

Alikhan Bokeikhan University Educational Institution		
Документ СМК 3 уровня	Редакция №2 от 25.03.2023 года взамен редакции №1 от 16.02.2022 года	Пр.14.04/2023
Правила		

**RULES ON ORGANIZATION AND COURSE HELPING IN NON-  
FORMAL EDUCATION**

**Семей, 2023**

## ПРЕДИСЛОВИЕ

### Настоящие правила:

#### 1. Разработаны:

Директор Института повышения квалификации и дополнительного образования:

Молдажанов М.Б. Молдажанов «25» 03 2023 г.  
(подпись)

#### 2. Согласованы:

Руководитель юридической службы - юрисконсульт:

Эфендиев Э.И. Эфендиев «25» 03 2023 г.  
(подпись)

#### 3. Утверждены и введены в действие:

Ректор Курманбаева Ш.А. Курманбаева «25» 03 2023 г.  
(подпись)



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## 1. General points

1. These rules on the organization and delivery of courses in the framework of non-formal adult education (hereinafter rules) defines the procedure for implementing additional educational programs of non-formal education.

2. Structural unit that implements educational programs of non-formal education (hereinafter referred to as courses) in EE "Alikhan Bukeikhan University" is the Institute for Professional Development and Continuing Education (hereinafter referred to as the Institute).

3. The rules are designed to meet the requirements of the following rules:

- 1) Law of RK "On Education" subparagraph 25) article 5 of July 25, 2007.
- 2) "Rules of the educational process organization on credit technology of education", approved by the order of the Minister of Education and Science of RK № 152 of 20.04.2011, with amendments and additions order № 563 of October 12, 2018;
- 3) "Rules of the educational process organization by distance learning technologies" order of the Minister of Education and Science of the Republic of Kazakhstan on March 20, 2015 №137 (as amended and supplemented on November 03, 2020 № 547).
- 4) "Standard rules of activities of educational organizations implementing educational programs of higher and (or) postgraduate education" by the order of the Ministry of Education of the RK dated 31.08.2022, № 385 (Appendix № 9).
- 5) "On approval of national project "Quality education "Educated nation" Resolution of the Government of the Republic of Kazakhstan on October 12, 2021, # 726
- 6) "On approval of the Concept of lifelong learning (lifelong education) Decree of the Government of the Republic of Kazakhstan dated July 8, 2021, #471.

4. The following basic concepts are used in these Rules:

- 1) Non-formal adult education - a type of education, carried out by organizations that provide educational services, provided without regard to place, timing and form of learning, and is accompanied by a document confirming the results of learning;
- 2) Educational program - a set of basic characteristics of education; a document defining the scope, content and planned learning outcomes (knowledge, abilities, skills), as well as forms of attestation;
- 3) Final assessment - a procedure to confirm the level of competencies acquired by the listener in accordance with the requirements of the program of non-formal education courses;
- 4) Certificate - a document of the established form, confirming the level of compliance of the specialist (level of professional competence) to the qualification requirements, as well as standards for a particular field and level of professional activity.

## **2. The procedure for the organization of non-formal education courses**

5. Courses depending on the content are organized:

- face-to-face;
- Online, through Massive Open Online Courses (hereinafter referred to as MOOC's)

6. Mastering courses in non-formal education is carried out in order to obtain additional competencies in related or specialized educational programs, as well as to meet the personal needs of the learner.

MOOC's as a training course with mass interactive participation with the use of e-learning technologies and open access via the Internet, aimed at the development of professional competencies and makes it possible to use interactive user forums that help create and maintain communities of learners, teachers.

7. The University shall, for the purpose of organizing and conducting professional development courses for teachers, carry out:

- 1) Registration of applications of Applicants for the courses;
- 2) Development and approval of educational programs of courses;
- 3) Training of listeners on the courses
- 4) Administering the University's MOOC's platform for online training.
- 5) contracting with domestic and foreign MOOC's platforms

8. A person applying for a course (hereinafter referred to as the Applicant) shall submit to the University an application in the form set out in **Application 1**.

The Applicant shall attach a copy of his/her identity card to the application.

