§19 RULES FOR ORGANIZATION OF TRAINING USING DISTANCE LEARNING TECHNOLOGIES

1. General provisions

These Rules are developed in accordance with the decision of the Government of the Republic of Kazakhstan dated from 19.01.2012 №112 and establish general requirements for the organization of learning with the use of distance learning technologies in the Kazakh National University; all structural units of Al-Farabi Kazakh National University responsible for training using distance learning technologies use these rules as a guide.

2. Development and application of the DLT should:

• Comply with the world trends in the development of the educational environment and the rapid development of ICT in education.

• comply with current regulations on MES of distance learning technologies (DOT);

• Contribute to improving the quality of training of students and other learners by introducing new, contemporary forms, technologies and training tools;

• Contribute to improving the availability of educational resources for learners including electronic educational content and the Internet; to satisfy the demand for educational services (preparation of students, educational programs, higher education, training, retraining);

• Integrate with the classical forms of training in order to increase their effectiveness;

• Promote the strengthening of the economic potential of KazNU by minimizing the cost of organization and implementation of the educational process; the realization of their benefits in the context of growing competition from other high schools of Kazakhstan;

These Rules use the following terms and definitions:

1) TV technology - technology based on the use of terrestrial, cable and satellite television;

2) network technology - technology, including provision of teaching materials, interactive forms of studying with the teacher and with each other, as well as the administration of the educational process through the use of the Internet;

3) case technology - technology based on the acquisition of sets (cases) teaching materials in paper, electronic and other media and sending them to students for self-study;

4) the Internet resource of educational organizations implementing remote education technology - an online resource that contains the administrative and academic information for the participants in the educational process;

5) web portal - an interconnected system-organized collection of information resources and Internet services, comprising administrative and academic teaching and methodological information, allowing to organize the educational process of the bunker;

6) content - the content of educational materials (texts, graphics, mul-timedia and other significant information content);

7) media - a set of hardware and software, allowing users to work interactively with heterogeneous data (graphics, text, sound, video);

2. Organization of educational process in distance educational technology

3. To organize the educational process in distance education technologies require the presence of the organization of education:

1) educational portal with pages containing educational-methodical, organizational and administrative information for students;
2) equipment with access to the telecommunications network (Internet, satellite);
3) multimedia classrooms and electronic reading rooms;
4) educational content;
5) multimedia laboratories to create their own content (local and network);
6) testing complex;
7) Learning Management System- LMS;
8) Learning Content Management System - LCMS.

4. For organization of educational process on remote educational technologies of educational organization:

1) create conditions for teaching staff for development and renovation of educational resources;
2) delivering training materials to students through information technology or on paper;
3) organize and carry out consultations on-line;
4) Provide feedback to learners off-line;
5) monitor the academic achievement of students on-line;
6) identify the personality of students through the system of authentication.

5. The following categories of students can be taught with the use of remote educational technologies:

1) who study on reduced educational programs on the technical and vocational basis, post-secondary and higher education;
2) persons with disabilities, including disabled children, disabled groups I and II at all levels of education;
3) who travel outside the country on exchange programs of students in higher education, with the exception of scholarship "Bolashak";
4) students of correspondence courses who are in military service;
5) who are in the long-term foreign business trip (more than 4 months.

3. Organization of educational process using distance educational technologies at Al-Farabi Kazakh National University.

6. During the period of theoretical training, students study disciplines through electronic distance learning system, where the students are provided with all study materials (lecture notes, video lectures, presentations), tasks (tests, written assignments, brainstorming), and the ability to implement online (chat, audio video

conferencing) and offline (correspondence, discussion forum) consultation with teachers.

7. Distance learning for students of the correspondence department consists of two semesters a year. The duration of a semester depends on the specialty academic calendar.

8. In order to have access to exams, students of the correspondence department during the semester, by performing tasks in distance learning system must score at least 50% of the total accumulated points (PK1 PK2 +) on each discipline. The students of the correspondence department pass final exams on subjects at the university.

