

**The procedure for submitting materials
to the UMO in the field of education "Pedagogical sciences"
Rooms on the basis of KazNPU named after Abaya**

To resolve the issue of assigning the stamp of the UMO RUMS, the applicant (author, author's team) send the following materials to the Chairman of the UMO RUMS:

1. Cover letter signed by the head of the university, organization. The cover letter specifies: the name of the educational publication, the surname, first name, patronymic of the author(s) and the planned circulation, volume, name of the educational program for which the educational publication was developed (*Appendix 1*).

2. Three reviews of the content of the educational publication (or electronic edition). One internal and two external reviews from specialists working in different universities (scientific organizations). Reviews are provided by specialists who have a PhD (1) and a PhD (2) in the relevant field of knowledge.

The reviews should confirm the appropriateness of assigning a stamp based on the correspondence of the structure and content of the educational publication to the curriculum and the current level of development of science and technology, the

3. Curriculum from the OP (scanned version of the title page of the OP and the curriculum for the entire period of study, stamped "copy is correct")

4. The curriculum of the discipline (syllabus), according to which the educational publication has been developed.

5. Extract from the minutes of the meeting of the Academic Council of the university. For authors from KazNPU named after Abaya – extracts from the minutes of the meeting of the department, the Council of the Institute and the Academic Council of the University (Appendices 3,4,5). All extracts should contain a recommendation for the assignment of the UMO UMS stamp.

6. A certificate confirming the verification of the educational publication for originality, where the percentage of uniqueness should be at least 70%.

7. A manuscript of an educational publication approved (for at least one year) in the educational process, with a volume of at least 9 pp.l. for a textbook and 6 pp.l. for a textbook and a workshop.

The manuscript of the educational publication can be presented in A4 and A5 format.

Numbering should start from the 3rd page (at the bottom in the center), identical to the font of the manuscript.

Margins: upper, lower, right, left – 2 cm, line spacing – single.

Headings are highlighted in bold: chapters and sections – in capital letters, subsections, paragraphs – in lowercase.

The tab (indent of the paragraph) should be 1 cm (5 characters).

After each subsection, it is necessary to include a list of questions for control (at least 5).

Recommended literature is issued at the end of the educational publication: at least 5 main sources and 10 additional ones.

For A5 format (148x210 mm): the main font is 11 (Times New Roman – in Russian, Kz Times New Roman – in Kazakh). Auxiliary font - 9: text in tables, note, table of contents, bibliography, figure captions).

For A4 format (210x297 mm): The main font is 14 (Times New Roman – in Russian, Kz Times New Roman – in Kazakh). Auxiliary font 12.

The manuscript of the educational publication in PDF format is sent to the e-mail of the UMO RMC umo_kaznpu@mail.ru , the name of the document or file must contain the type of

educational publication and the full name of the first author. For example, "Textbook, Nurgalieva U.S."

The electronic educational publication is provided in the form of a working version on an electronic medium in two copies with a user manual and software requirements. Electronic (digital) educational publications (EIS) must meet the criteria for such publications. Electronic educational publications undergo two types of examination: 1. Examination of theoretical and methodological content;

2. Software expertise. (*Appendix 6*)

Note:

1. The originals of all accompanying documents to the educational publication with the indication of the authors' contact details (e-mail address, mobile phones) are provided to the UMO ROOMS on the basis of KazNPU named after Abai at: Kazakhstan, 050010 Almaty, Dostyk Avenue, 13, office 305.

2. Manuscripts and electronic publications intended for obtaining the UMO RUMS stamp must be submitted by November 01 of the current academic year (for a meeting of the first half of the year) and by March 01 of the current academic year (for a meeting of the second half of the year).

**Requirements for educational publications
accepted for examination by the UMO RUMS**

Type of educational publication	Specifications	Main purpose	Connection with the academic discipline	Structure requirements	Content requirement	Additional ly
1	2	3	4	5	6	7
Textbook	An educational publication containing a systematic presentation of a mandatory academic discipline, corresponding to the curriculum and officially approved as this type of publication.	To ensure the study and assimilation of knowledge in the academic discipline	Corresponds to the academic discipline by 90% or more	<ol style="list-style-type: none"> 1. Title page 2. Table of Contents 3. Introduction (relevance, subject characteristics of the publication) 4. The main text of the publication is a system of scientific and subject knowledge (the main structural elements of the text are completed with a didactic apparatus) 5. Conclusion (summary of information, conclusions, development trends, recommendations) 6. List of references (including the author's publications) 	The content of the textbook meets the requirements and the SES fully discloses the program for the academic discipline. The system of basic knowledge required for students' assimilation is described. The sections are accompanied by control questions or tasks.	<p>The volume is not less than 9 p.l.</p> <p>The name of the textbook should correspond to the name of the discipline</p> <p>The quality of the publication's design (compliance with the norms of Kazakh, English, Russian languages, design)</p>

