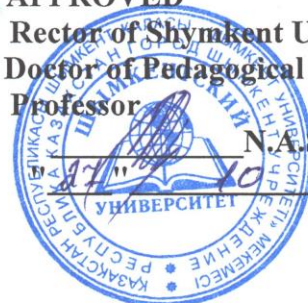


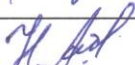
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APPROVED
Rector of Shymkent University
Doctor of Pedagogical Sciences,
Professor
N.A. Seitkulov
2023.




POSITION
“ON IMPROVEMENT OF QUALIFICATIONS” TEACHING STAFF

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM
 PROVISIONS of the UNIVERSITY 01 - 05 - 2023

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1. APPLICATION AREA

1.1 this Regulation establishes a unified procedure and basic requirements for the organization of advanced training of the teaching staff (teaching staff), scientific and pedagogical staff of the structural divisions of the university.

1.2 the requirements of this document are mandatory for use by scientific and pedagogical staff of the University, university employees.

1.3 The regulation is a normative document that forms the academic policy of Shymkent University and the internal quality assurance system, all structural units are required to comply with the requirements of the Rules.

2. REGULATORY REFERENCES

2.1 The Law of the Republic of Kazakhstan "On Education" dated October 24, 2011 No. 487- VI (with amendments and additions as of 10.07.2023, No. 19-VIII).

2.2 The Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V (with amendments and additions as of 04.07.2023, No. 15-VIII of the Law of the Republic of Kazakhstan).

2.3 Academic Policy of the University;

2.4 The Charter of the University.

3. NAMES, DEFINITIONS AND ABBREVIATIONS

The following terms, abbreviations and definitions are used in these Rules:

- Teaching staff- Teaching staff;
- Institute of Advanced Training;
- Professional development of teachers.

Teaching staff -the teaching staff includes the positions of dean of the faculty, head of the department, professor, associate professor, senior lecturer, teacher.

Advanced training is a type of additional professional education aimed at deepening the knowledge acquired by an employee and improving professional skills in mastering basic educational programs in accordance with domestic and international requirements of scientific, technical, economic and social development, as well as meeting the individual needs of an individual in improving his professional training.


Professional retraining is a type of additional professional education available to the student on the basis of obtaining a new specialty.

Additional professional education is additional education aimed at continuous professional development and professional retraining of persons with professional education in accordance with the qualification requirements for additional professional education programs, professions and positions and contributing to the development of business and creative abilities of these persons, improving their cultural level. Additional professional education includes advanced training and professional retraining.

Certificate is a document certifying a legal fact, a state-issued document on professional development for persons who have completed training under the program in the amount of more than 72 hours.

A *certificate* is a document confirming the compliance of professional knowledge, experience and skills of a specialist with the regulatory requirements for competencies in the field of a certified specialty.

Certificate-a document confirming the completion of a higher or secondary specialized educational institution and the assignment of appropriate qualifications, as well as the assignment of an academic degree; a state-issued document for persons who have completed a program of more than

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500 hours, certifying that after graduating from a higher educational institution, in addition to a scientific specialty, its holder received an additional specialty; a document, a document certifying that a specialist is engaged in professional activity in a certain field.

Internship is a type of additional professional education for obtaining work experience or advanced training in a specialty, the main purpose of which is to form and consolidate in practice professional knowledge, skills and abilities acquired as a result of theoretical training, indicating the general direction of the internship, types of work performed and their scope, production activities. The internship is carried out in order to study best practices, gain new professional skills at a high level.

4. DESCRIPTION OF THE PROCEDURE

4.1 General provisions

4.1.1 professional development is one of the main components of the training of highly qualified specialists.

4.1.2 professional development of the teaching staff and staff is carried out in order to improve professional skills, prepare them for the introduction of updated content, structure and innovative educational technologies into the educational process, improve the quality of training of specialists with higher professional education, improve the management of the educational process.

4.1.4 professional development is aimed at solving the following tasks:

- improving pedagogical skills;
- improvement of subject competencies;
- study and implementation of new technologies in the educational process;
- activation of research, methodological, innovative and creative activities;

4.1.5 Professional development is carried out as necessary, but at least once every five years throughout the entire working life. Professional development can be carried out in leading universities of the Republic of Kazakhstan and abroad, leading industry universities, institutes of advanced training, centers for advanced training and retraining of intersectoral regional personnel.

4.1.6 organizes work on professional development of teaching staff and employees of structural divisions.

4.7 the teacher assumes responsibility for professional development, choosing the types and terms of professional development that are useful for him, taking into account the capabilities and needs of the department and faculty. The responsibility of the head of the department for the professional development of teachers is to plan professional development and monitor the implementation of the department's control panel plan. Planning is carried out taking into account the interests and needs of the teacher himself, as well as the department, faculty and university as a whole.

