

**MINISTRY OF EDUCATION AND SCIENCE  
Republic of Kazakhstan**

**Kazakhstan Maritime University**

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Chairman Of The Academic Council,  
\_\_\_\_\_ / **Aliev S. Zh.**

**REGULATIONS ON THE ORGANIZATION OF THE EDUCATIONAL PROCESS  
USING DISTANCE LEARNING TECHNOLOGIES**

**(Appendix No. 1 to the Academic policy of the Kazakhstan Maritime University)**

## 1 General provisions

1.1 the Present "regulations on the organization of educational process with application of distance educational technologies" (further – Position) defines requirements for the organization and effective implementation of the educational process using distance educational technologies in Kazakhstan Maritime University (hereinafter to Kazmu).

1.2 the purpose of distance learning (hereinafter referred to as DL) is to expand students ' access to quality educational services through distance learning technologies.

1.3 the Main tasks of kazmu do ARE:

1.3.1 management of the educational process, which includes study groups, organizing individual courses, performance, synchronization of the educational process, the load distribution of teachers, preparation of final statements

1.3.2 continuous improvement of the quality of implemented educational programs through application of distance educational technologies.

1.3.3 дополняет традиционный традиционный learning systemy обучения, позволяющ allowing you to optimize the learning process

1.4 The organization of Kazmu's educational process with the use of DOT coordinates the Department of distance technologies (hereinafter - DTS).

1.5 ODT:

1.5.1 plans and organizes the training process on DOT;

1.5.2 organizes consultations of teachers-Tutor on the implementation of DOT in the educational process;

1.5.3 creates conditions for teachers-Tutor to develop and update educational resources;

1.5.4 provides consulting assistance in the development of multimedia courses, methodological manuals;

1.5.5 administers testing systems and other knowledge control tools;

1.5.6 develops a methodology for using information resources for DOT;

1.5.7 participates in the development, maintenance and operation of software, information and technical means up TO;

1.5.8 provides assistance in improving the qualification of teachers in the organization of the educational process with the use of DOT.

## 2 Normative references

This Regulation has been developed in accordance with the requirements of the following regulatory documents:

1. "on approval of state mandatory standards of education at all levels of education" - order of the Minister of education and science of the Republic of Kazakhstan dated October 31, 2018 No. 604

2. "Rules for organizing the educational process on credit technology of training" - order of the Minister of education and science of the Republic of Kazakhstan dated April 20, 2011 No. 152 (amended on October 12, 2018 No. 563).

3. "Model rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education" - order of the Minister of education and science of the Republic of Kazakhstan dated October 30, 2018 No. 595.

4. "Rules for organizing the educational process on distance educational technologies" - order of the Minister of education and science of the Republic of Kazakhstan dated March 20, 2015 No. 137 (amended on may 30, 2016 No. 343).

9. " Academic policy of the Kazakhstan Maritime University (re-approved by the decision of the Academic Council on December 27, 2018, Protocol No. 6).

### 3 Main concepts and definitions used in the Regulation

**Asynchronous interaction**-occurs when the student and teacher cannot communicate in real time. In this case, the contact at the DOT is organized by e-mail correspondence, mailing lists or teleconferences;

**Distance educational technologies** - technologies implemented mainly with the use of information and telecommunications technologies in the mediated (at a distance) or not fully mediated interaction between the student and the teacher;

**Information and educational resources** - formalized ideas and knowledge of an educational nature, various data, methods and means of their accumulation, storage and exchange between sources and consumers of information;

**Information and educational portal**- a systemically organized interconnected set of information resources and Internet services that contains administrative and academic educational and methodological information that allows you to organize the educational process on the DOT;

**Case technology** is a technology based on the acquisition of sets (cases) educational and methodical materials on paper, electronic and other media and sending them to students for self-study;

**Mass open online course** (hereinafter referred to as MOOC) is a training course with interactive participation using mass e-learning technologies and open access via the Internet;

**Multimedia**-a set of hardware and software tools that allow the user to work in an interactive mode with heterogeneous data (graphics, text, sound, video);

**Non-formal education is a type of education** provided by organizations that provide educational services that do not take into account the timing and form of training, and is accompanied by the issuance of a document confirming the results of training;

**OA University portal** is a systemically organized, interconnected set of Internet information resources and services that contains administrative, academic and educational-methodical information that allows you to organize the educational process on the DOT;