Study guide	An educational publication reflecting a part of a compulsory or elective academic discipline and officially approved as this type of publication.	To ensure the study and assimilation of knowledge in the academic discipline	Corresponds to the academic discipline by 50% or more	<ol style="list-style-type: none"> 1. Title page 2. Table of Contents (contents) 3. Introduction (purpose (purpose) of the publication, relevance of the curriculum, degree of novelty, features of the author's concept, subject characteristics of the publication). 4. The main text of the publication is a system of scientific and subject knowledge (the main structural elements of the text are completed with a didactic apparatus) 5. Conclusion (summary of information, conclusions, development trends, recommendations) 6. List of references (including the author's publications) 7. Glossary and Appendix 	The content of the textbook meets the requirements of the SES and fully discloses the program for the academic discipline. The system of basic knowledge required for students' assimilation is described. The sections are accompanied by control questions or tasks.	<p>The volume is not less than 6 p.l.</p> <p>The name of the textbook should correspond to the name of the discipline</p> <p>The quality of the publication's design (compliance with the norms of Kazakh, English, Russian languages, design)</p>
Workshop	An educational and practical publication designed to consolidate theoretical material and test knowledge by various methods. It contains practical tasks and exercises that contribute to the assimilation of the passed. The main types of workshops accepted for examination by UMO ROOMS are a collection of exercises, a collection of tasks (problem	To ensure the formation of skills, the consolidation of theoretical material.	Corresponds to the academic discipline by 30% or more.	<ol style="list-style-type: none"> 1. Title page 2. Preface (the purpose of the discipline, methodological guidelines). 3. The main text (a brief theoretical block, a system of practical tasks and exercises, methodological guidelines). 4. Conclusion 5. References 6. Appendices (reference and accompanying apparatus) 	<p>It contains a brief theoretical part (methodology and procedure) and methodological guidelines (recommendations) -</p> <p>Practical tasks, exercises and tasks</p>	<p>Volume of at least 6 pp.l.</p> <p>Quality of the publication design (compliance with the norms of Kazakh, English, Russian languages, design)</p>

	books), laboratory workshops.					
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Sample cover letter in the UMO ROOMS

**Chairman of the UMO in the field of
education "Pedagogical sciences" RUMS on the basis of
KazNPU named after Abaya,
Chairman of the Board-Rector
Bilyalov D.N.**

The university (name of the university) petitions (specify the type, name of the educational publication) Full name of the author(s) (indicating the academic degree, academic title) for the organization of an examination in order to assign the stamp of the UMO in the field of education "Pedagogical Sciences" of the RUMS on the basis of KazNPU. Abaya.

The educational publication (type, title) is designed for students of the educational program (title, OP cipher).

The volume of the educational publication - printed sheets (in the case of an electronic educational publication - the number of Mb), the estimated circulation of __ copies.

There are positive reviews for the educational publication (type) (attached).

Based on the above, we ask you to consider assigning the stamp of the UMO in the field of education "Pedagogical Sciences" to the RUMS on the basis of KazNPU Abaya educational publication (type, name).

Rector _____ Full name

The review of the content of the educational publication
should contain the following points:

Initial data:

1. The name of the educational publication.
2. Estimated circulation
3. Surname, first name, patronymic of the author(s), academic degree and title, place of work and position.
4. The name and cipher of the educational program for which the educational publication was prepared.
5. The requested neck.

The content part:

6. Evaluation of the structure and content of the manuscript.
7. The degree of compliance of the content of the manuscript with the curriculum and the results of the discipline.
8. The difference between the manuscript and the available literature, the degree of its continuity.
9. The scientific level of the manuscript content.
10. The degree of mastering practical issues, their relevance.
11. Methodological level of the material, its adaptability to educational technologies.
12. The degree of compliance with psychological and pedagogical requirements for the interpretation of the presented material and its application.

The final part:

13. Expediency (inexpediency) of assigning the manuscript of the vulture.

Reviewer (position, academic degree,
academic title of the reviewer,
contacts)

Full name

The seal of the university (scientific organization).

Meeting of the Academic Council of the University (for authors working in third-party organizations)

EXTRACT FROM PROTOCOL NO. _____

meetings of the department " _____ " from " ___ " _____ 20__ year

Academic Council
(specify the university)

.....