4.2 forms and types of professional development, organization of professional development


4.2.1 the definition of a professional development program for each teacher is associated with the need for departments to develop educational scientific and methodological materials, scientific issues on cathedral, university, interuniversity and state topics, and in solving issues of pedagogical practice.

4.2.2 professional development can be carried out on-the-job, with partial separation from work, as well as using the possibilities of distance learning, including the use of telecommunications technologies, depending on the specifics of the job responsibilities of employees and the professional development program.

Professional development is carried out at the expense of employees' own funds.

4.2.3 types of professional development:

- professional development;

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- internship;
- professional retraining.

Types of professional development:

- participation in the work of thematic and problem seminars conducted by specialists in the field of specialty (the program length is up to 72 hours), followed by obtaining an appropriate document (certificate, certificate, certificate) on professional development;
- short-term (program length of at least 72 hours) thematic training on specific production issues;
- scientific, technical, technological, social security, arising at the level of the industry, region, institution (organization, enterprise);
- obtaining an academic master's degree (for teachers, students);
- other types of work reflecting the teacher's mastery of the educational process and innovative methods of conducting scientific research. Following the results of professional development, state-issued documents are issued:
 - certificate (certificate) for mastering the program lasting 72 hours (the certificate is valid for 3 years, with mandatory indication of hours);
 - certificate of professional development in the amount of 72 to 100 hours for persons who have completed short-term training or participated in thematic and problem seminars under the program;
 - свидетельство о повышении квалификации-для лиц, прошедших обучение по программе в объеме от 101 до 500 часов;
 - certificate of advanced training -for persons who have completed training under the program in the amount of 101 to 500 hours;
 - diploma of professional retraining in the amount of 501 to 1,500 hours for persons who have completed training under the program.
 - Provision of advanced training for the heads of the Organization of higher and postgraduate education and their deputies(s) in the field of management at least 1 (one) time in 3 (three) years.

4.2.4 professional retraining is aimed at obtaining additional knowledge, skills and abilities in educational programs providing for the study of individual disciplines, sections of science, technology and technology necessary to perform a new type of professional activity. Professional retraining for obtaining additional qualifications is carried out in institutions of higher professional education (including educational institutions for advanced training) by mastering additional professional educational programs.

4.2.5 educational and methodological work at the University is coordinated by the head of the Department of legal support and work with staff of teaching staff, teaching staff and employees of educational departments, deans and heads of departments of the University, vice-rector for educational and methodological work and distance learning.


4.2.6 The list of university employees who need qualifications in the current academic year is formed by the departments annually until September 1.

4.2.7 terms of professional development of employees

4.2.8 The professional development plan for teaching staff and University staff is formed by the heads of departments and teaching staff annually until September 10 in accordance with the annual professional development plans of structural units and approved by the rector of the University.

4.2.9 based on the results of the internship, the main accounting documents are the certificate of completion of the internship, certified by the seal of the host organization. The original of the professional development document is kept by the employee, and a copy is filed in his personal file.

4.2.10 after completing the advanced training courses, the employee must submit a copy of the professional development document (certificate, certificate, certificate or diploma) to the management of the educational structural unit no later than 5 days.

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4.2.11 a copy of the employee's professional development document (certificate, certificate, certificate or diploma) is stored in the educational structural unit for 3 years.

4.2.12 heads of structural divisions are qualified for the staff and the dean of the faculty.

4.3 Organization and implementation of the internship

4.3.1 internship as a form of additional professional education is a form of professional development, as a result of which professional competence is formed. The internship is conducted in order to study best practices, gain new professional skills of a high level.

4.3.2 the internship of the University staff is carried out in leading research institutes and educational institutions.

4.3.3 the internship can be short-term (from 18 to 14 days, the volume is 72 hours) and long-term (from 2 to 4 months, volume from 100 to 1000 hours). The duration and terms of the internship are set by the head of the structural unit in accordance with the professional development plan.

4.3.4 the internship is conducted in practice in order to form and consolidate professional knowledge, skills and abilities. The internship is conducted in educational institutions (departments, research sector, etc.), research organizations, public organizations, consulting firms, public and private enterprises.

4.4 Interaction of the University's structural divisions on the organization of professional development

4.4.1 the structural divisions of the University in the field of professional development of teaching staff, teaching staff and employees interact as follows.

4.4.2 the Personnel Management Department monitors compliance by employees of structural divisions with the frequency of professional development and forms proposals on the list of persons who need professional development in the current academic year.

4.4.3 The Department of Personnel Management, heads of departments and deans of faculties coordinate the work on professional development of teaching staff, teaching staff and employees of educational structural units. Monitors the content and implementation of curricula and professional development programs;

4.4.4 The Vice-Rector for Academic Affairs and Strategic Development and, together with the Department of International Cooperation, organizes and coordinates the general professional development of teaching staff abroad.