

<b>JSC "Almaty Technological University"</b>	
<b>QUALITY MANAGEMENT SYSTEM</b>	
<b>Regulations on the procedure</b>	
<b>Regulations on the competition for the best digital educational resource</b>	<b>MS ISO 9000:2015, MS ISO 9001:2015</b>
<b>ATU-CIET-RPP-7.5.1-2021-04</b>	<b>Date of introduction: "28" 12.2021</b>

**APPROVE**  
Rector of ATU  
T.K. Kulazhanov  
"28"12.2021

**Provision on the procedure**  
**QUALITY MANAGEMENT SYSTEM**  
***Regulations on the competition for the best digital  
educational resource***  
**ATU- CIET-RPP-7.5.1-2021-04**

**AGREED**  
First Vice-Rector  
B.K. Nurakhmetov  
"27" 12.2021

Almaty, 2021

**FOREWORD**

This Regulation on holding a competition for the best digital educational resource was developed by the Center for Innovative Educational Technologies of ATU JSC.

These Regulations are approved by the Rector with a personal signature on the title page and come into effect from the date of signing.

This Regulation is mandatory for teachers and employees of departments of JSC "ATU".

This Regulation has been developed in accordance with DP ATU-QAM-DP-7.5-2020-02.

Periodic review of this Regulation is carried out by the director of the CIET, not exceeding 3 years, in accordance with DP ATU-QAM-DP-7.5-2020-02.

Changes to this Regulation are developed based on the results of its application or when the requirements specified in paragraph 4 of this Regulation change.

This Regulation is introduced for the first time.

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## **1 DOCUMENTED NAME**

1.1 Regulations on the competition for the best digital educational resource ATU-CIET-RPP-7.5.1-2021-04.

## **2 DEVELOPER**

2.1 Center for Innovative Educational Technologies.

## **3 THE PURPOSE AND OBJECTIVES OF THE DEVELOPMENT OF THE DOCUMENT**

3.1 Popularization of the development and use of DER in educational activities.

3.2 Creation of the DER collection on the educational portal of ATU JSC. Support for teachers of JSC "ATU" who actively use the DER, DLT in training, including the means of communication of all participants in the educational process.

3.3 Activation of the creative potential of teachers, improvement of mechanisms for evaluating and stimulating activities related to the development and application of DER.

3.4 Dissemination of advanced experience in the use of DER, DLT as a means of improving the quality of education.

3.5 Presentation of the experience of practical application in JSC "ATU" DER;

3.6 Identification of the best DER and methodological materials for their application;

3.7 Formation of a regional information and educational space by creating a bank of DER and ensuring free access to them;

3.8 Assistance in the development of network interaction between educational organizations and information educational space.

## **4 NORMATIVE REFERENCES**

4.1 The state obligatory standard of higher education of the Republic of Kazakhstan approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 (as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated May 05, 2020No. 182);

4.2 4.1 State obligatory standard of postgraduate education of the Republic of Kazakhstan approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 (as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated May 5, 2020No. 182);

4.3 Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education" (as amended and supplemented as of April 19, 2019);

4.4 MS ISO 9000:2015 "Quality management system. Basic provisions and vocabulary";

4.5 MS ISO 9001:2015 "Quality management system. Requirements";

4.6 Order of the Minister of Education and Science of the Republic of Kazakhstan dated November 3, 2021 No. 547 On amendments to the order of the Minister of Education and Science of the Republic of Kazakhstan dated March 20, 2015 No. 137 "On approval of requirements for educational organizations to provide distance learning and the rules for organizing the educational process for distance learning";

4.7 Decree of the Government of the Republic of Kazakhstan dated December 12, 2017 No. 827 On approval of the State Program "Digital Kazakhstan"(With changes dated April 19, 2019);

4.8 State Program for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025 No. 971 dated October 12, 2021.

4.9 Concept for the development of education in the Republic of Kazakhstan until 2025, MES RK dated 01.11.2021

4.10 The concept of adapting the higher education system to the digital generation of Kazakhstan, developed with the support of the HiEdTec Erasmus + program of the European Union and agreed with the Ministry of Education and Science of the Republic of Kazakhstan on September 30, 2019;

4.11 DP "Documented information" ATU-QAM-DP-7.5-2020-02;

- 4.12 Charter of JSC "Almaty Technological University";
- 4.13 Internal labor regulations ATU-PMD-DP-7.1.2-2020-01-02;
- 4.14 DP "Academic Policy" ATU-EMM-PPD-8.1/8.3-2021-08.
- 4.15. Anti-corruption policy of JSC "ATU" ATU-DLS&AC-AP-5.2-2021-01.