DECIDED: Apply to the Educational and Methodological Association in the field of education "Pedagogical sciences" on the basis of KazNPU named after Abaya on the assignment of the stamp of the Republican Educational and Methodological Council _____ (specify the type of educational publication) " ___ name ___ " of the author(s) _____, prepared for students by OP (cipher, name).

Chairman of the Academic Council of the University

Secretary

(for authors working at the basic university of UMO ROOMS)

EXTRACT FROM PROTOCOL NO. _____

meetings of the department " _____ " from " ____ " _____ 20__ year

.....

DECIDED TO: Recommend _____ (specify the type of educational publication) "____name__" of the author(s) _____, prepared for students according to the OP (code, name) for consideration by the Council of the Institute for assignment vulture of the Educational and Methodological Association in the field of education "Pedagogical sciences" of the Republican Educational and Methodological Council on the basis of KazNPU named after Abai.

Head of the Department

Secretary

((for authors working at the basic university of UMO ROOMS))

EXTRACT FROM PROTOCOL NO. _____

Council of the Institute _____ from " ____ " _____ 20__ year

.....

DECIDED TO: Recommend _____ (specify the type of educational publication) " ____ name ____ " of the author(s) _____, prepared for students by OP (code, name) for consideration by the Academic Council of the University to assignment of the stamp of the Educational and Methodological Association in the field of education "Pedagogical Sciences" of the Republican Educational and Methodological Council on the basis of KazNPU named after Abai.

Chairman of the Institute's Board

Secretary

Criteria for the examination of electronic (digital) educational publications for the assignment of the stamp of the UMO in the field of education "Pedagogical Sciences" RUMS on the basis of KazNPU named after Abai

1. Electronic (digital) educational publications (EIS) must meet the criteria for such publications.

2. Full compliance with the examination criterion is estimated at 3 points, partial compliance – 2 points, complete non-compliance - 0 points.

3. On the basis of the obtained average score, taking into account the criteria, conclusions and recommendations, an Expert decision is made — a conclusion about the possibility of assigning the stamp of the UMO in the field of education "Pedagogical Sciences" of the Ministry of Education and Science of the Republic of Kazakhstan on the basis of KazNPU. Abaya as an electronic (digital) publication (type) indicating the direction of training.

4. The educational publication is recommended for use in educational institutions in case of receiving more than 85% of the maximum possible points, in case of receiving less than 85% of the points, the educational publication is not recommended.

№	Criteria for expert evaluation	Assessment (score)	Comment on points
1. Requirements for pedagogical design			
1.1	The convenience of building the structure of the (EIS) to work with it		
1.2	Maintaining a balance between text and multimedia content, as well as interactive activities		
1.3	The presence of a sufficient amount of multimedia content that reveals the basic concepts of the discipline being studied, providing a demonstration of physical, chemical, biological laboratory work, experiments, other phenomena and processes in accordance with the content of the discipline		
1.4.	The presence of a sufficient number of interactive tasks for each topic, contributing to the consolidation of the material covered and achieving the expected results		
1.5.	The presence of adequate feedback that monitors and corrects the actions of students		
1.6.	Availability of automated test tasks for independent control of knowledge and evaluation of educational achievements of students		
1.7	Availability of an automated glossary (dictionary of terms and basic concepts), providing access to it from anywhere in the EIS		
2. Requirements for functional and technical characteristics			

2.1	Compatible with the most common computer devices (computer, laptop, tablet, smartphone, interactive whiteboard, etc.)		
2.2	Compatibility with modern operating systems and their current versions (Windows, etc.).		
2.3	The presence of a friendly, intuitive interface, attractive modern design, unity of style		
2.4	The presence of simple effective navigation, which makes it easy to navigate in the structure of the EIS, the ability to return to the main menu, go to the help and reference material		
2.5	The use of highlighting certain important words and phrases in text and multimedia content for semantic purposes (italics, bold, underscores, brackets, frames, etc.)		
2.6.	Provision of high-quality multimedia content (video clips, animations)		
2.7	Aesthetics of demonstration of production processes, physical, chemical, biological laboratory work, experiments, other phenomena and processes		
2.8	Compliance with the color balance of screens		
2.9	High quality audio information (speech, music, noises)		
2.10	Convenience of sound characteristics adjustment		
2.11	Culture and literacy of voiceover speech		
2.12	Optimality of the tempo of the soundtrack		
2.13	High reaction speed when switching between sections and screens		
2.14	Reliability and stability in operation, operability of all provided functions and control components		
2.15	Expediency, correctness and convenience of using a keyboard, a mouse manipulator, a microphone, a printer and other devices in the EIS		

Summary of comments on the merits, errors and disadvantages.

