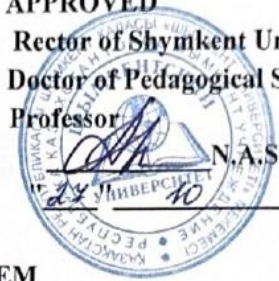
	Shymkent University	
	Quality management System Regulation on the procedure for planning academic work and teaching load of the teaching staff	page 1 of 10

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**Rector of Shymkent University
 Doctor of Pedagogical Sciences,
 Professor**


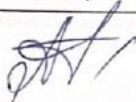
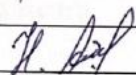


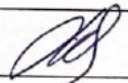
N.A. Seitkulov

2023.


**QUALITY MANAGEMENT SYSTEM
 ON THE PROCEDURE FOR PLANNING ACADEMIC WORK AND THE TEACHING
 LOAD OF THE TEACHING STAFF**

SHYMKENT UNIVERSITY QUALITY MANAGEMENT SYSTEM THE
 PROVISIONS of the UNIVERSITY **01-33-2023**

Job title	Signature	Full name
agreed:		
Vice-Rector for Academic Affairs and Strategic Development		Kerimbekova A.A.
Head of the Department of Strategic Development and Internal Quality Assurance		Aidarova A.A.
Lawyer		Asilkhanov N.S.

Job title	Signature	Full name
Developed by:		
Head of the Department of Academic Affairs		Mambetova L.M.

Document validity period: « <u>27</u> » <u>10</u> 20 <u>23</u> y. until « <u>27</u> » <u>10</u> 20 <u>26</u> y. Extension period: « <u> </u> » <u> </u> 20 <u> </u> y.	Entered: № <u>22-105</u> Date of introduction: « <u>27</u> » <u>10</u> 20 <u>23</u> y.	Quality Management System SHU Provisions of the University 01-33-2023 Edition 2 Registration number <u>33</u> Copy No. <u>1</u>
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1. APPLICATION AREA

1.1 Defines the procedure for planning the academic load and extracurricular pedagogical activities of the teaching staff of Shymkent University.

1.2 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 REFERENCE DOCUMENTS

2.1 Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 "On approval of State mandatory standards of higher and postgraduate education". (Order No. 66 dated 20.02.2023)

2.2. Order of the Minister of Education and Science of the Republic of Kazakhstan dated May 18, 2020 No. 207 "On Amendments and Additions to the 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 educational organizations of the appropriate type". (Order No. 526 dated 12.10.2023)

2.3. Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 5, 2024 No. 4 "On approval of qualification requirements for educational activities and a list of documents confirming compliance with them".

2.4 Academic policy of the University.

3 NAMES, DEFINITIONS AND ABBREVIATIONS

SHU-Shymkent University


4. DESCRIPTION OF THE PROCEDURE

4.1 General provisions

The requirements for the candidates of employees when applying for a job at Shymkent University are established by determining the qualification characteristics of the positions of employees in accordance with subparagraph 2) paragraph 2 of Article 43-1 of the Law "On Education" and ensure their compliance.

At the same time, lectures at the university are taught on the basis of the academic degree "Candidate of sciences" and (or) "Doctor of Sciences", or "Doctor of Philosophy (PhD)", or "doctor of philosophy", or "Doctor of Philosophy (PhD)", or "doctor of profile", or "doctor philosophy (PhD)", or "Doctor of Philosophy (PhD)", or "Doctor of Philosophy (PhD)", or "Doctor of Philosophy (PhD)", or "Doctor of Philosophy (PhD)", or "Doctor of Philosophy (PhD)", or "PhD profile", and/or "associate professor (associate professor)", or "professor" (if available), also provides teachers, having a master's degree in the relevant sciences, and (or) senior teachers with at least three years of experience in the position or at least five years of practical experience in the profile.

Scientists with practical experience in the field of economics, relevant areas of training, honored workers of culture, art, sports, members of creative unions or experienced specialists are involved in lecturing and (or) conducting other types of educational activities.