## 5 TERMS AND DEFINITIONS

<b>Term</b>	<b>Definition</b>
<b>Author or group of authors</b>	An individual (several individuals), whose creative and pedagogical work created the DER.
<b>Additional education</b>	A type of education that is aimed at the comprehensive satisfaction of a person's educational needs for intellectual, spiritual, moral, physical and (or) professional improvement and is not accompanied by an increase in the level of education.
<b>Documented Information</b>	Information, which is required to be managed and maintained by the organization, and the medium on which it is contained.
<b>Distance learning</b>	The interaction of the teacher and students with each other at a distance, reflecting all the components inherent in the educational process (goals, content, methods, organizational forms, teaching aids) and implemented by specific means of Internet technologies or other means that provide for interactivity.
<b>Distance educational technologies</b>	Educational technologies implemented mainly with the use of ICT with indirect (at a distance) or partially mediated interaction between the student and the teacher.
<b>Digital educational resource</b>	Digitally presented photographs, video clips, static and dynamic models, virtual reality and interactive modeling objects, cartographic materials, sound recordings, symbolic objects and business graphics, text documents and other educational materials necessary for organizing the educational process.
<b>Electronic educational resources</b>	A set of software, information, technical and organizational support, electronic publications, placed on machine-readable media and / or on the network.
<b>E-library</b>	An ordered collection of heterogeneous electronic documents (including books, magazines) equipped with navigation and search tools. It can be a website where various texts (more often literary, but also scientific and any other, up to computer programs) and media files are gradually accumulated, each of which is self-sufficient and can be requested by the reader at any time.
<b>Electronic educational environment</b>	A systematically organized set of information, technical, educational and methodological support, inextricably linked with a person as a subject of the educational process.
<b>E-learning or digital learning</b>	Education through ICT.
<b>Information and telecommunication technologies</b>	Receptions, methods and methods of using computer technology in the performance of the functions of collecting, storing, processing, transmitting and using data.
<b>Quality Management</b>	Part of management focused on quality.

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<b>System</b>	
<b>Structural subdivision</b>	Organizationally - a separate part of a legal entity and employees related to it, performing the range of labor duties established for them, responsible for performing the functions assigned to them. Subdivisions include blocks, services, departments, workshops, laboratories, groups.

### 6 ABBREVIATIONS AND SYMBOLS USED

<b>Reduction</b>	<b>Full name</b>
<b>JSC "ATU"</b>	Joint Stock Company "Almaty Technological University"
<b>AQ</b>	Academic questions
<b>ATU-QAM-DP-7.5-2020-02</b>	Documented procedure "Documented information"
<b>ATU-PMD-DP-7.1.2-2020-01-02</b>	Documented procedure "Rules of internal labor regulations"
<b>ATU-EMM-PPD-8.1/8.3-2021-08</b>	Documented procedure "Academic policy"
<b>ATU-DLS&amp;AC-AP-5.2-2021-01</b>	"Anti-Corruption Policy Joint Stock Company "Almaty Technological University"
<b>CIET</b>	Center for Innovative Educational Technologies
<b>Competition</b>	Competition "The best electronic course"
<b>DL</b>	Distance learning
<b>DLT</b>	Distance educational technologies
<b>DDDER</b>	Department for the Development of Digital Educational Resources
<b>DE</b>	Department of e-learning
<b>DLS&amp;AC</b>	Department of Legal Support and Anti-Corruption
<b>DEiBP</b>	Department of Economics and Budget Planning
<b>EMW</b>	Educational and methodical work
<b>EC</b>	E-course
<b>EMM</b>	Educational and methodological management
<b>ICT</b>	Information and telecommunication technologies
<b>MES RK</b>	Ministry of Education and Science of the Republic of Kazakhstan
<b>MOOC</b>	Massive Open Online Courses
<b>Present position</b>	Regulations on the competition for the best digital educational resource ATU-CIET-RPP-7.5.1-2021-04.
<b>QAD</b>	Quality and Accreditation Department
<b>PP</b>	Provision on the procedure
<b>RT</b>	Remote technology
<b>RK</b>	The Republic of Kazakhstan
<b>SMC</b>	Scientific and Methodological Council
<b>SES</b>	State obligatory standard of education
<b>Teaching staff</b>	Teaching staff
<b>University</b>	higher education institution

### 7 GENERAL PROVISIONS

7.1 The competition is held among the teaching staff of JSC "ATU" and is aimed at encouraging the teaching staff of JSC "ATU" to provide high-quality digital support for the educational process at JSC

"ATU", as part of the implementation of higher education programs, as well as to increase the level of professionalism of the teaching staff in the application of DER and DLT in the educational process.

