

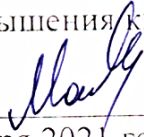
Educational institution Alikhan Bokeikhan University»		
Level 3 QMS Document	Revision No 1	П.14.01/2021
Regulations	28.12.2021 dated	

## **REGULATIONS ON PEDAGOGICAL RETRAINING**

**Semey, 2021**

**РАЗРАБОТАНО**

Институт повышения квалификации и дополнительного образования

Директор  Молдажанов М.Б.  
от «28» декабря 2021 года

**РЕКОМЕНДОВАНО**

Ученым советом университета  
Протокол №4 от «28» декабря 2021 года

**УТВЕРЖДЕНО**

Ректор  Курманбаева Ш.А.



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## 1. Scope of application

Regulations on pedagogical retraining (hereinafter referred to as the Regulations) The educational institution «Alikhan Bokeikhan University» (hereinafter referred to as the University) was developed in order to determine the procedure for organizing and conducting training under the educational program «Pedagogical Retraining» (hereinafter referred to as the Program) at the university, as well as the development and approval of the Program, as well as monitoring the effectiveness.

The regulation is intended for all departments of the University participating in the implementation of the training Program.

## 2. Regulatory references

- Law of the Republic of Kazakhstan dated 27 July, 2007 No. 319-III «On Education» (with amendments and additions)
- Law of the Republic of Kazakhstan dated December 27, 2019 No. 293-VI «On the status of a teacher» (with amendments and additions)
- Professional standard «Teacher», approved by the order of the Acting Minister of Education of the Republic of Kazakhstan dated December 15, 2022 No. 500
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 17, 2020 No. 110. «On approval of the Rules of pedagogical retraining»
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 30, 2018 No. 595 «On approval of Standard Rules for the activities of organizations of higher and (or) postgraduate education» (as amended by Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated 11/18/2022 No. 145)

## 3. Designations and abbreviations

Institute - Institute of Advanced Training and Additional Training

USMHE - Unified system of management of higher education

Courses - Pedagogical retraining

Rules - Rules of pedagogical retraining. Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 17, 2020, # 110

University - Educational Institution «Alikhan Bokeikhan University»

Rector - Rector of the educational institution «Alikhan Bokeikhan University

Programm - Educational programm «Pedagogical retraining»

#### 4. Glossary

Academic credit is a unified unit of measurement of the volume of scientific and (or) academic work (workload) of a student and (or) a teacher.

The Institute of Advanced Training and Additional Training is a structural unit of the University that implements educational programs of pedagogical retraining.

Final certification of students is a procedure carried out in order to determine the degree to which they master the scope of academic subjects, academic disciplines and (or) modules provided for by the state mandatory standard of the appropriate level of education.

An educational program is a single set of basic characteristics of education, including goals, results and content of training, organization of the educational process, methods and methods of their implementation, criteria for evaluating learning outcomes.

The classifier of training directions with higher and postgraduate education (hereinafter – the classifier of training directions) is a document that establishes the classification and coding of training directions with higher and postgraduate education and is used for the implementation of educational programs of higher and postgraduate education.

Applied Bachelor's degree is a post–secondary education, the educational programs of which are aimed at training personnel with the award of the qualification «applied bachelor».

Applied Bachelor's degree is a qualification awarded to persons who have mastered the educational programs of post–secondary education.

Curriculum – a program that determines the content and scope of knowledge, skills, skills and competencies to be mastered for each academic subject, each academic discipline and (or) module.

Curriculum is a document regulating the list, sequence, volume (labor intensity) of academic subjects, academic disciplines and (or) modules, professional practice, other types of educational activities of students of the appropriate level of education and forms of control.

Training is a purposeful process of organizing the activities of students and pupils to acquire knowledge, skills, skills and competencies, develop abilities, gain experience in applying knowledge in everyday life and form motivation for acquiring knowledge throughout life.

Learning outcomes – the amount of knowledge, skills, acquired, demonstrated to students by mastering the educational program, and the values and attitudes formed, confirmed by the assessment.

A teacher is a person who has a pedagogical or other professional education in the relevant profile and carries out the professional activity of a teacher for the training and upbringing of students and (or) pupils, methodological support or organization of educational activities.

The listener is a person with a professional education who does not have a pedagogical education, who for the first time starts the professional activity of a teacher in the appropriate profile, undergoes pedagogical retraining on the basis of organizations of higher and (or) postgraduate education.

#### **4. General provisions**

The courses are conducted by the University, for persons with a professional education, who do not have a pedagogical education, who are starting the professional activity of a teacher for the first time in the relevant profile (hereinafter referred to as the Applicant).

