

## **Rules for development and preparation of basic study programs of bachelor program subjects**

1. These guidelines for the development and design of the basic study program of subjects of higher and postgraduate education are worked out for the use by faculty methodical bureaus for the development and design of basic study program.
2. Basic Study Program (BSP) is a document based on the specification of the educational and professional programs, which defines the content, scope and order of study of mandatory component in the basic study plan. BSP reflects the range of basic knowledge, skills and competencies necessary for mastery and recommended literature.
3. The Basic Study Program of subjects are developed by departments, after carrying out expert examination, together with an expert report is passed to the methodical section for the Department of Academic Affairs.
4. The basic study program of subjects is compiled in Kazakh, Russian and English.
5. The basic study program of subjects is considered by the Faculty Academic Council and the Scientific and Methodological Council of the University.
6. The basic study program is approved by the Academic Council of the University.
7. Discipline syllabus is developed in accordance with the basic study program and published in the prescribed order as educational and educational methodical materials.

### **The structure and content of the basic study program.**

8. The basic study program includes the following sections:
  - title page;
  - Preface
  - Explanatory note
  - Thematic plan for the discipline
  - Contents
  - A list of recommended literature (primary and secondary).

9. The title page is designed according to the model (see Appendix 1). The name of discipline complies with the basic study plan of the specialty.

10. The preface of the study program includes the following data: authors, academic degree, title and place of work, the reviewers (the number of reviewers must be at least two, and at least one – from the other department or faculty), compliance with the specification of educational and vocational programs (Appendix 2).

11. The explanatory note includes: the aims of the discipline, its role and importance in the training of competitive specialists, systematization of interdisciplinary links of the professional educational program, prerequisites needed for the mastery of the discipline studied and competences to be acquired.

12. The content of the discipline consists of an introduction and basic parts. The introduction contains the goals and objectives of teaching, information about the objects and methods of studying this discipline, the role and place of the discipline of science among other sciences. Also it provides a brief historical sketch of the development of science discipline, which reflects its main stages.

The main part of the contents of the discipline provides specific and accurate information on the amount of knowledge to be mastered, fundamental, conventional and special concepts of the relevant field.

13. The content of the discipline in the program is presented by sections and topics. This list of issues should provide both an understanding of the discipline as a whole, and clear representation of the objects under study. The content of the discipline also includes information on the contribution of scientists in the development of this science and information on current trends and prospects of its development.

14. The content of the discipline should be written in clear and good language.

15. At the end of the main part there is a list of topics for practical and laboratory lessons and approximate topics of course projects as well as different kinds of tasks and graphic works relevant to the discipline.

16. List of recommended literature (basic and additional) contains a sufficient number of literature to ensure full coverage of all the issues of content of discipline in the modern scientific and methodological levels.

References should include the publication of the last 10 years - for the natural-technical fields, over the past 5 years - for social and humanitarian specialties.

17. Basic study programs are made according to the following requirements: A-4 format, the numbering on each page, margins - 2 cm on all sides, font Times New Roman, size 14, single spacing with justified alignment and the compulsory installation of automatic transfer, indent at the beginning of the paragraph - 1 cm.

Al-Farabi Kazakh National University

"APPROVED"

Rector \_\_\_\_\_ Mutanov G.

Protocol №\_\_ from \_\_\_\_\_ 2013

Academic Council of the University

Basic Study Program

(name and code of discipline)

(code number and name of the specialty)

(volume of credits)

Almaty 2013

Appendix 1a

(for the disciplines of the state obligatory module)

Al-Farabi Kazakh National University

"APPROVED"

Mr. Rector \_\_\_\_\_ . Mutanov

Protocol №\_\_ from \_\_\_\_\_ 2013

Academic Council of the University

Basic Study Program

(name and code of discipline)

for groups of specialties, "Humanities", "Law", "Services", "Social sciences,  
Economics and business", "Art"

(volume of credits)

Almaty 2013

Appendix 1b

(for the disciplines of the state obligatory module)

Al-Farabi Kazakh National University

"APPROVED"

Rector \_\_\_\_\_ Mutanov G.

Protocol №\_\_ from \_\_\_\_\_ 2013

Academic Council of the University

### Basic Study Program

(name and code of discipline)

for groups of specialties, "Science", "Engineering and Technology", "Agricultural Sciences"

(volume of credits)

## **Foreword**

### **1 DESIGNED by**

(Name, degree, rank, originator (s) name (s) of the department (s))

### **2 REVIEWERS**

(Name, degree, title, name of the department)

3 Basic Study Program is developed in accordance with the specification of educational and professional program for specialty

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(code number and name of the specialty)

4 **Considered** at the meeting of the Scientific and Methodological Council on  
" \_\_\_\_ " \_\_\_\_\_ 2013, Protocol № \_\_\_\_

(for the disciplines of the state obligatory module)

**Foreword**

**1 DESIGNED by**

(Name, degree, rank, originator (s) name (s) of the department (s))

**2 REVIEWERS**

(Name, degree, title, name of the department)

3 Core Curriculum developed in accordance with the specifications of the educational and professional programs by groups of specialties, "Humanities", "law", "Services", "Social sciences, Economics and business", "Art"

4 **Considered** at the meeting of the Scientific and Methodological Council on " \_\_\_\_ " \_\_\_\_\_ 2013, Protocol № \_\_\_\_

(for the disciplines of the state obligatory module)

## **Foreword**

### **1 DESIGNED by**

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3 Core Curriculum developed in accordance with the specifications of the educational and professional programs by groups of specialties, "Science", "Engineering and Technology", "Agricultural Science".

4 **Considered** at the meeting of the Scientific and Methodological Council on  
" \_\_\_\_ " \_\_\_\_\_ 2013, Protocol № \_\_\_\_