## **8 CONTESTANTS**

8.1 Employees from among the teaching staff of ATU JSC, who are the authors of one or more digital educational resources, can take part in the Competition.

## **9 COMPETITION PROCEDURE**

9.1 The competition is held once a year - following the results of the autumn and spring semesters.

9.2 The terms of the Competition and the composition of the Competition Commission are determined by the order of the Rector. Information about the Competition is posted on the website of ATU JSC <https://atu.kz> in the News section no later than 10 working days before the start of applications.

9.3 Applications for participation in the Contest are accepted by DDDER.

9.4 The Chairman of the Contest Committee has the right to request the EMM, CIET and educational divisions of JSC "ATU" documented information necessary for the Contest.

9.5 *The competition is held in three stages.*

9.5.1 At the first stage, the department considers the DER presented by the teaching staff of the department for the Competition. Up to three DERs, selected by voting results, are submitted by the department to the Faculty's Expert Commission. The submitted DER is accompanied by an extract from the minutes of the meeting of the department with a reasoned decision.

9.5.2 At the second stage, the Expert Commission of the faculty, created by the order of the dean, selects and submits the two best DERs to the Competition Commission of ATU JSC. The submitted DER is accompanied by an extract from the minutes of the meeting of the Faculty Expert Commission with a reasoned decision.

9.5.3 At the third final stage, the expert commission, approved by the order of the Vice-Rector for WMR, analyzes applications for participation in the Competition, based on the completeness and correctness of the submitted documents, evaluates the quality and efficiency of using the DER submitted for the Competition in accordance with the established criteria and determines the winners of the Competition among the teaching staff of JSC "ATU".

9.6 To participate in the Competition, applicants submit the following documented information to the Competition Commission:

9.6.1 cover letter in the form F.CIET-7.5.1-2021-02-01;

9.6.2 a link to the DER posted on the educational platform of JSC "ATU";

9.6.3 information about the leader and executors of the project for the development of the DER (form F.CIET-7.5.1-2021-02-02);

9.6.4 extract from the minutes of the meeting of the Faculty's Expert Commission with a reasoned decision.

9.7 All forms are typed in Times New Roman (size 12 pt.) with 1 interval. Applications are submitted to the DDDER electronically by e-mail [ciet@atu.kz](mailto:ciet@atu.kz). For all questions related to the development of the DER and registration of applications, please contact the DDDER, building 2B, office. 201, telephone (8-727) 396-71-33 (ext. 157).

9.8 Competitive applications drawn up in violation of the rules for registration, as well as those received after the deadline for submission established by the order of the vice-rector, are not accepted for consideration. Submitted bids will not be returned to the contestants.

9.9 DERs previously submitted to the Competition cannot be submitted for participation in the Contest if their author(s) were winners (prize-winners) of the Contest.

9.10 Applicants may be excluded from participation in the Tender in case of revealing the facts of providing false documented information by them.

9.11 The results of the Competition are documented in the minutes.



**10 EVALUATION CRITERIA**

- 10.1 Substantiation of the novelty and relevance of the DER, the possibility of implementing the DER in two or three languages, practitioner-oriented DER.
- 10.2 The existing backlog on the topic of the competitive application (approved by the DER as part of the educational process at the faculty or in a scientific laboratory, the availability of educational and methodological materials in electronic form).
- 10.3 The author(s) have experience of participation in similar projects (for example, development of DER, recording of video lectures, including webinars, development of modules/topics for online courses).
- 10.4 Presentation of logically and sequentially structured material.
- 10.5 The use of various methods of knowledge control slices (test tasks; a task consisting of a set of tasks with automatic checking of answers; a task with mutual assessment; a task with progress control; a jointly performed task with automatic verification; a jointly performed task with mutual assessment, etc. ).
- 10.6 Media saturation of the content (video, animation, scenery change, virtuality, etc.).
- 10.7 A combination of different learning tools (video, text, assignments, tests).
- 10.8 Clear wording of tasks and adaptability to the online format (automatic assessment).

**11 AWARDING OF THE WINNERS OF THE COMPETITION**

- 11.1 Information about the results of the Contest, including information about the time and place of the award DERemony, is published on the website of ATU JSC.
- 11.2 The winners of the Contest are awarded with diplomas or cash prizes.
- 11.3 Based on the results of the Contest, financial incentives are provided for the winners and nominees, the amount of which is determined by the order of the rector of ATU JSC.