9. Admission of students to the courses is formalized by the order of the Director of the Institute on the admission to training on the basis of the application of the applicant.

For the implementation of training, the University and the listener shall draw up an agreement on the provision of paid educational services.

The listener shall sign a training agreement with the University specifying the following conditions for the courses:

- 1) to study according to the established curriculum, schedule, and/or schedule of classes;
- 2) to observe academic discipline and norms of behavior, including respect for the teaching staff and other students, not to encroach on their honor and dignity;
- 3) attend all classes according to course schedules;
- 4) pass the final assessment to the extent of not less than 50% of the maximum grade received.

Trainees have the right:

- participate in determining the content of educational programs;
- to use the available normative and instructive documents, educational and methodical materials for mastering the educational programs, as well as the library and information fund, services of other units;
- to appeal against the orders of the Institute in the manner prescribed by the legislation of the Republic of Kazakhstan.

For MOOC's University courses, the application and admission process is similar.

10. The educational process shall be regulated by the schedule of the educational process (class schedule) formed by the Institute.

11. The educational program of non-formal education shall be developed by the lecturer/teacher and approved by the Director of the Institute (**Application 2**). The educational program of courses shall be developed within a period of no more than 10 working days from the date of admission of the student to training.

### **3. The procedure of non-formal education courses**

12. Conducting courses at a time or by stages through the development of different areas and modules, as well as on the basis of enterprises (organizations) in accordance with the profile of the course.

The profile of courses is strictly defined by the profiles of educational programs specified in the annexes to the license to conduct educational activities of the University.

13. Courses are taught by the University's faculty.

To assign instructors to teach courses, the Institute sends memos to heads of departments for the nomination of instructors to teach in non-formal education

14. The duration of the Course is determined in the application of the Student and is limited to six (6) academic credits (180 academic hours).

Academic hour of the Course is 45 minutes.

15. After approval of the educational program of the course, the specialist of the Institute shall prepare a schedule that takes into account the employment of the instructor and the student. The Director of the Institute approves the schedule. (The MOOC's do not require a schedule).

The courses are held in free classrooms of the University facilities.

An attendance register in the form prescribed in **Application 3** is kept by the lecturers (no attendance register is required for MOOC's). At the end of a theoretical course, a statement is made in the form prescribed in **Application 4**.

Trainees who have completed the theoretical course and wish to obtain a certificate, take an exam in the form prescribed by the instructor.

On the basis of the results of the exam, taking into account the evaluation of the theoretical training, a examination statement (**Application 5**) is drawn up.

16. Score-rating assessment of students' achievements:

Rating control (current) - 60%;

Exam (final) - 40%.

### Criteria for assessing students' knowledge

Letter grading system	Digital equivalent of points	Percentage content	Evaluation by traditional system
A	4,0	95-100	excellent
A-	3,67	90-94	
B +	3,33	85-89	good
B	3,0	80-84	
B -	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	satisfactorily
C -	1,67	60-64	
D +	1,33	55-59	
D	1,0	50-54	
FX	0	25-49	unsatisfactory
F	0	0-24	

### Rating calculation

№	Types of work	Number of points
1	Theoretical training	60%
2	The exam	40%
3	Total:	100%

Calculation of the final grade in the discipline.

The final grade is calculated according to the formula:

$$ИО = T_{И} * 0,6 + Э * 0,4$$

Where:

$T_{И}$  – the final rating of theoretical training;

$Э$  – the digital equivalent of a grade on an exam.

17. The completion of the training of students and the decision to issue a certificate shall be formalized by the Order of the Director of the Institute.

18. The University shall issue to the trainees who have successfully passed the final assessment in accordance with the educational program of courses, a certificate indicating the topic and volume of hours, according to the form according to Appendix 6 to these Rules. 19.

19. Trainees who do not pass the final assessment shall have the opportunity to:

- 1) for reassessment of knowledge, not more than once a year;
- 2) to reassess knowledge with the next stream of Courses;

20. The Director of the Institute, or in case of his/her absence, the person replacing him/her shall sign the certificate, valid for 3 (three) years from the date of issue of the certificate, having a QR-code to verify the authenticity of the certificate.