Persons with pedagogical education for secondary education, who are starting professional activity of a teacher in preschool education organizations for the first time, are also equated to the above applicants.

The responsible structural unit of the University for the development, organization and conduct of pedagogical retraining courses is the Institute of Advanced Training and Additional Training (hereinafter – the Institute).

The courses are conducted full-time. In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, the occurrence of emergency situations of a social, natural and man-made nature, the University organizes courses in a remote format (online) or taking into account the requirements of the authorized body in the field of education.

#### **5. The procedure for the development and approval of the educational program «Pedagogical retraining»**

The University develops the Program taking into account the needs of the labor market, the expectations of employers and the individual interests of students, as well as in accordance with the Professional Standard «Teacher».

The program is developed by the course coordinator (Institute) in accordance with the following criteria:

1) The program is developed exclusively in those areas of teacher training for which the University has Appendices to the License to conduct educational activities in the field of training «Pedagogical Sciences», in accordance with the Classifier of areas of training with higher and postgraduate education;

2) The duration of training is at least 5 months;

3) The volume of the educational program is at least 42 credits. The number of credits of the «Basic Disciplines» block is at least 29 credits, of which the «University component» is 19 credits (Table 1). The number of credits of the «Profile disciplines» block is at least 11 credits, of which the «University component», including pedagogical practice, is at least 6 credits.

4) The disciplines of the component chosen by the block «Profile disciplines» in terms of content should include the methodology of teaching the subject according to the corresponding profile of teacher training;

5) Final certification – 2 credits.

Table 1 - Program Structure

№	Disciplines	Распределение кредитов
1	Basic Disciplines, at least 29 credits	1. University component of 19 credits, including: - Pedagogy - 5 credits; - Psychology - 5 credits; - Age physiology and school hygiene - 3 credits; - Theory and methodology of educational work - 3 credits; - Inclusive education in the system of preschool and secondary education - 3 credits. 2. Optional component of at least 10 credits.
2	Profile disciplines, at least 11 credits	1. University component of at least 6 credits, including: pedagogical practice of at least 6 credits. 2. Optional component of at least 5 credits.
3	Final certification – 2 credits	

The developed Program is sent for consideration and approval by the Academic Council of the University.

The approved program undergoes a mandatory examination procedure for inclusion in the Register of Educational Programs of the USMHE.

## **6. The procedure for enrolling, deducting and restoring students for pedagogical retraining courses**

Acceptance of documents for courses is organized in accordance with the requirements of the Admission Committee Rules. The admissions committee is created by order of the rector for a period of 1 (one) calendar year on the basis of a memo from the director of the Institute. The composition of the admissions committee is determined by the university independently in accordance with the requirements of the Admissions Committee Rules. Exclusion from the composition and/or change in the composition of the commission during the work of the Admissions Committee, no more than 1/3 of the members are allowed on the basis of the order of the rector of the university.

Persons entering the courses submit the following documents to the secretary of the admissions committee:

- 1) application addressed to the Rector (Appendix 1);
- 2) a copy of the identity document;
- 3) the original and a copy of the document on education;
- 4) six photos measuring 3x4 centimeters;

5) medical certificate form 086-U.

The document of education provided to the admissions committee is a diploma:

- about technical and professional, post-secondary education, with the results of training in accordance with the 5th level of the Professional standard «teacher»;

- about higher education, with the results of training in accordance with the 6th level of the Professional standard «teacher»;

- about postgraduate education, with the results of training in accordance with the 7-th level of the Professional standard «teacher».

The document on education must correspond to the classifier specified in the table of conformity of specialties/educational programs (Appendix 2). According to the specialties / educational programs not specified in the compliance table, the acceptance of documents is carried out by the decision of the admissions committee on an individual basis.

Together with copies of the documents specified in this paragraph, their originals are provided for verification. After verification, the originals are returned.

If an incomplete list of documents specified in this section is provided, the secretary of the admissions committee returns the documents.

When providing a complete list of documents, the secretary submits personal files to the Admissions Committee for consideration. The admissions Committee considers the relevant documents for enrolling applicants in the course.

Enrollment in the courses of pedagogical retraining is carried out by the order of the rector on the basis of the decision of the admissions committee.

After enrolling in the courses, an agreement is concluded between the University and the student.

The organization of the work of the next admission committee is allowed during the training period of the current stream, but not before the beginning of pedagogical practice in accordance with the Academic calendar.

The personal files of the students, during the training period, are stored at the Institute.