**Результаты обучения** Learning outcomes – the amount of knowledge, skills, and attitudes that students have acquired and demonstrated as they progress through the educational program that is confirmed by an assessment;

**Режим "On-line mode"** -information exchange in real time;

**"Off-line" mode**-information exchange in free time space;

**Network technology** is a technology that includes providing educational and methodological materials, forms of interactive interaction of students with the teacher and with each other, as well as the administration of the educational process based on the use of the Internet;

**Synchronous interaction**-provides real-time communication between the student and the teacher. For this purpose you can use chat rooms systems of distance educational technology or videoconferences;

**Mixed learning** is a learning technology in which learning is conducted in a traditional full-time form and using distance learning technologies;

**A tutor** - is a teacher - consultant of distance learning who manages students' independent work, as well as supervises the implementation of their individual curriculum and the assimilation of educational material;

**Testing complex** is a software tool designed to determine the degree of mastering of educational material by students at all levels of the educational process;

**Forum**-an element of distance learning that allows the user to communicate with participants in the educational process, belonging to its field of view, over the network Internet in question-and-answer mode (asynchronously, i.e. at a convenient time);

**Chat**-an element of distance learning that allows the user to communicate with participants of the educational process belonging to its field of view in real time over the Internet (synchronously, i.e. simultaneously);

**Digital educational resources** (hereinafter – referred to as DIS) are didactic materials on the subjects studied that provide interactive learning: photographs, video clips, static and dynamic models, objects of virtual reality and interactive modeling, sound recordings and other digital educational materials;

**Цифровой IFR content**-informational content of digital educational materials (texts, graphics, multimedia and other information-relevant content);

**Adviser** – a teacher who performs the functions of an academic mentor of a student in the relevant specialty, providing assistance in choosing the learning trajectory (formation of an individual curriculum) and mastering the educational program on credit technology of training during training;

**Electronic educational publication** – an electronic publication intended for automating learning and controlling knowledge, and corresponding to the training course or its individual parts, as well as allowing you to choose the path of learning and providing various types of educational work;

**Electronic educational and methodical complex** – a set of materials necessary for the study of a discipline.

#### **4 Symbols and abbreviations**

4.1 the following symbols and abbreviations are used in this Regulation:

KAZMU - Kazakhstan Maritime University;

GSO - the State mandatory standard of education DOT-distance education technologies;

PRE-distance learning;

IOR-information and educational resources;

OTD, division of remote technologies;

OP-registration office;

UMR-educational and methodical work;

EUI-electronic educational publication;

EUMC is an electronic educational and methodical complex.

#### **5 Organization of the educational process with the use of DOT**

5.1 implementation of DOT in KAZMU is carried out according to the following types: network technology and case technology.

5.2 For the organization of the educational process with the use of DOT in KAZMU, you need:

5.2.1 a distance learning portal containing educational, methodological, organizational and administrative information for students;

5.2.2 equipment with access to the telecommunications network;

5.2.3 multimedia classrooms and e-reading rooms;

5.2.4 educational content;

5.2.5 testing Suite;

5.2.6 network-based learning management systems;

5.2.7 educational content management systems.

5.3 DOT in KAZMU are applied to all students обучающихся (according to the order Minister of education and science of the Republic of Kazakhstan A. Aimagambetov dated 14.03.2020 N 108 "on strengthening measures to prevent the spread of coronavirus infection COVID-19 in educational organizations, organizations for orphaned children and children left without parental care during the pandemic»:

5.4 DOT is based on conducting **training sessions** in the "**on-line**", "**off-line**" (except for the final certification). On-line training sessions provide for a real-time learning interaction process (online lectures via videoconference, Internet messaging, etc.). off-line Training sessions provide for a learning interaction process in which communication between the teacher and the trainee is asynchronous.

5.5 The training sessions are held in the form of video lectures, online lectures, multimedia lectures; independent work of students on electronic educational publications. Computer systems are used to organize private classes; consultations are organized through forums, chats and e-mail.

5.6 Independent work of the student under the guidance of a teacher - tutor includes interactive consultations on all educational materials of the discipline through chat, forum, online classes and self - study of theoretical material by students.

5.7 Educational and methodological materials can be provided to students in the form of: electronic training

courses, virtual laboratory workshops, computer knowledge control systems with test sets, other electronic materials; printed publications; electronic resources with access to the Internet.

5.8 **ODT** forms a personal account to log in to the portal and transmits the student's username and password, provides network access to them.

