**§6**

**STANDARD RULES FOR HIGHER and POSTGRADUATE EDUCATIONAL ORGANIZATIONS ACTIVITIES**

*Approved by the Decree of the Minister of Education and Science of*

*the Republic of Kazakhstan*

*Dated October16 , 2013 No. 420*

**1. General Provisions**

1. The Present standard rules for organization of higher and postgraduate education

(further – Rules) define the order of educational organizations’ activities that implement educational programs of higher and postgraduate education of the Republic of Kazakhstan, irrespective of forms of ownership and departmental subordination in accordance with the Law of the Republic of Kazakhstan dated from July the 27th, 2007 "On education" (further - the Law "On Education").

2. Higher and postgraduate education is offered by higher educational institutions: national research universities, research universities, national higher educational institutions, universities, academies.

**2. Order of the activity of national research universities, research universities and national higher educational institutions**

**Paragraph 1**. Management of the activity of national research universities, research universities and national higher educational institutions

3. National research universities, research universities and national higher educational institutions implement their activities in conformity with the Standard rules of the activity of organization the higher and postgraduate education approved by the resolution of the government of the Republic of Kazakhstan dated May 17, 2013 No. 499.

4. National research universities, research universities implement professional study programs developed independently for full-time tuition having the corresponding contingent of the students not less than 5000 people.

5. National higher educational institutions implement professional study programs developed independently for full-time tuition having the corresponding contingent of the students not less than 3000 people.

The quantity of the contingent of the students per teacher at national research universities, research universities and national higher educational institutions has to correspond to the following standards:

in a baccalaureate on specialties of art and culture – 3,5:1;

music and singing – 6:1;

foreign philology and translation – 7:1; the fine arts and drawing – 7:1;

all other specialties: for full-time tuition – 8:1; in Master studies – 4:1;

in doctoral studies – 3:1.

6. Maximum number per academic groups are determined by the institution independently

**Paragraph 2. Teaching and educational activity of national research universities, research universities and national higher educational institutions**

7. Enrollment of students in national research universities, research universities and national higher educational institutions is carried out on a competitive basis in conformity with Standard Rules of Admission to the educational establishments realizing professional educational programs of an appropriate level of education, approved by the resolution of the government of the Republic of Kazakhstan dated May 17, 2013 No. 499.

8. Training of the personnel with higher and postgraduate education in national research universities, research universities and national higher educational institutions is carried out on various educational programs according to the content and terms of study. Training is carried out on full-time tuition (4-5 years in a Bachelor’s Degree study, 1-2 years in a Master’s Degree study and 3 years in a Doctorate Degree study).

9. The structure of education covers educational programs which correspond to problematic issues of science, high technologies and innovative educational programs as well.

10. National research universities develop academic programs on a competitive basis in conformity with standard programs on specialty.

11. The academic calendar, curricula of specialties and average annual pedagogical loading of the faculty are approved by the decision of an academic council of higher educational institution.

12. Delivering lectures, supervision of the diploma projects, research works of students are carried out by professors, the associate professors and senior teachers. The dissertations are supervised only by teachers having academic degrees and/or academic statuses.

13. Educational and methodical work of national research universities, research universities and national higher educational institutions includes:

1) development of the academic calendar, curricula and programs, catalogs of elective courses, syllabi, educational and methodical complexes of specialties and disciplines;

2) providing disciplines with textbooks, manuals, collections of tasks, complex tasks, manuals on laboratory, control and term papers, methodical recommendations on subjects, and also with materials for the current, midterm and final exams on all forms of study;

3) development of programs for all types professional practicum, internship , and also methodical manuals on writing diploma projects, master and doctoral dissertations;

4) development of the updated educational technologies and methods of teaching which enable mastering educational material;

5) educational and methodical provision of the independent work of students aimed at developing their ability to search, analyze and formulate the result of the activity;

6) working out of programs for professional development and retraining of teachers and experts.

14. Educational and specialized laboratories are envisaged to provide for the academic process and research activity in higher educational institutions.

15. Extra curricula activity is carried out on the basis of a comprehensive plan on extra curricula work.

16. Extra curricula work of higher educational institution includes:

1) development of abilities to make and realize decisions independently and competently;

2) development of sense of patriotism, civic consciousness, internationalism and high morals;

3) motivation of students to a healthy lifestyle and active participation in public events;

4) holding the thematic events on a profile of the chair, for promoting students’ outlook and formation of the adequate attitude to the values and standards of a chosen specialty;

5) implementing professional orientation work among the students of comprehensive and vocational schools, technical and professional schools as well.