Comprehension and analysis of the mistakes made and identified. First, conceptual errors related to general pedagogical and didactic requirements are indicated, then comments on the remaining criteria are formulated, inaccurate and incorrect formulations, semantic and stylistic shortcomings are given. The individual fragments of the EIS are indicated, which, according to the expert, are subject to exclusion, reduction, addition or processing. Repetition of comments is not allowed. Modules (sections), specific topics, etc. must be specified.

General analytical conclusions: (full analysis on the examination of the electronic educational publication)

The general conclusion presents the results of the examination of the electronic educational publication. The compliance of the textbook with the SES, the standard curriculum, the standard curriculum is evaluated, the orientation of the publication to achieve learning outcomes in accordance with the graduate's competence model correlating with the industry, National and European qualification framework is noted. All comments are stated objectively, argumentatively and concisely. Conclusions are written and recommendations are given.

Expert Solution:

Expert:

The order of the examination, the design of the neck

1. Manuscripts and electronic publications received by the UMO RUMS are registered and sent for examination to one or two experts (at the discretion of the UMO RUMS), who are appointed by the management of the UMO RUMS and are leading experts in this professional field.

2. An expert opinion on the content of an educational publication (manuscript or electronic publication) is compiled by experts taking into account the criteria.

3. Expert opinions on the content of educational publications (manuscripts or electronic publications) are announced at a meeting of the UMO RUMS.

4. The decision on the assignment of the neck is issued to the applicant in the form of an extract from the minutes of the meeting of the UMO RUMS, and in case of non-compliance with the requirements for the assignment of the neck - an expert opinion (negative). Extracts from the protocol are signed by the chairman and the Scientific Secretary of the UMO RUMS.

5. Expert opinions are stored in the UMO ROOMS for up to 3 years.

6. The rejected educational publication (including electronic) may be re-submitted for consideration by the UMO RUMS after revision according to the comments of experts, but not earlier than three months after the rejection. Re-examination is carried out on a general basis.

7. The author, the author's team undertakes to submit to the UMO one copy of the educational publication with the stamp UMO ROOMS within a month from the date of its publication.

8. Authors of educational publications applying for the assignment of the stamp of the Ministry of Internal Affairs of the Republic of Kazakhstan are issued a decision letter on the recommendation for the assignment of the stamp of the Ministry of Internal Affairs of the Republic of Kazakhstan.

The recommended form of drawing up an expert opinion on the content of an educational publication (manuscript or electronic publication)

1. The title of the manuscript, the estimated circulation and the year of issue.
2. Surname, first name, patronymic of the author(s), academic degree and title, place of work, position.
3. The name of the discipline (indicating the cycle to which this discipline belongs, the code according to the corresponding Classifier of training areas with higher and postgraduate education, according to which the educational publication has been prepared.
4. Evaluation of the working concept of the educational publication for compliance with the SSO of the Ministry of Internal Affairs of the Republic of Kazakhstan; the National Qualifications Framework of the Ministry of Internal Affairs of the Republic of Kazakhstan; the Industry Qualification Framework of the Republic of Kazakhstan, the Professional Standard.
5. Evaluation of the content of the educational publication for compliance with the modern scientific level (in this area); for expected learning outcomes; for objective criteria for assessing their achievability.
6. Focus on the formation of the ability to create specific products relevant to the professional sphere on the basis of theoretical knowledge, methodology of its analysis and transformation, practical skills of its use.
7. Evaluation of the methodological system of presentation and updating of educational material in an educational publication, its adaptability to competence-oriented educational technologies.
8. The degree of compliance with psychological and pedagogical requirements for the content and design of the educational publication.
9. Expediency (inexpediency) of assigning a vulture.

The assigned stamp of the UMO ROOMS has one of the following formulations:

Educational publication (type) " _____ " the author(s) _____ meets all the requirements for an educational publication (type), and can be recommended for assignment of the stamp of the Educational and Methodological Association (GUP) in the field of education "Pedagogical Sciences" RUMS of the Ministry of Internal Affairs of the Republic of Kazakhstan on the basis of KazNPU Abaya.

Educational publication (type) " _____ " the author _____ does not meet the basic requirements for an educational publication (type), and cannot be recommended for assignment of the stamp of the Educational and Methodological Association (GUP) in the field of education "Pedagogical Sciences" RUMS of the Ministry of Internal Affairs of the Republic of Kazakhstan on the basis of KazNPU Abaya.

Position, academic degree, - - - - - (Full name) Academic title of the expert, (Official address, phone number, e-mail address are indicated). If necessary, the expert's signature is certified at his place of work.