## **7. Organization of pedagogical retraining courses**

The training of students of the Pedagogical Retraining Program is implemented in accordance with the curriculum. The curriculum is compiled by the Institute's employees in coordination with the departments participating in the implementation of the pedagogical retraining program. The curriculum is signed by the director of the Institute, and is also coordinated with the head of the UMO and the Vice-rector for UMR. The developed plan is approved by the Rector of the University.



The catalog of disciplines of the educational program «PR0012-Pedagogical retraining» is being developed by the institute together with teachers involved in the implementation of the pedagogical retraining program. The catalog of elective disciplines consists of a list of general elective courses for all students and a list of disciplines depending on the profile of teacher training. (Appendices 3, 4)

The individual curriculum (hereinafter referred to as the IUP) is formed during the adaptation week on the basis of the curriculum for the entire period of study and the choice of disciplines by students from the catalog of elective disciplines. The IUP is signed by the listener, the adviser and the director of the institute.

The courses are conducted in accordance with the academic calendar, which is compiled by the Institute for each stream of students separately. The academic calendar is coordinated in the educational and methodological department and approved by the rector. The original of the academic calendar is transferred to the office registrar service, a copy is stored at the institute.

The academic calendar includes the following study periods:

- adaptation week – 1 week;
- theoretical training – at least 15 weeks;
- examination session – at least 2 weeks;
- pedagogical practice – 1 week for each loan;
- final certification – 1 week for each loan.

During the adaptation week, the staff of the Institute introduces students to the learning process, presents the catalog of disciplines of the program, draws up individual curricula of students, prepares a schedule of classes based on individual plans.

Working curricula (Syllabuses) in the disciplines are developed by teachers of the assigned departments of the university. Working curricula in the disciplines are approved by the director of the Institute.

Theoretical training is organized during the semester (15 weeks). During the period of theoretical training, students undergo 2 boundary tests - at week 8 and at week 15.

The exam schedule is compiled by the Institute together with the Office Registrar service no later than 2 weeks before the start of the interim certification. The approved schedule is brought to the attention of the listeners. The form of the examinations is determined by the teachers and approved by the order of the rector on the basis of a memo from the director of the Institute. Admission to the examination session of students is issued by the order of the director of the Institute. Students who have mastered the theoretical course of the program and have an average GPA of at least 50 points (D; 1.0) can be admitted to the session.

Students who have successfully passed the examination session and have an average GPA of at least 65 points (C; 2.0) are allowed to practice teaching.

The organization of pedagogical practice is carried out on the bases of practices with which a bilateral agreement with the university has been concluded.

The base of pedagogical practice should correspond to the direction of training teachers according to the program. The contract with the practice base is concluded no earlier than one month before the start of the pedagogical practice.

The passage of the pedagogical practice of students is issued by the order of the rector on the basis of a memo from the director of the institute. Before the beginning of the pedagogical internship, the institute staff, together with the teachers involved in the implementation of the pedagogical retraining program, hold an introductory conference with the students.

The program of pedagogical practice is prepared no earlier than a month before the start of practice. The development of the program of pedagogical practice is carried out by teachers of departments participating in the implementation of the program of pedagogical retraining, which is considered at the educational and methodological council of the Faculty of Humanities, then at the educational and methodological Council of the university and approved by the vice-rector for educational and methodological work.

Following the results of the pedagogical practice, students prepare a report in accordance with the requirements of the approved program of pedagogical practice. To protect the reports on the passage of pedagogical practice, a Commission is created from among the teachers involved in the implementation of the program, which is approved by the order of the director of the Institute. The protection of reports is organized before the start of the final certification in accordance with the protection schedule.

After mastering the theoretical course and successfully passing the pedagogical practice, the final certification is carried out. The form of final certification is set by the university independently.

To organize the final certification, a commission is created, which is approved by the order of the rector on the basis of a memo from the director of the institute. The final attestation Commission (hereinafter referred to as the IAC) consists of the chairman, members of the commission and the secretary. A representative of the Institute is appointed Secretary.

The schedule of the final certification is compiled by the institute together with the office registrar service, which is approved by the rector of the university no later than 2 weeks before the start of the IAC.

The results of the final attestation are drawn up by the minutes of the final attestation meeting in the form set out in Appendix 5.

A student who has successfully passed the final attestation is awarded the qualification «Teacher/Teacher» according to the corresponding profile. The assignment of qualifications is formalized by a protocol (Appendix 6).

Students who have successfully completed pedagogical retraining programs are issued a certificate with an appendix for 3 (three) languages that grant the right to carry out pedagogical activities in schools and preschool institutions (Appendix 7).

