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MONITORING OF CLASSROOM STUDIES

The educational process at al-Farabi Kazakh National University is organized and carried out in accordance with the "Standard Regulations for the Organization of the Concurrent Controlof Academic Performance, Interim and Final Assessment of Students in Higher Educational Institutions", other normative documents of the Ministry of Education of Kazakhstan, the Charter of the University, orders and regulations of the Rector (Vice-Rectors) of the university.

**1. Organization of classroom studies**

Organization of educational activities is based on the academic calendar and class timetable.

Classroom studies in al-Farabi Kazakh National University are carried out in strict accordance with the class timetable approved by the Vice-Rector for Academic Affairs.

The compliance of the classroom studies with the timetable is systematically checked by:

- The experts of the Department for Monitoring of the Educational Process (DMEP) with the participation of IPO experts;

- Experts from the dean office;

- Heads of Departments.

Monitoring of the classroom studies can be also carried out by means of video surveillance.

Non-compliances found out during the inspection, may be a violation or a breakdown of classes.

Violation is lateness of the teacher for the classroom studies for more than 5 minutes, the untimely end of the lesson, conducting of classroom studies by another person (except for the replacement of the absent teacher by the teacher according to the application of head of the department), changing of the date, time, or the classroom without an important reason.

Breakdown is qualified as a failure of the lesson (absence of students or a teacher).

2. **Responsibilities of the teaching staff**

To begin classes on time specified in the timetable regardless of the number of students present at the lecture (seminar, laboratory classes).

In case of a full absence of students in the class for 20 minutes after the start of the lesson, the teacher must report to the dean of the faculty and take further actions according to the directions of the management.

During all kinds of academic studies the teacher must take measures to prevent actions leading to the violation of the internal rules of the Charter of al-Farabi Kazakh National University and the Code of Students Honor.

**3. Procedure of inspection of classroom studies**

An expert of the Department of monitoring of the educational process (DMEP) must inspect classroom studies based on the timetable together with an expert from the dean's office.

If any non-conformance with the educational process is found, the DMEP expert must write a report to the Vice-Rector for Academic Affairs (Appendix 1) and send the original to the head of the DAA) Division for Academic Affairs of the Department for Academic Affairs), and a copy of the report – to the dean or the deputy dean on AcademicAffairs of the faculty. The report of the DMEP expert about non-compliance of classroom studies must contain the following information:

- the date and time of the class, the teacher’s name according to the timetable, the name of the discipline, the type of the lesson, the number of the classroom;

- the typeof non-compliance (violation, breakdown);

- at the end of the report there must be the date of inspection and the signature of the DMEP expert and the dean's office employee (or the Deputy Dean for Academic Affairs).

In case of non-compliance with the timetable, the teacher submits an explanationsigned by the heads of departments,with indication of the reason, to the Vice Rector for Academic Affairs,

In case the non-compliance with the educational process was registered for the first time, the disciplinary measures are taken by the dean.

In case of repeated detection of non-compliance with the educational process,the Head of the DAA DAA talks to the teacher who violated the educational process, finds out the reasons, makes proposals on disciplinary measures to be taken to the teachers who have repeated violations and prepares application to the Vice-Rector for Academic Affairs.

In case the teacher refuses to submit an explanatory note, the DMEP experts prepare the corresponding act (Appendix 2).

Based on the analysis of the presented information, Vice Rector for Academic Affairs makes a decision on taking the administrative measures at the level of the faculty or transferring the case to the Administrative Department of the university.