

# **RULES OF DEVELOPMENT AND DESIGN OF EDUCATIONAL METHODICAL DISCIPLINE COMPLEX**

## **1. Basic provisions**

1. Guidelines establish unified requirements for the design of educational and methodical discipline complex in Al-Farabi Kazakh National University.
2. Educational-methodical complex of discipline is aimed at achieving the following objectives:
  - definition of the place and role of the discipline in the educational program concrete specific specialty;
  - providing logical links of interdisciplinary educational programs;
  - the distribution of training time on the themes and types of training sessions;
  - the organization of independent work of students in the classroom and extracurricular time;
  - providing integration of training and research relationship processes.

## **2. The structure and content of the educational-methodical complex of the discipline**

3. Educational and methodical complex of disciplines must include:
  - an introduction stating the purpose, objectives, learning outcomes, prerequisites and course outline;
  - basic (typical) curriculum subjects (if the discipline of the Binding component);
  - a program of training on the discipline (Syllabus);
  - lecture material;
  - map of educational- methodical maintenance of discipline;
  - lecture complex (abstracts of lectures, handouts and illustrations, a list of recommended literature);
  - plans of seminars (practical) training;
  - guidelines and instructions for seminars, practical, laboratory work;
  - guidelines and materials for independent work of the student: typing homework, self-control materials on each topic, the task of doing the current types of works, essays and other homework assignments with deadlines of delivery, and evaluation of literature;
  - materials on monitoring and evaluation of educational achievements of students (written control tasks, tests, a list of questions for self-study, exam cards, and others.);

- software and multimedia support for training sessions (depending on the content of the discipline);

The cover sheet of EMCD (see the appendix 4).

The main (typical) program of discipline - a developed document which is based on the specification of the educational and professional program of specialty which determines the content, scope and order of the discipline of essential component of the core curriculum and reflects the range of basic knowledge, skills and competencies needed for the acquisition of the recommended literature.

5. Syllabus is the study plan, which includes a description of the discipline, the goals and objectives of the discipline, a summary of its content, theme and duration of its study, the task of independent work, the consultations, schedule of monitoring students' knowledge, the requirements of the teacher, evaluation criteria and recommended literature.

1) Syllabus is developed by a university professor, teaching the class the discipline.

2) Syllabus must give information on main goals, objectives, requirements for knowledge and skills, learning outcomes on the discipline, deadlines for assignments, the grading policy for all types of training and monitoring, a list of basic and additional literature.

3) While compiling the Syllabus it is necessary to observe the structural and logical sequence of the teaching disciplines with the purpose to provide the continuity of learning, including the Master degree graduate courses in relation to the bachelor.

4) The content of the Syllabus should be correlated with the content of other training disciplines of the speciality to avoid duplication in the study of individual topics. Syllabus consists of 4-5 pages.

Syllabus has got a concrete structure:

A. Title page

- code and the name of the discipline;
- course of Study;
- the language of instruction;
- semester;
- number of credits;
- name of the lecturer;
- phone number; e-mail; room
- name of the teacher (laboratory classes)
- phone number; e-mail; room
- pre-requirements

- post-requirements

B. The purpose and objectives of the course;

C. Competences (learning outcomes);

D. The structure of the course;

E. References.

References (recommended and additional) should reflect the material necessary to prepare students to pass the current and final control forms of knowledge, and to perform tasks in the SIW.

## 6. Lecture material

1) The content of the lecture course is divided into modules. The module represents the main content of a particular section or topic of the lecture.

2) The name of the module reflects the general idea of the section of the lecture course.

3) The module may include several sections in logical sequence of presenting material.

4) The module may include two or more academic hours.

5) Subsections contain the main issues of the lecture course.

6) The content of the lectures should include a statement of fact and their main issues.

7) A brief as well as full narration of the content of the module is allowed.

8) The disclosure of the content of the lecture is necessary for consistent planning and the exclusion of the repetition of the material.

## 7. Guidelines for practical (seminar) classes.

1) Content of practical classes and seminars should be divided into modules that reflect the main content of a separate section or topic of discipline task.

2) The name of the module should reflect the general direction of a separate section or topics of practical classes and seminars.

3) Module of practical classes and seminars may include several subsections which appear in the logical sequence of assignments.

4) The module is designed for two or more academic hours.

5) Subsections of the module may include the main issues of practical course or seminar assignments.