Registration information (username and password) cannot be shared with third parties.

- **the head of the Department** providing the educational process with the name of DOT appoints a teacher-tutor, fixes it in the AIS and includes the student in the load of the teacher;

- **the assigned teacher-tutor** uploads the EUMC for the current semester to the DO portal ДО.

5.9 The academic year for DOT students is organized in accordance with the academic calendar.

5.10 in the CE, types of educational activities in the implementation of the educational process with the use of DOT are carried out by:

5.11 pedagogical communication of a teacher-tutor with a student using telecommunications means. **On обучающемся** the initiative of the student contact forms of work at the University are allowed;

5.12 independent work of the student with the means of education (EUMC disciplines, additional literature).

5.13 The basis for studying disciplines is the electronic educational and methodical complex (EUMC). EUMC training is carried out by a teacher - tutor in accordance with the approved working curricula.

5.14 Current monitoring of academic performance, intermediate and final certification of students is carried out in an information system that is protected from unauthorized access and falsification through the use of electronic methods of restricting access and independent assessment, in accordance with the working curriculum, individual curriculum, academic calendar and curricula.

5.15 Conducting the current control of academic performance and intermediate certification for students on DOT is carried out by:

5.15.1 direct communication between the student and the teacher in the "on-line" mode using telecommunications means (at the initiative of the student);

5.15.2 automated testing systems;

5.15.3 verification of written individual tasks (with case technology).

5.16 Current control of academic performance, intermediate and final certification of students on DOT are regulated Academic policy TOAZM.

5.17 Current control of academic performance and interim certification for students with the use of DOT can be represented by various types of educational work (tests, practical tasks, laboratory work, etc.). In this case, the type of educational work is determined by the teacher independently. All assignments must be reviewed and approved at the Department's meeting.

5.18 The number of tasks is:

5.18.1 **for the current control** of academic performance - no more than 6 for each discipline (no more than 1 task for each week). At the same time tasks are submitted by the teacher to the distance learning portal in stages and on a weekly basis;

5.18.2 **for border control** - one task for each border control. Tasks are submitted by the teacher to the remote educational portal during the 6th (for the 1st boundary control) and 14th (for the 2nd boundary control) weeks;

5.18.3 **for intermediate certification** - no more than 1 task in the form of a test in each discipline. At the same time, the number of test questions should not exceed 25 for each discipline. Test questions are entered in the test shell placed on the remote educational portal, which allows you to automatically evaluate the educational achievements of students.

The number of attempts to complete a test task during an interim assessment should be limited to one. The test task completion time is 50 minutes (limited).

The level of complexity of tasks for current and boundary controls and intermediate certification should be in the range from medium to high and should correspond to the material passed.

5.19 Responsible for the development and improvement of test tasks for intermediate certification is a teacher leading the discipline, or a teacher appointed by the head of the Department.

5.20 **И** when developing test tasks for intermediate certification, the following General organizational and methodological requirements must be observed:

5.20.1 assignments for this discipline should be made up to the extent of the requirements of the curriculum and syllabus;

5.20.2 when preparing for exams, students should be able to access all the standard tasks included in the test database;

5.20.3 the test database should contain tasks of three levels of complexity in the following proportion: simple-40%, medium-40%, complex-20%;

5.20.4 the tasks must contain the necessary reference data, it is not allowed for students to use textbooks, manuals and other sources of information during the exam, except for reference materials specified in the passport of test, examination questions and tasks and questions;

5.20.5 tasks and questions are written in the language of instruction;

5.20.6 all designations of quantities used in the task text and responses must be explained and their units specified.

5.21 Academic achievements of students are evaluated according to the point-rating letter system of assessment of accounting of educational achievements of students

5.22 Academic achievements of students in foreign languages (Kazakh, foreign, Russian) are evaluated in accordance with the point-rating letter system for evaluating academic achievements of students in foreign languages in accordance with the level model.

5.23 The student is admitted to the intermediate certification in the discipline after completing and passing all the control measures established by the RUE.

5.24 P on the expiration of the term allotted for passing the boundary control, the task base and the ability of the teacher – tutor to evaluate the student's academic achievements are blocked by the portal administrator.

5.25 Professional practice is conducted based on the specifics of the educational program.

5.26 Data is imported to the AIS from the DO portal by the teacher- tutor two days after the last day of the intermediate certification.