**Paragraph 3. Research activities of national research universities, research universities and national higher educational institutions**

17. Research activities are aimed at providing the integration of science and education, development of scientific and educational process, competitive scientific researches and innovative activities as the most important element of productive and effective national innovative system.

18. The arrangement and implementation of fundamental, exploration, applied scientific research, research and development works and innovative activities (further – the research works (RW)) are carried out in structural departments of the higher educational institutions.

19. The teaching staff fulfill research works as an obligatory component of its activity in conformity with the individual plan of work.

20. Research work includes:

research and innovative activities which provide the integration of science and education with the process in realizing international educational and scientific projects and programs;

carrying out fundamental, exploration, applied research, research and development works and innovative activities;

acquiring new knowledge through scientific researches and creative activities of scientific and pedagogical staff and learners;

research and development of theoretical and methodological basis of the higher education development;

development and introduction of innovative technologies in the educational process of higher educational institution;

introduction of scientific research results in the educational process;

foundation and development of schools of sciences, effective involvement of the scientific and pedagogical staff and students in research works ;

commercialization of scientific works and transfer of science-intensive and competitive equipment and technology;

protection of intellectual property and copyright of researchers;

expansion of a financial basis of researches and projects at the expense of the raised funds and innovative activities;

the arrangement and the management of research work of students.

21. Scientific activity of national research universities, research universities and national higher educational institutions is an integral component of an educational process in training specialists. Educational, scientific and innovative processes are provided by:

involving students in the research and design works funded by the national budget of the Republic of Kazakhstan, by other financial sources and non-budgetary sources of financing;

implementation of diploma and course projects, educational and work practice, and training students for specific purposes;

computerizations of educational and scientific processes, formation of the integrated (single) information environment and mastering the updated methods and means of informatics by the learners.

22.International activities of national research universities, research universities and national higher educational institutions are carried out within the programs of cooperation with the leading foreign universities, realization of the international educational programs and projects, implementation of joint research activities, the organization of scientific practical seminars and conferences, an exchange of teaching personnel and development of the academic mobility.

**3. Procedure of the activity of universities**

**Paragraph 1. Management of universities**

23. Management of universities is exercised in conformity with the Standard rules of the activity of arranging the higher and postgraduate education confirmed by the resolution of the government of the Republic of Kazakhstan dated May 17, 2013 No. 499 and the charter of university.

24. Direct management of the university is performed by the Rector, who is appointed (chosen) to and dismissed from the position in conformity with the current legislation of the Republic of Kazakhstan.

**Paragraph 2. Teaching and educational activities of universities**

25. Admission of students to the university is accomplished on a competitive basis in conformity with the Standard Rules of Admission to institutions which perform professional academic program of an appropriate level of education, confirmed by the resolution of the Government of the Republic of Kazakhstan of May 17, 2013 No. 499.

26. Training of the personnel with higher and postgraduate education in national research universities, research universities and national higher educational institutions is realized on various educational programs according to the content and terms of study. Training is carried out on a full-time education (4-5 years in a Bachelor’s Degree study, a part-time education (5-6 years), an external and evening -time education (5-6 years); in a Master’s Degree studies (1-2 years) and the Doctorate Degree studies (3 years)

27. The university independently determines the forms, methods and techniques, creating the most favorable conditions for mastering the educational programs of the higher and postgraduate education. Classes shall be conducted including innovation technologies of teaching, using the latest developments of science, equipment, technologies, information systems and in an interactive form.

28. For the arrangement of the academic process and research activity at the university educational and specialized laboratories are provided. The laboratories equipment has to be modern and adequate to training programs of bachelors, masters and doctors of PhD.

29. Educational (upbringing) activity of the university is an integral part of the academic process and is aimed at the formation of professional, social, intellectual, moral, creative qualities of the personality and a healthy lifestyle.

30. Academic and educational activities are implemented on the basis of mutual respect of human dignity of the faculty (faculty members) and students.

31. Educational activities of the university are realized on the basis of a comprehensive plan on educational work.

32. Extra curricula work of higher educational institution includes:

1) development of abilities to make and realize decisions independently and competently;

2) development of sense of patriotism, civic consciousness, internationalism and high morals;

3) motivation of students to a healthy lifestyle and active participation in public events;

4) holding the thematic events on a profile of the chair, for promoting students’ outlook and formation of the adequate attitude to the values and standards of a chosen specialty;

5) implementing professional orientation work among the students of comprehensive and vocational schools, technical and professional schools as well.