9. Students of correspondence department must pass the midterm 1 and Midterm 2 according to the approved academic calendar (individual educational plan). Students pass examinations after a restoration and arrival. On the basis of the student`s personal statement informing about his return from abroad trip, the order is issued, and the student`s schedule, approved by the dean of the faculty, is made; and the student takes the exams on the disciplines which he has studied remotely. The student who receives less than 50% scores points is not given the admission to the examination session.

10. The duration of the theoretical training for the categories of students who go abroad for internships and studying through DLT depends on the period of training for each student.

4. Functions and obligations of participants in DLT educational process

11. The Department of University responsible for organizational, methodological, informational and technical support of the learning process at DLT is the Distance Learning Center, which has the following services:

1) management sector for DLT educational process;
2) Media Lab;
3) information and technical support.

Employees educational process management sector plans and organizes educational process through DLT, works with documents related to DLT, plans professional development of teachers and tutors, organizes collection of all test papers of students (tests, essays, written examination papers, and etc.) paper and / or electronic form, the transfer of these materials to tutors for assessment; provide information about the current progress received from tutors in the information database.

12. Employees of the multimedia laboratory carries out the development, acquisition and assimilation of e-books, multimedia courses, manuals and other teaching tools DOT develops testing systems and other means of control of knowledge, methods of use of information resources for the DOT.

13. Employees of the sector of information logistics develop and maintain operating software, information and technical tools of distance learning.

14. The functions and responsibilities of teachers in the bunker. When the teacher load distant educational tech-nology teacher must do the following steps:

1) To be registered for use in the system of distance learning in the DLC;
2) Complete training using distance learning technologies.

3) Develop UMKD at the appropriate rate according to the requirements of the development of distance learning courses for a week before the start of theoretical training;
4) Download UMKD in distance learning;

15. The teacher must attend every week distance learning system to check the written work and putting assess students. Use modern methods and technologies of training for distance learning technologies.

16. For training with DOT students should have regular access to a personal computer with Internet access at speeds of at least 512 kb / s, computer multimedia equipment (webcam, headset).

17. People who wish to study for DOT write application in any form addressed to the rector of the University with a reasoned justification for the possible use of DOT in training with the provision of supporting documents.

18. For training using distance learning technologies extramural students should:

1) Apply to the Rector of the University of the transfer of training with the use of distance learning technologies;
2) During the orientation week is mandatory to be trained to work with the electronic system of distance education (SDE);
3) After reading sign individual curriculum and individual training schedule training for DOT;
4) Provide a certificate of employment, if the student is working on a specialty.

19. At the end of a semester at the established date, the student of the correspondence department must come to the university to pass the exam session.

20. For training using distance learning technologies to students (undergraduates) full-time you should:

1) Apply in any form addressed to the rector with a reasoned justification for the possible use of DOT in training with the provision of supporting documents (invitation for disabled children recommended for psychological, medical and educational counseling for persons aimed at military service summons from the recruiting office);
2) Complete the registration and training on working with the electronic system of distance education (SDE);
3) Sign the individual curriculum approved by head of the department agreed with the teachers in the relevant disciplines and individual training schedule training for DOT;

21. Students of Bachelor degree as necessary can register on the discipline of the DOT not more than 50% of the individual curriculum.

22. Students master's level as required can register for training in all disciplines DOT individual curriculum.

23. After the order for a business trip abroad students (bachelors and masters) can not give up the disciplines that have been planned for the DOT.

24. The tutor - a person who helps students master the discipline being studied with a teacher.

25. The duties of a tutor include:

1) Advising students, teachers in all matters relating to distance learning (via e-mail, by telephone, on-line);
2) Provide guidance to students on issues within its competence;
3) Advice to students when choosing elective courses on an individual curriculum;
4) Introduction of students with individual educational schedule during orientation week;
5) Consultation and webinars in real time according to the approved schedule;
6) Timely reporting (report №1, Report №2) in the sector of administration of the educational process of distance education center on loading the appropriate faculty EUMKD teachers.

26. The functions and responsibilities of chairmen of methodical bureau of faculty:

1) monitoring progress of students;
2) In conjunction with the staff of DLC quality control designed for DOT UMKD;
3) Monitoring the timely work of teachers (loading EUMKD, score the responses of students);
4) Consultation and webinars in real time according to the approved schedule.