to which the content of the educational publication complies with the requirements of the Educational Program on specialty;

- The degree of influence on the formation of competencies in an appropriate direction;

- Compliance with innovative methods in the educational process, provides ample use of active and interactive forms of employment in conjunction with extracurricular work;

- Scientific;

- Novelty and relevance of the content;

- The structure of the works (introduction, main part, conclusion, and other typical original components );

- Categorization of the main part (presence of school-level edition of differentiation of content, logic in to chapters and paragraphs );

- Clarity of presentation;

- The availability of presentation;

- Didactic unit and the extent of its compliance with the content of the educational material (questions, exercises, tests, interactive media);

- Efficiency for independent work of students;

- Compliance with the printing requirements (tables, figures, font, spacing);

- Decoration (font selection, layout);

The availability of advisory fingerboard MES or EMS REMC.

- The volume and circulation;

- The demand of the educational publication in the educational process of the University and other higher education establishments of the country;

- The volume of sales, etc.

19. The Contest Commission reserves the right to establish additional criteria or modify presented and determine the units of assessment.

5. **Results of the contest**

20. To conclude the contest results an expert committee is created by the order of the Rector. The member of the expert committee has the right to participate in the contest, but has no right to participate in the examination and discussion of the results of the contest of textbooks in the category in which his/her publication is presented.

21. The expert commission has the right to:

- Refuse to participate in the contest of teaching publications in the event of non- compliance with the requirements;

- To attract the leading specialists in their respective fields of science to the examination of educational works;

- To Invite the authors to the committee meeting;

- To establish additional criteria for the selection of works submitted for the contest;

- Apply to the Academic Council on the direction of winning the contest of textbooks and teaching (teaching) aids the Ministry of Education and Science of Kazakhstan and EMS to assign an appropriate marking (an appropriate fingerboard).

22. Discussion of the results of the contest is held at the final meeting of the expert committee. Based on the amount of points in accordance with the evaluation criteria, experts decide the winners in each category by an open vote. In case of equality of votes the chairman’ opinion is crucial.

23. At the discretion of the expert commission may encourage the individual works in each category (for the high level, relevance, culture, publishing and other additional criteria).

24. In summing up the contest commission determines the 1, 2, 3 places in each category.

25. The Contest Commission is authorized to take decisions if at least 2/3 of the listed members of the committee are present at a meeting.

26. The results of the contest are formalized by the protocol signed by all members of the expert committee and independent experts participating in the meeting.

27. Any information about the contest can not be disclosed.

28. The contest results are announced after the approval of the results by the rector.

29. The winners will be awarded with diplomas.

Annex 1

Application

to participate in the contest for the best textbook

Information Required fields

Faculty

The Department

Author (Design Team) indicating the scientific degree, rank and position of each of the (co) authors

Type (manual / training (teaching and methodical, and others.) Manual

Title of publication (complete bibliographic description)

Nomination

Direction of training / specialty, in which is or will be used in the publication

Annex 2

Criteria for evaluation

№ p / n criterion Number of points

1. The degree of compliance with the requirements of the content of educational programs in this area, and / or specialty

2. The degree of influence on the formation of competences taken for the respective direction

3. Compliance with innovative methods in the educational process, provides ample use of active and interactive forms of employment in conjunction with extracurricular work

4. The scientific

5. The novelty and relevance of content

6. The structure of the publication (introduction, main part, conclusion, and other typical components of the original)

7. The main part of the subject headings (the presence in the academic publication of the level differentiation of content, logic and adequacy of allocation of chapters, paragraphs)

8. visual representation of the material

9. Availability of presentation

10. The didactic unit and the extent of its compliance with the content of the educational material (questions, exercises, tests, interactive media)

eleven . Efficiency of use for independent work of students

12. Compliance with the printing requirements (tables, figures, font, spacing)

13. Decoration (font selection, layout).

14. advisory vulture MES or EMS REMC:

15. Volume

16 Circulation

17 The demand for allowances issued in the learning process of universities and other higher educational institutions of the republic

18 Sales volume