6) Practical course and seminar assignments should be focused on revision and consolidation of the lecture material of the course, and also to acquire additional knowledge on the topics of the discipline, that were not included into the lecture course.

7) The tables of rating and SIW assignments including the content, form and submission deadlines of assignments should be attached to the content of practical classes and seminars indicating,.

8) The form of conducting classes should be indicated, TTA and others; including a list of references (recommended and additional) on paper and electronic media needed to prepare for current and final monitoring of knowledge and submission of SIW

9) The content of practical class program:

- the topic title;
- the aim of the lesson;
- main issues;
- guidelines;
- literature.

8. Guidelines for laboratory studies.

1) Laboratory classes should be divided into modules, reflecting the main content of the work. Module title reflects the topic of one of the laboratory works.

2) The module should be designed for 4-6 academic hours.

3) Subsection should reflect the stages of the implementation of the laboratory work, the deadlines in calendar days.

4) A description of each lab (in the form of teaching materials).

5) The content of the program of laboratory studies.

- the topic title;
- the aim of the lesson;
- tasks;
- guidelines;
- the main circuit, formula, etc., illustrating the content;
- questions;
- literature;

9. Student individual work (hereinafter - SIW) - Work on a specific list of those designated for independent study provided by instructional literature and recommendations, which is evaluated by means of tests, examinations, colloquiums, essays, essays and reports; depending on the educational level of students it is divided into independent work of students (hereinafter - SIW), master student independent work (hereinafter - MSIW) and the independent work of doctoral

student (hereinafter - DSIW); the entire volume of SIW is supported by assignments that require the students' daily independent study.

Structure. The content of the SIW program.

1) Tasks for SIW should include the specific issues that are not considered in the classroom lessons and not given for independent study of the students.

2) Tasks for the SIW may include the description of each module or may be submitted as a separate section of the program.

3) Tasks for SIW are mandatory for the discipline.

4) Tasks for the SIW include:

- The list of issues;
- The time allotted for self-training;
- The terms of issue of assignments and the time of their delivery to a teacher (for weeks);
- List of references required for the assignments;
- criteria for evaluation.

5) Check of the assignments for SIW is carried out by a teacher either during the seminars or interim monitoring, or (in the case of a written assignments) in extracurricular time.

6) The content of the SIW program:

- the topic title;
- the aim of the lesson;
- tasks and questions;
- methodical recommendations for doing the tasks;
- literature.

10. Independent work of the student under the guidance of a teacher (hereinafter - SIWT) - extracurricular student work under the guidance of the teacher, conducted according to the approved schedule; depending on the level of education of students is divided into: the independent work of the student under the guidance of a teacher (hereinafter - SIWT), the independent work of the master student under the guidance of a teacher (hereinafter - MSIWT) and independent work of a doctoral student under the supervision of a teacher (hereinafter - DSIWT).

1) SIWT has an advisory and supervisory functions.

a) the advisory function:

- assistance in independent work of students in the study of the discipline;

- help students in choosing the methods of work needed for the assimilation of the program material;
- create opportunities to re-listen to the explanation of a complex for the student themes, performing of the practical tasks for the consolidation of educational material;
- to promote in-depth study of educational material;

b) controlling function:

- monitoring knowledge during the current, mid-term and final control;
- constant monitoring of educational achievements of students.

2) Structure of SIWT plan:

- the topic title;
- the aim of the lesson;
- the form of monitoring;
- assignments;
- guidelines,
- handouts;
- literature.

11. Evaluation criteria.

- test assignments;
- tests;
- final examination, exam questions.

12. Map of educational-methodological support.

Map of educational-methodological support, including:

- title of the discipline;
- the name of the authors of the textbook;
- number of units of basic and additional literature in Kazakh and Russian languages in the library of Kazakh National University by Al-Farabi;
- number of units of basic and additional literature in Kazakh and Russian languages, issued after the year 2005.

**AL-FARABI KAZAKH NATIONAL UNIVERSITY**  
**FACULTY OF \_\_\_\_\_**

**Department of \_\_\_\_\_**

**Confirmed**

**Dean of the faculty**

\_\_\_\_\_.

"\_\_\_\_\_"\_\_\_\_\_201 .