Certificate and application for 3 (three) languages have special degrees of protection and are purchased in accordance with the Decree of the Government of the Republic of Kazakhstan dated December 31, 2015 No. 1162 «On determining suppliers of printed products requiring a special degree of protection, as well as approving the list of such products purchased from them and invalidating certain decisions of the Government of the Republic of Kazakhstan».

A certificate with a QR code (Q-ar code) to verify its authenticity is signed by the Rector of the University and in case of his absence, the person performing his duties is valid from the date of completion of the courses and the date of issue of the certificate and its appendices.

Certificates are issued by the office registrar service. The University carries out timely filling in of personal data of students in the information system «National Educational Database».

Personal files of graduates of pedagogical retraining courses are transferred to the university archive for storage on the basis of the act of acceptance and transfer.

For students who have not passed the final certification, the university issues a certificate of listening to the course of pedagogical retraining.

Students who have not received a certificate have the opportunity to:

- 1) for re-training with the following stream of courses;
- 2) to transfer from one stream to another during the current year for a good reason, on the basis of supporting documents;

Students who have not fulfilled the terms of the course agreement are expelled by order of the Rector of the University on the basis of the decision of the commission for the consideration of applications and applications of students of the courses. The university notifies the student of the expulsion.

## 8. Application 1 (sample)

To the Rector of the Educational institution «Alikhan Bokeikhan University»  
, Doctor of Political Sciences, Professor Sh.A. Kurmanbaeva.

from the citizen(s) \_\_\_\_\_

(FULL NAME)

IIN \_\_\_\_\_, who lives at \_\_\_\_\_

\_\_\_\_\_

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

Graduated from an educational institution

\_\_\_\_\_ (name of the document, year of graduation, educational institution, specialty)

\_\_\_\_\_

### STATEMENT

I ask you to enroll me in the Pedagogical retraining course of the Institute  
advanced training and additional training according to the educational program  
PR0012-Pedagogical retraining.

Direction of study: \_\_\_\_\_

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

I am reporting the following information about myself:

Gender \_\_\_\_\_ Nationality \_\_\_\_\_ Citizenship \_\_\_\_\_

Date and place of birth \_\_\_\_\_

Place of work \_\_\_\_\_

\_\_\_\_\_

I am familiar with the standard rules for admission to study in educational organizations  
implementing educational programs of higher education for 2022, the license for the right to  
conduct educational activities

«\_\_\_» \_\_\_\_\_ 2022

\_\_\_\_\_  
(signature)

## Application 2

**Table of compliance of specialties/educational programs/, for the acceptance of documents for pedagogical retraining courses**

№	Direction of training	college	Bachelor	Postgraduate education
1	Учитель казахского языка и литературы		Переводческое дело Филология	Переводческое дело Филология Лингвистика Литературоведение
2	Учитель русского языка и литературы в школах с казахским языком обучения		Переводческое дело Филология	Переводческое дело Филология Лингвистика Литературоведение
3	Учитель биологии	Прикладной бакалавр агрономии	Биология Биотехнология Экология	Биология Биотехнология Геоботаника
4	Учитель информатики	Прикладной бакалавр информатики Прикладной бакалавр вычислительной техники и информационных сетей Прикладной бакалавр систем информационной безопасности Прикладной бакалавр программного обеспечения Прикладной бакалавр автоматизации и управления технологическими процессами	Информатика Информационные системы Вычислительная техника и программное обеспечение Математическое и компьютерное моделирование Системы информационной безопасности Автоматизация и управление	Информатика Информационные системы Вычислительная техника и программное обеспечение Математическое и компьютерное моделирование Системы информационной безопасности Автоматизация и управление
5	Учитель иностранного языка	Прикладной бакалавр переводческого дела	Иностранная филология Переводческое дело Филология	Иностранная филология Переводческое дело Филология Лингвистика Литературоведение

6	Учитель истории		История (не педагогическая) Археология и этнология Музейное дело и охрана памятников	История Археология и этнология Политология
7	Учитель организации дошкольного образования	Педагогика и психология Педагогика и методика начального обучения Психология Прикладной бакалавр логопедии Прикладной бакалавр педагогики и методики начального образования	Педагогика и психология Педагогика и методика начального обучения Психология	Педагогика и психология Педагогика и методика начального обучения Психология

**Application 3****ALIKHAN BOKEIKHAN UNIVERSITY**

Біліктілікті арттыру және қосымша білім беру институты  
Институт повышения квалификации и дополнительного обучения  
Institute of advanced training and additional education

«PR0012-Педагогикалық қайта даярлау»  
білім беру бағдарламасының элективті пәндерінің каталогы