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Appendix 1


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**Rector of Shymkent University
 Doctor of Pedagogical Sciences,
 Professor**

_____N.A.Seitkulov
 " ____ " _____ 2023.

**Shymkent University
 THE ANNUAL WORKLOAD
 of the teaching staff
 (20__-20__ academic year)**

№	Job titles	Classroom hours	Standards of deviation of classroom hours	Total load size	Standards for deviation of the total load value
1	Chairman of the Board	100	90-120	200	190-220
2	Rector	100	90-120	200	190-220
3	Vice-Rector Candidate of Sciences	110	100-130	200	190-220
4	Dean of the Faculty Candidate of Sciences	150	140-170	300	290-320
5	Head of the Department Doctor of Science Candidate of Sciences	350	340-370	500	490-520
6	Deputy Dean Doctor of Science Candidate of Sciences	420	410-440	550	540-560
7	Professor of the Higher Attestation Commission Doctor of Science Candidate of Sciences	280 340	270-300 330-360	400 450	390-420 440-460
8	Associate Professor of the Higher Attestation Commission: Doctor of Science Candidate of Sciences PhD Doctor	350 400 420	340-370 390-420 410-440	500 530 550	490-520 520-550 540-570
9	Candidate of Sciences, Senior Lecturer	420	410-440	550	540-570
10	Master's degree, Senior	470	460-490	590	580-610


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	Lecturer				
11	Senior Lecturer	500	490-520	600	590-620
12	Master's degree, teacher	510	500-530	610	600-630
13	Teacher	520	510-540	630	620-650

Appendix 2

The amount of time to determine the amount of educational, methodical and other work performed by the teaching staff of Shymkent University.

№	Types of work	Note
1.	Reading a lecture	1 academic hour is equal to 1 contact hour (50 minutes) Lecture hours are designed for more than 70 compiled academic streams. For distance learning, an academic stream consisting of 150-200 students is calculated.
2.	Conducting practical and seminar classes	1 academic hour is equal to 1 contact hour (50 minutes) seminars and practical classes for academic groups of 20 students. Practical classes in the subjects languages (Kazakh, Russian, foreign), information and communication technologies are planned for groups of 10-12 students.
3.	Conducting laboratory classes	1 academic hour 2 contact hours (100 minutes) (1 credit is equal to 30 academic hours) laboratory work planning is carried out by academic groups of 10 students.
4.	Independent work of students under the guidance of teachers	1 academic hour is equal to 1 contact hour (50 minutes) - calculated for an academic group consisting of 15 independent work of a student and a teacher, independent work of a graduate student and a teacher.
5.	Course paper Acceptance of protection (project)	The writing of the course work is taken into account in calculating the hours of independent work of the student and the teacher and the independent work of the undergraduate and the teacher.
6.	Passing exams (orally and in writing)	0.25 hours per student
7.	Taking tests	

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8.	Supervision of final works, consulting	1) members of the final certification - 6 academic hours 2) guidance and counseling 18 academic hours
9.	Organization of the work of the final certification commission.	The final certification for the chairman of the commission is 1 academic hour, for a member – 0.5 academic hours. Final certification to the secretariat of the commission - 0.5 academic hours, no more than 6 hours a day (commission members no more than 5). Final examination: - on a comprehensive exam - no more than 15-20 students in 1 academic group per day - no more than 7-10 students in 1 academic group on the Day of Defense of Final Works.
10.	State exam on the history of Kazakhstan (the number of chairman, members and secretary of the State Exam is no more than 5 people)	1 student (if the State exam is in the form of a test, multiplied by the number of students 0.01.)
11.	Taking a creative exam	6 hours a day taking creative exams educational program "Physical Culture and Sports" number of students in the stream 25-30, educational program "Fine Arts and Drawing" number of students 10-15, educational program "Music Education" number of students in the stream 20-25
12.	In undergraduate studies, pedagogical leadership; In the master's program - supervision of teaching practice Industrial practice, research work	12 hours per week for 1 academic group
13.	Mentoring	Mentoring one group 30 hours per semester
14.	Adviser	200 hours per person responsible for each educational program

**Appendix A
(required)**



Familiarization sheet

No.	Full name	Job title	Date	Signature

F 4.01.06



(required)

Change registration sheet

No.	Making a decision to make changes		Parade numbers				The number of all pages	Date of the changes	The person making the change	
	Document	Registration No.	Changed	Not replaced	New	Deleted			Full name	Signature