**12 RESPONSIBILITY AND AUTHORITY**

<b>Subdivision</b>	<b>Powers</b>
<b>Vice-rector for AQ</b>	coordination of activities within the framework of this regulation; approval of the composition of the Expert Commission and the timing of the competition by stages
<b>Director of CIET</b>	updating of this Regulation; registration of control copies, informing interested parties and joint ventures, archiving of documented information of the CIET QMS; organization and coordination of activities for the implementation of specific stages of the Competition; verification of the conformity of the documented information of the Contest with the approved forms; advising interested parties on the Competition; Acceptance of applications for participation in the Competition in the following forms: F.CIET-7.5.1-2021-02-01; F.CIET-7.5.1-2021-02-02).
<b>Chairman of the Competition Commission</b>	application of an exclusively updated version of this provision; organization of the work of the Competition Commission; Summing up the results of the competition, registration of the protocol; presentation of the results of the competition to the rector of ATU for awarding the winners.
<b>Deans of faculties</b>	application of an exclusively updated version of this provision; organization of informing the heads of departments and teaching staff of the faculty about the EC competition; appointment and control of the deadlines for submission of competitive



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	documents by the departments; approval of the composition and organization of the work of the Faculty's Expert Commission within the terms established by the vice-rector for AQ; timely transfer of an extract from the minutes of the meeting of the Faculty Expert Commission and documents of the winners of the second stage of the competition to the Competition Commission.
<b>Heads of departments</b>	application of an exclusively updated version of this provision; informing the teaching staff of the department about the EC competition; organization of the timely submission of the teaching staff of the department of documents for the competition and the determination of the winners of the first stage of the competition; timely transfer of an extract from the minutes of the meeting of the department and documents of the winners of the first stage of the competition to the Expert Commission of the faculty.
<b>Teaching staff</b>	application of an exclusively updated version of this provision; compliance with the requirements of this provision; submission of documents to the CIET according to the forms: F.CIET-7.5.1-2021-02-01; F.CIET-7.5.1-2021-02-02); within the stipulated time.

### 13 Process Risks and Risk Prevention Actions

<b>13.1 Risks associated with:</b>	<b>13.2 Actions to prevent risks:</b>
<p>inappropriate communication, poorly functioning channels of internal and external exchange of documented information;</p> <p>violation of the deadlines for the provision of documented information;</p> <p>inconsistency of the information provided with the requirements.</p>	<ul style="list-style-type: none"> <li>• timely distribution, providing access to interested parties, control over changes, confidentiality, placement on the site and information stands only in Pdf format of electronic versions, approved documented information;</li> <li>• posting information about the Competition on the website of ATU JSC <a href="https://atu.kz">https://atu.kz</a> in the News section no later than 10 working days before the start of applications.</li> <li>• verification by the leaders of the Joint Venture and the Commissions of the documents submitted for the competition for compliance with the requirements reflected in the Regulations.</li> </ul>

### 14 PRIVACY

14.1 This provision is an internal regulatory document of ATU JSC and is not subject to submission to other parties, except for experts of DERtification bodies during a DERtification audit and in other cases with the permission of the rector of ATU JSC.

### 15 FINAL PART

15.1 The decision to change, supplement and cancel this provision is made by the rector of ATU JSC.

**APPS**

**F.CIET-7.5.1-2021-04-01**

**TRANSMITTAL LETTER**

1. Faculty:
2. Department:
3. Name of the DER:
4. Information about the author (s):
5. The purpose of studying the DER:
6. Duration:
7. Substantiation of the novelty and relevance of the DER and the backlog available to the author(s) (approved by the DER as part of the educational process at the faculty or in a scientific laboratory):
8. Availability of educational materials in electronic form:
9. Link to access to the DER:

Head of Department \_\_\_\_\_ (\_\_\_\_\_)

Author on the development of the DER \_\_\_\_\_ (\_\_\_\_\_)

The date: \_\_\_\_\_

**INFORMATION ABOUT THE LEADER AND EXECUTORS OF THE PROJECT  
FOR THE DEVELOPMENT OF THE DER**

COR name	
Faculty	department
Project Manager:	
1. Surname, name, patronymic	
Position, academic degree and academic title	
Functions performed in the project	
Information about participation in the implementation of similar projects	
Telephone	
Email	
Project executors (including experts (if any) and developers of educational materials, whose image will not be present in the DER)	
2. Surname, name, patronymic	
Position, academic degree and academic title	
Functions performed in the project	
Information about participation in the implementation of similar projects	
Telephone	
Email	
2. Surname, name, patronymic	
Position, academic degree and academic title	
Functions performed in the project	
Information about participation in the implementation of similar projects	
Telephone	
Email	

Author of the DER \_\_\_\_\_ (\_\_\_\_\_)