## Application 1

Director of the Institute for Advanced  
Training and Continuing Education  
Moldazhanov M.B.

by \_\_\_\_\_

\_\_\_\_\_  
Surname, first name, patronymic

IIN \_\_\_\_\_

\_\_\_\_\_  
Contact phone

### APPLICATION

Please enroll me in the course \_\_\_\_\_

\_\_\_\_\_

in a nonformal education program of \_\_\_\_\_ hours  
from « \_\_\_\_\_ » \_\_\_\_\_ 202\_\_.

Language of instruction \_\_\_\_\_

I am familiar with the cost and conditions.

\_\_\_\_\_  
(application date)

\_\_\_\_\_  
(applicant's signature)



## Application 2

### ALIKHAN BOKEIKHAN UNIVERSITY

Institute for Advanced Studies and Continuing Education

«APPROVED»

Director of the Institute, PhD

\_\_\_\_\_Moldazhanov M.B.

"30" June 2022 year

### The educational program of non-formal education course on the discipline

« \_\_\_\_\_ »

Purpose:

Tasks:

#### Contents

№	Name of topics	Number of hours			
		Total	Lectures	Practical	Independent work of the listener
<b>Module I. «.....»</b>					
1.		1			
2.					
3.					
4.					
Total for the module					
<b>Module II «. ....»</b>					
5.					
6.					
7.					
8.					
9.					
Total for the module					
<b>Module III. «.....»</b>					
10.		1	1		
11.					
12.					
13.					
Total for the module					
Total					

Course instructor: \_\_\_\_\_ / \_\_\_\_\_ /

**Application 3**

**Journal of attendance of students in non-formal education**

Course Name \_\_\_\_\_

Course instructor: \_\_\_\_\_

№	Name and surname of the listener	Date													

Course instructor: \_\_\_\_\_ / \_\_\_\_\_ /

**ALIKHAN BOKEIKHAN UNIVERSITY**

Institute for Advanced Studies and Continuing Education

**STATEMENT**

Course Name \_\_\_\_\_

Course instructor: \_\_\_\_\_

Date of the event « \_\_\_\_\_ » \_\_\_\_\_ 202\_\_ y.

<b>№</b>	<b>Name of the listener</b>	<b>Letter grading system</b>	<b>The digital equivalent of points</b>	<b>Percentage content</b>	<b>Signature</b>

Lecturer \_\_\_\_\_  
Signature

Director \_\_\_\_\_  
Signature

**ALIKHAN BOKEIKHAN UNIVERSITY**

Institute for Advanced Studies and Continuing Education

**EXAMINATION STATEMENT**

Course Name \_\_\_\_\_

Course instructor: \_\_\_\_\_

Date of the event « \_\_\_\_\_ » \_\_\_\_\_ 202\_\_y.

<b>№</b>	<b>Name of the listener</b>	<b>Evaluation of theoretical training</b>	<b>The exam</b>	<b>Final score</b>	<b>Signature</b>

Lecturer \_\_\_\_\_  
Signature

Director \_\_\_\_\_  
Signature

СЕРТИФИКАТ  
Institute for Advanced Studies and Continuing Education

Осы сертификат,

«\_\_\_\_\_» бағдарламасы бойынша  
курстан \_\_\_ академиялық сағат көлемінде  
202\_ жылғы «\_\_» \_\_\_\_\_ «\_\_»  
\_\_\_\_\_ дейін өткенін растайды

1. Теориялық курс – \_\_\_ балл.
2. Емтихан (ауызша) – \_\_\_ балл.

Институт директоры Молдажанов М.Б.

202\_ жылғы «\_\_» \_\_\_\_\_

Тіркеу нөмірі \_\_\_\_\_

Настоящим подтверждает, что

прошел(-а) курсы по программе  
«\_\_\_\_\_» в объеме -  
\_\_\_\_\_ академических часов с «\_\_» \_\_\_\_\_  
по «\_\_» \_\_\_\_\_ 202\_ года.

1. Теоретический курс – 80 баллов.
2. Экзамен (устно) – 80 баллов.

Директор Института Молдажанов М.Б.

«\_\_» \_\_\_\_\_ 202\_ года

Регистрационный номер \_\_\_\_\_