Каталог элективных дисциплин образовательной программы  
«PR0012-Педагогическая переподготовка»

Catalog of elective disciplines of the  
«PR0012-Pedagogical retraining» educational program

Семей, 2022  
Semey, 2022

Reviewed at the meeting of the Institute of Advanced Training and Additional Training  
date Protocol No. \_\_\_\_\_

Approved by the Educational and Methodological Council of the Faculty of Humanities  
date Protocol No. \_\_\_\_\_

Approved at the meeting of the Educational and Methodological Council of the University  
Date Protocol No. \_\_\_\_\_

**Application 4**

ТАҢДАУ БОЙЫНША КОМПОНЕНТ ПӘНДЕРІ (ЭЛЕКТИВТІ)  
ДИСЦИПЛИНЫ КОМПОНЕНТА ПО ВЫБОРУ (ЭЛЕКТИВНЫЕ)  
ELECTIVE COMPONENT

№ п/п	Наименование Дисциплин	Цикл	Код	Краткое описание
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Дайындық бағыты/Направление подготовки/Direction of training:

- Учитель .....
- ..... мұғалімі;
- Teacher of .....

№ п/п	Наименование Дисциплин	Цикл	Код	Краткое описание
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**Application 5**

ПРОТОКОЛ № \_\_\_\_\_

**Заседания Итоговой аттестационной комиссии**  
(заполняется на каждого обучающегося)

«\_\_\_» \_\_\_\_\_ 20\_\_ г. с \_\_\_ час. \_\_\_ мин. до \_\_\_ час. \_\_\_ мин

Присутствовали:

**Председатель:****Члены комиссии:**о сдаче итоговой аттестации (государственный экзамен) по образовательной программе PR0012-Педагогическая переподготовкаЭкзаменуется слушатель \_\_\_\_\_  
(фамилия, имя, отчество)

Вопросы: (результаты тестирования по блокам дисциплин)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

1. Признать, что слушатель \_\_\_\_\_  
(фамилия, инициалы)

сдал итоговую аттестацию по образовательной программе PR0012-Педагогическая переподготовка

с оценкой \_\_\_\_\_  
(оценка по балльно-рейтинговой буквенной системе)2. Отметить, что слушатель \_\_\_\_\_  
(фамилия, инициалы)

3. Особые мнения членов итоговой аттестационной комиссии

**Председатель** \_\_\_\_\_ (подпись)**Члены комиссии** \_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

**Секретарь** \_\_\_\_\_ (подпись)

**Application 6****ПРОТОКОЛ № \_\_\_\_\_  
заседания Итоговой Аттестационной Комиссии**

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ г. с \_\_\_\_\_ час. \_\_\_\_\_ мин. до \_\_\_\_\_ час. \_\_\_\_\_ мин.

о присвоении квалификации слушателю, сдавшему итоговую аттестацию (государственный экзамен)

**Присутствовали:*****Председатель:*** \_\_\_\_\_***Члены комиссии:***Слушатель \_\_\_\_\_  
(фамилия, имя, отчество)

сдал(а) государственный экзамен с оценками: \_\_\_\_\_

\_\_\_\_\_  
(оценка по балльно-рейтинговой буквенной системе оценки знаний, дата сдачи)

Признать, что слушатель сдал(а) предусмотренный учебным планом государственный экзамен по образовательной программе PR0012-Педагогическая переподготовка.

Присвоить слушателю \_\_\_\_\_  
(фамилия, инициалы)

квалификацию \_\_\_\_\_

Особые мнения членов комиссии \_\_\_\_\_

Выдать сертификат \_\_\_\_\_  
(с отличием, без отличия)**Председатель** \_\_\_\_\_ (подпись)**Члены комиссии** \_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

\_\_\_\_\_ (подпись)

**Секретарь** \_\_\_\_\_ (подпись)

**Application 7****CERTIFICATE**

issued

\_\_\_\_\_  
(Full name) (if any)

that he (a) with «\_\_\_» \_\_\_\_\_ by « \_\_\_ « \_\_\_\_\_ 20\_\_ a year has passed(a) a course of pedagogical retraining in the amount of \_\_\_ credits under the educational program PR0012 «Pedagogical retraining» in the direction of \_\_\_\_\_.

Rector of the educational institution «Alikhan Bokeikhan University»

Kurmanbayeva Sh.A. \_\_\_\_\_

( signature)

Place of printing

Date of issue « \_\_\_» \_\_\_\_\_ 20\_\_ year

Registration number: No. \_\_\_ from «\_\_\_» \_\_\_\_\_ 20\_\_ years.