5.27 The term of border control / interim certification may be extended on the basis of the submitted supporting document (certificate of illness, due to the birth of a child, death of close relatives, etc.) and an application of the established sample. In case of a positive decision, the application is approved by the Vice-rector, after which an order is issued to extend the deadline for border control / intermediate certification. In accordance with the authorized application of the RR, an individual sheet is issued, in which the teacher enters an assessment after the students pass the border control / exam. Employees of the RR within a period of no more than 2 days from the date of return of the individual statement enter the estimates indicated in it in the AIS.

5.28 The individual statement is valid for 14 calendar days from the date of its receipt by the student. If the statement is submitted to the PR at a later date, the scores received cannot be counted.

5.29 In order to eliminate the academic debt of students with the use of DOT, as well as to meet the needs for additional training, KAZMU organizes a summer semester. The organization of the summer semester and the registration of students is carried out by the PR.

5.30 The procedure for passing academic debt in the summer semester involves re-studying the discipline, performing tasks of disciplines in a remote format and passing exams on the disciplines of academic debt according to the terms of organization of the summer semester.

5.31 The results of exams in subjects mastered during the summer semester are taken into account in the transfer score (GPA GPA).

All the points received by students in the studied disciplines are reflected in the transcript.

5.32 **Final certification** of students with the use of DOT in KAZMU is carried out in accordance with the Academic policy

Final certification:

5.33 is aimed at determining the degree of mastering by students of the volume of academic disciplines and (or) modules and other types of educational activities provided for by the OP in accordance with the state educational standard;

5.34 is organized by the ODT, corresponding Department and OR;

5.35.3 the course is held within the terms stipulated by the academic calendar and the RUP;

5.35.3. students who have fully completed the educational process in accordance with the requirements of the curriculum are allowed.

5.37 Students with the use of DOT, as well as teachers, must comply with the principles of academic

integrity.

5.38 Students who have fully met the requirements of the state mandatory standard of education, mastered the training program and passed the final certification, are issued a document of state-issued education.

5.39 Professional practice is conducted by educational organizations, based on the specifics of the educational program.

## **6 Organizational and methodological support of the educational process with the use of DOT**

6.1 the Main teaching tool used in the kazmu distance learning system is the "Platonus" AIS system».

6.2.the advertiser - the author of the EUMC - places It in the course sections. Resources can be represented as files, or as links to external sites.

6.2.3 tasks - tasks that must be answered electronically (the response must be sent in the form of one or more files);

6.2.4 survey-a mechanism that allows students to ask a question with a choice of one or more answer options;

6.2.5 the "database" element - can be used for:

- joint accumulation of articles, books, hyperlinks, etc.;
- demonstration of photos, posters, etc. created by distance learning students;
- providing distance learning students with a place to store files, etc.;

6.2.6 seminar - a type of training where distance learning trainees should evaluate the performance of other distance learning trainees;

6.2.7 lecture - a type of class where educational material can be given out in parts. In any part of the educational material of the lecture, you can ask questions, depending on the result of which you can direct the distance learning listener along a certain trajectory;

6.2.8 Glossary – material formed according to the terms of the course of the discipline with possible links to sections of the course;

6.3 In order to provide students with educational and methodological materials, it is necessary to have an EUMC in all disciplines of the curriculum, implemented with the use of DOT.

6.4 EUMC is prepared by a teacher according to approved working curricula.

6.5 The mandatory set of EUMC consists of:

6.5.1 approved syllabus, including the content of the discipline, calendar and thematic plan, list of recommended literature (main and additional), schedule of remote consultations;

6.5.2 electronic lecture notes: 15 full-length lectures (each lecture - at least 3 pages) with control questions for each lecture for self-checking the student;

6.5.3 tasks for practical and / or laboratory work with a theoretical description. When developing tasks, you should consider submitting tasks in the form of \*.doc, \*.xls, and \*.ppt files;

6.5.4 tasks for independent work of the student and independent work of the student under the guidance of a teacher;

6.5.5 materials on the organization of border control (control works, test tasks, individual tasks).

For conducting intermediate certification and border control (if it is conducted in the form of testing), an electronic Bank of questions is created, from which test tasks for students are formed by random sampling. для

The electronic Bank of questions consists of не менее at least 100 test tasks for each boundary control and each intermediate certification in accordance with the working curriculum.

6.6 An additional set includes methodological instructions for the implementation of course work; computer programs of a training nature: simulators, Tutors, reference materials, multimedia versions of the implementation of training and teaching AIDS that help the learning material of the discipline.