**Approved by the University scientific-  
methodical Council meeting  
Protocol №\_\_ from \_\_\_\_ 201  
Vice-Rector for Academic Affairs**

\_\_\_\_\_

"\_"\_\_\_\_\_ 201

**Educational-methodical complex of the discipline**

\_\_\_\_\_  
(discipline name)

**Speciality** \_\_\_\_\_

(code, speciality)

**Education Form** \_\_\_\_\_

(full-time, part-time)

Almaty 201

Educational-methodical complex of the discipline is compiled by

\_\_\_\_\_

(name, position, scientific degree, title of the developer)



Considered and recommended at the chair meeting \_\_\_\_\_  
\_\_\_\_\_

On “\_\_\_” \_\_\_\_\_ 201 , Protocol №

Head of the Chair \_\_\_\_\_.  
(signature)

Recommended at the methodical Council (bureau of the faculty)

On «\_\_» \_\_\_\_\_ 20 , Protocol №\_\_

Chairman \_\_\_\_\_ .  
(signature)

**AL-FARABI KAZAKH NATIONAL UNIVERSITY**  
**FACULTY OF \_\_\_\_\_**

The educational program on specialty \_\_\_\_\_

**Approved by the Faculty scientific-methodical Council meeting**  
**Protocol №\_\_ from \_\_\_\_ 201**  
**Dean of the faculty**

\_\_\_\_\_

“\_\_” \_\_\_\_\_ 201

## Syllabus

Module № \_\_\_\_\_ "Name"

"Code and name of speciality"

course, k/r department, semester (spring/autumn), credit number, type of discipline ( compulsory/elective)

Lecturer: name, academic degree, title, position, phone numbers (work, home, mobile), e-mail:, cab .:

teacher (practical, seminars, laboratory classes): name, degree, title, position, phone numbers (work, home, mobile), e-mail:, cab .:

Course Objectives:

Goal:

Objectives:

Competences (learning outcomes):

Pre-requirements:

Post-requirements:

### Structure and content of the discipline

Week	Topic	Number of hours	Maximum score
<b>Module 1</b>			
1	Lecture 1		
	Practical class 1		
	SIW 1		
2	Lecture 1		
	Practical class 1		
	SIW 1		
3			
<b>Module 2</b>			
4			
	.....		
7			

	1 Rating Control		100
	Midterm		100
8			
	.....		
15			
	2 Rating Control		100
	Examination		100
	Total		100

#### List of references

##### Recommended:

1.

2.

##### Additional:

1.

2.

#### ACADEMIC POLICY OF THE COURSE

All work must be performed and protect within a specified time. Students who did not pass or receive less than 50% scores for his performance, have the opportunity to work on additional specified job schedule. Students who didn't attend laboratory classes for an excusable reason, and spend their extra time in the presence of a laboratory assistant, after the admission of the teacher. Students who do not fulfill all kinds of work, are not allowed to take the exam. In addition, the assessment takes into account the activity and attendance of students during the term..

Be tolerant and respect other people's opinions. All expressions are formulated in the correct manner. Plagiarism and other forms of unfair work are unacceptable. And unacceptable are prompting and cheating during the delivery of SIW, intermediate controls and final exam. Student suspected of falsification of any information exchange, unauthorized access to the intranet, using cribs, will get final «F».

For advice on the implementation of independent work (SIW), their delivery and defense, as well as for more additional information on the material covered and with all other questions on the content of the course, contact the teacher during his office hours.

Marks by letter system	The digital equivalent of points	%	Marks by traditional system
A	4,0	95-100	Excellent

A-	3,67	90-94	Good
B+	3,33	85-89	
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactory
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D-	1,0	50-54	
F	0	0-49	Unsatisfactory
I (Incomplete)	-	-	«Discipline is incomplete» (not taken into account when calculating the GPA)
P (Pass)	-	-	«Passed» (not taken into account when calculating the GPA)
NP (No Pass)	-	-	«Failed» (not taken into account when calculating the GPA)
W (Withdrawal)	-	-	«Withdrawal» (not taken into account when calculating the GPA)
AW (Academic Withdrawal)			Academic Withdrawal ( not taken into account when calculating the GPA)
AU (Audit)	-	-	«Audit» (not taken into account when calculating the GPA)
Attested		30-60 50-100	Attested
Didn't attested		0-29 0-49	Didn't attested
R (Retake)	-	-	Retake

Considered at the meeting of the department. Protocol № \_\_\_\_ of " \_\_\_\_\_

Head of the chair \_\_\_\_\_

Lecturer \_\_\_\_\_