6.7 The transfer of educational and methodological materials is carried out in one of the following ways:

6.7.1 the student personally receives printed publications and electronic materials from KAZMU;

6.7.2 educational electronic materials are sent by mail;

6.7.3 the student is provided with access to educational and methodological resources via the Internet.

6.8 Educational and methodological materials are provided free of charge, unless otherwise provided by an individual training contract.

## **7 Rights and obligations of participants of the educational process with the use of DOT**

### **7.1 Rights and obligations DOT Department:**

#### **7.1.1 Отдел ДОТ**The DOT Department has the right to:

- request from the University's educational departments information related to the use of DOT in the educational process, necessary for University reports;
- require departments to provide timely data on the teaching load of teaching staff, taking into account the use of DOT, reports on the use of DOT in the educational process;
- check at the departments the availability of documentation regulating the use of DOT, the level of implementation of DOT in the educational process, the organization of SRS and make appropriate recommendations;

#### **7.1.2** when organizing the educational process with the use of DOT, the DOT Department must:

- organize and coordinate the educational process with the use of DOT;
- provide interaction of participants of the educational process on the basis of DOT.

### **7.2 rights and obligations of the DTA:**

#### **7.2.1** ODT is entitled to:

- organize the educational process with the use of DOT on the portal TO;
- conduct training seminars / courses on the organization of training using DOT for the purpose of allowing teachers to work on the DOT portal;

#### **7.2.2** the Director of the organization of the educational process with the use of DOT on the portal is obliged TO:

- manage the portal up TO;
- carry out activities to improve the qualification of teachers, in coordination with the relevant departments;
- provide methodological and technical assistance to the departments in establishing the EUMC;
- provide interaction of participants of the educational process with the use of DOT;
- receive logins and цифровизации passwords of access to the DO portal from the center for information and technical support and digitalization, bring them to the attention of students;

### **7.3. The rights and duties of the Department:**

#### **7.3.1** the Department using DOT in the educational process is obliged to:

- to make the curriculum tailored to the DOT in accordance with SES;
- to develop the EEMC with the necessary teaching materials in electronic form and hold them certified in the prescribed manner;
- teachers of the Department can regularly undergo advanced training in the field of using DOT in the educational process;
- perform the training load with the use of DOT.

### **7.4 rights and obligations of the faculty:**

#### **7.4.1** the Faculty has the right to:

- carry out the recruitment of students for training with the use of DOT;
- use DOT in the educational process;
- refuse a student access to the DO portal in case of violation of the provisions of the agreement on training or the Charter of KAZMU .

#### **7.4.2** the Faculty using DOT in the educational process is obliged to:

- assign employees to interact with CCT providing training on the basis of the DOT;
- organize an educational process with the discussion of DOT in accordance with the curricula of the faculty's training programs;
- in the case of organizing the educational process based on a combination of classroom classes and independent work of students using DOT, make a schedule of classroom classes;
- exercise control over the educational process with the use of DOT.

### **7.5 rights and obligations of the teacher:**

#### **7.5.1** the Teacher has the right to:

- get access to the portal BEFORE( username, password and user instructions);
- get consultations in the ODT on the issues of the educational process with the use of DOT;
- use the developed EUMC for full-time training and the use of DOT.

#### **7.5.2** the Teacher must:



- attend training courses/seminars on the organization of training with the use of DOT or professional retraining;
- possess special knowledge and skills in organizing monitoring of learning outcomes, checking, reviewing, and directing the writing of test and coursework;
- master the technology of conducting individual and group educational consultations via the Internet;
- possess information and communication technologies;
- possess the skills of planning, designing and developing training courses and modules of educational programs using DOT;
- carry out teaching activities according to the schedule of classes, conduct consultations of students (contact, feedback (messages, forum) in the portal DO);
- a teacher can log in to the DO portal at least once a week;
- develop the EUMC for the current semester and upload it to the DO portal within 2 weeks from the beginning of the semester.

#### 7.6 rights and obligations of the student:

##### 7.6.1 The trainee has the right to receive information in a timely manner:

- access to the DO portal (username and password);
- consultations of teachers on the educational process with the use of DOT.

##### 7.6.2 the Student must:

- be liable for intentional disclosure of registration information, in particular, the transfer of your username and password to another person;
- complete all types of tasks within the set time frame;
- timely pass the current and final attestations provided for in the working curricula and academic calendar.